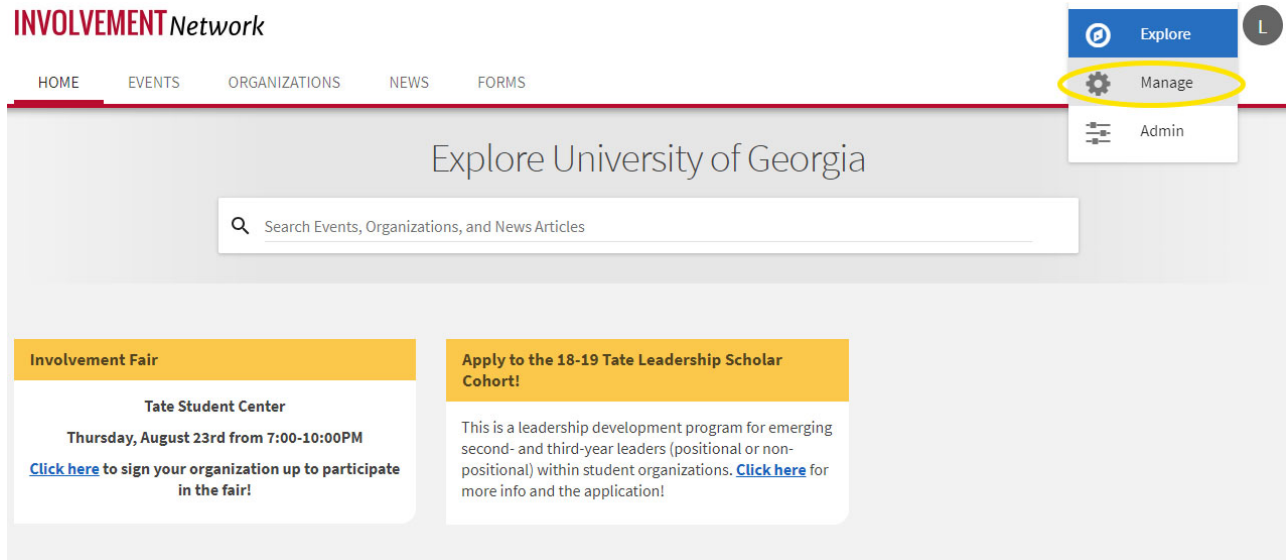


INVOLVEMENT Network

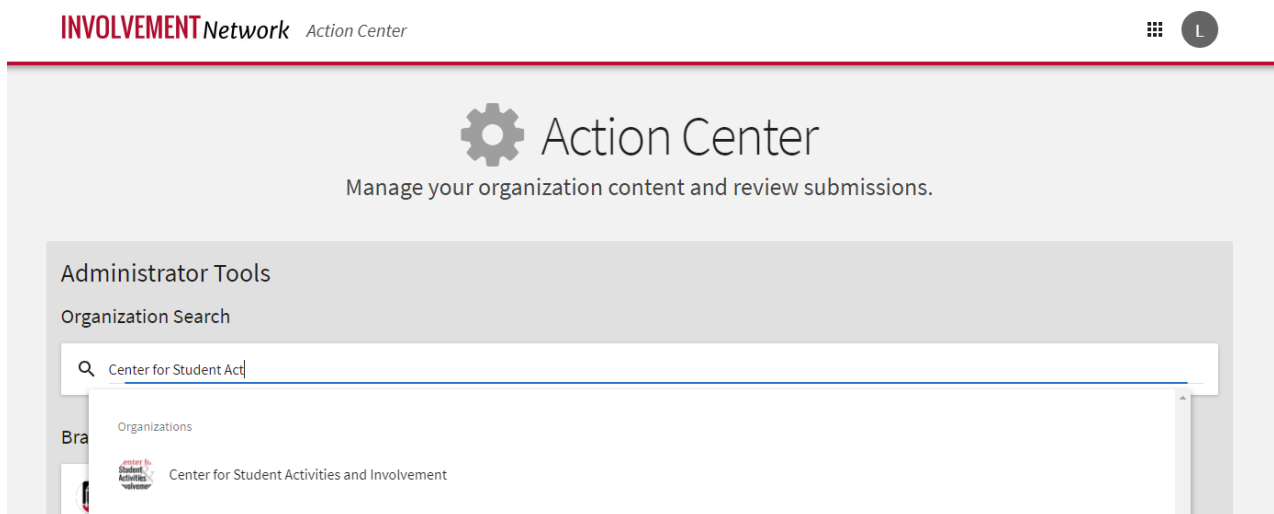
SUBMITTING EVENTS

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

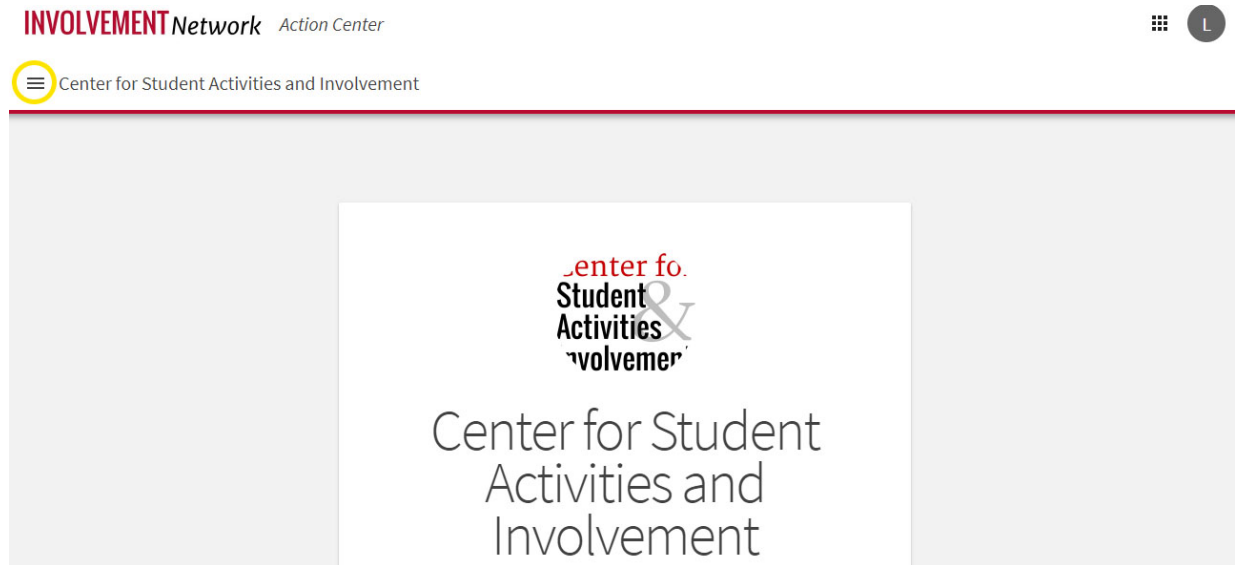
1. Log in to the [Involvement