

Publish & manage events

For anyone putting an event on Involvo and managing it afterwards.

- [Publish an event](#)
 - [Two ways an event gets on Involvo](#)
 - [Sharing an event you found](#)
 - [What moderation checks](#)
 - [Publishing your organization's event](#)
- [Manage an event](#)
 - [Managing applications and participants](#)
 - [Check-in day](#)
 - [Feedback, analytics and tracking links](#)

Publish an event

Getting an event onto Involvo, whether it is your organization's or one you found elsewhere.

Two ways an event gets on Involvo

Anyone with an account can put an event on Involvo. There are two routes, and which one applies to you depends on whether the event is yours.

Your organization's event

You are part of the organization running the event, and you publish it yourself.

It appears immediately, you keep control of it, and you can edit it as things change. You get the tools for running it too — applications, participant messaging, check-in, feedback and analytics.

See [Publishing your organization's event](#).

Someone else's event

You saw an event somewhere — an Instagram post, a Telegram group, a poster — and you are putting it on Involvo so other people can find it. You are not the organizer and you are not pretending to be.

It goes through a review first, and then it is published. The organization gets a page if it does not already have one. You earn Impact Stars for the share.

See [Sharing an event you found](#).

The practical differences

	Your organization's event	An event you found
Appears	Immediately	After review

	Your organization's event	An event you found
Who controls it	You	You become its creator, with limited editing
Management tools	Yes	No
You earn Stars	No	Yes

If it is your organization's event but you cannot publish as them

You need administrator access to the organization on Involvo before you can publish on its behalf. That is arranged by contacting Involvo, not through a button in the app — see [Organization profiles and badges](#).

Until then, you can still share the event by the second route above. It will be reviewed like any other, and it will be listed.

What publishing costs

Nothing. Publishing is free on both routes. There is a daily cap on how many events one account can share, which exists so the listing does not fill with duplicates and mistakes — it is a moderation measure, not a paywall.

Sharing an event you found

If you have come across an event that is not on Involvo yet, you can add it. You do not need to be its organizer, and you do not need to belong to any organization.

Two ways to submit it

Fill in the form. You enter the details yourself — what the event is, when, where, who runs it, and a link.

Just give the link. You paste the URL and leave the rest to us.

Both are accepted. The completed form is worth more when the Stars are credited, because it saves the work of retyping the event from its source.

What happens next

Your submission goes to review. It is not live yet. Once approved:

- The event is published and appears in the listing.
- **You become its creator.** You get limited editing on it — enough to correct a detail, not the full management tools an organizing team has.
- If the organization behind it was not on Involvo, a page is created for it.

If the organization was newly created, you will get a task asking you to email Involvo with details confirming it. That step exists so newly created organizations do not stay unverified indefinitely.

What you earn

Impact Stars are credited **when your share is approved**, not when you submit it. A completed form earns more than a bare link.

You also earn a share whenever somebody unlocks one of the outbound links on an event you shared. See [Earning and spending Stars](#).

Limits on sharing

There is a **daily cap** on how many events you can share, which depends on your plan — see [Plans and limits](#).

Submissions are also spaced out: the more you share in one day, the longer you wait between them. If you are asked to wait, that is why. It is there to stop bulk submissions arriving faster than they can be checked.

Share things you would go to

The review catches wrong and unsuitable submissions, and repeatedly submitting those wastes your time as much as ours. The useful instinct is to share events you would consider attending yourself.

What moderation checks

Events added by someone other than the organization running them are reviewed before they go live. This page explains what that review is for, so you can submit things that pass it.

What the review is for

The listing is only useful if what is on it is true. The review exists to keep out events that are not real, are described wrongly, or are attributed to the wrong organization — not to judge whether an event is worthwhile.

A reviewer is essentially asking:

- **Is this a real event?** Does the link go to something that exists and matches what was submitted?
- **Are the details right?** Dates, location, and whether registration is genuinely open.
- **Is the organization right?** Events attributed to the wrong organization create a page nobody can correct.
- **Is it an event for this audience?** Involvo lists events and opportunities for young people. A commercial listing or an unrelated advertisement is not that.

What happens to your submission

- **Pending** — waiting to be looked at.
- **Approved** — the event is created and published, and your Stars are credited.
- **Rejected** — it will not be published.

Reviews are done by people, so this takes as long as it takes. Submitting the same event again does not make it faster, and duplicates are one of the things the review is filtering out.

Common reasons for rejection

- The event has already been listed by someone else.
- The link is dead, or leads somewhere that does not show the event.

