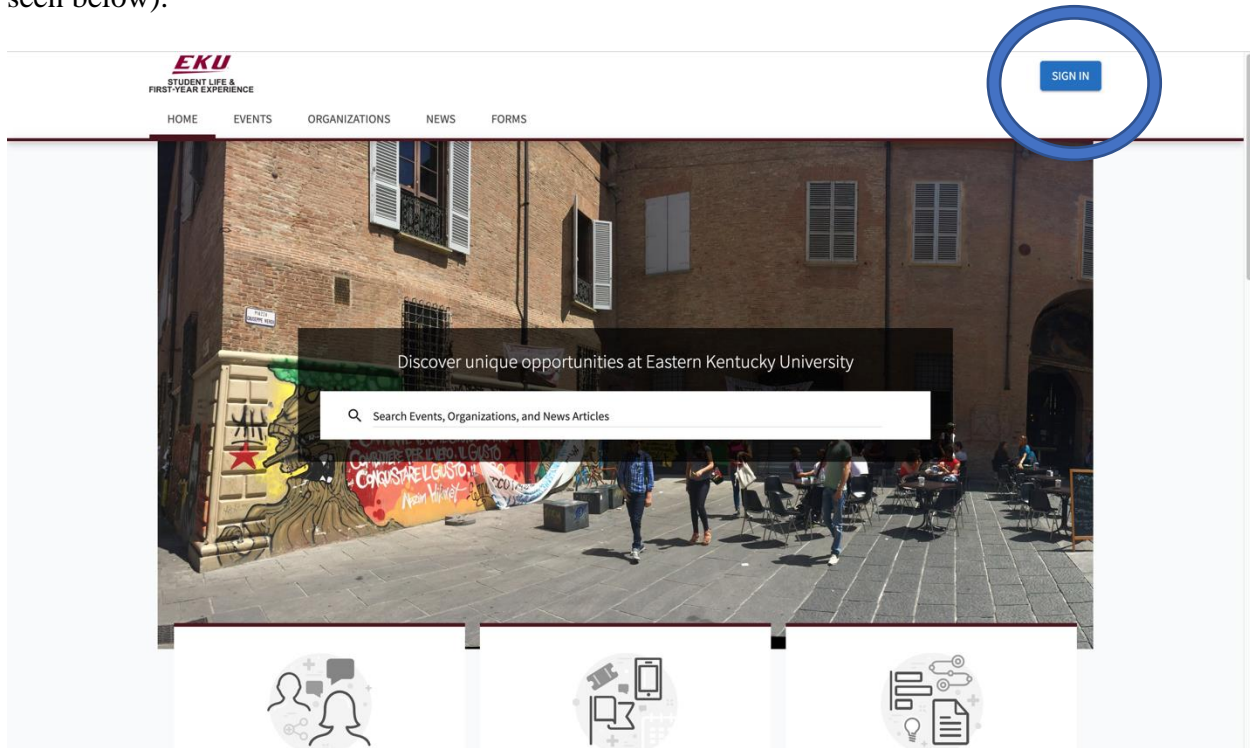
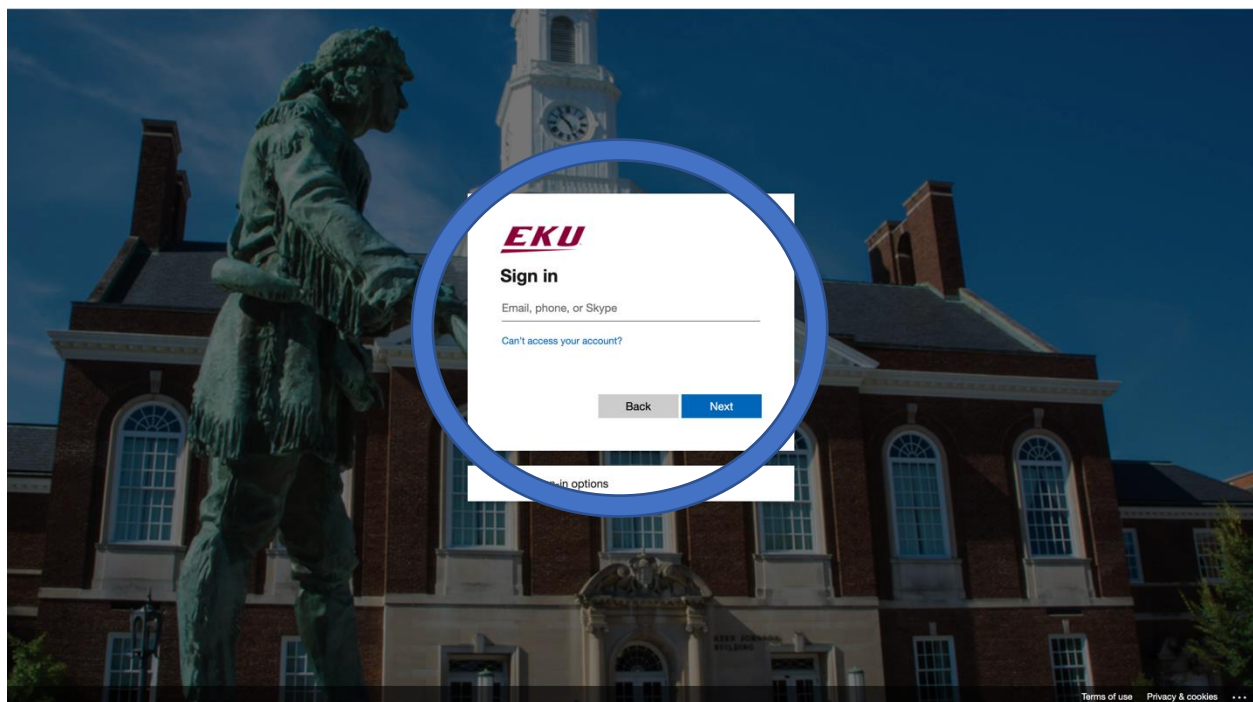


