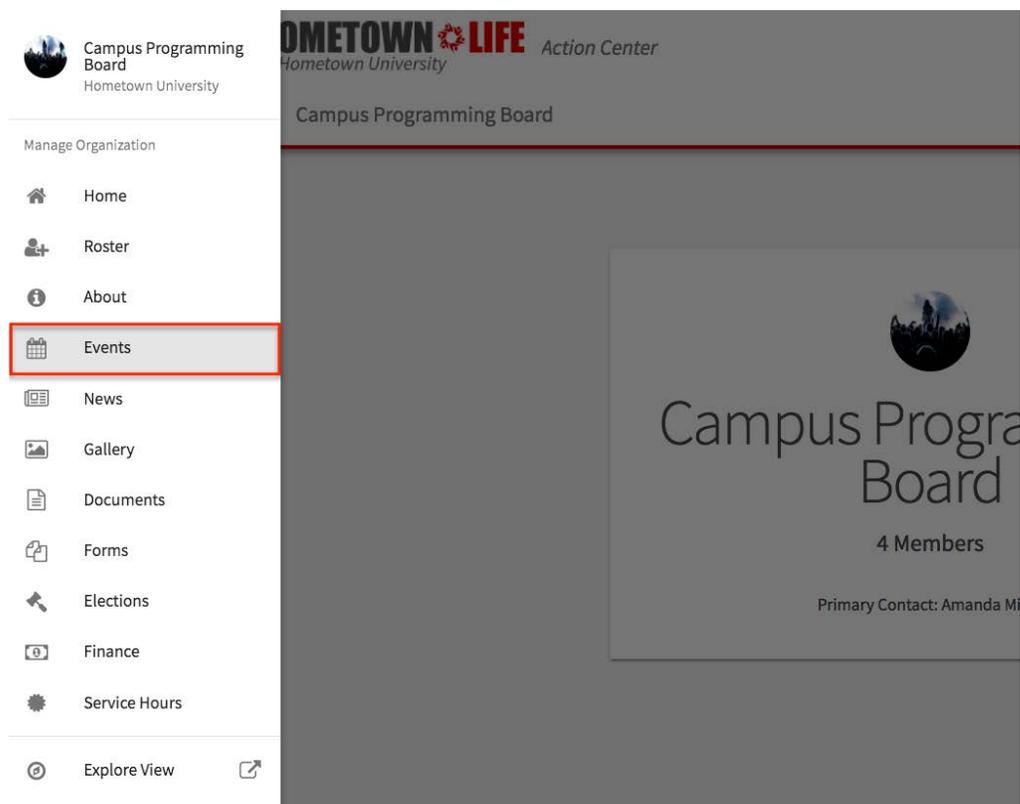


Creating a New Event in your Organization

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.

Create Event

* Event Title

* Theme

* Description

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Additional organizations co-hosting this event

* Start Date 📅

* Start Time 🕒

* End Date 📅

* End Time 🕒

* Location

[ADD LOCATION](#)

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.

GW ENGAGE

* Start Date: 29 Aug 2018
* Start Time: 12:00 PM
* End Date: 29 Aug 2018
* End Time: 01:00 PM

* Location
ADD LOCATION REMOVE

+ ADD ANOTHER DATE

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.

Map: Yes	Map: No
<p>Location ✕</p> <p>📍 20 Mar 2017 12:00 PM - 20 Mar 2017 01:00 PM</p> <p>Include Map on Event Page</p> <p><input checked="" type="radio"/> YES I want to add a helpful Map</p> <p><input type="radio"/> NO I'd prefer to not show a Map</p> <p>* Location Name <input type="text"/></p> <p>* Address <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State or Province <input type="text"/></p> <p>SAVE CANCEL</p>	<p>Location ✕</p> <p>📍 20 Mar 2017 12:00 PM - 20 Mar 2017 01:00 PM</p> <p>Include Map on Event Page</p> <p><input type="radio"/> YES I want to add a helpful Map</p> <p><input checked="" type="radio"/> NO I'd prefer to not show a Map</p> <p>* Location Name <input type="text"/></p> <p>SAVE CANCEL</p>

GW ENGAGE

Option	Description
Anyone in the World	Visible to everyone.
Students and Staff	Only visible to logged in users to your campus site.
Organization Members	Only visible to the members of the organization associated with the event.
People invited by Host	Only visible to those who were invited to the event.

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

* Show To * Who can RSVP Maximum number of RSVP spots allowed

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 Perks Special benefits for your attendees

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.

GW ENGAGE

Involvement Fair 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

[< PREVIOUS](#)

[SKIP >](#)

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.**