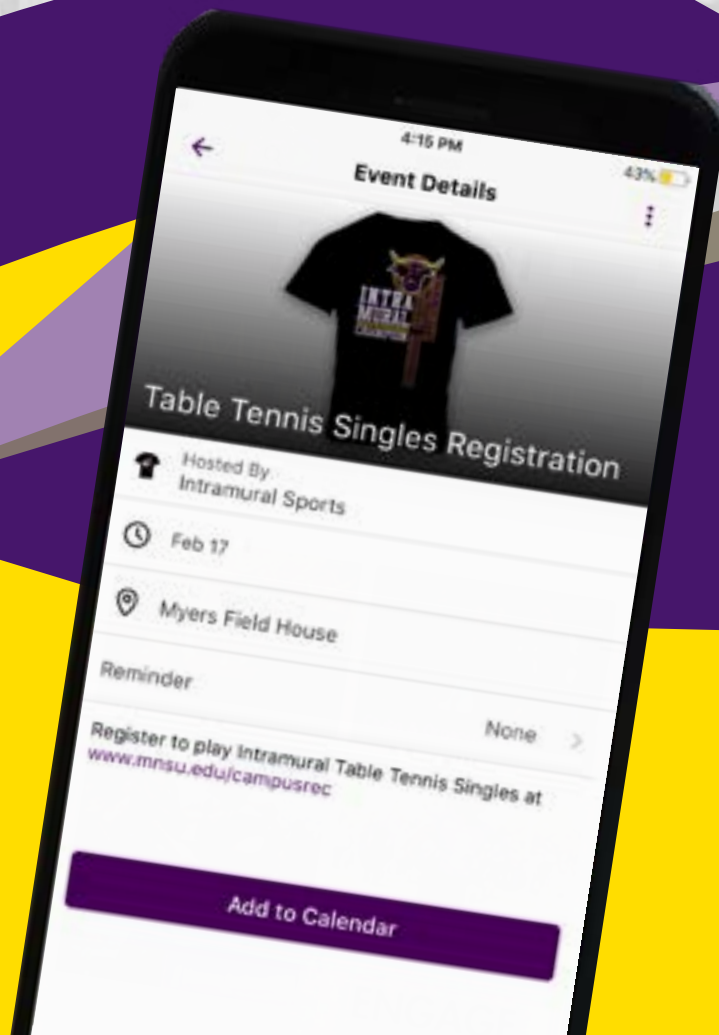




MINNESOTA STATE
UNIVERSITY, MANKATO

IT SOLUTIONS

CREATING EVENTS HOW-TO GUIDE



MAY LIFE

UNIVERSITY MOBILE APP



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WHY USE MAV LIFE FOR YOUR EVENTS?

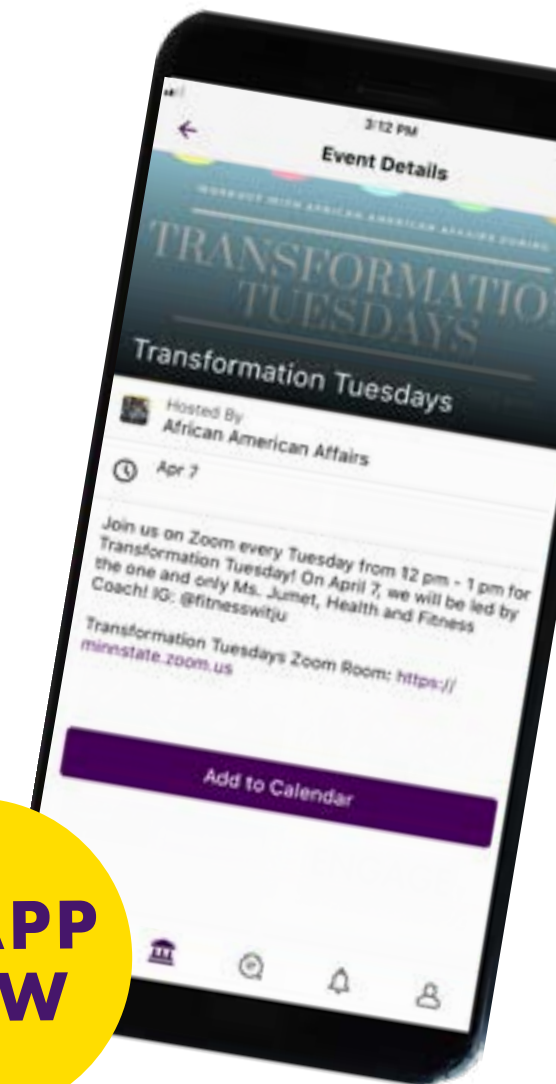
- Thousands of users
- Track event attendance
- Check-in and check-out
- Collect feedback
- And more!

