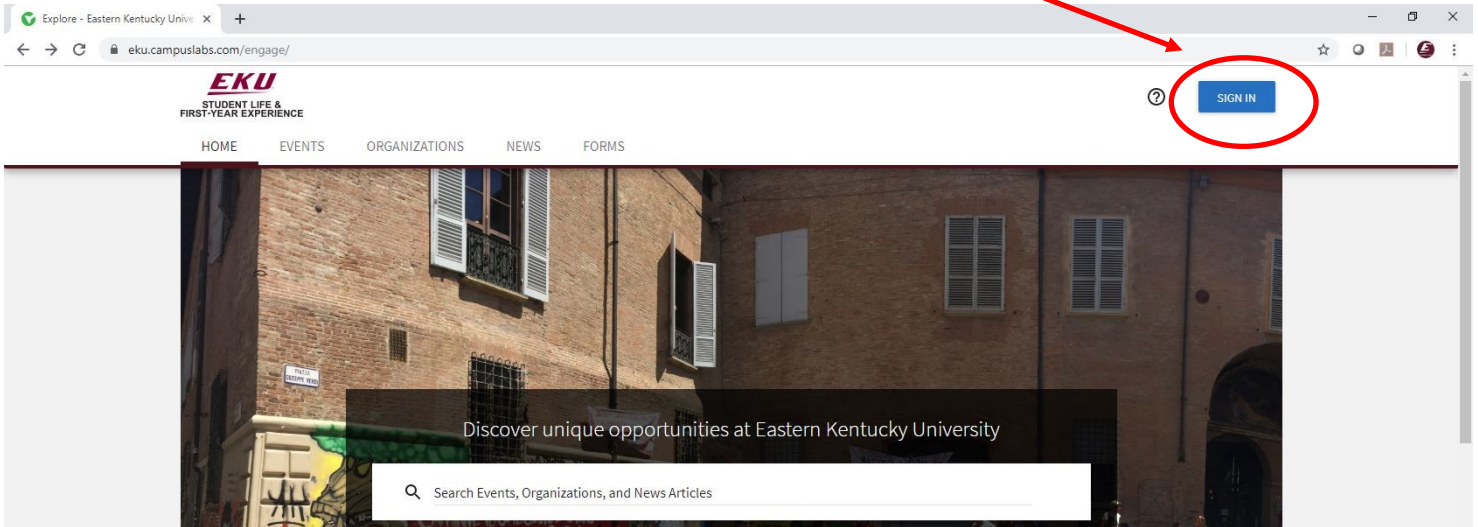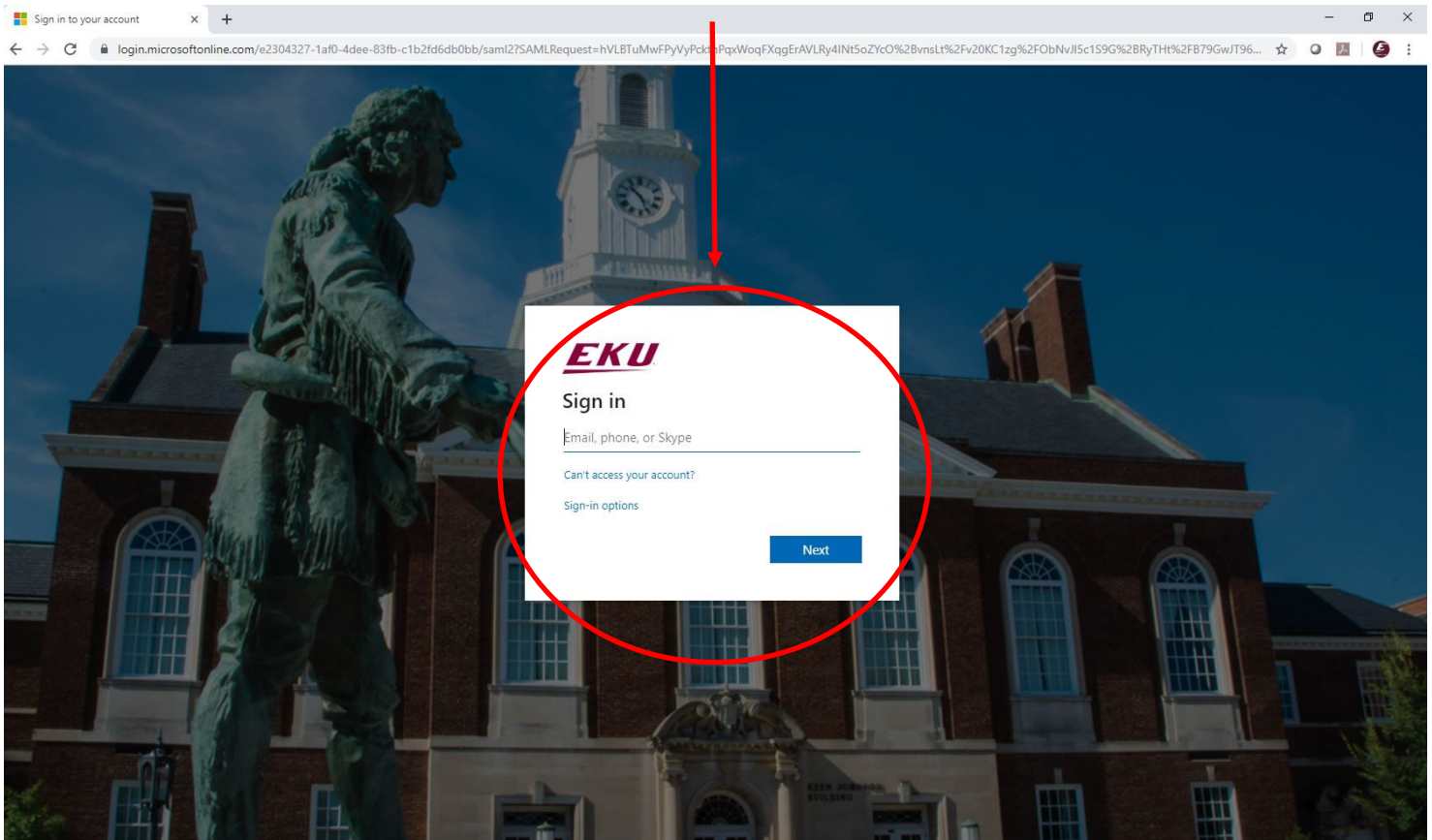# Managing Events