Network](http://involve.uga.edu) at <http://involve.uga.edu>.
2. Select “Manage” from the menu next to your user icon (top, right corner).



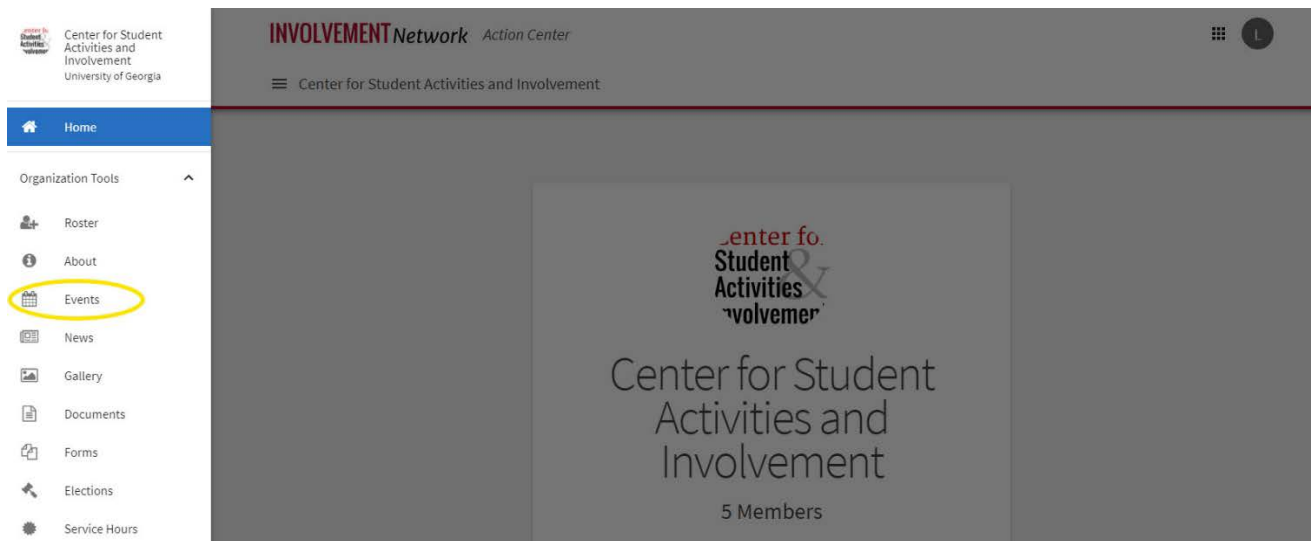
3. Search OR Select the Organization from “My Memberships” that you would like to manage.



