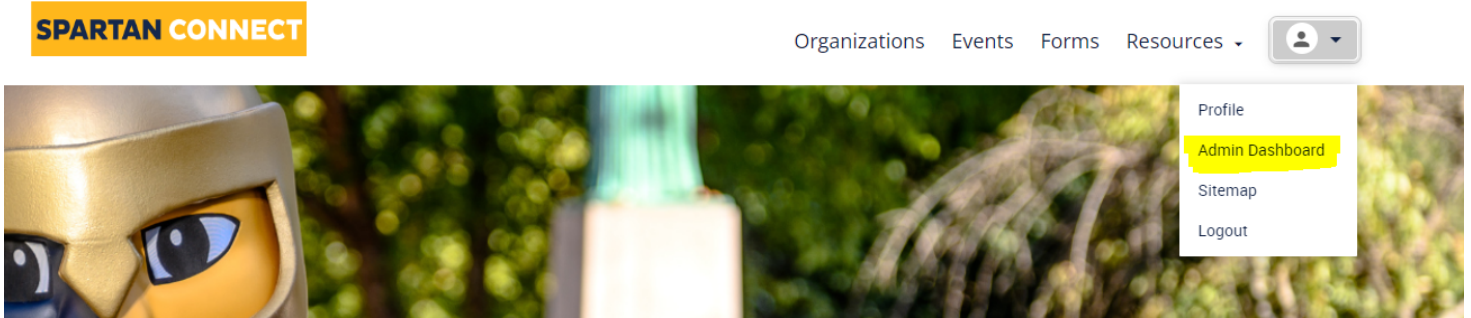


## Spartan Connect Training: Event Request Process

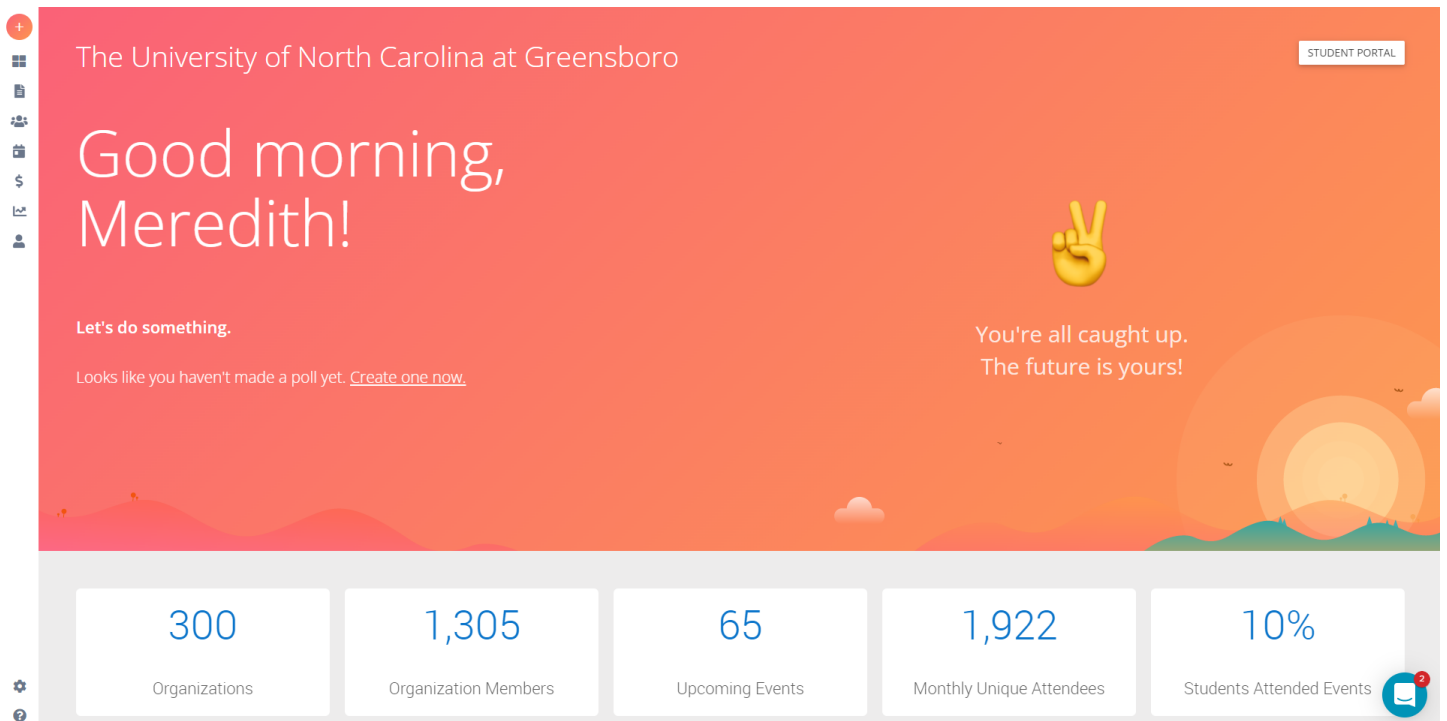
In order to create events for your student group or department, you will need to have administrative access to your organization. If you do not have this access, you can follow the link [here](#) to request access.

