Updating Events Section

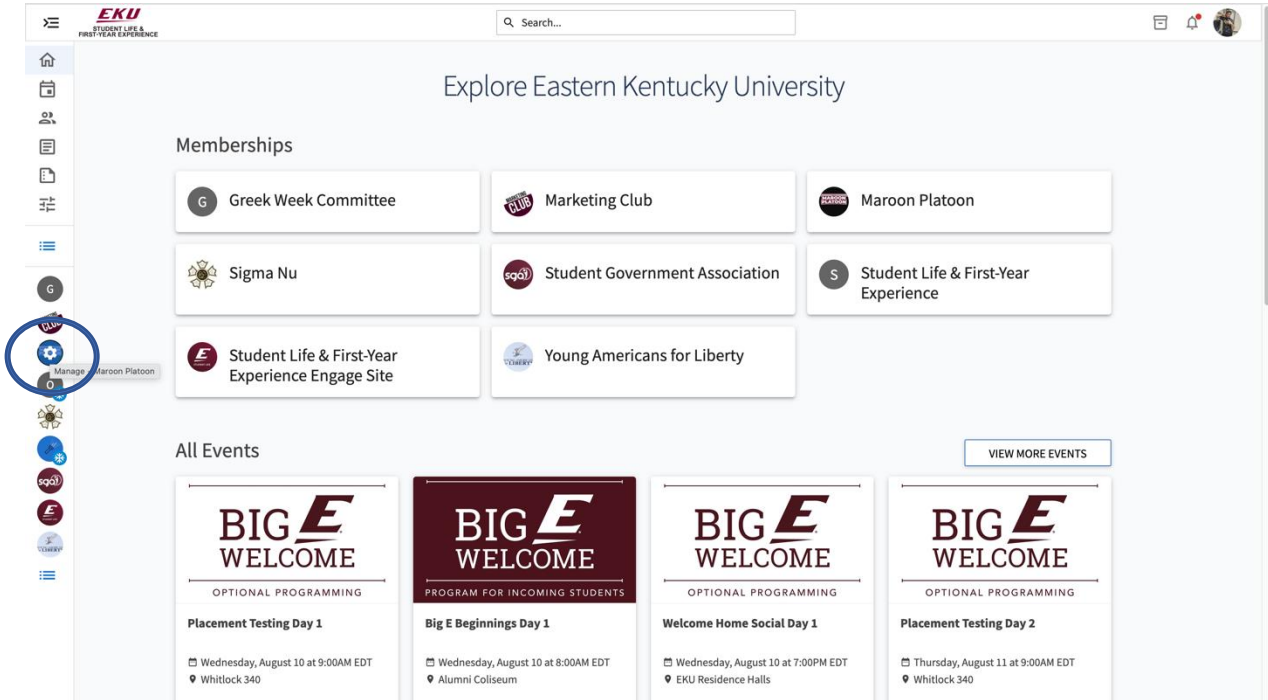**Step 1:** Go to https://eku.campuslabs.com/engage/ and click "Sign In" at the top right corner (as seen below).
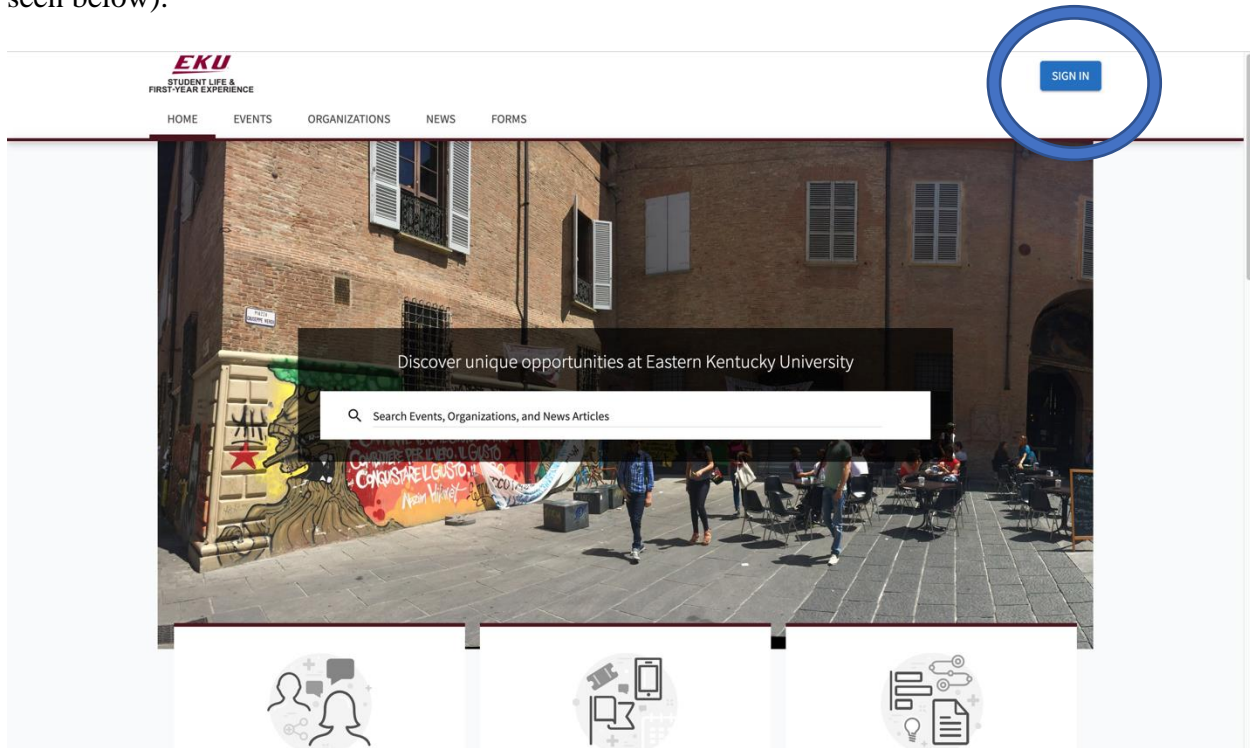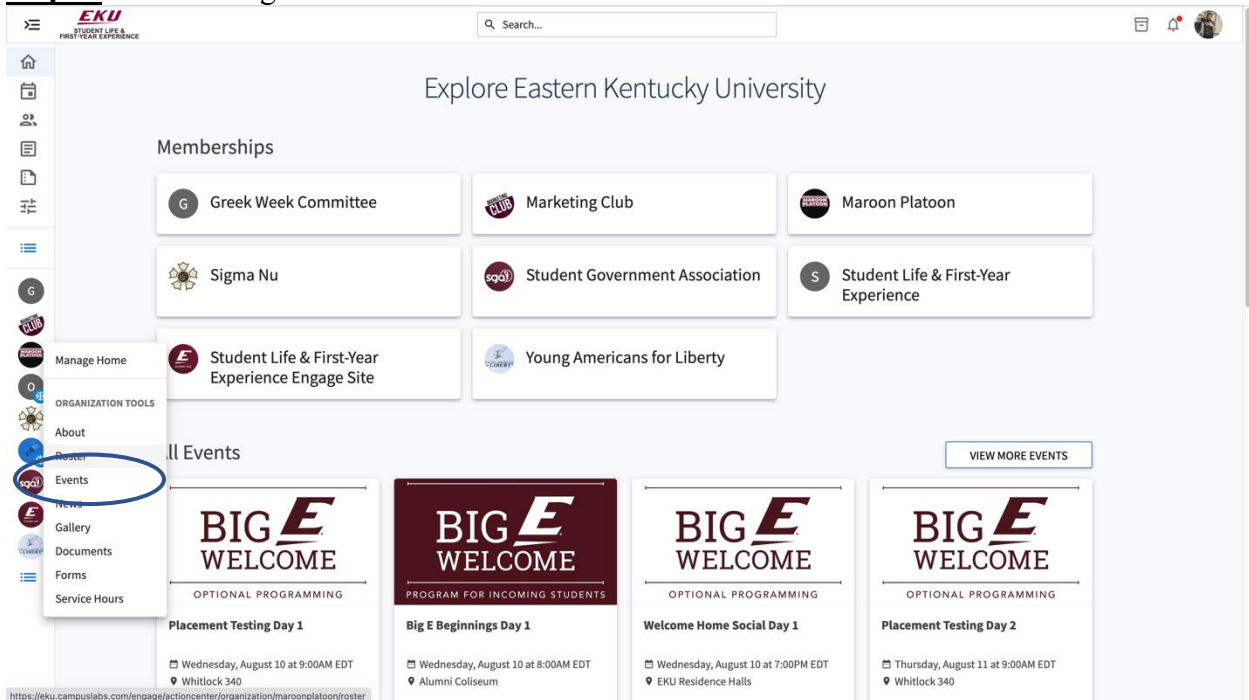