STEP 1

Visit eku.campuslabs.com/engage, and click "Sign In" in the upper right corner (as seen below).
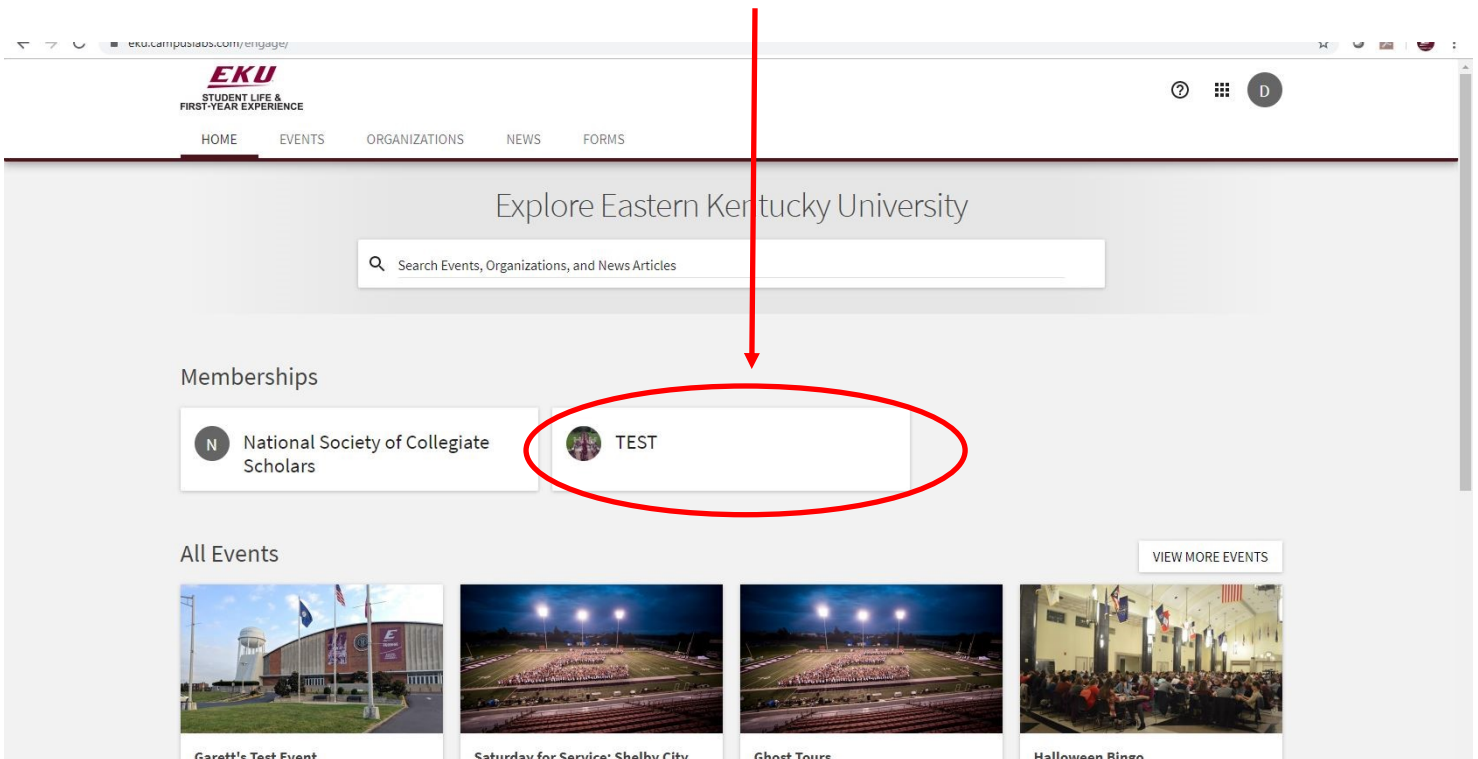