From the Spartan Connect homepage, click on the person icon and click on “Admin Dashboard” (highlighted below).



### Admin Dashboard

The below screenshot shows the Admin Dashboard. Yours may look slightly different as this is from the view of a campus administrator, but will have the same look. Any pending tasks that you may have will show up where the peace sign icon is located on the image below. If you want to return to the public facing version of Spartan Connect, you can click on “*Student Portal*” on the top right side of the page.



## Navigation Sidebar



When you hold your mouse over the left side of the screen with the menu icons (see image to the left), it will expand to the full menu (see below).



+ CREATE



DASHBOARD



FORMS



ORGANIZATIONS



EVENTS

The plus sign or (+ CREATE) will allow you to create an event directly from the Admin Dashboard homepage.

*Forms* will allow you to see any forms that you have created for your organization or any *Campus Forms* that you have access to.

*Organizations* will list all of the organizations in which you have a membership.

*Events* will list all of your events that you have created.

## Creating a New Event

To create a new event, you can either navigate to the “+ CREATE” button and click “Event”. You can also click on the “Events” icon and then click on the white circle with the “+” on the top right side of the page. Once you do either of those, you will be brought to the “Event Registration” form (see below).

### Event Registration

#### Student Group Event Registration Guidelines

Student group leaders, please review the below before submitting your event request.

**If you have NOT submitted a space request in vEMS DO NOT submit this form.** Please complete the request in vEMS prior and then return to complete this form. Event requests submitted without a reservation will be denied. Spaces should be reserved at least 6 weeks in advance for student group events. If your group does not have access to vEMS, please follow this [link](#) for more information on requesting access.

#### Event request deadlines:

- Student group events must be submitted **30 days prior** to the date of the event.
- Tabling fundraisers must be submitted **7 days prior** to the date of tabling.

#### The following do not need an event request:

- Social events for only your group members.
- Group meetings for current members and interested new members.
- Promotional tabling (funds are not being collected)

If you have any questions, please email your CAP event consultant.

#### Basic Information

Event Name \*

Host \*

The basic information for your event includes *Event Name*, *Host*, *Event Description*, *Event Purpose & Details*, and *Time & Location*.

The *host* would be your student organization. Unfortunately at this time, the system does not allow for co-hosts but it is encouraged that you list other groups in the event description if this is a collaboration event.

*Event Description* is a public-facing description of your event. This will be read by others who may be interested in attending the event, so we encourage you to make the event description sound appealing to potential attendees and as an opportunity to promote the event.

*Event Purpose & Details* is internal to campus administrators who review the event requests. Please explain the purpose of the event, what will be happening during this time, etc. to help us fully understand what will be happening at the event.

Once you complete the basic information for the event, you will be prompted to answer more questions and provide additional information. There is conditional logic on some of the questions so depending on your answer, you may be prompted to answer more or less questions.

#### **A few other sections to highlight:**

*Cover Image*: A cover image is required for your event. The recommended size is 960x375 px, but similar sized images will work, they may just not fit as well from an externally facing view. If you do not have an image for your event, you can use the search function to search their database.

*Tags*: Event tags will help others search for events that align with their interest and certain types of events. You must include at least one tag, but can include more as appropriate.

*RSVP Link*: The system does not have an RSVP function that is automatically attached to the event. If you need attendees, you will need to create an RSVP form and add the link to the event registration.

*Options - Hidden From Non-Members*: If you do not want the event displayed publicly, you can check the *Hidden From Non-Members* box and only individuals listed on your roster will be able to see the event.

**When you are ready to submit the event, you will scroll to the top of the page and click "Submit for Approval".**

**Please do not complete this form until you have reserved a space through vEMS or through another campus department if applicable.**