Updating Events Section

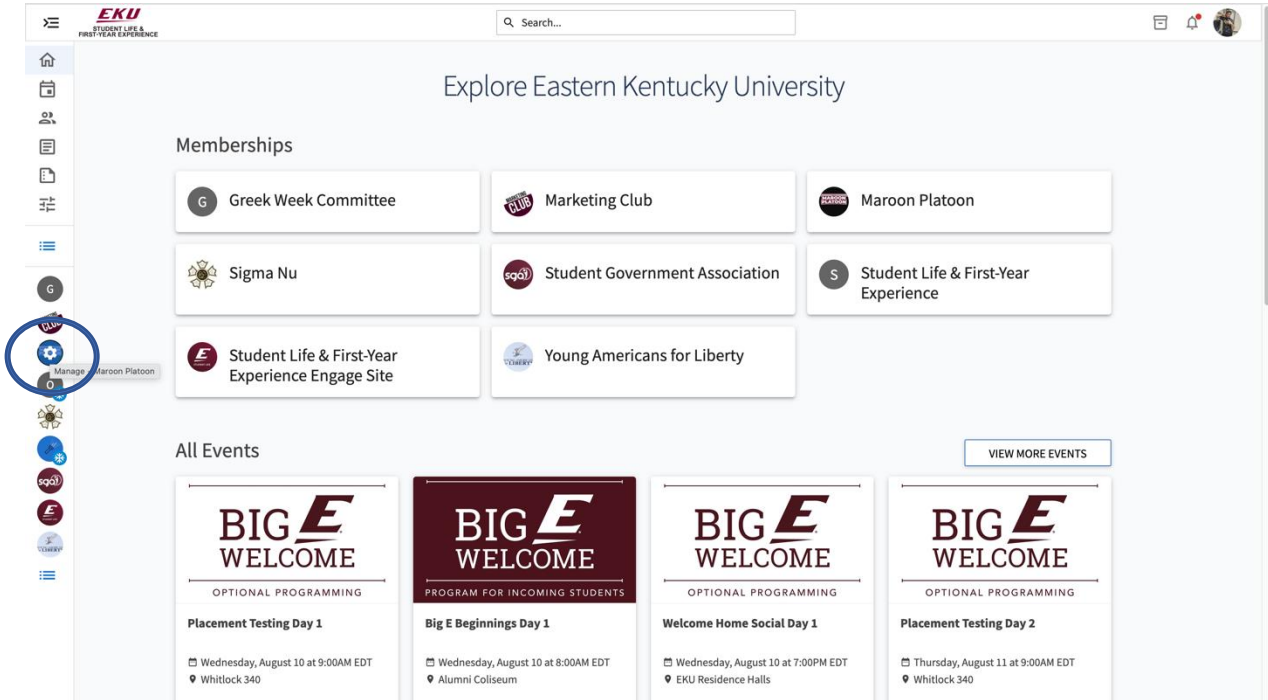
Step 1: Go to <https://eku.campuslabs.com/engage/> and click “Sign In” at the top right corner (as seen below).



