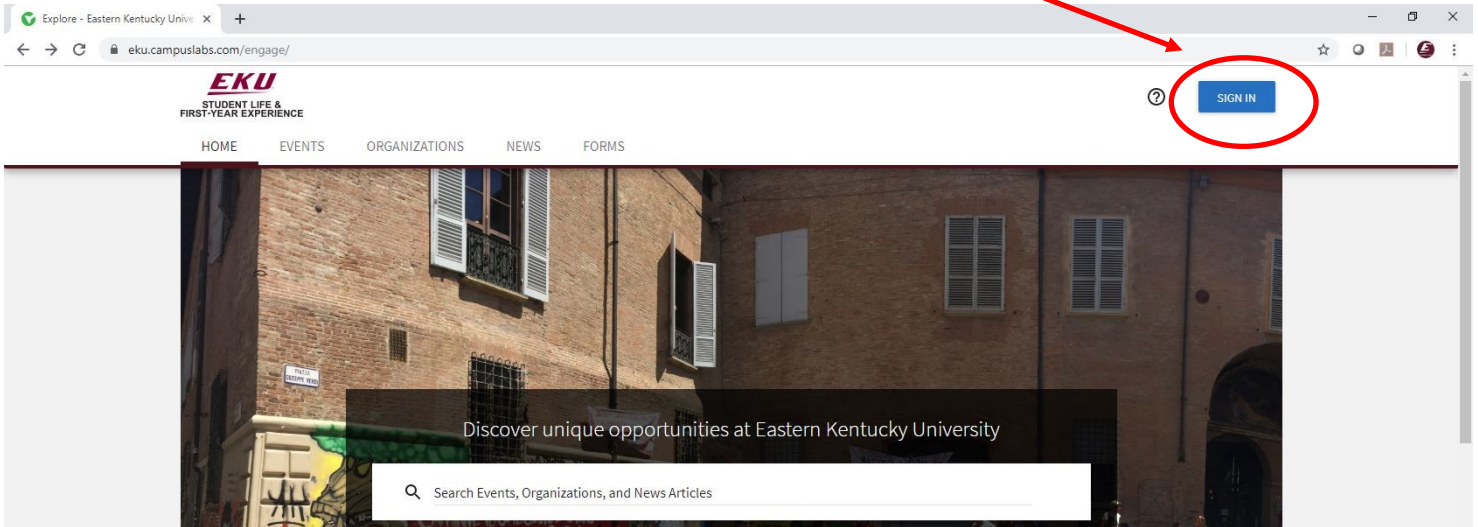


Managing Events

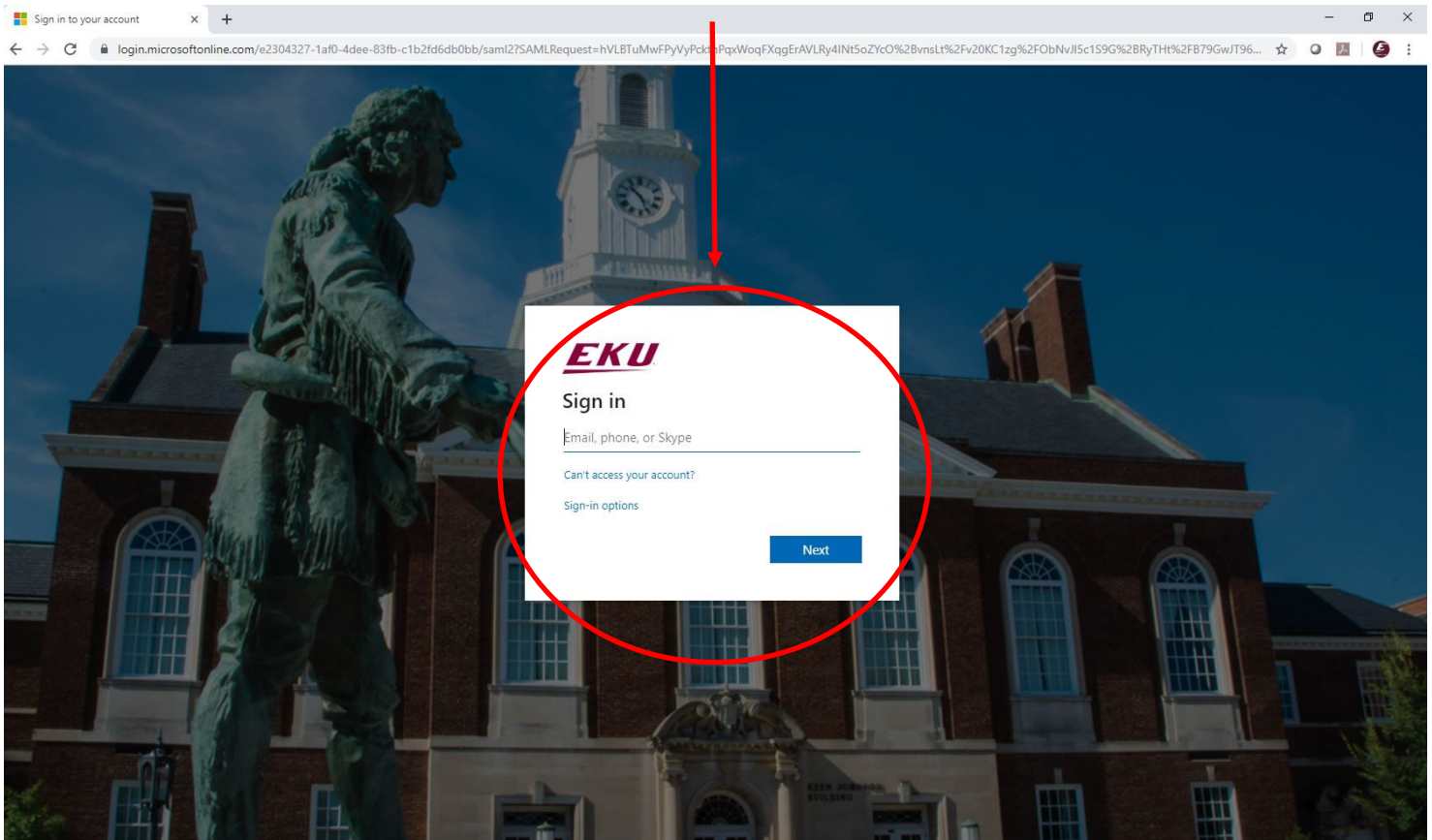
STEP 1

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



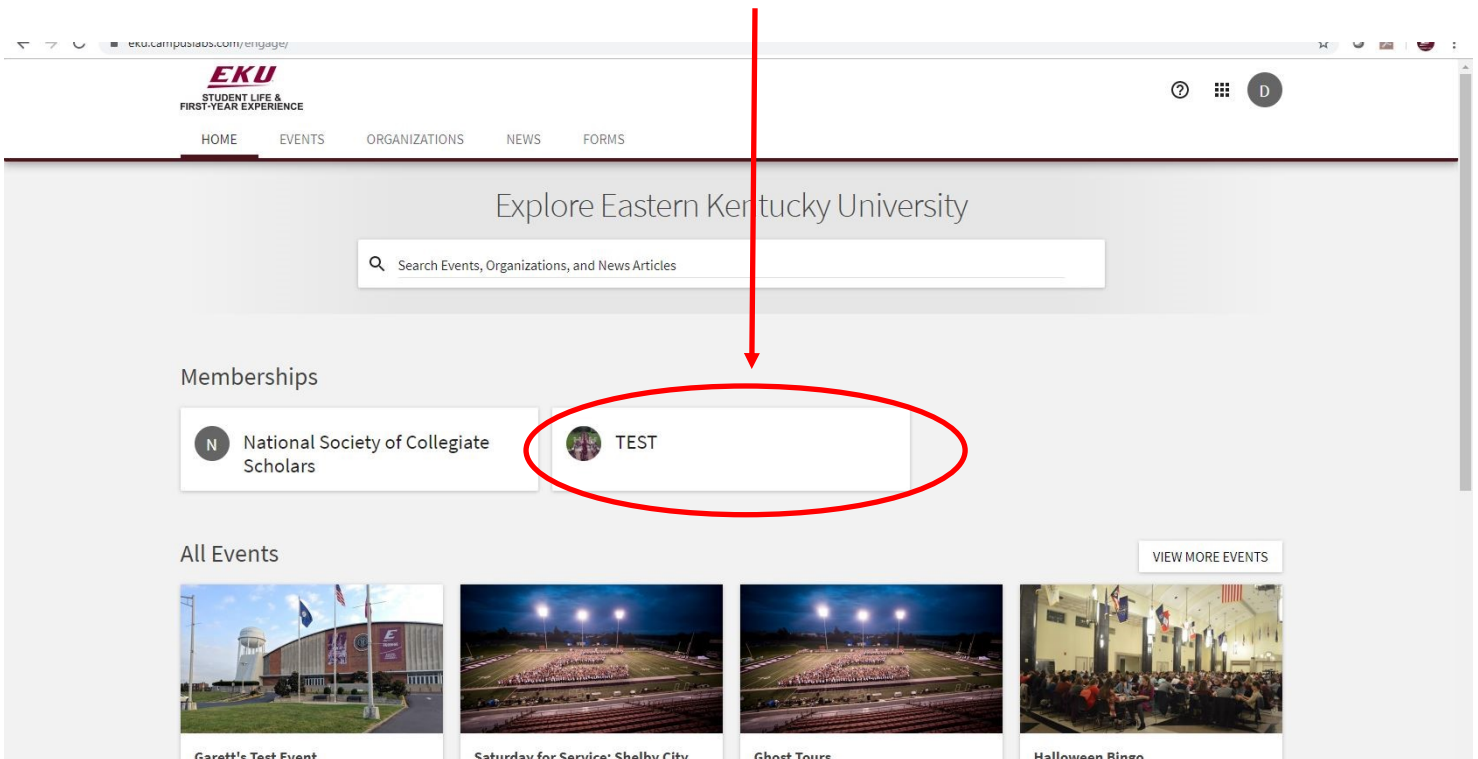
STEP 2

Enter your EKU Email credentials to log into the system.



