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.
# Creating Events

## Time & Place

- **Start Date**: 01 Jun 2020
- **Start Time**: 12:00 PM
- **End Date**: 01 Jun 2020
- **End Time**: 01:00 PM

**Add date, start time, end time & location**

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!

**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
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

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

Event Categories

Select categories

Perks: Special benefits for your attendees

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.

### Settings
- **Who can RSVP**
  - Choose from “Anyone”, “Only Invitees” & “No one”
- **Limit number of available RSVP spots**
- **Allow Guests**

### 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 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.
  - **Add Summary**

There are currently no Custom Questions. Select a Question Type and then select the Add Question button to start.

#### Question Type
- Select a question type
- **Text - Single Line**
MANAGE RSVP’S

On this page you can see all users who have RSVP’d yes or no to your event after your event is created/approved.

**Invitations & RSVPs**

Select here to invite people. You can also contact respondents who have RSVP’d yes to send reminders or event updates.

* An automated reminder email will go out to all respondents 24 hrs prior to the event*
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.

Event Ratings
All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions
If questions are added, all event attendees will be able to anonymously answer.

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 and then select the Add Question button to start.

*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.*

**FINAL STEPS**

For Student Organizations

Complete all necessary forms & await approval to begin advertising
MAKE CHANGES TO AN APPROVED EVENT

1. **NAVIGATE TO THE “MANAGE” TAB & OPEN YOUR ORGANIZATION**

2. **OPEN YOUR “ORGANIZATION TOOLS” & CHOOSE “EVENTS”**

3. **OPEN EVENT OF INTEREST & THEN CHOOSE “CHANGE DETAILS”**

For Student Organizations

After saving, your program advisor will receive a notification of a “change request”.

Once approved, changes will be shown on the event page.

If your event is denied, the person who submitted the initial event request will need to navigate to their “Submissions” under their Account to make any required edits & resubmit for approval.
HAVE QUESTIONS?
WE’RE HERE TO HELP!

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@SBENGAGED