**Step 2:** Enter your EKU Email credentials to log into the system.
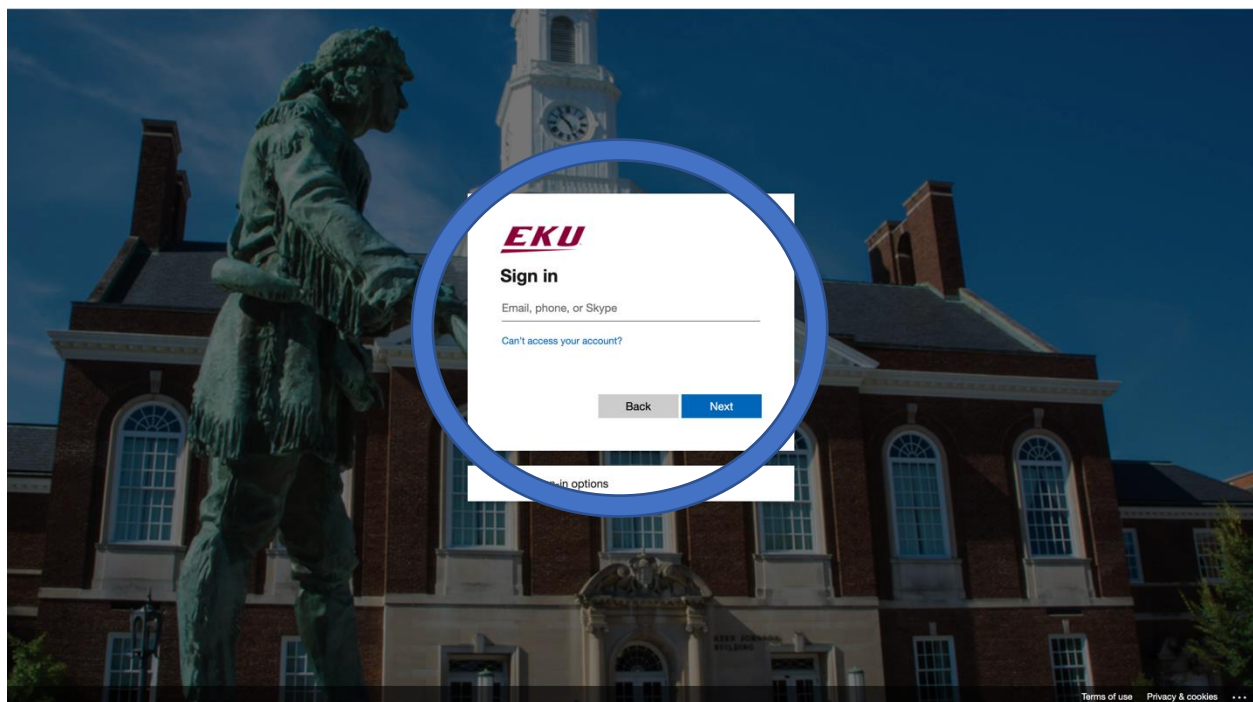
Step 3: Find the organization you would like to manage on the left menu.

