LET'S TALK ABOUT

CREATING AN EVENT IN SBENGAGED

stonybrook.edu/studentengagement
CREATING AN EVENT

1. LOG INTO SBENGAGED
2. CLICK ON THE SWITCHBOARD ICON
3. SELECT “MANAGE”
4. SELECT YOUR ORGANIZATION
5. CLICK ON THE THREE HORIZONTAL LINES TO ACCESS THE MENU
6. CLICK ON “EVENTS”
7. CLICK ON “CREATE AN EVENT”
CREATING AN EVENT

Enter an event title, theme, description, start and end time, & location into their respective boxes.

Identify if the event will be co-hosted with other organizations.
**TIME & PLACE**

Add date, start time, end time & location

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Click "Add Another Date" to create a recurring event

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.

Hosting an event virtually?

Be sure to put accurate online location instructions & links!

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Add Online Location

Add instructions and/or a direct link to your event listing.

Online meeting services (Google Hangouts, Microsoft Teams, Discord, Slack, GoToMeeting, etc.) will provide a link, instructions, or both. We recommend providing clear instructions for attendees who may not be experienced with your chosen online meeting place.

**Online Location Instructions for Attendees**

**Online Location Link**

https://hangouts.google.com/group/123g4zBxyzEF6

CANCEL  SAVE
**EVENT VISIBILITY**

**Options:**
- **Anyone in the world**: Visible to everyone
- **Students and staff**: Only visible to members logged in to the SBU 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.

### Event Visibility

**Show To**
- The Public

**Options:**
- Allow attendance at this event to be shown on the Involvement Record
- Allow anyone to self-report attendance

**Event Categories**

Select categories

**Perks**

Select perks

**Choose a category that best represents your event**

**Select which perks your events may have**
**EVENT RSVP**

The feature will limit the amount of RSVPS’s available & show spots remaining.

Identify & limit the amount of guest RSVPS’s available.

Use this feature to ask RSVPers questions. Be sure to provide a summary to provide further context.

Choose from “Anyone”, “Only Invitees” & “No one”.

**Settings**
- **Who can RSVP**
  - Anyone

**Limit number of available RSVP spots**

**Organization Representation**
- When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event.

**Allow Guests**

**Allow respondents to represent an organization**

**RSVP Questions**
- Include questions for respondents to complete when they RSVP.

**Question Instructions**
- Include a summary or instructions about the questions the respondent is about to answer.

There are currently no Custom Questions.

**Select a question type**
- Text - Single Line

**ADD QUESTION**
POST EVENT FEEDBACK

Click this button to allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent.

Add questions to further assess your event. Question types include: multiple choice, drop down, open response & check box.

*This is a great feature that allows your event attendees to assess your event & provide valuable feedback!*
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, & of one of the mentioned formats (JPG, JPEG, GIF, or PNG).

If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.

*Please be mindful of text within photos. All information presented in photos should also be in the description.*
Complete all necessary forms & await approval to begin advertising

HAVE QUESTIONS?
WE’RE HERE TO HELP!

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