Creating events in the official University app, Mav Life, is **quick and easy**, but more importantly gets your event in front of **thousands of app users!**

Events in Mav Life also get the bonus of creating awareness with students where they prefer communication – on their mobile devices. They can **RSVP to your event and share** with their friends.

The much requested feature of **attendance tracking** is also available in Mav Life! Attendees can scan in and out of your events to easily track attendance, gather event feedback, and capture data.

Note that using Events in Mav Life alone may not be right for every group or event on campus. We encourage you to also put your event in the University master calendar, your website, or utilize alternative solutions such as Engage for Registered Student Organizations.



IN APP
VIEW

STEP 1

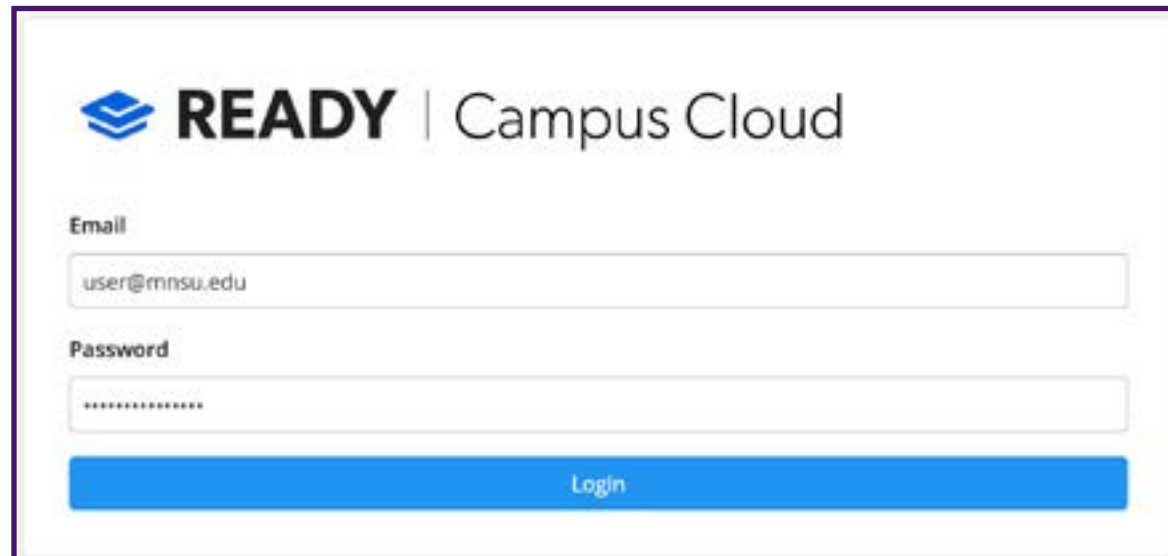
LOG IN TO CAMPUS CLOUD

Your department or division must be set-up with a **Campus Cloud account** to be able to add events to the app. If you do not have an account, please **request one with IT Solutions** to get started.

 mankato.mnsu.edu/submitaticket

1

Visit campuscloud.readyeducation.com and log in with your username and password.



STEP 2

NAVIGATE TO CREATE EVENT

After logging in, you'll be redirected to the **Campus Cloud dashboard**. Navigate to the **Create Event page** to begin!

