Creating a New Event in your Organization

Follow the steps below to create an event for your student organization. These steps are also applicable for registering an event with alcohol.

Only primary contacts and positions with full access over Events can create events within an organization. If you do not have the proper permissions, you'll want to talk to your primary contact or your site administrators in order to request the required access.

1. From within your organization's Action Center, go to Events in the organization tool menu.
2. Click on *Create Event* in the upper right corner. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be *co-hosted* with other organizations. Required fields are marked by the red asterisk at their start.

3. You can add up to 18 different times/locations within one event submission. Upon approval, each instance of the event you created will become its own event that can be individually edited or changed. Click "Add Another Date" to create a recurring event.
a. You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page.

4. Your next couple of options are about event visibility and are outlined below.
5. Select the appropriate Category from the drop-down menu, if applicable. Next, choose who is able to RSVP, and the perks (special benefits for your attendees) available at your event using their respective drop-down menus.

### Event Details

<table>
<thead>
<tr>
<th>Show To</th>
<th>Who can RSVP</th>
<th>Maximum number of RSVP spots allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anyone in the world</td>
<td>Anyone</td>
<td>50</td>
</tr>
</tbody>
</table>

- Count guests against remaining RSVP spots
- Show remaining RSVP spots to public
- Allow attendance at this event to be shown on the Co-Curricular Transcript

### Event Categories

- Select categories

### Perks

- Select perks

6. Finally, fill out any additional information, and click Next. You can now choose to add an image to your event by clicking Choose File and adding an image that you feel will draw attention to your event. We recommend a photo that is 1024px by 600px or larger, under 10MB, and of one of the mentioned formats (JPG, JPEG, GIF, or PNG). The image will run through an image re-sizer, so the larger - the better! If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.
7. When you’re ready, advance using Next or Skip. You will be prompted at this time to indicate whether or not alcohol will be served at your event. If it is an event with alcohol, you will select “Yes” and follow the steps in the form that follow.