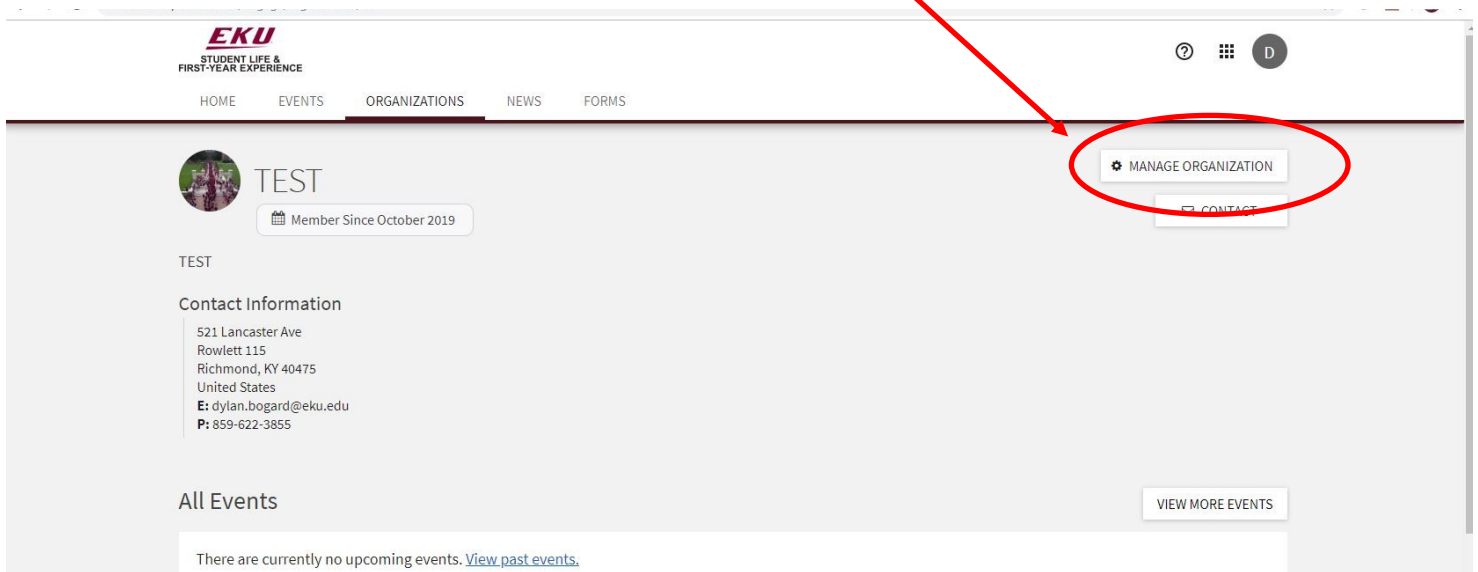
STEP 3

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



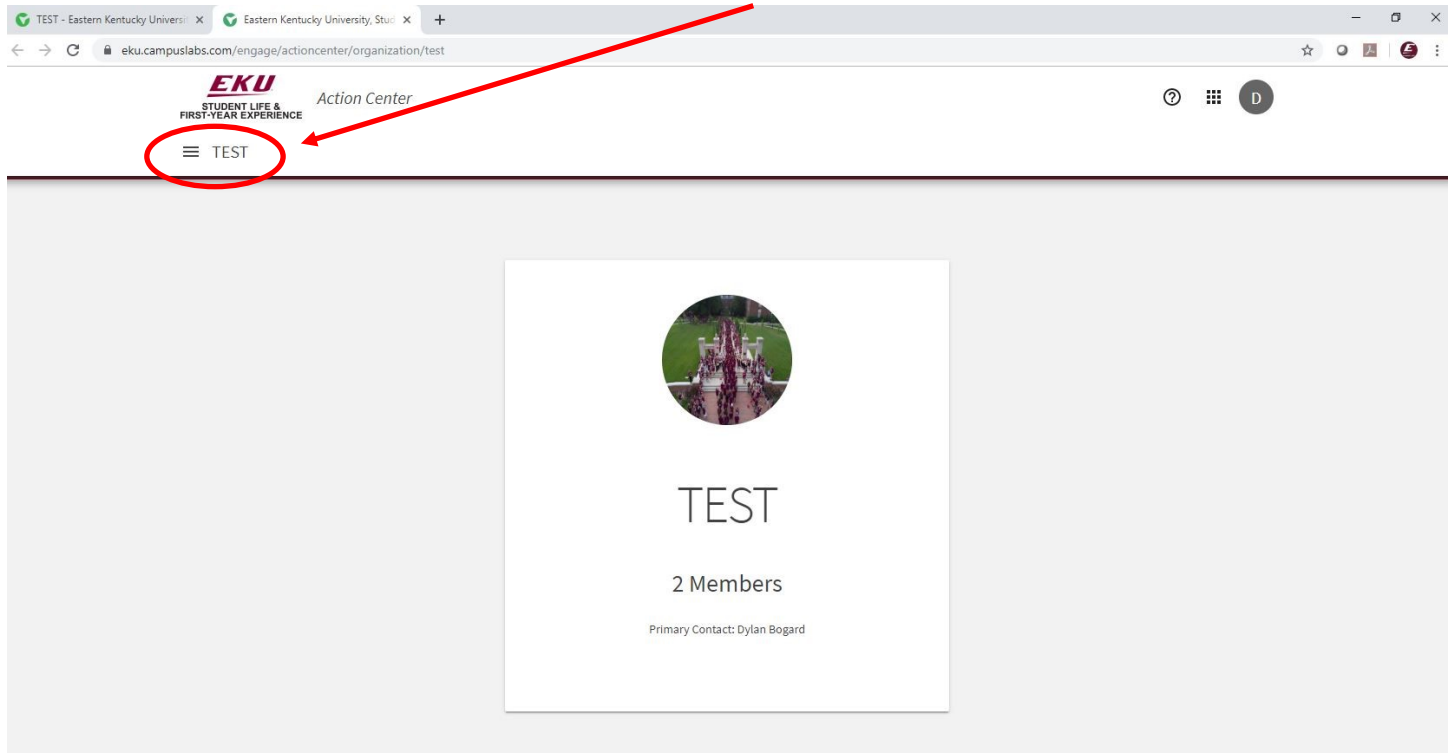
STEP 4

