How to Create an Event in RamsConnect (0:37)
1. Log into RamsConnect (https://vcu.campusgroups.com/home_login)
2. Select ‘Groups’ on the top-left
3. Type the name of the group in which you want to create an event
4. Click ‘Events’
5. Click ‘Create Event’
   a. Currently, only the ‘Virtual Event Template’ is available to select from
6. Fill out all information necessary to detail your event
7. Click ‘Create Event’

How to Create an RSVP Personalization for your event (2:14)
1. Follow steps 1-6 from above
2. Scroll down to Step 7
3. Click ‘RSVP personalized email confirmation’ drop down
4. Type the personalized email message you like to include
5. Click ‘Create Event’

How to Create a Schedule Reminder for your event (2:53)
1. Follow steps 1-6 from above
2. Scroll down to Step 7
3. Click ‘Reminder’ drop down
4. Click ‘2 Days’ drop down to select your desired date reminder (you can select up to 7 day)
5. Type in your desired message to your guests
6. Click ‘Create Event’

How to Email your RSVPs (3:21)
1. Log into RamsConnect (https://vcu.campusgroups.com/home_login)
2. Select ‘Groups’ on the top-left
3. Type the name of the group in which your event is under
4. Click ‘Events’
5. Click on the event in which you want to email your RSVPs
6. Scroll down to Attendees
7. Select the checkbox under Attendees to select your RSVPs
   a. If you have more than 20 attendees, you will also need to click ‘Select all XX Attendees’
      to ensure everyone is selected
8. Click ‘Email Attendees’
9. Select ‘Email Composer’
10. Scroll down to Section 4 to compose your email
Note: If you have already created your event and would like to edit your event to include RSVP Personalization and Schedule Reminder, you can do so by editing your event

How to Edit Your Event Once Created
1. Log into RamsConnect (https://vcu.campusgroups.com/home_login)
2. Select ‘Groups’ on the top-left
3. Type the name of the group in which you want to edit an event for
4. Click ‘Events’
5. Click the ‘Edit’ button for your event (notated by a pencil)
6. Refer back to the sections above to update your event

How to Create a Form in RamsConnect (4:10)
1. Log into RamsConnect (https://vcu.campusgroups.com/home_login)
2. Select ‘Groups’ on the top-left
3. Type in the group name you want to create a form for
4. Click ‘Surveys & Forms’
5. Click + Create purple button
6. Select ‘Form’
7. Click ‘Add Question’

How to Obtain a Link for your Form (5:00)
1. Follow steps 1-4 from above
2. Click the 3 dots on the form you need a link
3. Click ‘Copy Link’
4. Hit the ‘Copy Link’ button

How to Edit Your Form (5:27)
1. Follow steps 1-4 from above
2. Click ‘Edit’ on the form you want to update

How to View Submissions for a Particular Form (5:41)
1. Follow steps 1-4 from above
2. Click on the form name you want to view submissions for
3. Click square under ‘Search Submissions’
4. Click ‘Generate Report’
5. Click ‘Download’
6. If you like to export an individual submission instead, click 3 dots to the right of the 1 submission you are interested in, and click ‘Open as PDF’