1. Log in to the **Involvement Network** at [http://involve.uga.edu](http://involve.uga.edu).
2. Select “Manage” from the menu next to your user icon (top, right corner).
3. Search OR Select the Organization from “My Memberships” that you would like to manage.
4. Select the menu on the left-hand side of the page.

5. Select “Events.”
6. To manage an event, select the “View in Explore” icon under the “Action” heading. This will open the event in a new window.

7. Select the “Manage Event” button.

8. **Self-Reported Attendance Tracking**: On the Manage Event page for any Event, you will find an Attendance URL. Any Involvement Network user who visits this link during the event or up to 72 hours after the event ends will be marked as attended for this event. For example, you could send this link through the chat feature of your online meeting platform of choice, and anyone who clicks on it will be self-reporting their attendance.
9. **Manual Attendance Tracking:** From the Events Dashboard, select “Track Attendance.”

![Attendance Tracking Interface](image)

10. To track attendance manually, select the blue “Add Attendance” button.

![Add Attendance Interface](image)

11. If you have sent invitations to your event, you can manage RSVPs under the “Invitations” tab. You will have the ability to search your invitations. You will also have the option to select Attended, Absent, Excused, or N/A and add comments.

![Invitations Interface](image)
12. If you would like to enter individual attendee email addresses, select the “Text Entry” tab. Here, you will have the ability to add an email address and select a status (Attended, Absent, Excused, N/A) for the participant. You can add up to 500 email addresses (one per line). NOTE: Only FERPA Certified individuals may collect Card ID Numbers (aka 81X Numbers).
13. If you would like to import attendee emails via an Excel document, select the “File Upload” tab. Here, you will have the ability to select on status to assign to all attendees listed within the file. **NOTE: Only FERPA Certified individuals may collect Card ID Numbers (aka 81X Numbers).**