STEP 2

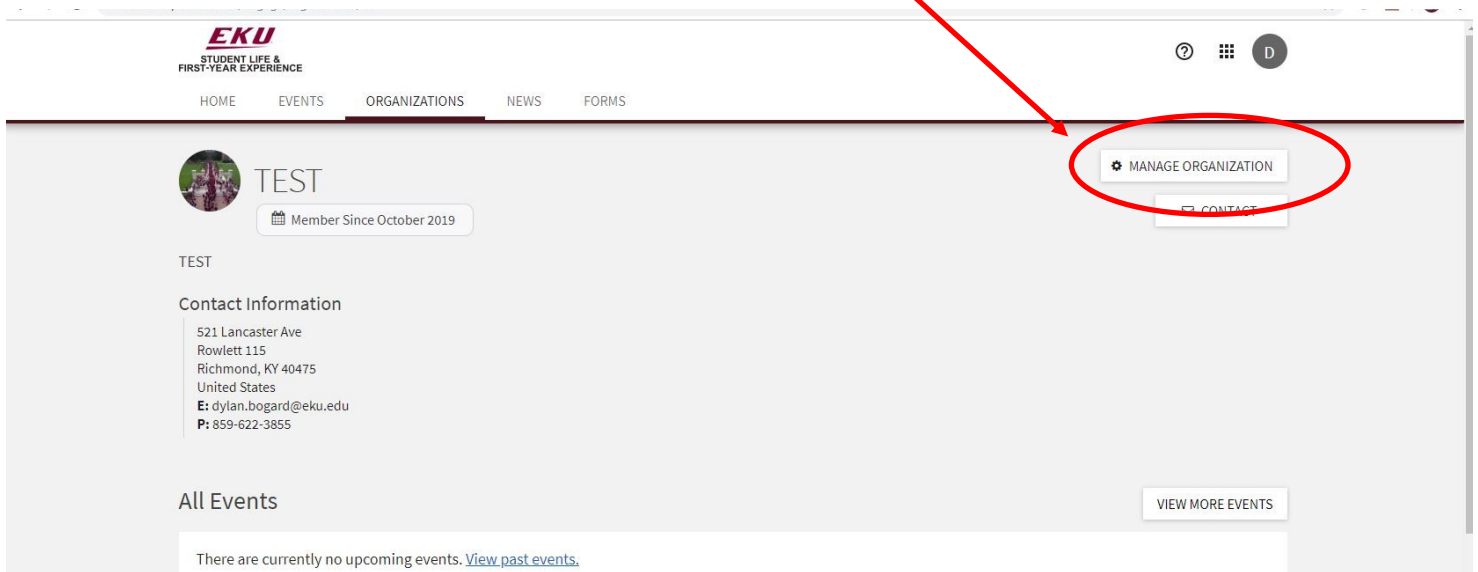Enter your EKU Email credentials to log into the system.

