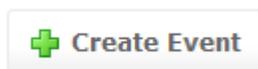# Event Management Guide

**As a student organization leader, you can create events for the entire campus or for your specific organization.**

*To begin visit the Events tab on the left hand side of your host student organization:*

1. Click the "Create Event" button at the top of the page.

 Create Event

2. Enter the Name, Location, and Date/Time of the event. Include a brief description if desired.

3. Indicate if you'd like to include a Google map to the location of the event.

4. Indicate if you'd like to include a link to the weather for the location of the event.

5. Browse for and attach a flyer if applicable. If a flyer is not attached, the event will not display on the flyerboard. ** *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. Files must be smaller than 4 MB.* **

6. Specify the type of event:

> **Campus Only**: Only visible to logged in users to your campus site.
> **Invitation Only**: Only visible to those who were invited to the event.
> **Organization Only**: Only visible to the members of the organization associated with the event.
> **Public**: Visible to everyone.

7. Select a Category from the drop-down menu, if applicable. Multiple categories can be selected.

8. Specify who can RSVP for the event:

> **None**: No one can RSVP to the event.
> **Open**: Any one can RSVP to the event.
> **Invite**: Only those invited to the event can RSVP.

9. Select a maximum number of RSVP spots allowed, if applicable.

> *An RSVP "cap" or maximum number of open spots can be set when creating or editing an event. Event creators can specify whether guest attendees should be counted toward the cap amount or not, and also decide whether to show the remaining number of available spots to the public.*

10. Indicate if anyone is allowed to self-report attendance to the event.

11. Indicate if you would like a QR code created for the event. People will be able to scan this code to directly access the details of the event

12. Indicate if any social media campaigns are connected to your event.

13. Indicate if the event is a fundraiser and complete the necessary form if so.

14. Click "Create".

For additional tips visit www.fhsu.edu/tigerlink or contact the Center for Student Involvement at 785-628-4664 or at csi@fhsu.edu