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.



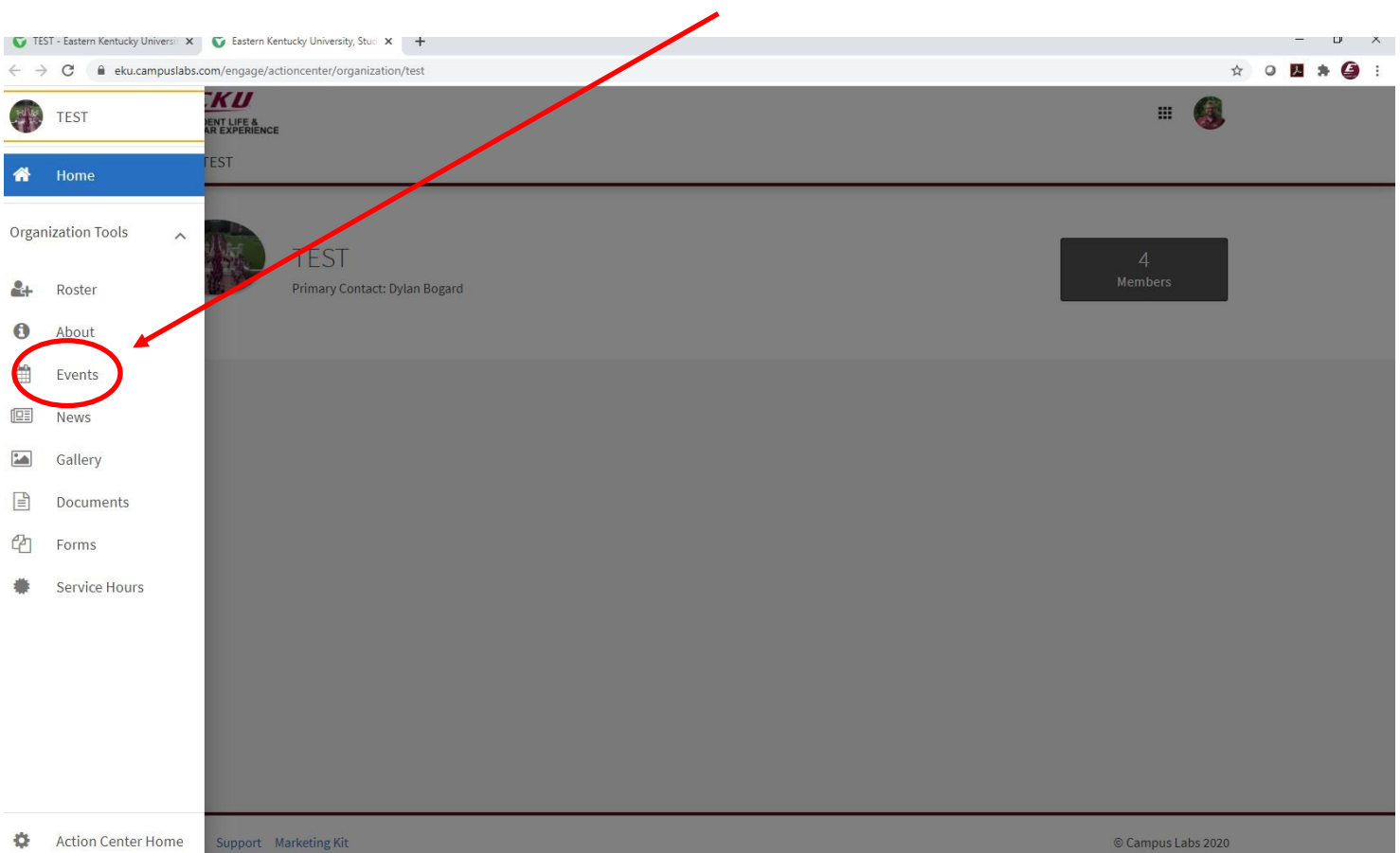
STEP 5

Select the menu icon in the top left corner.