STEP 3

Locate the student organization you serve as an officer in,
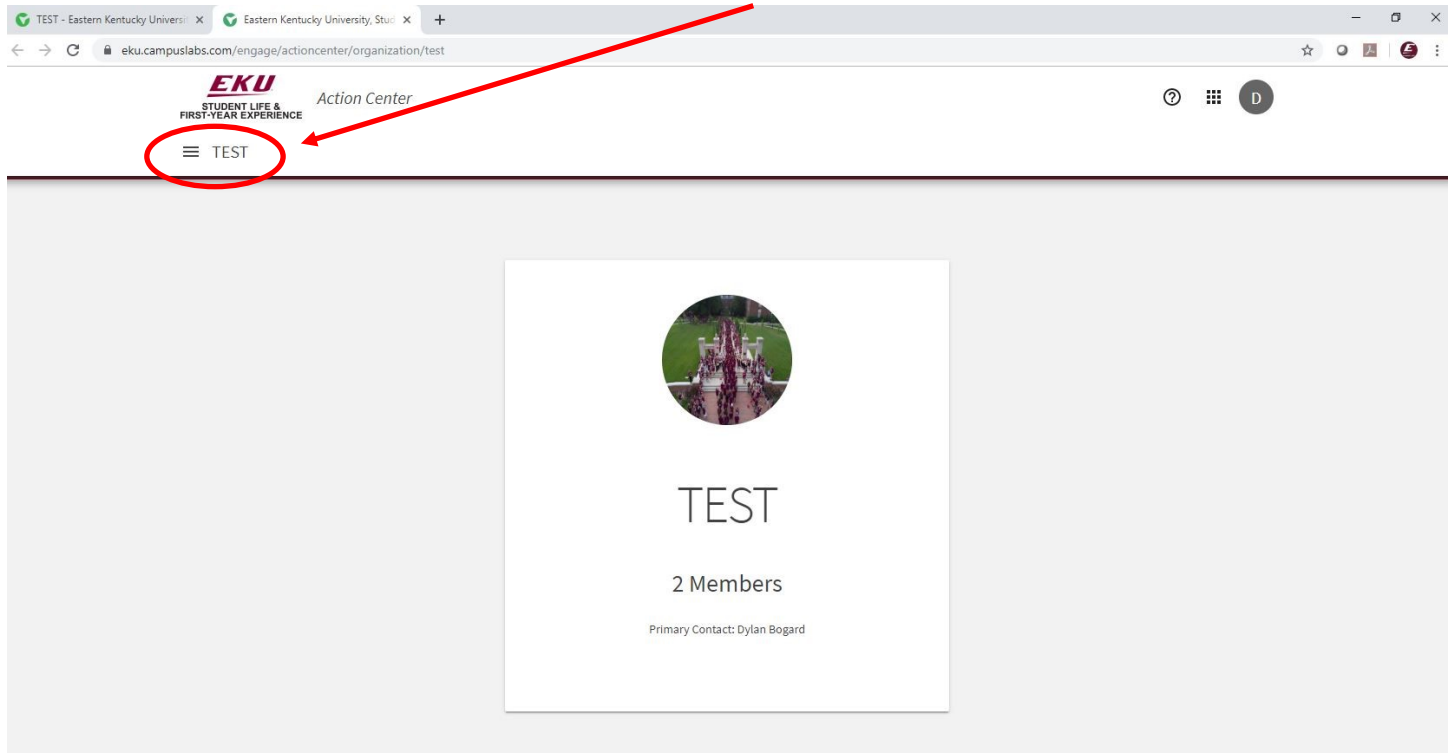and click into the organization.

