

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 the logo in the Top Left by the University of Georgia Logo:

The screenshot shows the top of the Involvement Network website. On the left is a vertical navigation menu with icons for Home, Events, Organizations, News, Forms, and Admin. The main header includes the University of Georgia logo and the text 'Involvement Network'. A search bar is located in the top right. The main content area is titled 'Explore University of Georgia' and features three yellow boxes with announcements: 'Re-register for 2022-23', 'Table at the Fall Engagement Fairs', and 'ELS Space Allocation 2022-2023'. Below these is a 'Memberships' section with three cards: 'Engagement, Leadership, and Service', 'TEST_ORGANIZATION', and 'WUOG 90.5FM'.

3. Select the Gear symbol next to your organization name:

This screenshot shows the 'MY ORGANIZATIONS' section of the Involvement Network website. The left navigation menu is expanded to show 'MY ORGANIZATIONS' with a list of organizations: 'Engagement...', 'TEST_ORGA...', and 'WUOG 90.5FM'. Each organization name has a gear icon next to it, and the gear icon for 'Engagement...' is highlighted with a yellow circle. The main content area shows the same 'Explore University of Georgia' header and three announcement boxes as in the previous screenshot. Below these are four event cards for 'International Student Orientation' with different times and dates: 'Campus and Community Resour...', 'Morning Welcome', 'Squad Time 8', and 'Squad Time 5'.

4. Select "Events"

The screenshot shows the University of Georgia Involvement Network website. The top navigation bar includes the University of Georgia logo, the text "Involvement Network", a search bar, and user profile icons. A left-hand navigation menu lists: Home, Events, Organizations, News, Forms, Admin, MY BRANCHES (Browse Branches), and MY ORGANIZATIONS (Engagement..., TEST_ORGA..., WUOG 90.5FM, View All Membership). A sub-menu for MY ORGANIZATIONS is open, with "Events" highlighted in yellow. The main content area is titled "Explore University of Georgia" and features three yellow banners: "Re-register for 2022-23", "Table at the Fall Engagement Fairs", and "ELS Space Allocation 2022-2023". Below these are four event cards for "International Student Orientation" (Squad Time 5, 8, and Morning Welcome) and "International Student Orientation: Nexus and Community Resources". A "VIEW MORE EVENTS" button is located at the bottom right of the event grid.

- 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.

The screenshot shows the 'Manage Events' page. On the left, there is a search bar and filters for 'Sort By' (Start Date) and 'Date' (Start and End Date). The main area displays a list of 74 events, with the first two being 'Birthoween' and 'Live in the Lobby'. A dropdown menu is open for the 'Birthoween' event, showing options: 'View Invitations and RSVPs', 'Add Attendance', 'View in Explore' (highlighted with a yellow circle), and 'Cancel Event'. A 'CREATE EVENT' button is visible in the top right.

- Select the "Manage Event" button.

The screenshot shows the 'INVOLVEMENT Network' website. The navigation menu includes 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. A 'MANAGE EVENT' button is highlighted with a yellow circle in the top right. The main content area features a large banner for the 'Involvement Fair' on August 23, 2018, from 7-10 PM at the Tate Student Center. Below the banner, there is a list of categories and a link to 'involve.uga.edu'. The event details section includes 'Date and Time' (Thursday, August 23, 2018, 7:00 PM EDT to 10:00 PM EDT) and 'Location' (Tate Student Center, 45 Baxter St, Athens, Georgia, with a 'View Map' link).

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

The screenshot shows the 'Event Details' page for an event titled 'ELS Peer Leader Meeting'. At the top left, there is a link to 'Back to Events List'. The event title is prominently displayed. Below the title, there are two buttons: 'CHANGE DETAILS' (highlighted with a yellow circle) and 'CANCEL EVENT'. The event details include the host organization 'Engagement, Leadership, and Service' at the University of Georgia, the location 'Engagement, Leadership, and Service', and the dates 'Wednesday, December 07, 2022 at 5:30 PM EST' for both the beginning and ending. A rating section shows a score of 0.0 with five stars. At the bottom, there are three sections: 'STATUS' (Approved), 'VISIBILITY' (Organization members), and 'RSVP SETTING' (Anyone). On the left side, there are three icons for 'View Event', 'Submissions', and 'Certificate'.

← Back to Events List

Event Details

CHANGE DETAILS **CANCEL EVENT**

ELS Peer Leader Meeting

Engagement, Leadership, and Service
Student Affairs
UNIVERSITY OF GEORGIA

Host Organization
Engagement, Leadership, and Service

Location
Engagement, Leadership, and Service

Begins
Wednesday, December 07, 2022 at 5:30 PM EST

Ends
Wednesday, December 07, 2022 at 6:30 PM EST

0.0
★★★★★
Event Rating

View Event **Submissions** **Certificate**

STATUS
Approved

VISIBILITY
Organization members

RSVP SETTING
Anyone

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.

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