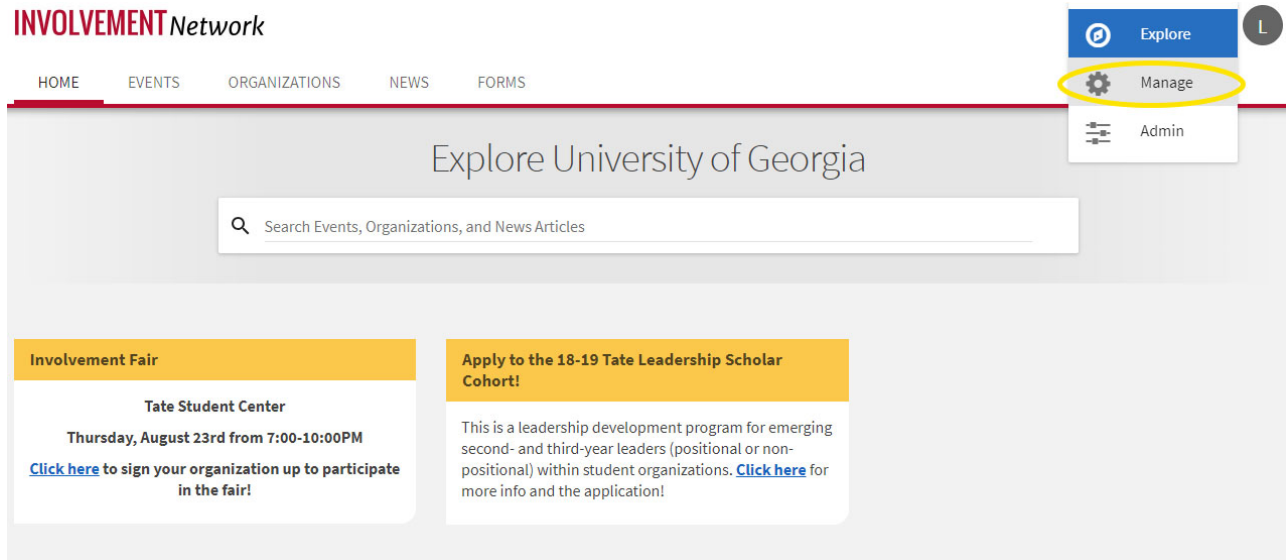


# INVOLVEMENT Network

## MAKING CHANGES TO AN EVENT

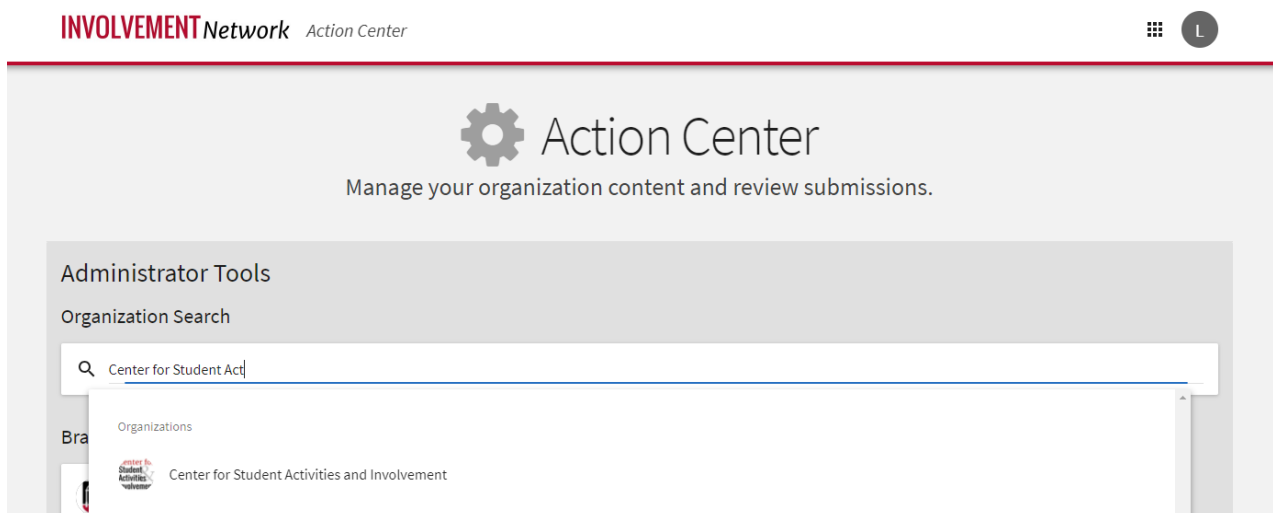
**NOTE:** Submitting an event via the Involvement Network is not a request for space or fundraising approval.

1. Log in to the [Involvement Network](http://involve.uga.edu) at <http://involve.uga.edu>.
2. Select “Manage” from the menu next to your user icon (top, right corner).