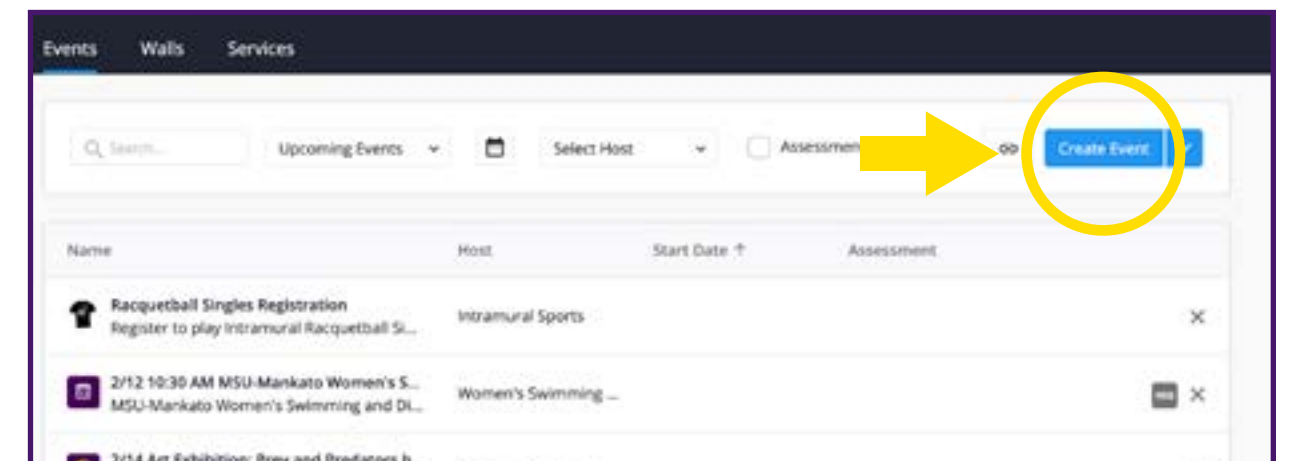
1

Click **Manage** in the upper left corner of the dashboard.



2

Once redirected to the Manage page, click **Create Event** on the right.



