

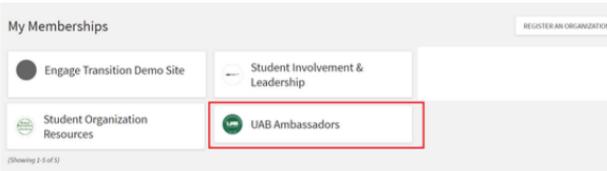
EVENT REGISTRATION

THE HOW-TO GUIDE

- If you have officer access to submit events for review, you will be able to do so by accessing your Action Center. To access the Action Center, click the Switchboard Icon on the top right hand corner of your Engage community and click "Manage".



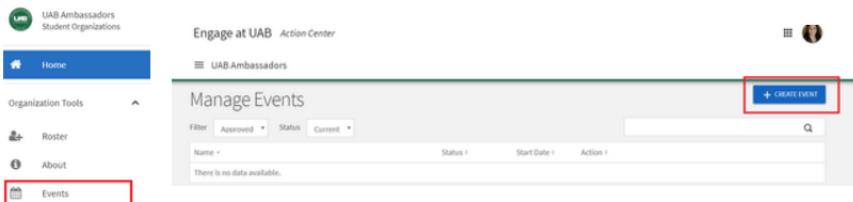
- From your Action Center home page, you will see a list of your organizations. Select a single organization to view.



- When you switch to organization view, you will see a box in the center of the page, and a management bar in the left corner. Click on the management bar (three lines).



- When you click on the management bar, a drop down of organization management options will appear. Click on "events," then "create event."



When you "Create Event" – please note, submission does not guarantee approval. All events are reviewed by the Office of Student Involvement and Leadership. Events should be submitted 3 weeks in advance.