Introduction Training Manual

Office of Student Engagement
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Events

Events can only be created by student leaders and associated with an organization. Events that have an image or flyer uploaded along with it will appear on the Event Flyer Board on the home page. You can set who can see and RSVP to the event during the creation process.

Create a New Event

1. From the organization’s home page, select the “Events” tab.
2. Click “Create Event” at top of page.
3. Enter the Name, Location, Start time, and End time. These fields are required.
4. Enter a brief description of the event.
5. Attach a flyer or image to associate with your event. Supported files include image files (jpg, jpeg, tif, tiff, gif, png, bmp), office files (xls, xlsx, ppt, pptx, doc, docx, pub, rtf) and html, htm, mht, and pdf. **Those events that are set as Campus or Public will be approved ONLY if they include an image attached.**
6. Specify the type of event:
   a. Public: Anyone who accesses the site will be able to view the event
   b. Campus Only: Any logged-in user can view this event
   c. Organization Only: Only members of your organization can view this event
   d. Invitation Only: Only those invited to this event can view it
7. Select the categories which the event fits from the drop down menu.
8. Specify the RSVP Option for the event: None, Open, or Invite.
9. Click “Create”.
   **If you did not select invitation only, select “Submit”.**
   **If you selected Invitation Only, continue with the following steps:**
10. If you selected Invitation Only, identify who you would like to invite to the event by email address.
11. Click “Add to include those your selected in the invitee list.
12. Click “Send Invitations”