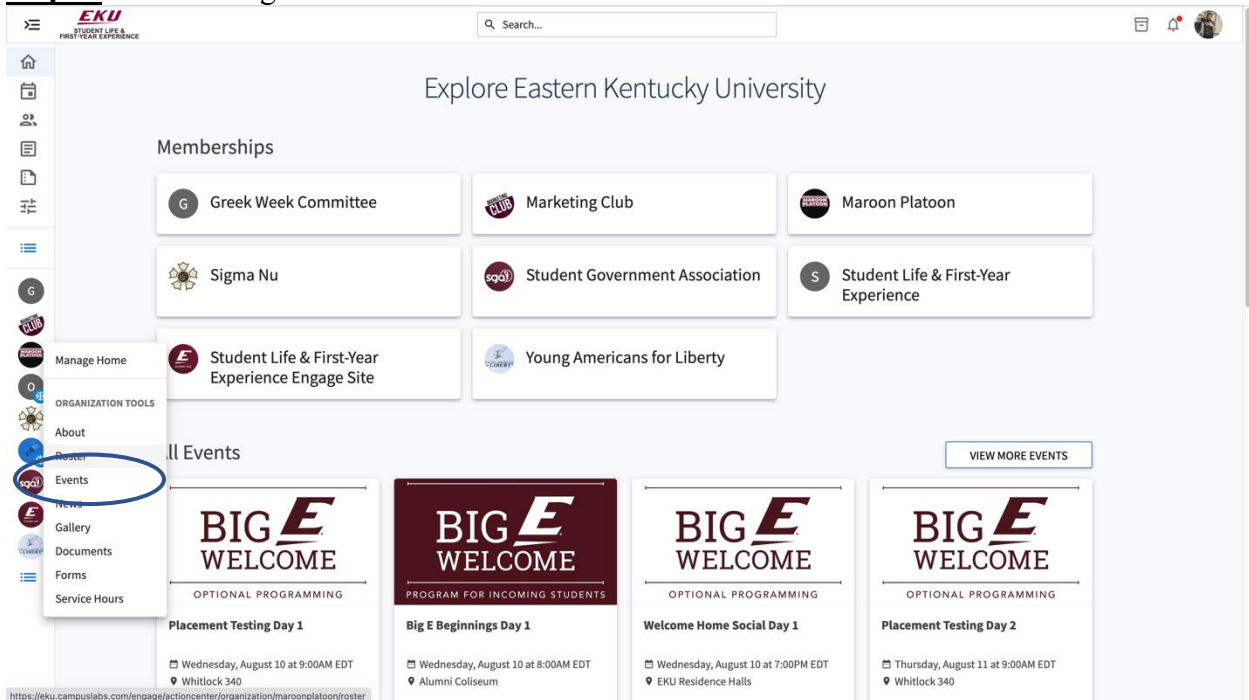
Step 2: Enter your ECU Email credentials to log into the system.



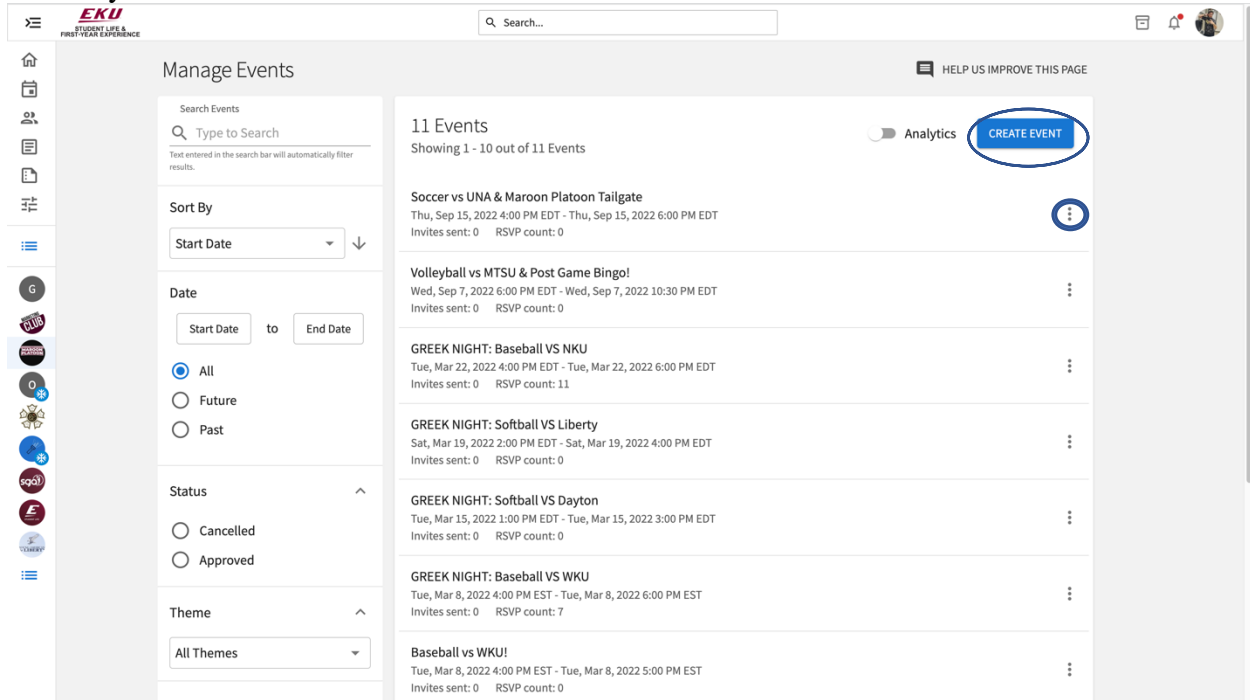
Step 3: Find the organization you would like to manage on the left menu.