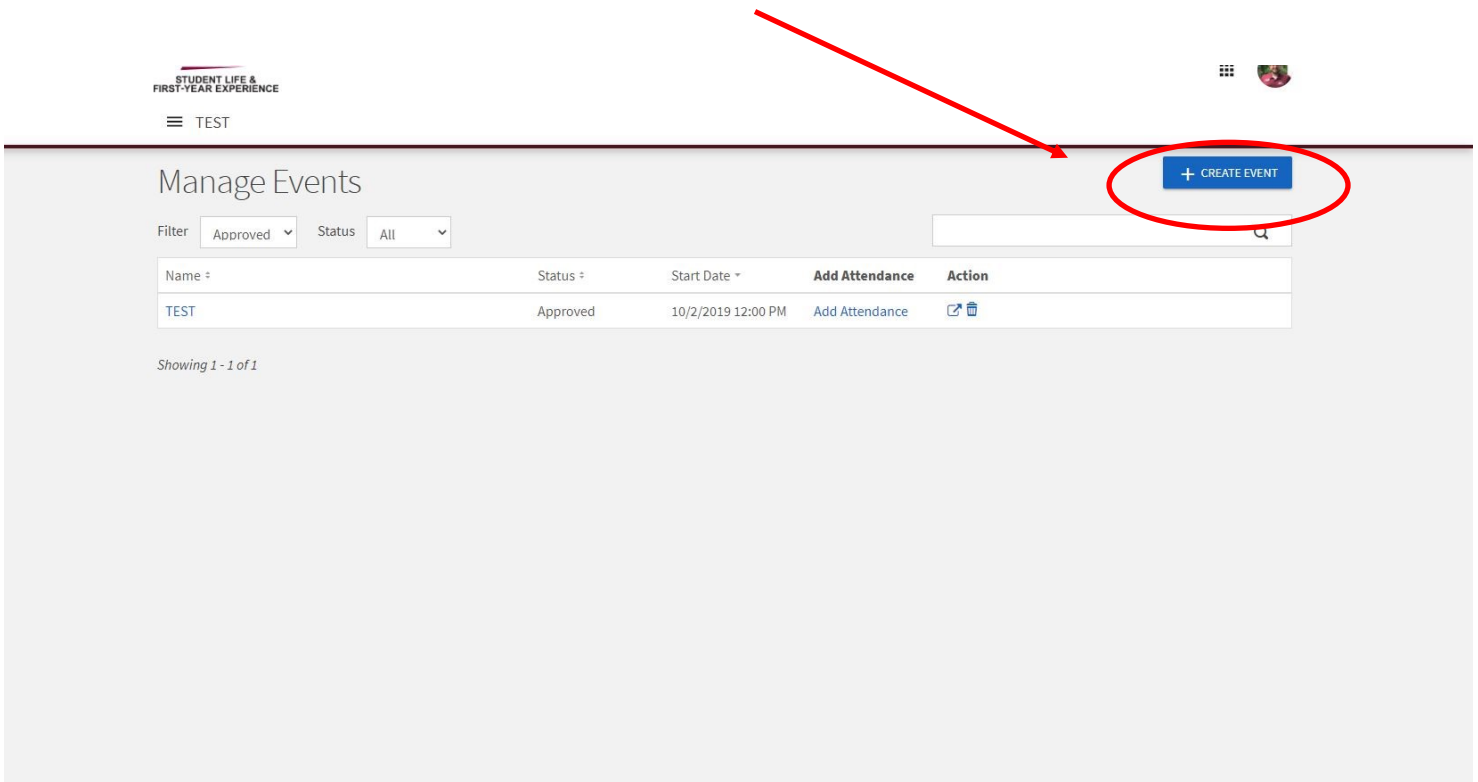
STEP 6

Select "Events."



STEP 7

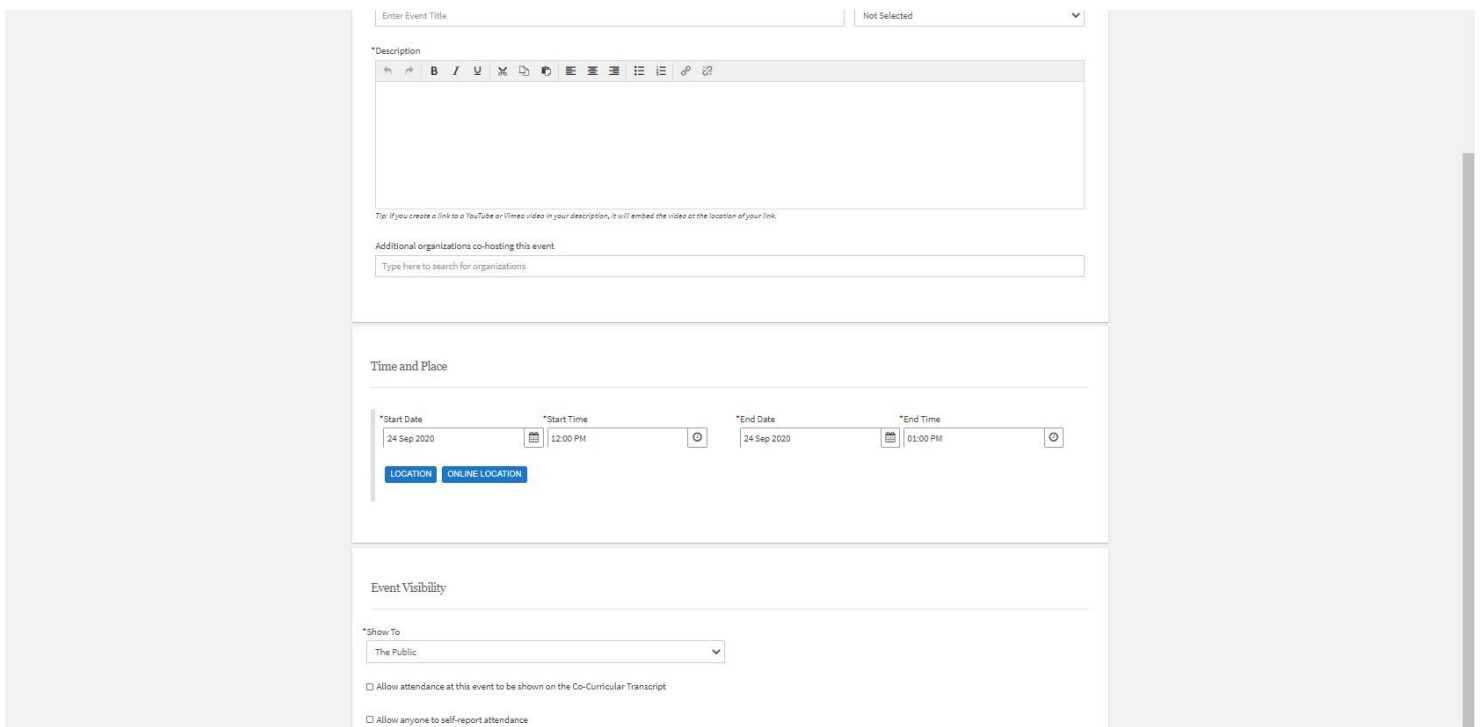
Select "Create Event" in the top right corner.



