

GET INVOLVED AT SIUE

Creating & Managing Organization Events

1. Login to getinvolved.siu.edu with your e-id & password.
2. If you have administrative permission for your organization, the “Manage Organization” button will be on the upper right side of the page. Click this button to edit all content, upload new files and photos, etc.

GET INVOLVED AT SIUE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Campus Activities Board
Member Since July 2014

MANAGE ORGANIZATION
CONTACT

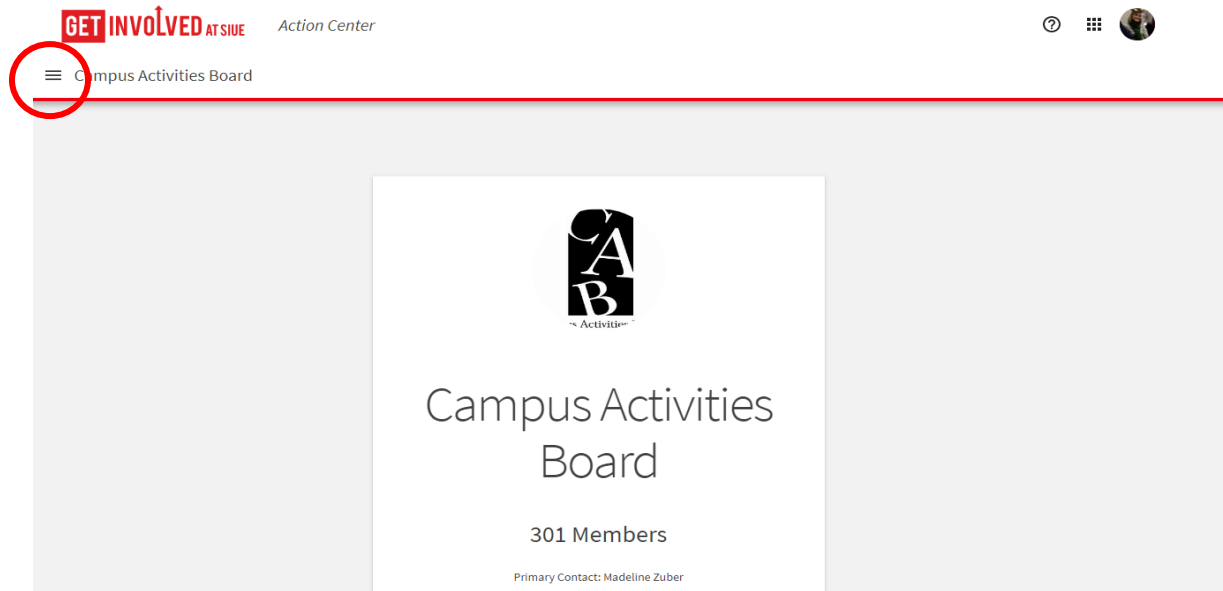
By hosting over 125 programs a year, our purpose is to enhance campus life through social, recreational, educational, and cultural activities. We strive to enrich the lives of all SIUE students with a diverse array of programming from family programming, late night programming, to multicultural programming. The Leadership Council members must be currently enrolled full-time, students with at least a 2.5 cumulative GPA and graduates with 3.0 cumulative GPA. General membership is open to undergrads with 2.5 GPA and graduates with 3.0 GPA. CAB is a great opportunity to get involved on campus, meet great people, get volunteer hours, and improve leadership skills while having a lot of fun!

If you have just joined CAB through adding us on Collegiatelink. You can now email one of the respective chair positions that you would be interested in joining! They should be able to tell you their committee meeting times and upcoming events to help with! If you are unsure about which committee you would like to join, or if you would like to join multiple committees, you can email any chair and ask them what events they are in charge of.

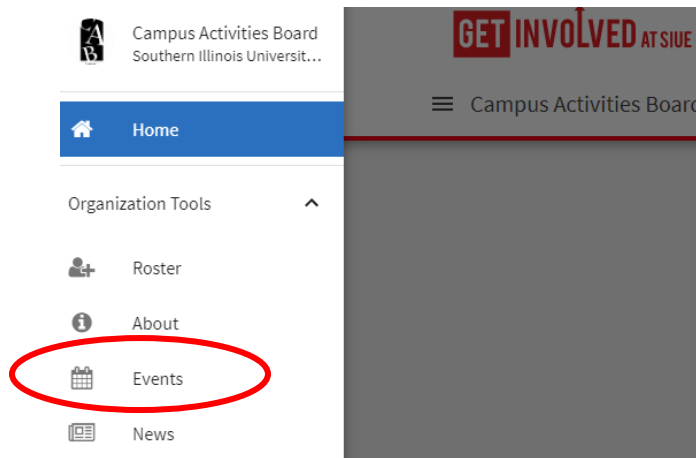
Contact Information
Campus Box 1168
Edwardsville, IL 62026-1168
E: andkell@siue.edu
P: (618) 650-2686