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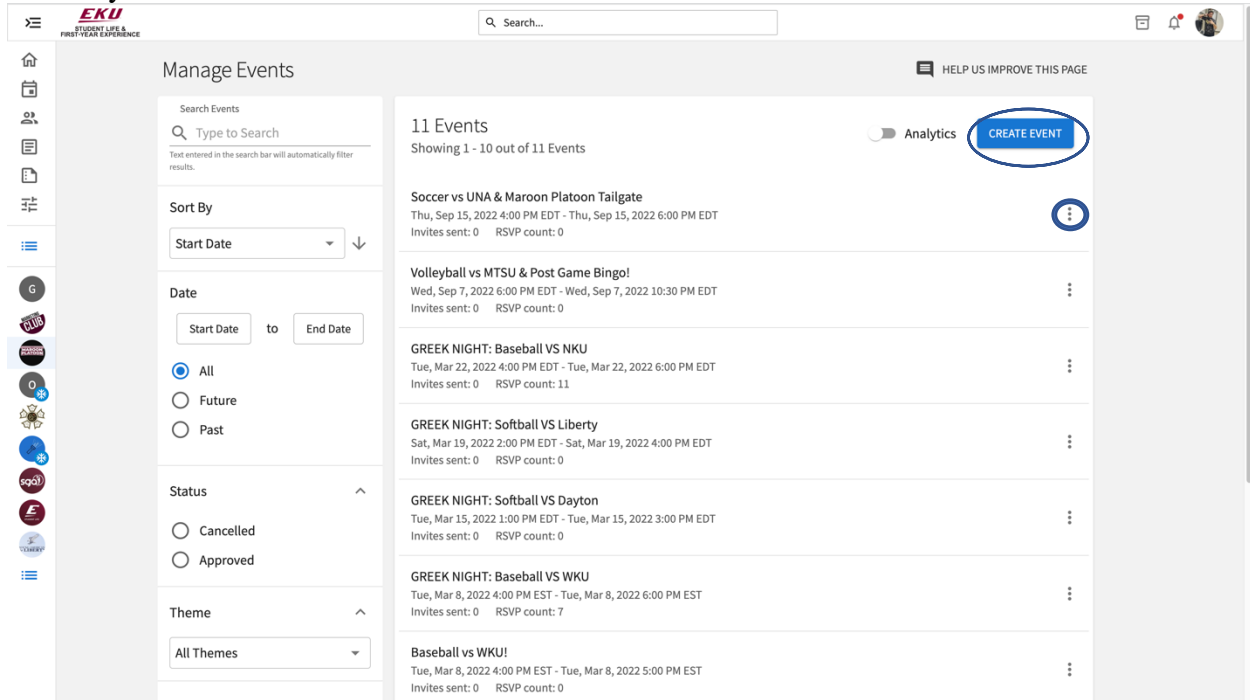
Step 6: To create an event on the first page enter your event details then click "Next" at the bottom of your screen.

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

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.

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.

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

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