

## Events

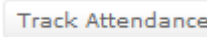
Events can only be created by student leaders and associated with an organization. Events that have an image or flyer uploaded along with it will appear on the Event Flyerboard on the main page. You can set who can see and RSVP to the event during the creation process.

### Events

1. Log in to your campus site and go to your organization's page.
2. Go to Events on the left side.
3. Click on "Create Event".
4. Enter the Name, Location, Start Time, and End Time. These fields are required.
5. Enter a brief description of the event.
6. Attach a flyer 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.
7. Specify the type of event:
  - **Public:** Anyone who accesses the site will be able to view this event.
  - **Campus Only:** Any logged-in user can view this event.
  - **Organization Only:** Only members of your organization can view this event.
  - **Invitation Only:** Only those invited to this event can view it.
8. Specify the RSVP Option for the event: None, Open, or Invite.
9. Add any additional information that your campus requires.
10. Click "Create".
11. Identify who you'd like to invite to the event: by username, e-mail address, or Facebook.
12. Click "Add" to include those you selected/identified in the invitee list.
13. Click "Send Invitations".

**As people RSVP for your event, you can view and manage the attendance.**

*From the Events option on your organization's page:*

1. Click on the name of the event you'd like to manage.
2. Click on the "Track Attendance" button on the right side of the page. 
3. The top module allows you to update those who RSVPd to the event, identifying their actual attendance and adding any comments.
4. The bottom module allows you to add attendees who had not previously RSVPd, by e-mail or by uploading a CSV (comma delimited) file containing just e-mail addresses.
5. Select the appropriate Status.
6. Click "Add".

THEN:

1. Click on “Manage Responses”.

Manage Responses

2. Indicate which attendees will be hidden from public view as attending the event.