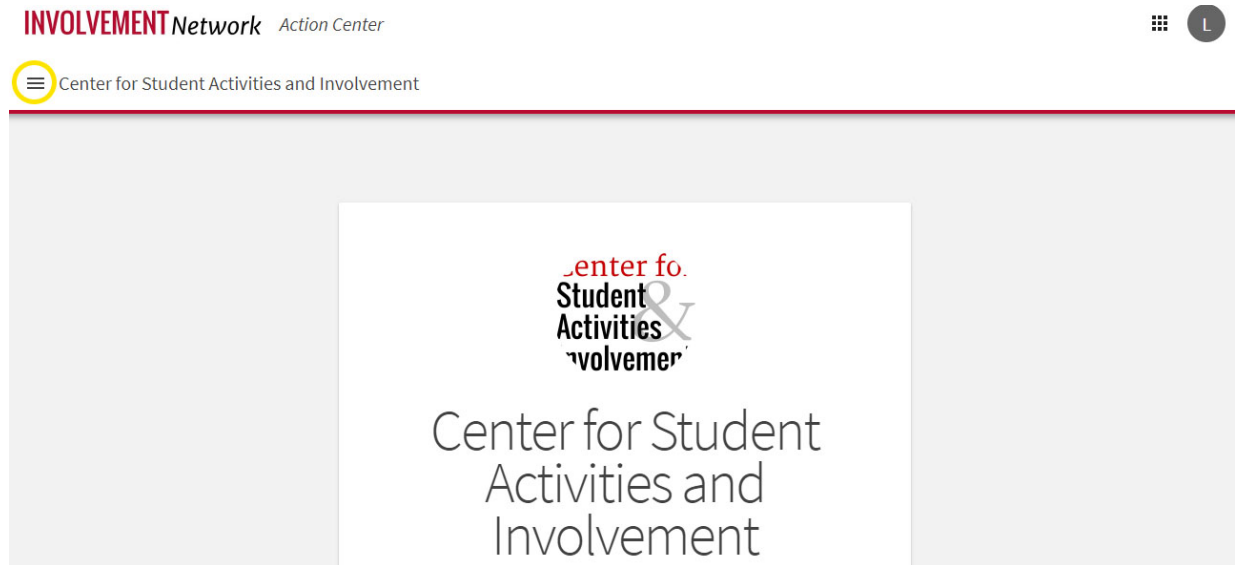
The screenshot shows the homepage of the Involvement Network. The header includes the logo and navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A search bar is prominently displayed with the text "Explore University of Georgia" and "Search Events, Organizations, and News Articles". Below the search bar, there are two featured event cards: "Involvement Fair" at the Tate Student Center and "Apply to the 18-19 Tate Leadership Scholar Cohort!". In the top right corner, a user menu is open, showing options for "Explore", "Manage" (highlighted with a yellow circle), and "Admin".

3. Search OR Select the Organization from “My Memberships” that you would like to manage.

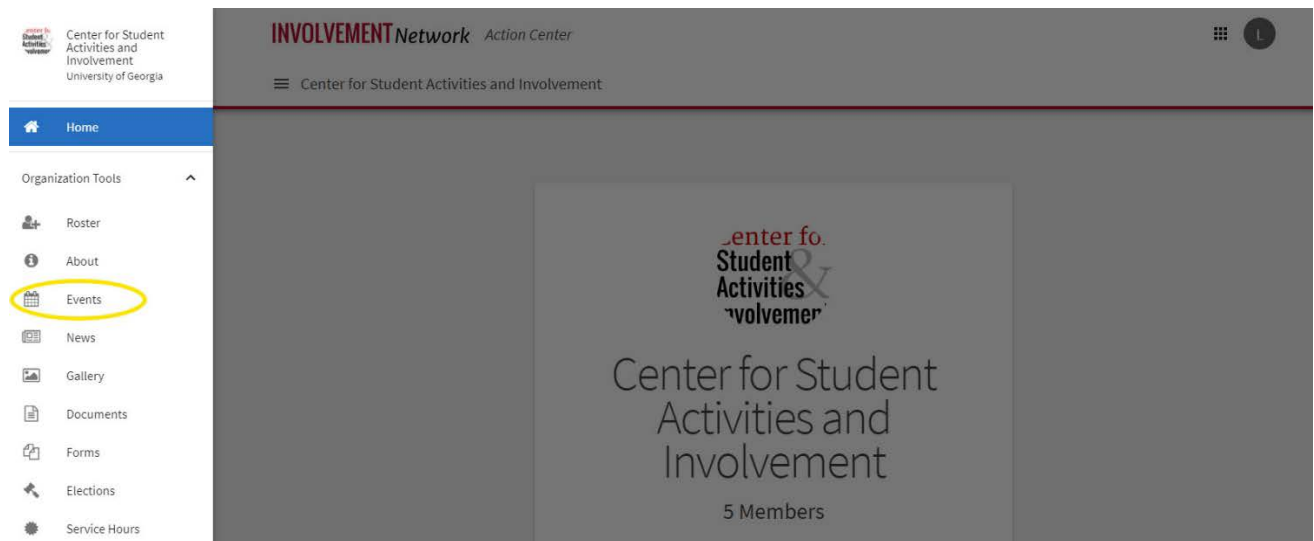


The screenshot shows the "Action Center" page, which is used for managing organization content and reviewing submissions. The page title is "Action Center" with a gear icon. Below the title, it says "Manage your organization content and review submissions." Under the heading "Administrator Tools", there is an "Organization Search" section. A search bar contains the text "Center for Student Act". Below the search bar, a dropdown menu shows search results under the heading "Organizations". One result is visible: "Center for Student Activities and Involvement" with a small logo next to it.