The screenshot shows the 'Manage Events' interface. At the top left, there is a logo for 'STUDENT LIFE & FIRST-YEAR EXPERIENCE' and a menu icon. The main heading is 'Manage Events'. Below the heading, there are filter options: 'Filter' set to 'Approved' and 'Status' set to 'All'. A search bar is visible on the right. A table lists one event: 'TEST' with status 'Approved' and start date '10/2/2019 12:00 PM'. The '+ CREATE EVENT' button in the top right corner is circled in red, with a red arrow pointing to it from the text above.

STEP 8

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



The screenshot displays the event details form. It includes the following sections:

- Event Title:** A text input field with the placeholder 'Enter Event Title' and a dropdown menu set to 'Not Selected'.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image. Below the editor is a tip: 'Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.'
- Additional organizations co-hosting this event:** A text input field with the placeholder 'Type here to search for organizations'.
- Time and Place:** Fields for start and end dates and times. The start date is '24 Sep 2020' and the start time is '12:00 PM'. The end date is '24 Sep 2020' and the end time is '01:00 PM'. There are buttons for 'LOCATION' and 'ONLINE LOCATION'.
- Event Visibility:** A dropdown menu set to 'The Public' and two checkboxes: 'Allow attendance at this event to be shown on the Co-Curricular Transcript' and 'Allow anyone to self-report attendance'.

STEP 9

Complete the RSVP section of the events form.

The screenshot shows the 'RSVP' settings page. At the top, there is a navigation bar with 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. The main content area is titled 'RSVP' and contains several sections:

- Settings:** Includes a dropdown for '*Who can RSVP' (set to 'Anyone'), checkboxes for 'Limit number of available RSVP spots', 'Allow Guests', and 'Allow respondents to represent an organization'.
- Organization Representation:** A note stating 'When RSVP'ing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event'.
- RSVP Questions:** A section for adding questions, including a 'Question Instructions' box with an 'Add Summary' checkbox. A message states 'There are currently no Custom Questions. Select a Question Type and then select the Add Question button to start'.
- Question Type:** A dropdown menu set to 'Text - Single Line' and a blue 'ADD QUESTION' button.

STEP 10

Complete the Post Event Feedback section of the form.

This section is optional.

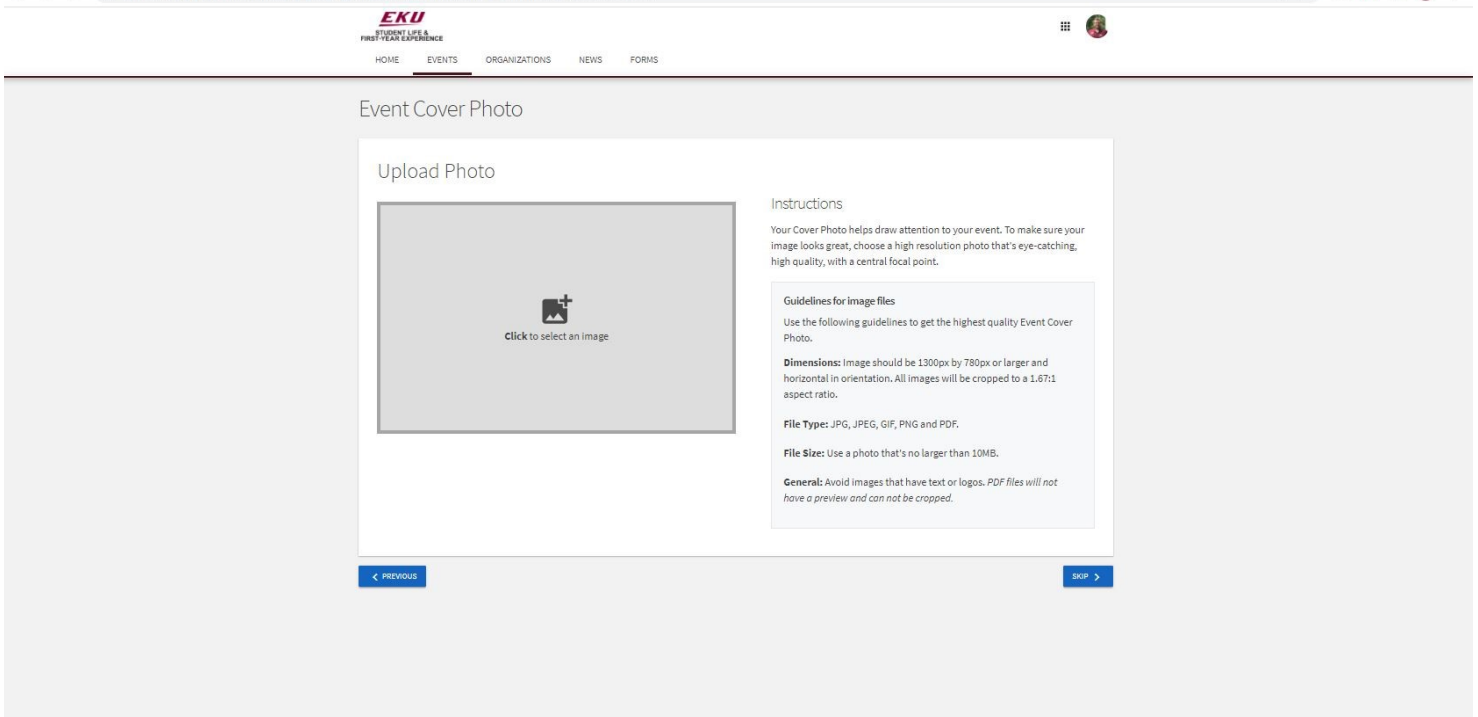
The screenshot shows the 'Post Event Feedback' settings page. At the top, there is a navigation bar with 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. The main content area is titled 'Post Event Feedback' and contains several sections:

