

Instructions to create events in Community (for students)

1. Visit <http://cap.uncg.edu/>
2. Click on “Student Groups” in the left navigation.
3. Click on “Community” in the center.
4. Log in with your iSpartan username and password
5. Click “student groups” at the top.
6. Click on the name of the group you wish to create an event for.
7. Click “Manage Events” in the blue navigation bar on the left.
8. Click “Add New Event” button in the center of the page.
9. Select “New” and “I Agree” then “Submit and Continue Event Setup”
10. Fill in as much information as possible about the event you are creating and continue through the form until you get the opportunity to “Request Event”.

A video tutorial can be found at: <http://cap.uncg.edu/community-event-creation-for-students/>