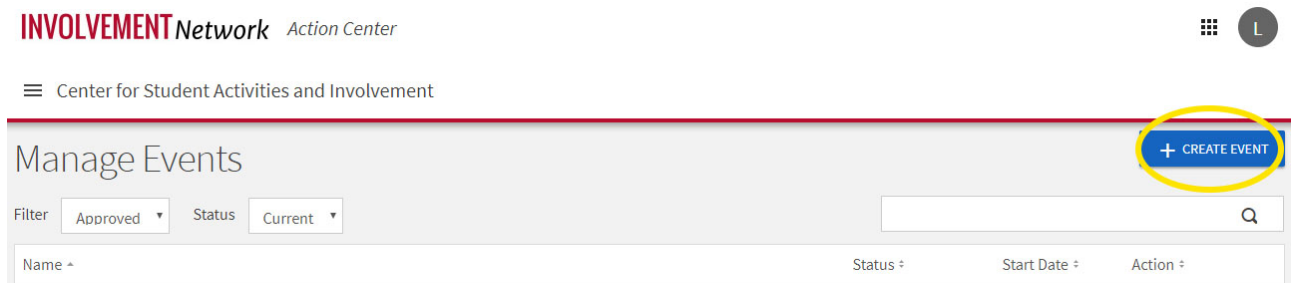
4. Select the menu on the left-hand side of the page.