- The details do not match the source.
- Registration has already closed, or the event has already happened.
- It is not an event for young people.

If your submission is rejected and you think it should not have been

Contact Involvo and say which event and why. Resubmitting unchanged will reach the same conclusion.

Your own organization's events

None of this applies when you publish an event for an organization you belong to — those go live immediately. See [Publishing your organization's event](#).

Publish an event

Publishing your organization's event

If you are part of the organization running an event, you publish it yourself and it appears straight away. No review, and you keep control of it.

If you are not part of that organization, the event goes to review instead — see [Sharing an event you found](#).

Getting the ability to publish as your organization

You need administrator access to the organization on Involvo. That is granted by Involvo rather than claimed through the app — see [Organization profiles and badges](#).

What you set up

The basics — title, description, what kind of event it is, and the topics it covers. Topics are how people find you through filters, so choose the ones that genuinely fit rather than all the ones that might.

- Basics
- Schedule & location
- Access & attendance
- Media & contact

BASICS

Basic Information

Essential details about the event

Event Title *

Atelier de Voluntariat Urban

Event Type *

Workshop ▾

Description *

B I H1 H2 H3 H4 H5 H6 Link Unlink

Un atelier practic de două zile pentru tinerii care vor să pornească o inițiativă de voluntariat în cartierul lor.

Topics *

+ Add topic

Communication & Expression ▾

Visibility *

Public ▾

Organization *

Asociația Obștească Vector Comunitar ▾

When and where — dates, and either a location or the fact that it is online. Events running over several sessions or days can be split into parts, which people then check in to separately.

Who can see it — public, private or internal. Public is the default and the point of being here.

Links — your own site, the event's page, social accounts, a joining link for online events.

Registration

You have two options, and the choice matters more than it looks.

Use the Involvo form. You build the questions, registrations arrive on Involvo, and you get the tools that depend on having them: reviewing applications, messaging participants, check-in and feedback.

Link to your own form instead. Registration happens on your side — often a Google Form — and Involvo just points people to it. Choose this if you would rather registration data did not sit with us.

The trade-off is real: with no registrations on Involvo, there is nobody for the platform to show you, message, or check in. Door check-in can still be enabled separately.

Holding back the exact time and place

You can choose to show the precise time or the exact address only to people who have marked themselves as interested. Useful for smaller events, or where you want some idea of who is coming before publishing the address.

After it is published

See [Managing applications and participants](#).

Manage an event

Running an event once it is listed: participants, the door, and what you learn afterwards.

Managing applications and participants

Once people start signing up, this is where you work. There are two stages, and the second one is the one organizers most often forget exists.

Stage one: deciding

Applications arrive with a status of pending. You can **approve**, **reject**, or **waitlist** each one.

Event Applications

Review applicants for Atelier de Voluntariat Urban

All

Pending

Approved

Waiting

Rejected

Withdrawn

Name & email: any case - Form answers: case-sensitive

13

Total

2

Pending

8

Approved

2

Waiting List

1

Rejected

Export page

Send Email (0)

Applications (13)

☐	Name	Email	Status	Impact	Topics	Date	Actions
☐	Radu Sirbu	radu.sirbu@example.com	Pending	1	2	24/08/2026	
☐	Natalia Cazacu	natalia.cazacu@example.com	Pending	1	2	24/08/2026	
☐	Ion Popescu	ion.popescu@example.com	Approved	1	2	24/08/2026	
☐	Andrei Ciobanu	andrei.ciobanu@example.com	Approved	1	2	24/08/2026	
☐	Cristina Munteanu	cristina.munteanu@example.com	Approved	1	2	24/08/2026	
☐	Elena Bejan	elena.bejan@example.com	Approved	1	2	24/08/2026	
☐	Ana Guzun	ana.guzun@example.com	Approved	1	2	24/08/2026	
☐	Mihai Lungu	mihai.lungu@example.com	Approved	1	2	24/08/2026	
☐	Doina Grosu	doina.grosu@example.com	Approved	1	2	24/08/2026	
☐	Vlad Cebotari	vlad.cebotari@example.com	Approved	1	2	24/08/2026	

Waitlisting is worth using properly rather than as a soft rejection. If people drop out — and they do — a waitlist is what lets you fill the places without starting again.

Stage two: getting people to confirm

Approving somebody does not mean they are coming. Approved people are asked to confirm, and until they do, their place is not settled.

