Event Management in WIN

Accessing the event form:

You must be one of the four contacts for the organization (from your application to become a RSO) or you must have been given a position in your organization that has “Events; Full” access to create events.

1. Go to win.wisc.edu and log in on the upper right (using your UW Net ID and password)
2. Via My Shortcuts on the top menu bar, go to your RSO's WIN page
3. In the left navigation click on Events
4. In the Events page, click on Create Event on the top of the screen and start filling out the form!

Filling out the event form:

1. Enter the Name, Location, Start Day/Time, and End Day/Time. These fields are required
2. Indicate if you'd like to include a Google map to the location of the event
3. Indicate if you'd like to include a link to the weather for the location of the event
4. Enter a brief description of the event – this is required for Public and Campus Only events
5. Attach a flyer for your event. ** If your event does not have a flyer, it will NOT appear on the Bulletin Board on the WIN home page. Limited viewers will see your event if a flyer is not created
6. Specify the type of event:
   a. Campus Only: Only visible to logged in users to WIN.
   b. Invitation Only: Only visible to those who were invited to the event.
   c. Organization Only: Only visible to the members of your organization.
   d. Public: Visible to everyone.
7. Select the appropriate Category(s) from the drop-down menu
8. Specify who can RSVP for the event:
   a. None: No one can RSVP to the event
   b. Open: Any one can RSVP to the event
   c. Invite: Only those invited to the event can RSVP
   d. If you are using the RSVP option, you can list a maximum number allowed to RSVP
9. Indicate if anyone is allowed to self-report that they attended the event
10. Indicate if you'd like a QR code created for the event. People will be able to scan this code to directly access the details of the event. Try this out if you will have any printed materials to advertise the event
11. Include any Additional Information that may be required
12. Click “Next”, respond to any additional questions for additional processes, then, on the last screen, click “Submit”

Inviting participants to the event - If you selected the type of event as “Invitation Only”, you will need to send Invitations in order for anyone to see your event.

1. Identify who you’d like to invite to the event and gather their e-mail addresses
2. In the page for the Event, click on “Manage Invitations”, then “Invite People”
3. You can invite members of your organization or by entering email addresses
4. Click on each User to invite, and they will be listed below
5. OR in the second tab, type in the e-mail address of each person you’d like to invite. Click “Add E-mail Address”
6. Click “Send Invitations”

Managing attendance at or after an event

1. Go to win.wisc.edu and log in on the upper right (using your UW Net ID and password)
2. Via My Shortcuts on the top menu bar, go to your RSO’s WIN page
3. In the left navigation click on Events
4. Click on the name of the event you’d like to manage
5. Click on the “Track Attendance” button on the right side of the page
6. Quick counts of who was invited and who attended display at the top of the page
7. The top section displays who is attending your event. Click on the Excel icon (_excel_) to export a file of those who RSVPd to your event
8. The bottom section allows you to add attendees who had not previously RSVPd or emailed
9. Click on “Add Attendance” to begin
10. In the “Text Entry” tab, you can add attendees by entering their email addresses and selecting the appropriate Status – Attended, Absent or Excused
11. Click “Add”, then click “Back To Event”
12. In the “File Upload” tab, you can upload a file (Excel, for example) of email addresses
13. Click on “Upload”
14. If you click “Back to Track Attendance”, you will then see your complete list (which you can export into Excel if you need to)

Guidelines for Event Approval in WIN

For Invite Only and Organization Only, approval is automatic.
For Campus Only and Public, events will be approved or denied for posting on the WIN bulletin board by the Center for Leadership & Involvement.
It is up to the student organization to make sure that the event is in compliance with all of the University of Wisconsin-Madison Facility Use Guidelines and Policies (http://www.union.wisc.edu/eventservices-ratespolicies.htm). Event approval in the Wisconsin Involvement Network does not constitute University endorsement of the event.
Remember that student organizations may use university facilities only for events intended primarily for students, faculty and staff. The general public may NOT be invited to a student organization event or activity unless the event or activity is sponsored and approved by a University department. Refer to the Departmental Sponsorship of Registered Student Organization Events or Activities Minimum Requirements (http://www.cfli.wisc.edu/cmsfiles/Dept_Sponsorship_Minimum_Requirements_8.28.03.doc) for further information.
Postings need to advertise a program or an event. A flier espousing a viewpoint only will not be approved for posting. No commercial solicitation is allowed in the advertisement. Advertisements which openly endorse a particular commercial interest or product are prohibited.

Resource presented by: Center for Leadership & Involvement www.cfli.wisc.edu