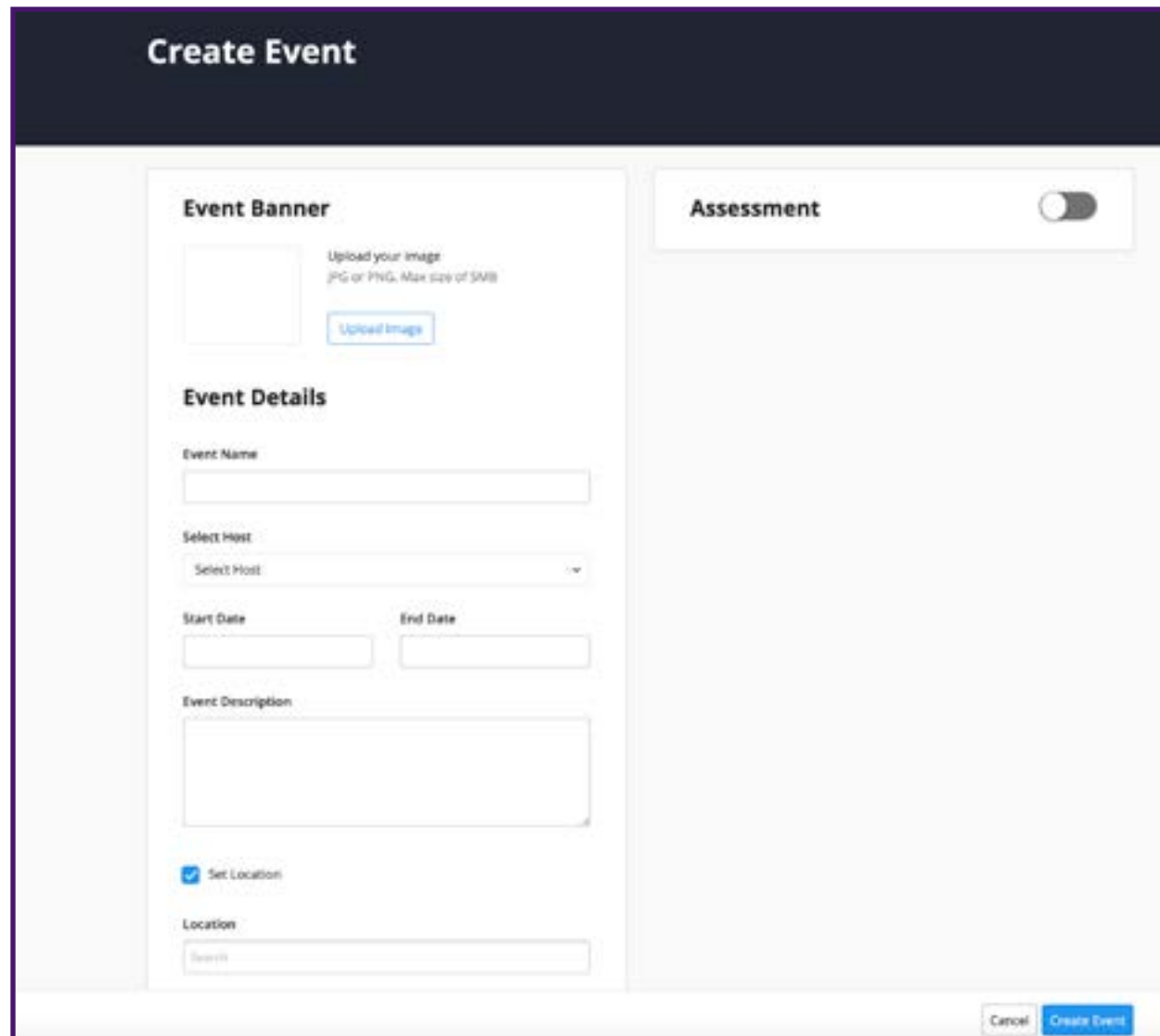
STEP 3

FILL IN EVENT DETAILS

The **Create Event page** is where you will enter details like the **event name, host, date, time, location, and more**. You can even add your own custom banner to help draw the interest of users!

1

Once redirected to the Create Event page, begin filling in Event Details.



The screenshot shows the 'Create Event' interface. On the left, there's an 'Event Banner' section with an 'Upload Image' button. Below it is the 'Event Details' section with fields for 'Event Name', 'Select Host', 'Start Date', 'End Date', 'Event Description', and 'Location'. A 'Set Location' checkbox is checked. On the right, there's an 'Assessment' section with a toggle switch that is currently turned off.

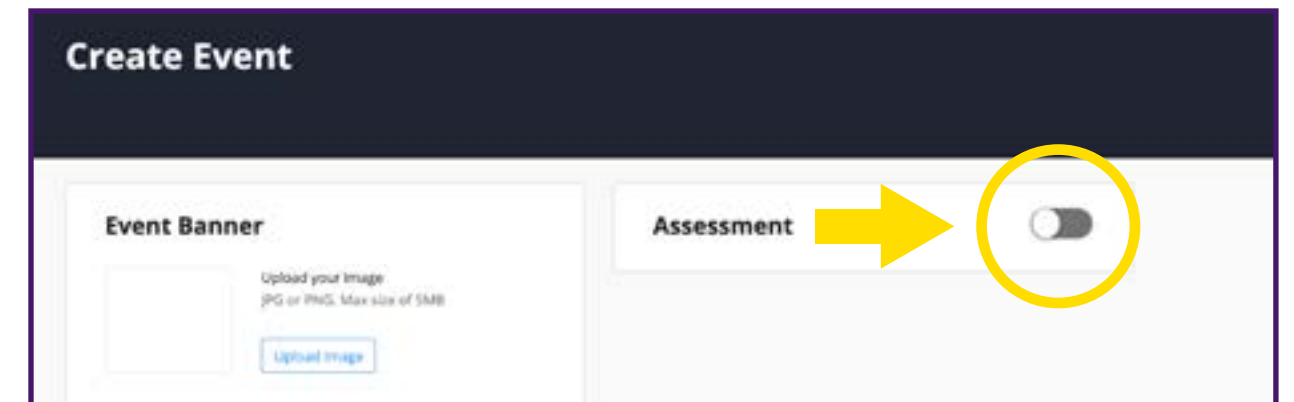
STEP 4

TURN ON ASSESSMENT (OPTIONAL)

Turning this feature on activates **attendance tracking** that allows students to scan in to your event using a QR code. You have the option of choosing **check-in only** (most popular) or **check-in and check-out**. Assessment also allows you to collect other data on your event, like **feedback**.

1

If interested in tracking attendance and collecting other data, turn on the Assessment feature.



This screenshot is similar to the previous one, but the 'Assessment' toggle switch is now turned on (green). A yellow arrow points from the 'Assessment' label to the toggle switch, which is also circled in yellow.