You will see participants as **awaiting confirmation**, **confirmed**, **needs more time**, **declined**, or **no response**.

Watch the no-response group. These are people you accepted who never answered. If your event is full and has a waitlist, they are the places you can recover — but only if you look. Nothing happens automatically.

Give people a real deadline to confirm by, and tell them what happens if they miss it.

Messaging people

You can send a message to:

- everyone who has confirmed;
- specific participants you pick;
- specific applicants you pick;
- the people who follow your organization.

The first three are the ones you will use for running the event — a change of room, what to bring, a reminder the day before.

Messaging your organization's followers is limited, deliberately. You can do it once a day per event, and there is a cap on how many times in total for a given event, depending on your plan. It is meant for announcing an event to people who asked to hear from you, not as a channel to use repeatedly. See [Plans and limits](#).

Two cases where messaging is unavailable: while an event is still under review, and after an event has been cancelled.

How many people you can take

Each event has a cap on participants, set by your plan. See [Plans and limits](#).

Cancelling

If you have to cancel, do it through the event rather than deleting it or leaving it up. Cancelling notifies the people who registered and lets you tell them why. The event stays visible, marked cancelled, so anyone who signed up finds out what happened.

Manage an event

Check-in day

Check-in records who actually turned up. It gives you a real attendance list, and it is what lets the people at your event see each other on Involvo.

The QR code

Involvo generates a QR code for your event that attendees scan to check in. There is a separate one for checking out, where you are recording that too.

Attendance QR code

Display for participants to scan with their own phone.

Check-in

Check-out

03.09.2026, 10:00 - 17:00

Valid for 15m



Check-in

at Atelier de Voluntariat Urban
for 03.09.2026, 10:00 - 17:00
by Asociația Obștească Vector Comunitar

Expires at 13:12:19



Display it where people arrive — printed at the desk, or on a screen. For an event running over several sessions or days, each part has its own code, so you check people in per session rather than once for everything.

Checking people in yourself

Your team can check somebody in directly, without them scanning anything.

Use this freely. Phones fail, cameras refuse to focus, and people arrive with no signal. Debugging someone's phone at the door while a queue builds behind them helps nobody — check them in and move on.

This also covers walk-ins: someone who turns up without having registered can be checked in on the spot, if you are accepting them.

Location checks

Where attendees check themselves in from the event page rather than by scanning, their location is used to confirm they are actually there. Scans at your own QR code and check-ins your team performs do not involve this.

Attendance that could not be confirmed is flagged rather than silently accepted, and it can be set aside if it is wrong. If someone tells you their attendance is not showing and they really were there, you can correct it.

Practical advice for the day

- Have the code up **before** the first person arrives.
- Make sure more than one person on your team can check people in.
- Do not make check-in the bottleneck. A person who gives up on it still attended, but your list will say otherwise.
- Check out matters less than check-in for most events. Do not chase it unless you need it.

Afterwards

Your attendance list is what feedback and analytics are built on — see [Feedback, analytics and tracking links](#).

Feedback, analytics and tracking links

After the event, three things tell you how it went and where the people came from.

Feedback

Participants can leave a rating and a comment on an event they took part in, once each.

You can read it in the app and export it as a file.

Feedback is not anonymous, and the export makes that concrete: it includes each person's name and email address alongside what they wrote. Participants are told this, so nobody is caught out — but it puts a responsibility on you. Treat the export as what it is, a file of named personal data: keep it where it needs to be, do not circulate it further than the people running the event, and do not use it to single anybody out for what they said.

Some organizers also link a longer feedback form of their own for anyone willing to say more.

Analytics

Attendance tells you how many of the people who registered actually came. That gap is usually the most useful number you have: it is what you plan catering, seating and materials against next time, and it is nearly always larger than people expect.

Depending on your plan you also get more detailed analytics and the ability to export data — see [Plans and limits](#).

Tracking links

A tracking link is a version of your event's link that records where a visit came from. Make one per place you post — one for Instagram, one for your Telegram channel, one for a partner's newsletter

— and you can see how many clicks each produced, how many became registrations, and what share of clicks converted.

This answers a question most organizers guess at: which channel is actually bringing people, as opposed to which one feels busiest. A channel with fewer clicks but a much higher conversion rate is usually worth more than a large one that sends people who never register.

There is a limit on how many tracking links you can create per event, depending on your plan.

What to do with all of it

The point of measuring is the next event. Attendance against registrations tells you how many to expect; the tracking links tell you where to announce it; the feedback tells you what to change.