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

2. Select the logo in the Top Left by the University of Georgia Logo:

3. Select the Gear symbol next to your organization name:
4. Select “Events”
5. To change an event’s details, select the three dots and press the “View in Explore” icon. This will open the event in a new window.

6. Select the “Manage Event” button.
7. From the Events Dashboard, select Change Details. This will initiate a Change Request. Make any changes to your event as necessary.
8. 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.