2

Fill in the Assessment options. Choose your attendance type, leave the QR code active, and select your event and attendance managers.

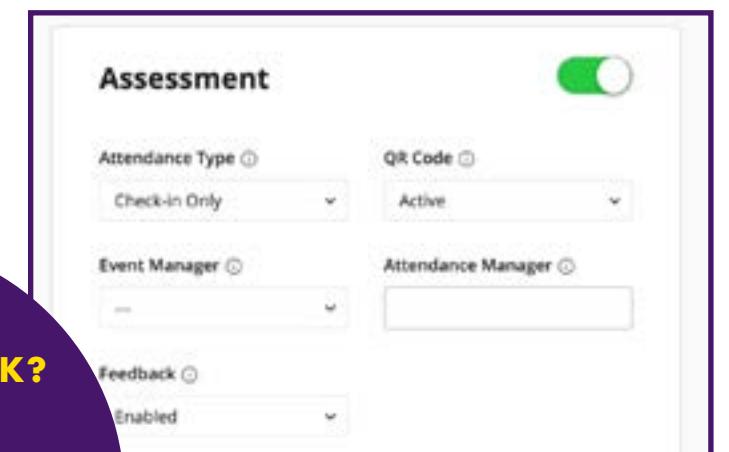
WHO ARE EVENT AND ATTENDANCE MANAGERS?

Event Managers: can access assessment data after the event.

Attendance Managers: (optional) include people like student workers at the event.

WANT FEEDBACK?

Enable the **Feedback** option to have a survey automatically sent to attendees after the event!



This screenshot shows the 'Assessment' configuration options. The 'Attendance Type' dropdown is set to 'Check-in Only'. The 'QR Code' dropdown is set to 'Active'. The 'Event Manager' and 'Attendance Manager' dropdowns are empty. The 'Feedback' dropdown is set to 'Enabled'. The 'Assessment' toggle is turned on.

STEP 5

PUBLISH EVENT

Once you **publish your event**, it will go live on the **Events page** on Mav Life for all users to see. **If you need to make changes after publishing**, you can easily update the details by navigating to your event in Campus Cloud and clicking **edit**.

If you enabled the **Assessment feature for tracking attendance**, the **Event Manager** will receive **PDF check-in instructions** via email that include a **QR code** unique to the event.

1 When you are finished filling in the details of your event, click Create Event in the bottom right corner.

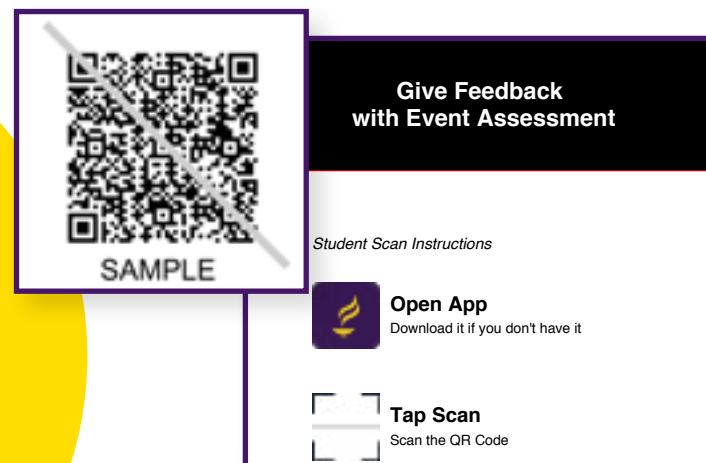


2 If Assessment was enabled, the Event Manager should check their email for the PDF check-in instructions and QR code.

CHECKING IN AT THE EVENT

Attendees who have the **Mav Life app** can simply scan the QR code to check in.

Attendees who do not have the **Mav Life app** can check in on a laptop.