VIEW ALL PHOTOS

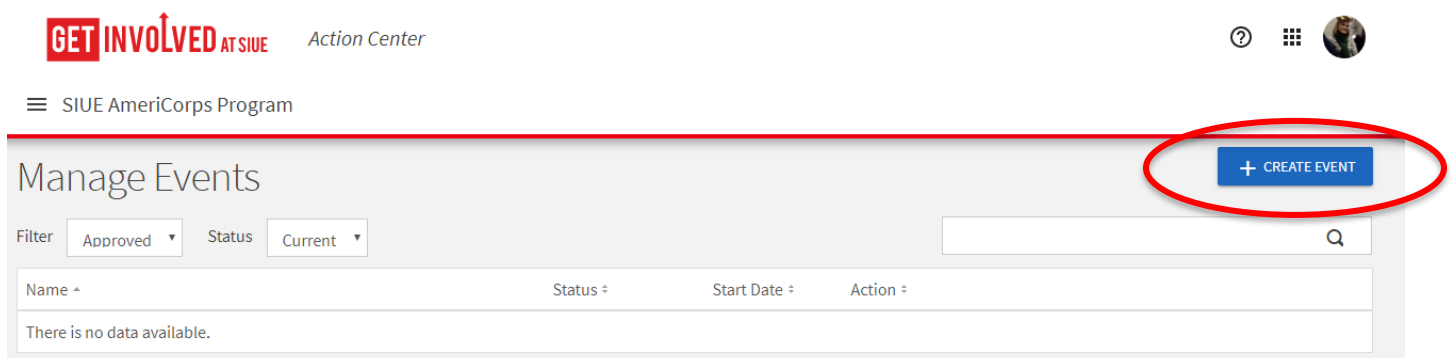
3. Click “Manage Organization” to get to your organization’s Menu page. Click the three lines next to the name of the organization. This can be found near the upper left side of the page to access your Organizations Tools & administrative options.



4. You will now have access to Organization Tools. Click “Events”.



5. Click “Create Event”.



6. Enter all event information.

Create Event

* Event Title * Theme Not Selected

* Description

Additional organizations co-hosting this event

Type here to search for organizations

* Start Date * Start Time * End Date * End Time

* Location

[ADD LOCATION](#)

7. If creating an event with multiple dates (i.e. a weekly organization meeting). Click “Add Another Date” and add as many extra dates for your event as needed.

* Start Date * Start Time * End Date * End Time

* Location

[ADD LOCATION](#)

+ ADD ANOTHER DATE

8. In Event Details, select the visibility of your event with “Show To”:
 - a. The Public: visible on the opportunity board when individuals (SIUE & non-SIUE) aren’t logged in to GetInvolved.
 - b. Students & Staff at GetInvolved at SIUE: visible to SIUE student or staff logged in to GetInvolved.
 - c. Organization Members: Visible only to members of your organization on your page roster.
 - d. Invited Users Only: Visible only to individuals invited to your event.

Event Details

* Show To

The Public

Allow attendance at this event to be shown on the Involvement Record

9. Click “Next”

10. On the RSVP page, select who can RSVP* (if anyone):

- a. Anyone: anyone with access to the event can RSVP
- b. Only Invitees: only those invited can RSVP
- c. No One: RSVP will not be an option.
- d. If there is a need to limit RSVP spots, select the box next to “Limit number of available RSVP spots”

RSVP

Settings

Fields with an asterisk * are required.

* Who can RSVP

Anyone

Limit number of available RSVP spots

Allow Guests

< PREVIOUS

NEXT >

11. Click “Next”.

12. Upload an image (a logo, flyer, photo, etc.) for your event. This is not required, but will increase visibility of your event on the Event Board on the main page. If an image is not preferred, click “Skip”.

13. Click "Complete Submission".

Your submission is almost complete.
As an administrator you can skip the Branch Custom Fields for this event submission.

Skip Custom Fields
Select this option to complete the event submission without adding or revising custom field data.
If you are revising a submission, the original custom field response data will be retained, which you can review from the confirmation page that follows.

Continue to Custom Fields
Select this option to add or revise custom field data using the same workflow as a user without administrative access.

COMPLETE SUBMISSION **CONTINUE TO CUSTOM FIELDS**

14. It may take several minutes to show up on your organization’s page or the campus calendar of events. An example of event visibility is below:

All Events VIEW MORE EVENTS

- Cards vs. Pirates Tickets**
Tuesday, July 16 at 7:15 P.M.
Busch Stadium
Campus Activities Board
- Service Saturday - St. Vincent de ...**
Saturday, August 24 at 9:00AM CDT
St. Vincent de Paul
Community Engagement
- Service Saturday - Willoughby Farm**
Saturday, August 24 at 9:00AM CDT
Willoughby Farm
Community Engagement
- Red Cross Blood Drive**
Wednesday, August 28 at 11:00AM CDT
SIUE - Morris University Center - Oak, R...
Community Engagement