- Notification:** A checkbox for 'Automatically send Post Event Feedback notification after event' with a note: 'When turned off, users with management access to the event can still send the notification manually from the Manage Event page'.
- Event Ratings:** A section for 'Event Ratings' with the note: 'All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.'
- Event Evaluation Questions:** A section for 'Event Evaluation Questions' with the note: 'If questions are added, all event attendees will be able to anonymously answer.'
- Question Instructions:** A box for 'Question Instructions' with an 'Add Summary' checkbox.
- Custom Questions:** A message stating 'There are currently no Custom Questions. Select a Question Type and then select the Add Question button to start'.
- Question Type:** A dropdown menu set to 'Text - Single Line' and a blue 'ADD QUESTION' button.

At the bottom of the form, there are two blue buttons: '< PREVIOUS' and 'NEXT >'.

STEP 11

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



The screenshot shows the 'Event Cover Photo' upload page. At the top left is the EKV logo with the text 'STUDENT LIFE & FIRST-YEAR EXPERIENCE'. Below it are navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A user profile icon is in the top right. The main heading is 'Event Cover Photo'. Below it is a white box titled 'Upload Photo'. On the left of this box is a large grey rectangle with a plus icon and the text 'Click to select an image'. On the right is an 'Instructions' section. Below the instructions are two buttons: '< PREVIOUS' and 'SKIP >'. The instructions section contains the following text:

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.

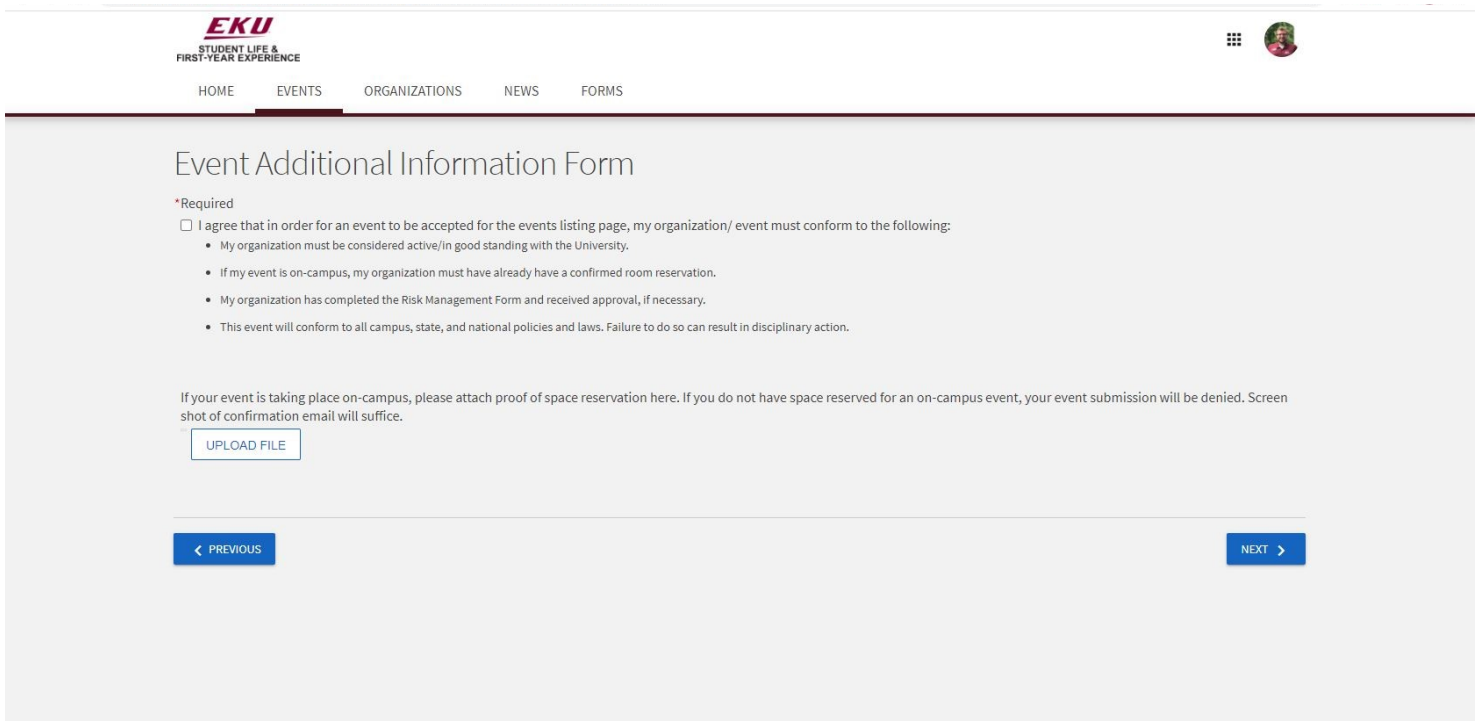
File Type: JPG, JPEG, GIF, PNG and PDF.

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.

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.