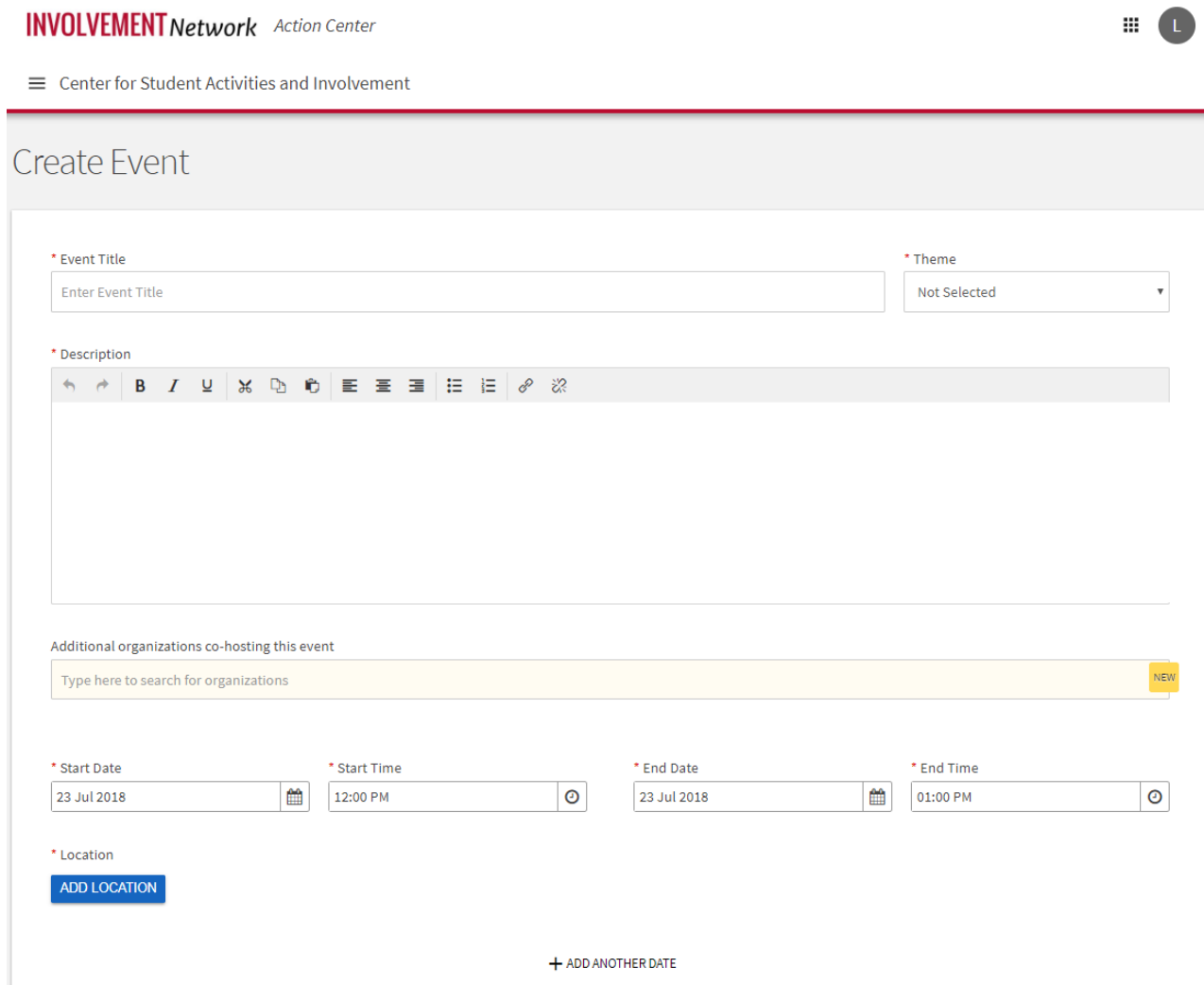
5. Select "Events."



6. To create a brand new event, select the blue “Create Event” button at the top of the page.



7. This will take you to the event form. Be sure to include all of the required fields including date and time of your event as well as co-hosts of the event (other organizations, an office, etc.). You will have the choice to include a map of your event location. You will also have the choice to add additional dates if your event is recurring.



Include Map on Event Page

YES
I want to add a helpful Map

NO
I'd prefer to not show a Map

* Location Name

137 Tate Student Center

* Address

45 Baxter St

Address 2

City

Athens

State or Province

Georgia



SAVE

CANCEL

8. "Event Details" is where you will determine who can see your event (Anyone, UGA students and staff, your organization's members, or only invited attendees). You will also have the option to select event categories and perks (such as free food and free stuff). "RSVP Settings" can be adjusted for the type of event you are hosting (limited space, invite only, or open to all). Once you have completed all required information with these sections, select the "Next" button.

Event Details

* Show To

Anyone in the world

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

Allow anyone to self-report attendance

Event Categories

Select categories

Perks Special benefits for your attendees

Select perks

RSVP Settings

NEW

* Who can RSVP

Anyone

Limit number of available RSVP spots

Allow Guests

NEXT >

9. Upload a cover photo for your event. Image guidelines are listed.

INVOLVEMENTNetwork *Action Center* ☰

☰ Center for Student Activities and Involvement

test Cover Photo

A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your event.

Picture Uploader

Select Image
 No file chosen

Image size guidelines: 1024px by 600px or larger
File size limit: 10MB
Supported file types JPG, JPEG, GIF, PNG, and PDF

10. Additional Information will be requested regarding your role and the host of the event.

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Event Additional Information Form

Additional Information

Thank you for submitting your event to appear on the Involvement Network.

Please make sure that you have filled out all fields with accurate information.

All requests should be submitted at least one week in advance.

Note: This form is not a request for space or a request for fundraising approval.

Once the form has been completed and you have reviewed your submission, be sure to select the "Submit" button.

* What is your primary role at UGA?

* Are you submitting this event on behalf of a registered student organization?

*
Is this event being sponsored, co-sponsored, or hosted by a department(s) in Student Affairs?

11. Be sure to select the "Next" Button after completing the form in order to review your submission. After Reviewing your submission, be sure the select the blue "Submit" button.

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

SUBMIT CANCEL

Comments

