Fraternity and Sorority Life
UCF

How to Set Up a KnightConnect RSVP

All events require a RSVP to be used through KnightConnect. Each event RSVP will be required to have the three questions and acknowledgements found below. You will also find screenshots below for the process to set up an RSVP with the required parameters.

How to Set Up Your RSVP

1. Log into KnightConnect and go to your organization's page.
2. Click "Manage Organization."
3. Click the menu button on the top left near your organization's name.
4. A panel will pop up on the left. Click "Events" on that menu.
5. Click "Create Event" button in top right.
6. Fill out event details:

Create Event

Basic Details

*Event Title

Enter Event Title

*Theme

Not Selected

*Description

[formatting toolbar]

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

Type here to search for organizations

Time and Place

*Start Date	*Start Time	*End Date	*End Time
20 Aug 2020	12:00 PM	20 Aug 2020	01:00 PM

[LOCATION] [ADD ONLINE LOCATION]

+ ADD ANOTHER DATE

Event Visibility

*Show To

The Public

☐ Allow anyone to self-report attendance

Event Categories

Select categories

Perks   Special benefits for your attendees

Select perks

---

7. Click "Next" to get to the RSVP questions. Fill those out:

RSVP

Settings

Fields marked with an asterisk (*) are required.

*Who can RSVP

Anyone

☑ Limit number of available RSVP spots

Maximum number of RSVP spots allowed

50

☑ Show remaining RSVP spots to public

☐ Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

☐ Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

Question 1

* Add your question text

Assumption of Risk: I acknowledge that by participating in this activity dur

* Add question answer(s)

Place one answer per line

I understand and agree to the Assumption of Risk above

☑ This question is required

☐ Add question description

Preview

participation in this event. As such, I am aware that I should review my personal insurance coverage. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me as a result of participating in this activity.

☐ I understand and agree to the Assumption of Risk above

Question 2

* Add your question text

Face coverings are required to be worn in all indoor common spaces with c

* Add question answer(s)

Place one answer per line

I agree to adhere to the UCF's Face Covering Requirements

☑ This question is required

☐ Add question description

Preview

* Face coverings are required to be worn in all indoor common spaces with other people present (e.g., classrooms, common work or living spaces, meeting rooms, etc.); all enclosed spaces with other people present (e.g., campus vehicles, UCF shuttles, etc.); and indoors and outdoors when six feet of physical distancing cannot be maintained.

☐ I agree to adhere to the UCF's Face Covering Requirements

Question 3

* Add your question text

All members of the university are to practice six feet of physical distancing

* Add question answer(s)

Place one answer per line

I agree to adhere to UCF's Social Distancing Policy.

Preview

* All members of the university are to practice six feet of physical distancing to the greatest extent possible.

☐ I agree to adhere to UCF's Social Distancing Policy.

8. Click "Next" to get to the Post-Event Feedback. Add questions, if desired.

Post Event Feedback

Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.

☐ Automatically send Post Event Feedback notification after event
When turned off, users with management access to the event can still send the notification manually from the Manage Event page

Event Ratings
All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions
If questions are added, all event attendees will be able to anonymously answer.
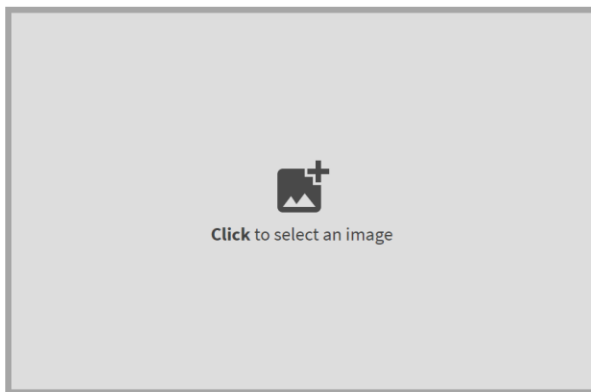
Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

9. Click "Next" to get to Event Cover Photo. Add photo, if desired.

Event Cover Photo

Upload Photo

Click to select an image

Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

Guidelines for image files

Use the following guidelines to get the highest quality Event Cover Photo.

Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

File Type: JPG, JPEG, GIF, PNG and PDF.

File Size: Use a photo that's no larger than 10MB.

General: Avoid images that have text or logos. *PDF files will not have a preview and can not be cropped.*

10. Click "Next" to get to Review Event Submission.
    1. Carefully review your submission then click "Submit" when ready.
11. Now your event and RSVP will appear and you can manage your attendees.

Your event has been created.

← Back to Events List

Event Details

CHANGE DETAILS   CANCEL EVENT

TEST

Host Organization
Fraternity and Sorority Life

Location
OFSL

Begins
Thursday, August 20, 2020 at 12:00 PM EDT

Ends
Thursday, August 20, 2020 at 1:00 PM EDT

0.0
★★★★★
Event Rating

View Event   Submissions

STATUS
👍 Approved

VISIBILITY
👥 Organization members

RSVP SETTING
📅 Only invitees

EVENT ATTENDANCE

TRACK ATTENDANCE   INVITATIONS & RSVPS

0
Invitees

0
Attended

0
Absent

0
Excused

ACCESS CODE   XE5A7X5   COPY   Click here to visit the Swipe URL and enter this code

NEW! ATTENDANCE URL   https://knightconnect.campuslabs.com/engage/event/618   COPY   Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

POST EVENT FEEDBACK

SEND NOTIFICATIONS   EXPORT FEEDBACK

Event Ratings and Evaluation Questions are anonymous and only visible to the Event Organizer and users with Management permissions.

Notifications cannot be sent unless attendance has been tracked by at least one attendee. Sending notifications will only alert attendees once, whether or not they've already given feedback on the event.

0.0
No ratings have been submitted

5 Stars ——————————— 0
4 Stars ——————————— 0
3 Stars ——————————— 0

Below you will find the three questions that are required to be included in the RSVP for the form. Please copy and paste each paragraph as an individual question as well as each statement of acknowledgement.

Assumption of Risk: I acknowledge that by participating in this activity during the pandemic, I may likely be exposed to COVID-19 or other risks that may result in illness, personal injury, or death, and I understand and choose to voluntarily participate in this activity and accept all risk to my health that may result therefrom. UCF cannot control these risks and may not be able to provide the necessary medical care that my situation may require. I understand that UCF is not responsible for any medical or other expenses associated with any property damage or personal injury I may sustain, and that UCF does not maintain any insurance coverage pertaining to any potential illness I may develop or other damage I may sustain as a result of participation in this event. As such, I am aware that I should review my personal insurance coverage. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH that may be sustained by me as a result of participating in this activity.

1. **I understand and agree to the Assumption of Risk above**

Face coverings are required to be worn in all indoor common spaces with other people present (e.g., classrooms, common work or living spaces, meeting rooms, etc.); all enclosed spaces with other people present (e.g., campus vehicles, UCF shuttles, etc.); and indoors and outdoors when six feet of physical distancing cannot be maintained.

2. **I agree to adhere to the UCF's Face Covering Requirements**

All members of the university are to practice six feet of physical distancing to the greatest extent possible.

3. **I agree to adhere to UCF's Social Distancing Policy.**