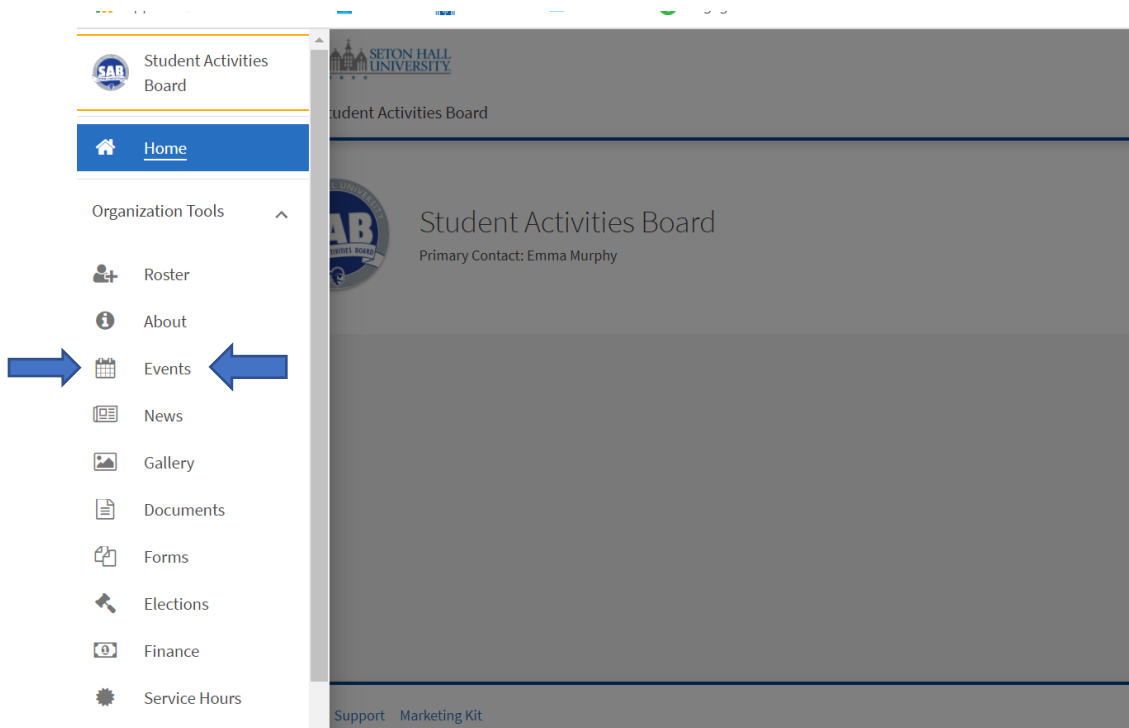


Creating a New Event in your Organization

Follow the steps below to create an event for your student organization. These steps are also applicable for registering an event with alcohol. Only primary contacts and positions with full access over Events can create events within an organization. If you do not have the proper permissions, you'll want to talk to your primary contact or your site administrators to request the required access.

1. From within your organization's [Action Center](#), go to **Events** in the organization tool menu.



2. Click on **Create Event** in the upper right corner. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk at their start.

A screenshot of the 'Create Event' form. The form is titled 'Create Event' and contains several input fields. The 'Event Title' field is required (marked with a red asterisk) and contains the placeholder text 'Enter Event Title'. The 'Theme' field is also required and currently shows 'Not Selected'. The 'Description' field is a large text area with a rich text editor toolbar. Below the description field is a search bar for 'Additional organizations co-hosting this event'. The 'Start Date' field is required and shows '20 Mar 2018'. The 'Start Time' field is required and shows '12:00 PM'. The 'End Date' field is required and shows '20 Mar 2018'. The 'End Time' field is required and shows '01:00 PM'. At the bottom, there is a 'Location' field with an 'ADD LOCATION' button.

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3. You can add up to 18 different times/locations within one event submission. Upon approval, each instance of the event you created will become its own event that can be individually edited or changed. Click "**Add Another Date**" to create a **recurring event**.

The screenshot shows a form with four input fields: Start Date (29 Aug 2018), Start Time (12:00 PM), End Date (29 Aug 2018), and End Time (01:00 PM). Below these is a Location field with an 'ADD LOCATION' button and a 'REMOVE' button. A green box highlights the '+ ADD ANOTHER DATE' button, with two green arrows pointing towards it from the left and right.

a. You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page.

4. Your next couple of options are about event visibility and are outlined below.

The image shows two side-by-side screenshots of the 'Include Map on Event Page' form. The left one is titled 'Map: Yes' and shows the 'YES' option selected. The right one is titled 'Map: No' and shows the 'NO' option selected. Both forms include fields for Location Name, Address, Address 2, City, and State or Province. The 'Map: No' form also has a 'Location Name' field. At the bottom of each form are 'SAVE' and 'CANCEL' buttons.

Option	Description
Anyone in the World	Visible to everyone.
Students and Staff	Only visible to logged in users to your campus site.
Organization Members	Only visible to the members of the organization associated with the event
People Invited by Host	Only visible to those who were invited to the event.

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5. Select the appropriate **Category** from the drop-down menu, if applicable. Next, choose who can RSVP, and the perks (special benefits for your attendees) available at your event using their respective drop-down menus.

Event Details

* Show To: * Who can RSVP: Maximum number of RSVP spots allowed:

Count guests against remaining RSVP spots

Show remaining RSVP spots to public

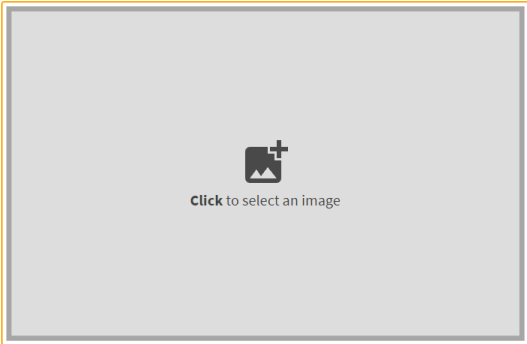
Allow attendance at this event to be shown on the Co-Curricular Transcript

Event Categories: Perks: Special benefits for your attendees:

6. Finally, fill out any additional information, and click Next. You can now choose to add an image to your event by clicking Choose File and adding an image that you feel will draw attention to your event. We recommend a photo that is 1024px by 600px or larger, under 10MB, and of one of the mentioned formats (JPG, JPEG, GIF, or PNG). The image will run through an image re-sizer, so the larger - the better! If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.

Event Cover Photo

Upload Photo



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.

7. When you're ready, advance using Next or Skip. Next you will have to fill out some questions about where the event is taking place, the number of attendees, and Covid-19 safety procedures. After answering those questions, you will submit the event request and a member of the Student Engagement staff will approve or deny the event. If your event is denied you will receive instructions on what to fix.