STEP 4

Once in, click on "Manage Organization" in the top right corner. If
you do not see this, be sure you have accepted the invitation to be
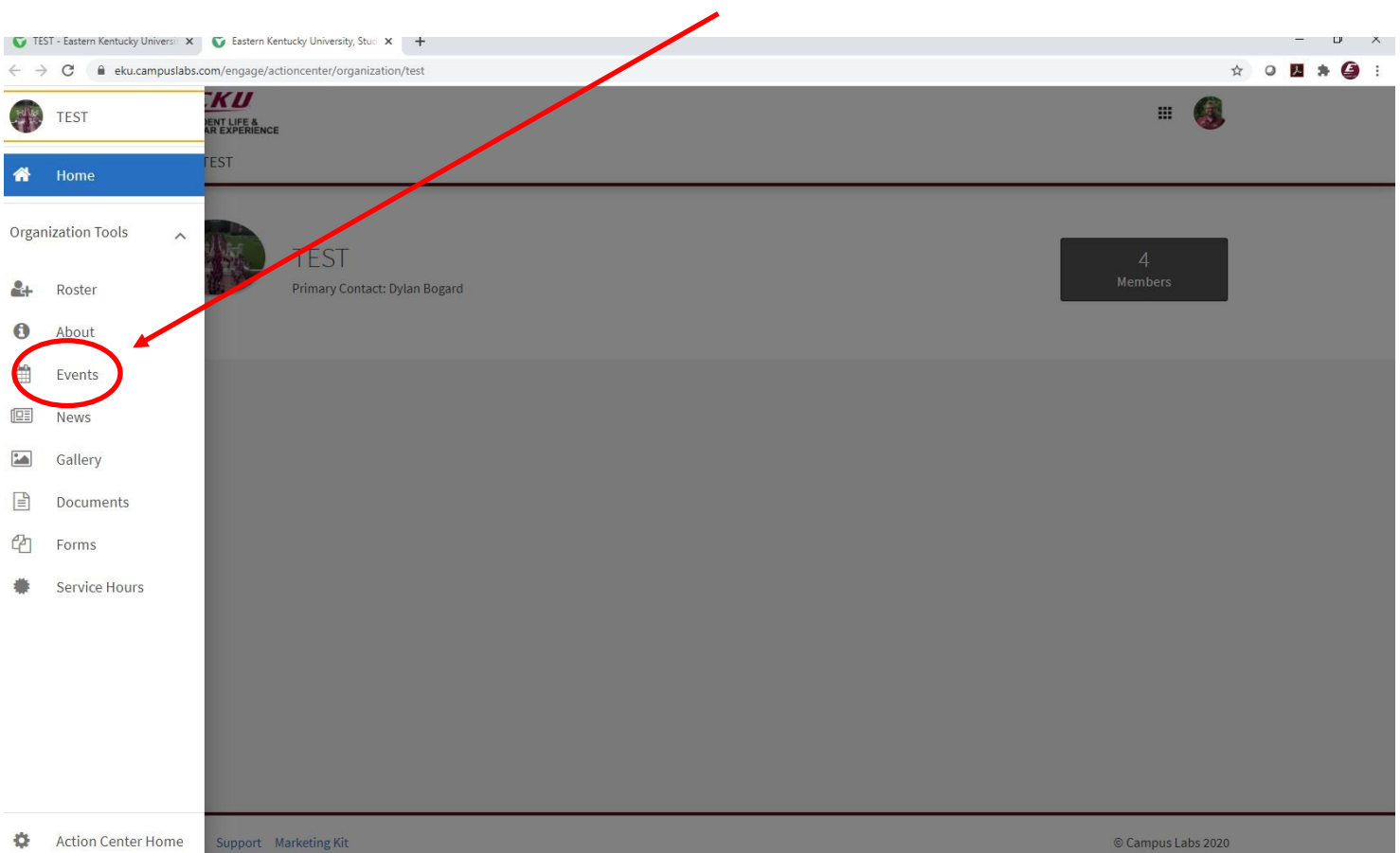an officer.