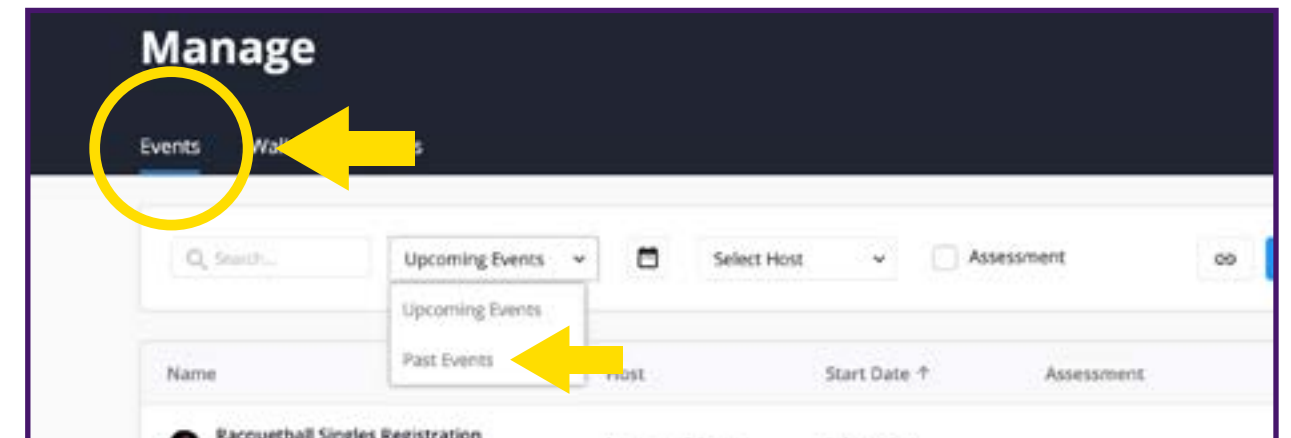


STEP 6

VIEW ASSESSMENT DATA (AFTER EVENT)

When your event is over, you will be able to **view and download the Assessment data in .csv format** (if enabled upon creation of event). See **attendance records and feedback** easily in your **Campus Cloud account!**

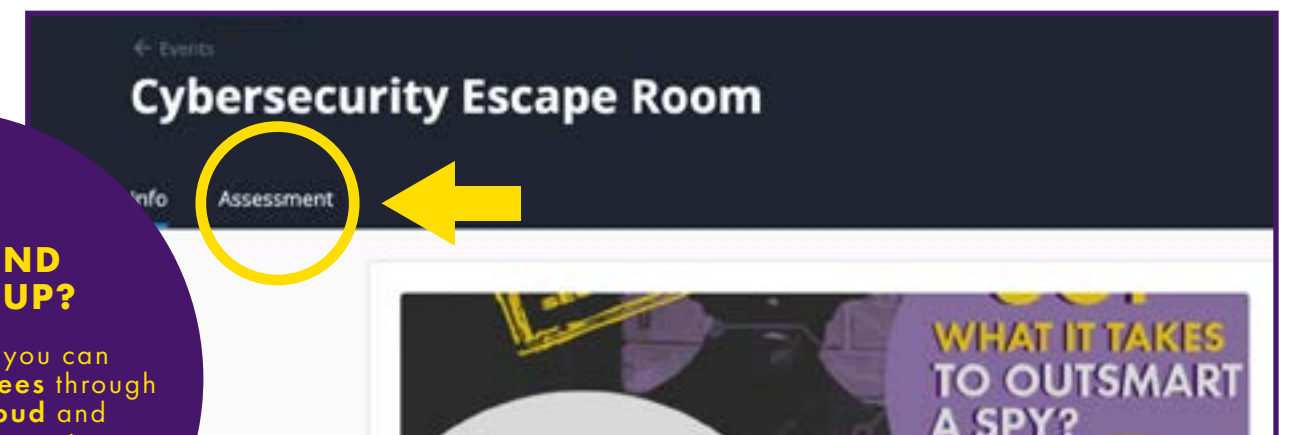
1 Log in to Campus Cloud and navigate to the Events page. Find your event by selecting Past Events from the drop-down menu.



2 Click on your event and navigate to the Assessment page to view and download data.

NEED TO SEND A FOLLOW-UP?

After the event, you can **contact attendees** through the **Campus Cloud** and send further information.



LEARN MORE

[MNSU.EDU/MAVLIFE](https://mnsu.edu/mavlife)

TECHNOLOGY HELP & SUPPORT

ONLINE: [MNSU.EDU/ITS](https://mnsu.edu/its)

EMAIL: ITSOLUTIONSCENTER@MNSU.EDU

PHONE: 507.389.6654