CREATE EVENTS

LEARNING TO REQUEST NEW EVENTS IN COMMUNITY

From the User's Perspective
On Community’s home page, there is an “Events” tab on the left hand side. Click on “Events.”
At the “Events” tab, there are other tabs that can be clicked and reviewed. “Requested, Draft, Archived, Advanced Search.”
After clicking “Events,” this box will appear under the “Active” tab. There are different fields to enter information search for an event. The user can create their own event by clicking “Add New Event.”
After clicking “Add New Event,” the user will have the option to click, “Submit And Continue Event Setup” or “Cancel.”

The user can also create the new event as new or copy from existing event.

On the right hand side, the administrator can add other administrator’s to “Event Flags,” to review the event.
After clicking “Submit And Continue Event Setup,” the New Event page will appear.

Notice at the top that there are **five** steps to complete creating the new event.

Under “Event Details,” the user needs to enter the necessary information.

After completion of editing the event details, the user has three options.

The user could click, “Submit and Continue Event Setup, Save, or Cancel.”

We will proceed and click, “Submit and Continue Event Setup.”
After clicking, “Submit and Continue Event Setup,” the user arrives to the second step, “Complete Event Planning.”

The user needs to enter in information about where the event will be held.

The user will be asked whether the event is on campus. If no, the user’s page will remain the same as the image to the left.

If the user clicks yes, the user will have to enter in their desired locations, dates, times, and if food will be catered.
If the user clicks yes on the “Event Planning” page pertaining if the event will be held on campus; this is how the page will look with the additional fields.

Enter in the information for the fields. After completion, click “Submit and Continue Event Setup.”
Next, the user will arrive to Step 3, under “Options,” “Set Event Options.” The user has the ability to decide who can see the event by clicking either, "Public, System Users, and Members" by "Visibility."

The user can decide if the attendees should RSVP, register, or no registration.

This is how “Event Options” looks when the registration type is set to, “No Registration.”
If the user selects, “Simple RSVP,” the user will be required to enter in information about the type and approval of the RSVP. Additionally, the user will be asked about the waitlist, event capacity, and visibility as well.
If the user decides to choose "Registration" as the 'Registration Type," this is how the page will appear to the user.

The user will have some of the same fields as in the registration.

However, there are two new fields. The user has the "Terminology" and "Collect Attendee Information" fields.

The "Terminology" field has a description of the options that are available and the uses for each.
After the user decides on the registration type, the user will be brought to Step 4, “Review to Publish.”

The user will have the ability to review the event and edit if necessary.

After review and if necessary editing, the user is able to publish the event.
After clicking, “Publish” the status of the event is now Active.

If the user needs to cancel the event, make the event into a draft, archive the event or create a feature item, clicking on the “Actions” button will display the options.
On the “Requested” tab, the user can see and search tab events that has been requested.

The user can select an event and can edit, approve, review, and ask for more information.

This same method can be used for the “Drafts” tab.
On the “Archived” tab the user can see what events has been completed, rejected, and deleted.

Once again, the user can view and edit events as well.
If the user click “Batch Options,” three options will appear for the administrator. “Mail, Save As Excel, and Actions.”

These options can be put into effect if an event(s) are selected.
The tab “Advanced Search,” has more detailed fields to better search for an event.