Step 4: Click the organization on the left menu and click the “Events” button.



Step 5: From here you be able to see all of your upcoming and past events. You can create an event by clicking the “Create Event” button, you may also edit an existing event by clicking the 3 dots by the event.



Step 6: To create an event on the first page enter your event details then click “Next” at the bottom of your screen.

EKU STUDENT LIFE & FIRST-YEAR EXPERIENCE

Search...

Create Event

Basic Details

*Event Title *Theme

*Description

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

Time and Place

*Start Date *Start Time *End Date *End Time

Event Visibility

*Show To

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

Event Categories Perks Special benefits for your attendees

Step 7: On the next page you will be able to edit your RSVP status of the event.

Introducing Waitlist
Maximize attendance by using the new waitlist feature. Limiting number of RSVP spots will now automatically allow participants to join the waitlist if the Event becomes full. They will be promoted from the waitlist if spots become available.

Settings

Fields marked with an asterisk () are required.*

*Who can RSVP
Anyone
Note: All respondents will receive a reminder 24 hours before the start of the event.

Invite all members of this organization and all co-hosts after event approval **NEW!**

Limit number of available RSVP spots **NEW!**
When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

Allow Guests

Organization Representation

When RSVPing, 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

Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions
Include a summary or instructions about the questions the respondent is about to answer
 Add Summary

There are currently no Custom Questions
Select a Question Type and then select the Add Question button to start

Question Type
Select a question type
Text - Single Line **ADD QUESTION**

< PREVIOUS **NEXT >**

Step 8: On the next page you will be able to allow people that attend your event to leave feedback and answer questions you create.

EKU STUDENT LIFE & FIRST-YEAR EXPERIENCE

Search...

Post Event Feedback

Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.

Automatically send Post Event Feedback notification after event
When turned off, users with management access to the event can still send the notification manually from the Manage Event page

Event Ratings

All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions

If questions are added, all event attendees will be able to anonymously answer.

Question Instructions
 Include a summary or instructions about the questions the respondent is about to answer

Add Summary

There are currently no Custom Questions
 Select a Question Type and then select the Add Question button to start

Question Type
 Select a question type

Text - Single Line

ADD QUESTION

< PREVIOUS

NEXT >

Step 9: On the next page you can upload a photo that will be attached to your events thumbnail on the main events tab on the engage page.

EKU STUDENT LIFE & FIRST-YEAR EXPERIENCE

Search...

Event Cover Photo

Upload Photo

Click to select an image

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.*

< PREVIOUS

SKIP >

Step 10: Please review the requirements to have your event listed on the main site and upload proof of your campus reservation.

The screenshot shows the 'Event Additional Information Form' on the ECU website. The page header includes the ECU logo and a search bar. A left sidebar contains navigation icons for home, calendar, user profile, list, document, file, and filter. The main content area is titled 'Event Additional Information Form' and contains a 'Required' section with a checked checkbox: 'I agree that in order for an event to be accepted for the events listing page, my organization/ event must conform to the following:'. Below this are three bullet points: '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.', and 'My organization has completed the Risk Management Form and received approval, if necessary.'. A fourth bullet point states: 'This event will conform to all campus, state, and national policies and laws. Failure to do so can result in disciplinary action.'. Below the requirements is a text block: '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.'. There is an 'UPLOAD FILE' button below this text. At the bottom of the form are two buttons: '< PREVIOUS' and 'NEXT >'. The left sidebar also contains several circular icons representing different campus organizations.

Step 11: Review your event details and submit for approval.

The screenshot shows the 'Review Event Submission' page on the ECU website. The page header includes the ECU logo and a search bar. A left sidebar contains navigation icons for home, calendar, user profile, list, document, file, and filter. The main content area is titled 'Review Event Submission' and contains a paragraph: '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.'. Below this is a 'Submission' section with a date range: '8/3/2022 12:00 PM - 8/3/2022 1:00 PM' and 'p108'. There are two links: 'Details' and 'Cover Photo'. Below these is a checkbox: 'Allow attendance at this event to be shown on the Co-Curricular Transcript'. At the bottom of the submission section is a dropdown menu: 'This submission will be auto - approved'. At the very bottom are two buttons: 'SUBMIT' and 'CANCEL'. On the right side of the page is a 'Comments' section with a text input field: 'Type here...' and a 'Post' button. The left sidebar also contains several circular icons representing different campus organizations.