STEP 5

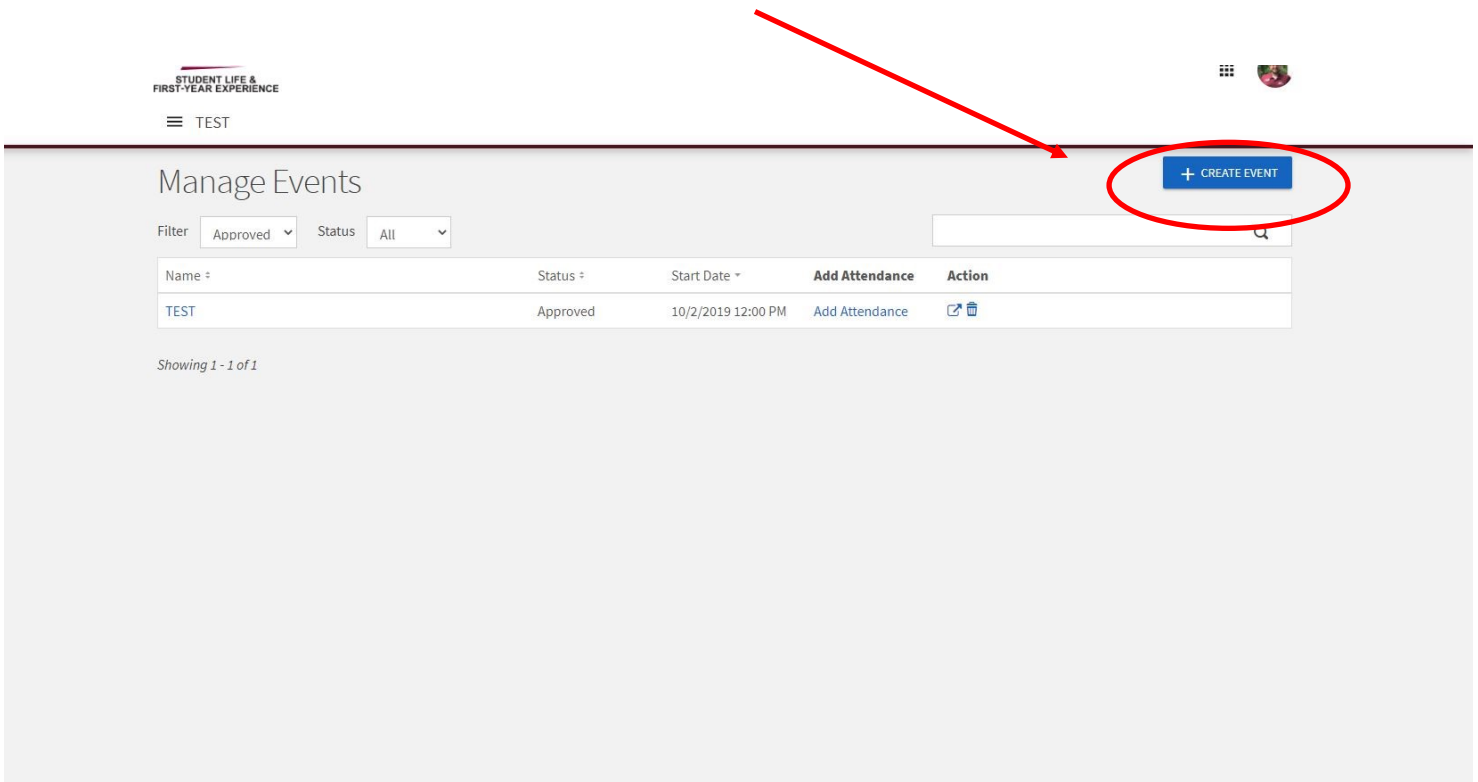## Select the menu