The screenshot shows the 'Event Additional Information Form'. At the top left is the EKV logo with the text 'STUDENT LIFE & FIRST-YEAR EXPERIENCE'. Below it are navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A user profile icon is in the top right. The main heading is 'Event Additional Information Form'. Below the heading is a section for required information:

*Required

I agree that in order for an event to be accepted for the events listing page, my organization/ event must conform to the following:

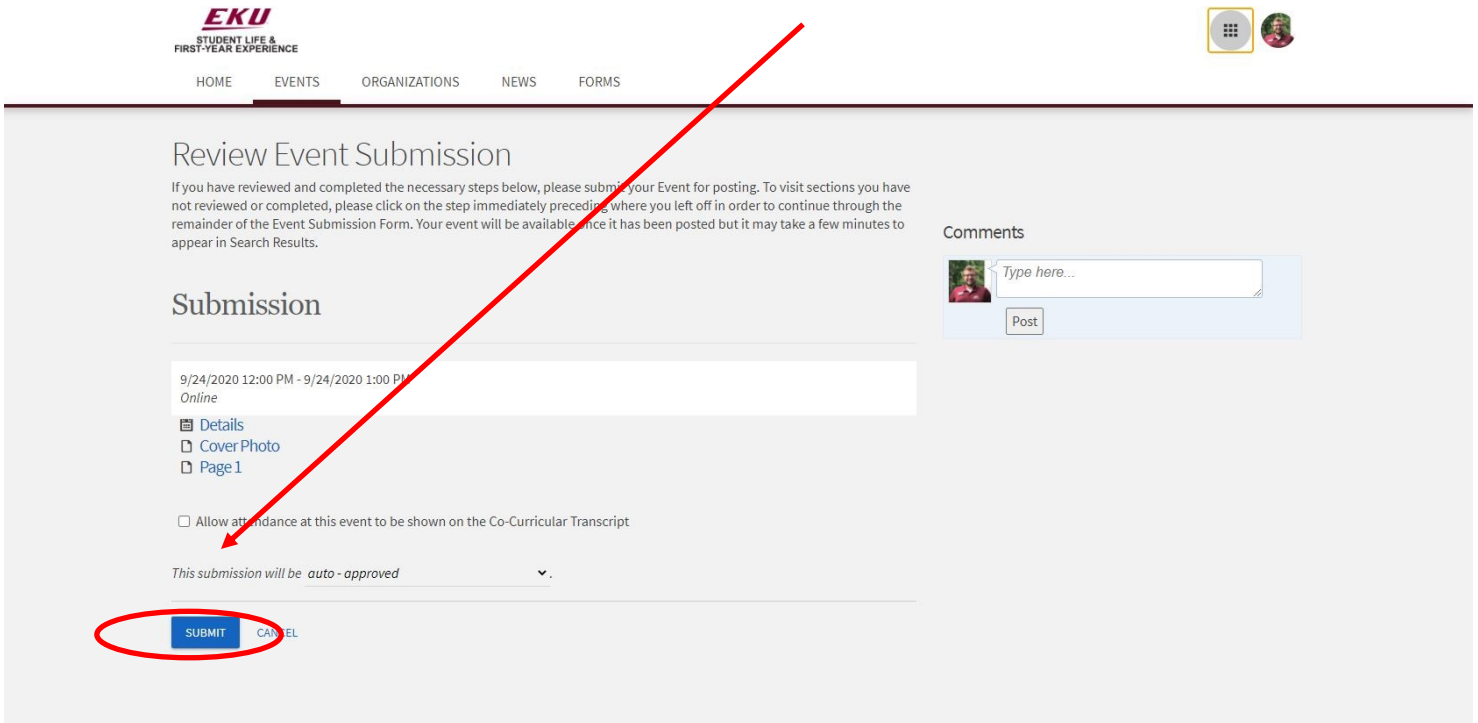
- My organization must be considered active/in good standing with the University.
- If my event is on-campus, my organization must have already have a confirmed room reservation.
- My organization has completed the Risk Management Form and received approval, if necessary.
- This event will conform to all campus, state, and national policies and laws. Failure to do so can result in disciplinary action.

If your event is taking place on-campus, please attach proof of space reservation here. If you do not have space reserved for an on-campus event, your event submission will be denied. Screen shot of confirmation email will suffice.

Below this text is a button labeled 'UPLOAD FILE'. At the bottom of the form are two buttons: '< PREVIOUS' and 'NEXT >'.

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.



EKU
STUDENT LIFE & FIRST-YEAR EXPERIENCE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been posted but it may take a few minutes to appear in Search Results.

Submission

9/24/2020 12:00 PM - 9/24/2020 1:00 PM
Online

- Details
- Cover Photo
- Page 1

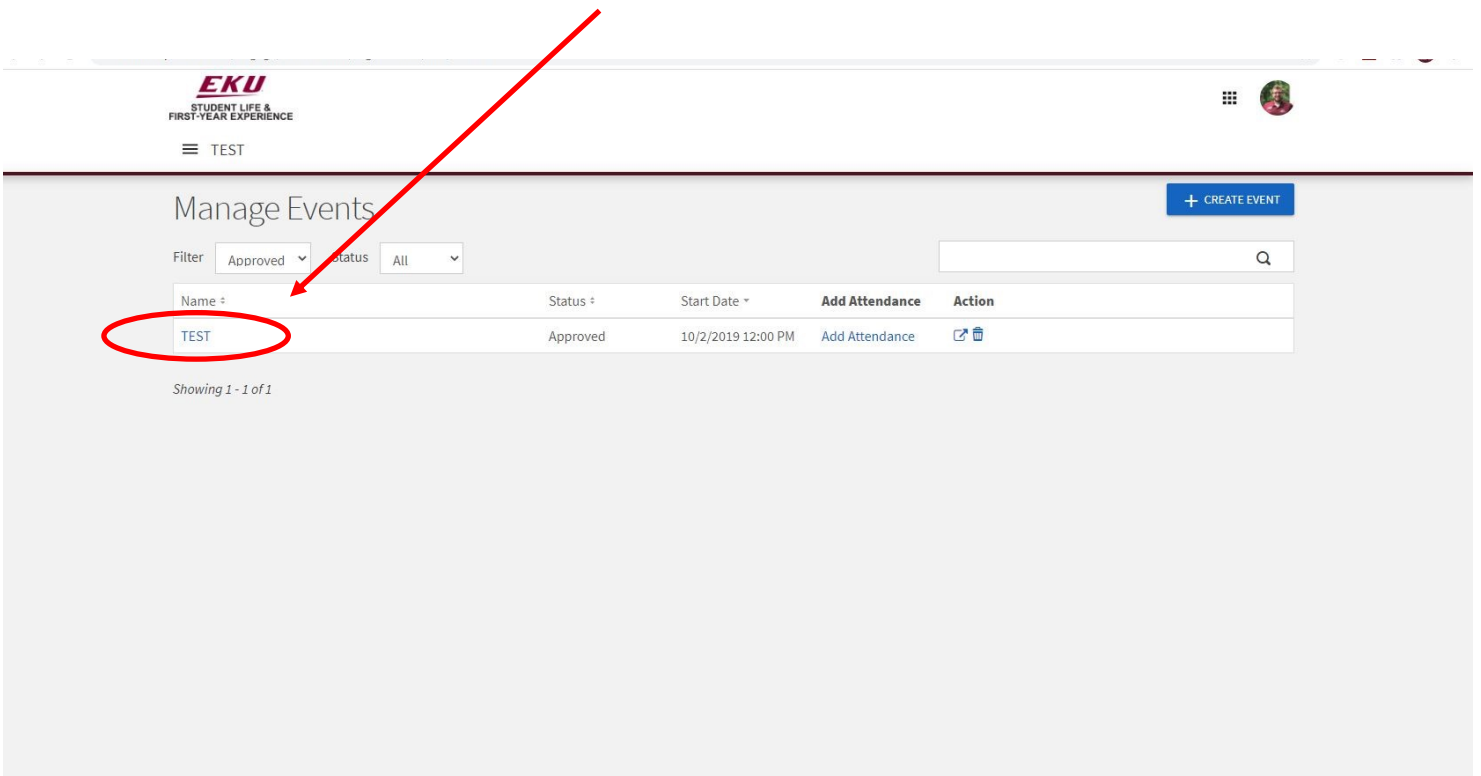
Allow attendance at this event to be shown on the Co-Curricular Transcript

