What
Required Fields:
• Event Name
• Description
• Event Type
Optional: Event Tags

Team
• Event Coordinator

When
Required Fields:
• Start Date
• Start/End Time

Where
Recommended Fields:
• On Campus/Off Campus
• Location Name (i.e. Johnson Center, Room 327)
Optional:
• Address (must provide building address)

Photo
Recommended Fields
• Photo (Dimensions: 380px high and 760px)
• Flyer (Standard 8.5 x 11)

More
Recommended Fields
• Food Provided (If applicable)
• Dress Code (If applicable)

Access & Display
Recommended Fields
• Who is allowed to register? & Who can see this event?
  ○ Always select the most applicable to your event audience
**Registration**

**Recommended Fields**

- Do you want to let people register to this event?
  - Keep **YES** selected
- **Reminders**: set up a reminder about your event (can select up to 7 days before)
- **Feedback Request**: Prior to submitting your event, please review feedback request and make sure this item is unselected.

**IMPORTANT**: Make sure you unselect the send feedback request field. We would like to prevent survey fatigue amongst our students and don’t want to overload them with event feedback notifications.

**Advanced**

**Optional Field**

- Co-host this event

**IMPORTANT**: If your event is co-hosted by another group, click on the organization and select the group that will co-host the event with you. On the registration page, that club will appear as a co-host. All co-hosted events must have been confirmed with each party involved in the event prior to completing the event.

**Optional Fields**

- Add more questions/timeslots:
  - Example: If you need to know attendee T-shirt size, dietary need, etc. you have the ability to add a question
- Speakers
  - Add speakers that are coming to your events (add photo, title, person name, etc.)