icon in the top left corner.
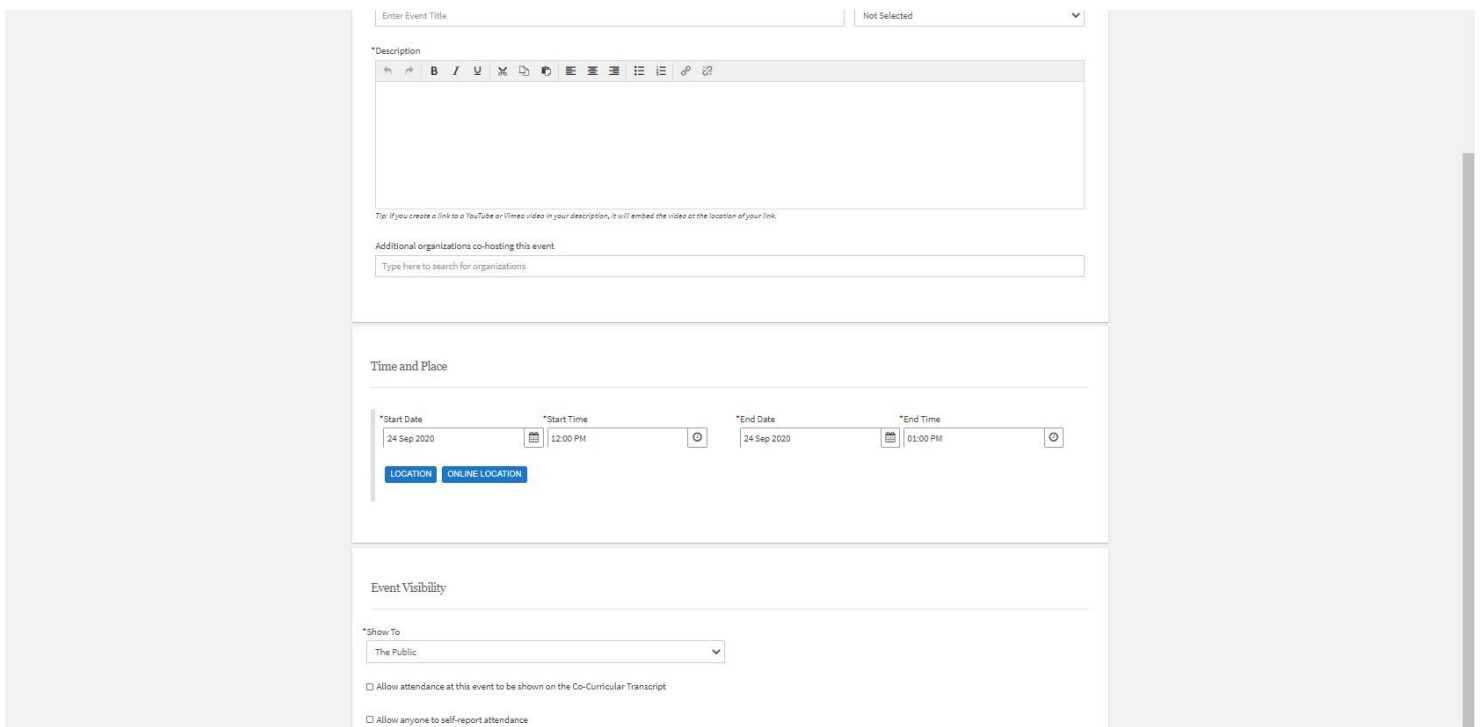