This submission will be auto-approved

SUBMIT CANCEL

STEP 14

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





EKU
STUDENT LIFE & FIRST-YEAR EXPERIENCE

TEST

Manage Events

+ CREATE EVENT

Filter: Approved status: All

Name	Status	Start Date	Add Attendance	Action
TEST	Approved	10/2/2019 12:00 PM	Add Attendance	 

Showing 1 - 1 of 1

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.

STUDENT LIFE & FIRST-YEAR EXPERIENCE

TEST

← Back to Events List

Event Details



TEST

Host Organization
TEST

Location
TEST

Begins
Wednesday, October 02, 2019 at 12:00 PM EDT

Ends
Wednesday, October 02, 2019 at 1:30 PM EDT

0.0
★★★★★
Event Rating

View Event Submissions

STATUS
Approved

VISIBILITY
Students & staff at Eastern Kentucky University, Student Life & First-Year Experience

RSVP SETTING
Anyone

EVENT ATTENDANCE

TRACK ATTENDANCE INVITATIONS & RSVPS

STEP 16

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

EKU
STUDENT LIFE & FIRST-YEAR EXPERIENCE

TEST

← BACK TO EVENT

Track Attendance

TEST

EXPORT + ADD ATTENDANCE

0 INVITEES 0 ATTENDED 0 ABSENT 0 EXCUSED

Swipe Access Code

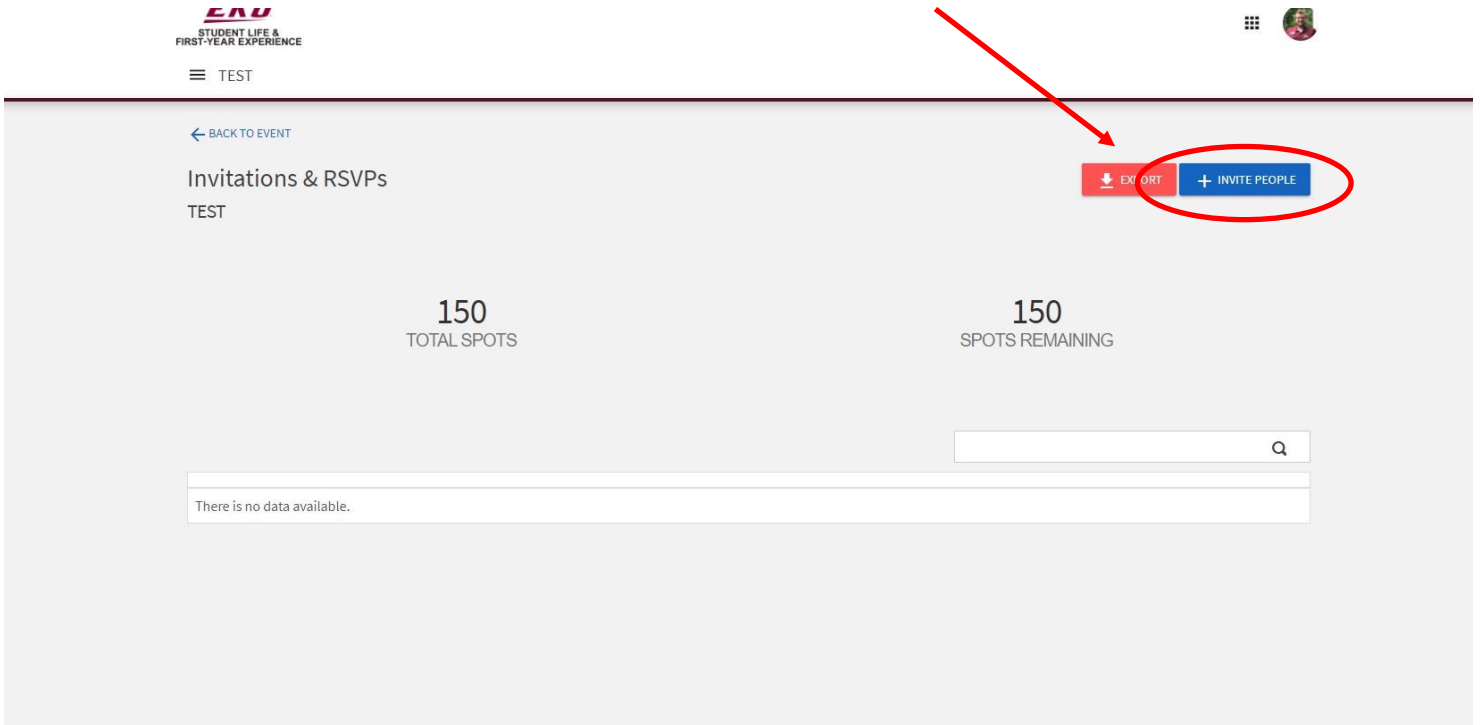
QKBE88Q

Attendees

There is no data available.

STEP 17

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



The screenshot shows the ENU Student Life & First-Year Experience website. The top navigation bar includes the ENU logo and a user profile icon. The main content area is titled 'Invitations & RSVPs' and shows '150 TOTAL SPOTS' and '150 SPOTS REMAINING'. A red arrow points to the 'EXPORT' button, which is circled in red. The 'INVITE PEOPLE' button is also visible. The page includes a search bar and a message stating 'There is no data available.'

ENU
STUDENT LIFE &
FIRST-YEAR EXPERIENCE

TEST

← BACK TO EVENT

Invitations & RSVPs
TEST

150
TOTAL SPOTS

150
SPOTS REMAINING

EXPORT + INVITE PEOPLE

There is no data available.