4. Select the menu on the left-hand side of the page.



5. Select "Events."



6. To change an event's details, select the "View in Explore" icon under the "Action" heading. This will open the event in a new window.





**INVOLEMENT Network** Action Center

Center for Student Activities and Involvement

## Manage Events

+ CREATE EVENT

Filter: Approved Status: Current

Name	Status	Start Date	Action
Involvement Fair	Approved	8/23/2018 7:00 PM	  
Passion Project Showcase <i>Co-hosted event managed by Tate Leadership Scholars Program</i>	Approved	3/26/2019 6:00 PM	

Showing 1 - 2 of 2

7. Select the "Manage Event" button.

**INVOLEMENT Network**

HOME EVENTS ORGANIZATIONS NEWS FORMS

MANAGE EVENT

## Involvement Fair

**August 23, 2018**  
7-10 PM | Tate Student Center

UGA has 800+ student organizations!

academic | arts & design | children & teen advocacy | club sports | environment & sustainability | equity & ability | ethnic-cultural | faith | gender, sexuality & relationships | global issues | graduate & professional | health & wellness | leadership | media | military | political engagement | professional & pre-professional | recreation & gaming | special interest | technology | UGA spirit & traditions | wilderness & outdoors

For a full list of registered student organizations, visit [involve.uga.edu](http://involve.uga.edu)

**Date and Time**  
Thursday, August 23 2018 at 7:00 PM EDT to Thursday, August 23 2018 at 10:00 PM EDT  
Add To [Google Calendar](#) | [iCal/Outlook](#)

**Location**  
Tate Student Center  
45 Baxter St, Athens, Georgia  
[View Map](#)

8. From the Events Dashboard, select Change Details. This will initiate a Change Request. Make any changes to your event as necessary.


**INVOLVEMENT** Network Action Center ☰ L


☰ Center for Student Activities and Involvement


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[← Back to Events List](#)

## Involvement Fair

 **Host Organization**  
Center for Student Activities and Involvement

 **Location**  
Tate Student Center

 **Begins**  
Thursday, August 23, 2018 at 7:00 PM EDT

 **Ends**  
Thursday, August 23, 2018 at 10:00 PM EDT

**INVOLVEMENT FAIR!**  
GET INVOLVED. GET CONNECTED.




**August 23, 2018**  
7-10 PM | Tate Student Center

**UGA has 800+ student organizations!**







academic | arts & design | children & teen advocacy | club sports | environment & sustainability | equity & ability | ethnic-cultural | faith | gender, sexuality & relationships | global issues | graduate & professional | health & wellness | leadership | media | military | political engagement | professional & pre-professional | recreation & gaming | special interest | technology | UGA spirit & traditions | wilderness & outdoors

For a full list of registered student organizations, visit [EXPLORE VIEW](#)

### Event Details

<b>STATUS</b>  Approved	<b>VISIBILITY</b>  Anyone in the world	<b>RSVP SETTING</b>  Anyone							
<b>ATTENDANCE</b> <table style="width: 100%; text-align: center;"><tr><td style="width: 25%;"><b>3</b> Invites</td><td style="width: 25%;"><b>0</b> Attended</td><td style="width: 25%;"><b>0</b> Absent</td><td style="width: 25%;"><b>0</b> Excused</td></tr></table>	<b>3</b> Invites	<b>0</b> Attended	<b>0</b> Absent	<b>0</b> Excused	<b>ACCESS CODE</b> <table style="width: 100%;"><tr><td style="border: 1px solid #ccc; padding: 2px;">ZA9YXBB</td><td style="background-color: #007bff; color: white; padding: 2px 5px;">COPY</td><td style="padding: 2px 5px;">SWIPE URL</td></tr></table>		ZA9YXBB	COPY	SWIPE URL
<b>3</b> Invites	<b>0</b> Attended	<b>0</b> Absent	<b>0</b> Excused						
ZA9YXBB	COPY	SWIPE URL							

### Event Actions

 View Submissions	 Track Attendance	 Change Details	 Manage Invitations	 View Certificate	 Cancel Event
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9. Be sure to select the “Next” Button after completing the form in order to review your submission. When you are finished, you will be prompted to resubmit the request. Any changes made will need to be approved by the Involvement Network administrators before they appear.

## 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

7/23/2018 12:00 PM - 7/23/2018 1:00 PM  
137 Tate Student Center

-  Details
-  Cover Photo
-  Additional Information
-  Final Instructions

**RESUBMIT** CANCEL