STEP 6

Select "Events."

STEP 7

Select "Create Event" in the top right corner.

STEP 8

Complete the sections of the event details page. Be sure to list the category as "Student Organization Event."

STEP 9

Complete the RSVP section of the events form.

STEP 10

Complete the Post Event Feedback section of the form.

This section is optional.

STEP 11

Enter in a photo or flier for the event. This section is highly recommended, but not required.

STEP 12

Complete the additional information section. If you have a room reservation, a screenshot of the confirmation email will suffice for on campus events.

STEP 13

Double check your information, and click submit in the lower left corner. Once submitted, it will go to Student Life staff for approval. Be on the lookout for an email with updates.

STEP 14

Back in the events list, you can click on the event name to see the listing, or make edits.

STEP 15

Once in, you can click "Change Details" to take you back to the form to update the event, or click "Cancel Event" to remove it. You can also add attendees and invite people.

STEP 16

Under the attendance portion, you can mark those that RSVP'd as attended, or add attendance by email.
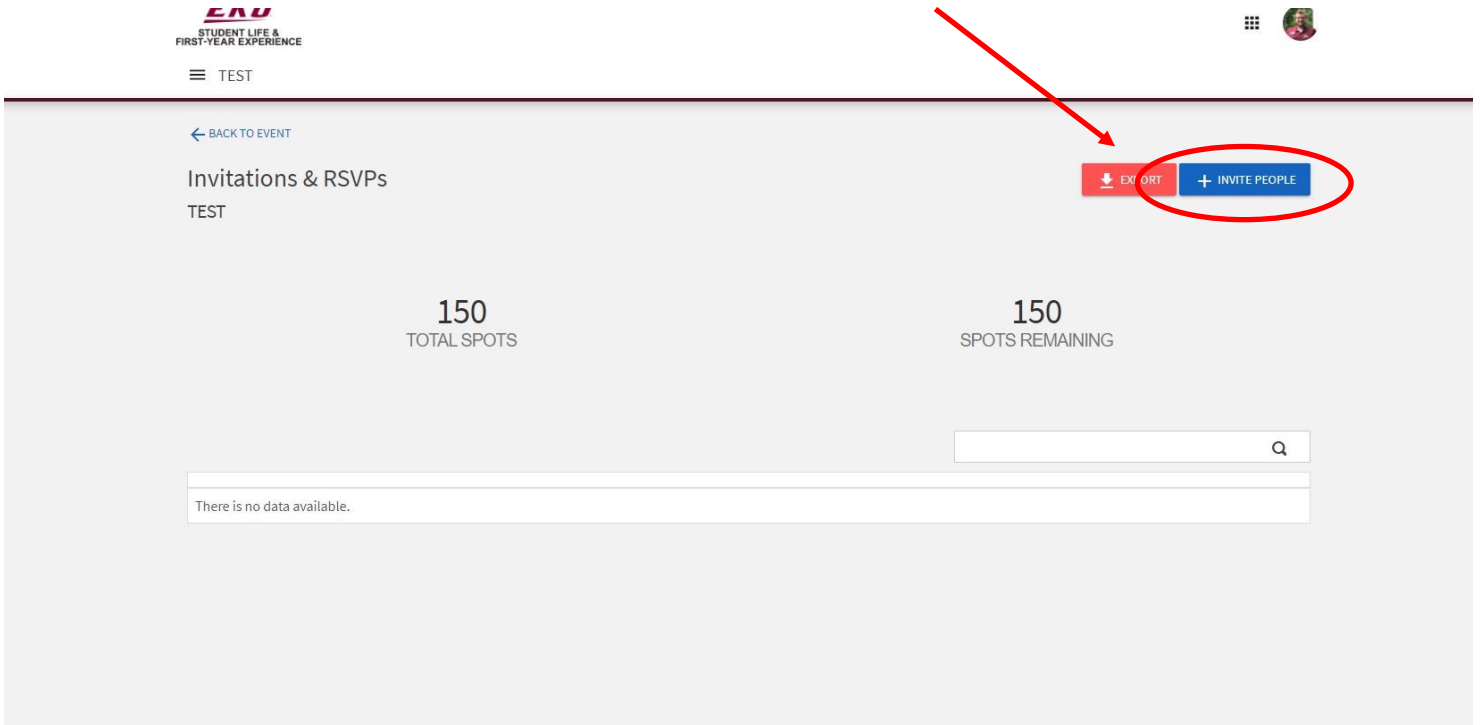
STEP 17

Under the Invitations and RSVP section, you can see who has RSVP'd or invite people by email.