

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

The screenshot shows the top-left corner of the Involvement Network website. The University of Georgia logo and the text 'Involvement Network' are visible. A search bar is located at the top right. The main content area is titled 'Explore University of Georgia' and features three yellow boxes with the following text:

- Re-register for 2022-23**: Re-registration for the 2022-23 academic year is open! For more information about re-registration, click [here](#). The deadline to submit registration for the 2022-2023 academic year is May 31, 2022.
- Table at the Fall Engagement Fairs**: ELS is excited to host two Engagement Fairs in Fall 2022 to promote student organizations and engagement opportunities at UGA! To sign your organization up to table at an Engagement Fair, click [here](#).
- ELS Space Allocation 2022-2023**: The application for 2022-23 allocated storage space in the department of ELS is now open! The application can be found by visiting this [link](#).

Below these boxes is a 'Memberships' section with three items:

- Engagement, Leadership, and Service
- TEST_ORGANIZATION
- WUOG 90.5FM

The top-left navigation menu is highlighted with a yellow circle, showing icons for Home, Events, Organizations, News, Forms, and Admin.

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

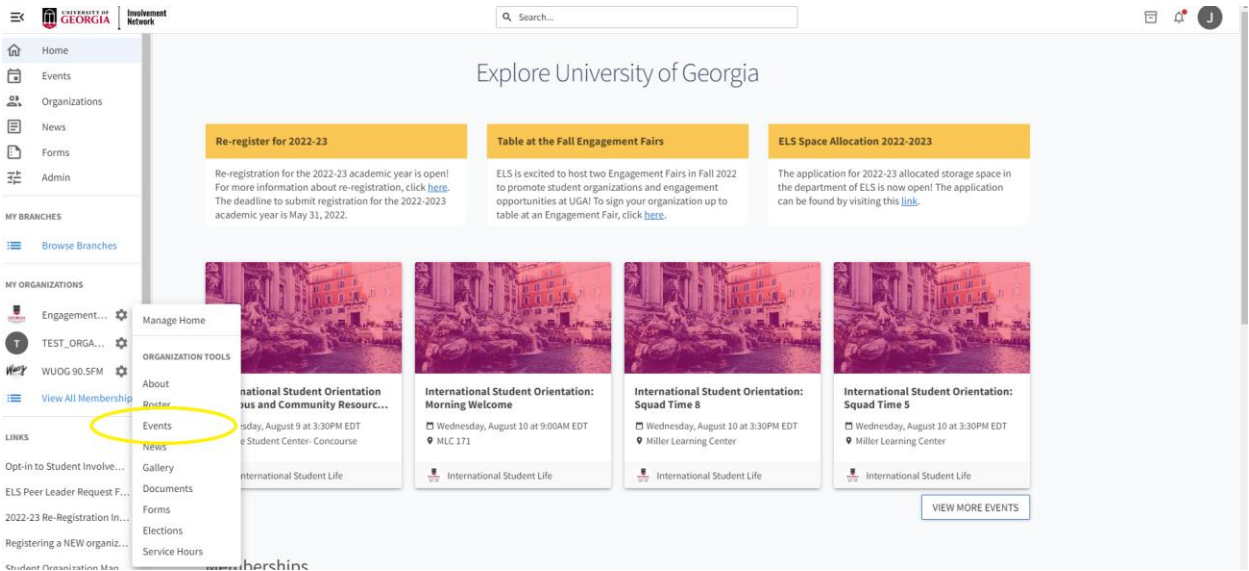
The screenshot shows the same Involvement Network homepage, but with the left-hand navigation menu expanded. The menu items are: Home, Events, Organizations, News, Forms, and Admin. Below the menu are sections for 'MY BRANCHES' (Browse Branches) and 'MY ORGANIZATIONS'. The 'MY ORGANIZATIONS' section lists three organizations: 'Engagement...', 'TEST_ORGA...', and 'WUOG 90.5FM'. The gear icon next to 'Engagement...' is highlighted with a yellow circle. The main content area is titled 'Explore University of Georgia' and features three yellow boxes with the following text:

- Re-register for 2022-23**: Re-registration for the 2022-23 academic year is open! For more information about re-registration, click [here](#). The deadline to submit registration for the 2022-2023 academic year is May 31, 2022.
- Table at the Fall Engagement Fairs**: ELS is excited to host two Engagement Fairs in Fall 2022 to promote student organizations and engagement opportunities at UGA! To sign your organization up to table at an Engagement Fair, click [here](#).
- ELS Space Allocation 2022-2023**: The application for 2022-23 allocated storage space in the department of ELS is now open! The application can be found by visiting this [link](#).

Below these boxes is a section for 'International Student Orientation' with four items:

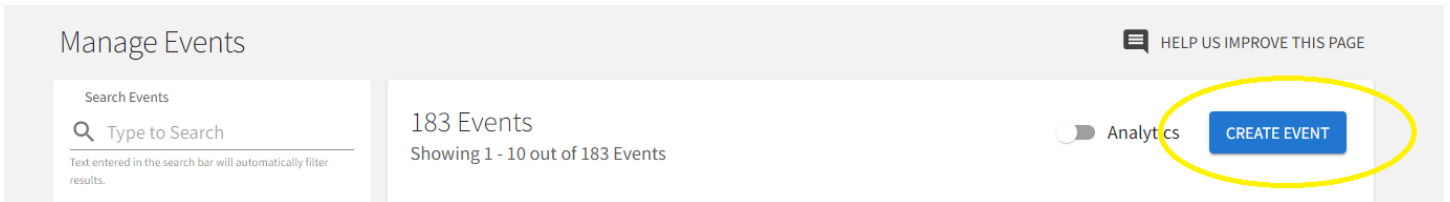
- International Student Orientation Campus and Community Resourc... (Tuesday, August 9 at 3:30PM EDT)
- International Student Orientation: Morning Welcome (Wednesday, August 10 at 9:00AM EDT)
- International Student Orientation: Squad Time 8 (Wednesday, August 10 at 3:30PM EDT)
- International Student Orientation: Squad Time 5 (Wednesday, August 10 at 3:30PM EDT)

4. Select "Events"



5.
6.

5. To create a brand new event, select the blue "Create Event" button at the top of the page.



5. 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.

Create Event

* Event Title

Enter Event Title

* Theme

Not Selected

* Description



Additional organizations co-hosting this event

Type here to search for organizations

NEW

* Start Date

23 Jul 2018



* Start Time

12:00 PM



* End Date

23 Jul 2018



* End Time

01:00 PM

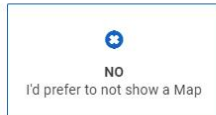
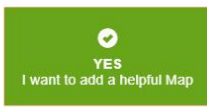


* Location

ADD LOCATION

+ ADD ANOTHER DATE

Include Map on Event Page



* Location Name

137 Tate Student Center

* Address

45 Baxter St

Address 2

City

Athens

State or Province

Georgia



SAVE

CANCEL

6. "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 >

7. 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

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

INVOLVEMENTNetwork *Action Center* ☰

☰ Center for Student Activities and Involvement

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?

9. 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

