



How To

Track Member Involvement

What is this feature?

The **Involvement** function on MyBC tracks which members are attending which events. While the office tracks which events your organization gets training credit for, this function can help determine which of your members are actively involved in your organization and what events they are attending. You can find this feature in the dropdown menu under the **More** tab.

How to Use the Involvement Function-

Track who is attending what events and how active they are within your organization.

- Tracking member involvement is a great way to see what events are popular, who is attending which events, and who is the most active within your organization.
- **Card Swipe:** The simplest way to track members is by swiping member's student ID's at either the beginning or the end of an event or meeting.
 - The Office of Student Involvement has card swipe machines available to borrow.
 - The card swipes plug into the USB port of any computer and allows you to swipe in any member id.
 - Swiping into an event on MyBC automatically adds that event into the member's involvement.
 - You can specify how long each swipe or event counts for your members. Commonly, event if the event is longer than an hour, setting one hour as a standard one "point" can track how many "points" or events a member has participated in.
- **Involvement:**
 - Each member of your organization's portal is listed here. You can see how many hours they have actively participated in within your organization.
 - You can sort your involved members to see who is most involved, least, or see a specific person's involvement.
 - **View Details:** Click to see the specifics of that member's involvement.
 - Each member has **Pending** hours and **Approved** hours- Portal administrators can approve or deny involvement hours.
 - View the specifics of each member's involvement, the date, event name, category of event, and number of hours.
 - You can also add involvement for a specific person under their details. Scroll to the bottom of the page and enter in the required information to add to their involvement tracking.
 - **Export:** All involvement, or specific member's
 - Exporting is available to download into Microsoft Excel Spreadsheets.
 - You can choose to download your entire organization's involvement, specific groups involvement, or a specific member's involvement.

Why to use the Involvement Function-

Easily track who is active within your organization.

- The 'Involvement' module allows you to keep an accurate record of all credit hours associated with your portal. It also gives users an up-to-date record of all approved and pending hours they've earned from event attendance, community service projects, retreats, meetings, and any other events.
- If you need to track service hours or commitment hours, you can easily see who and how many.