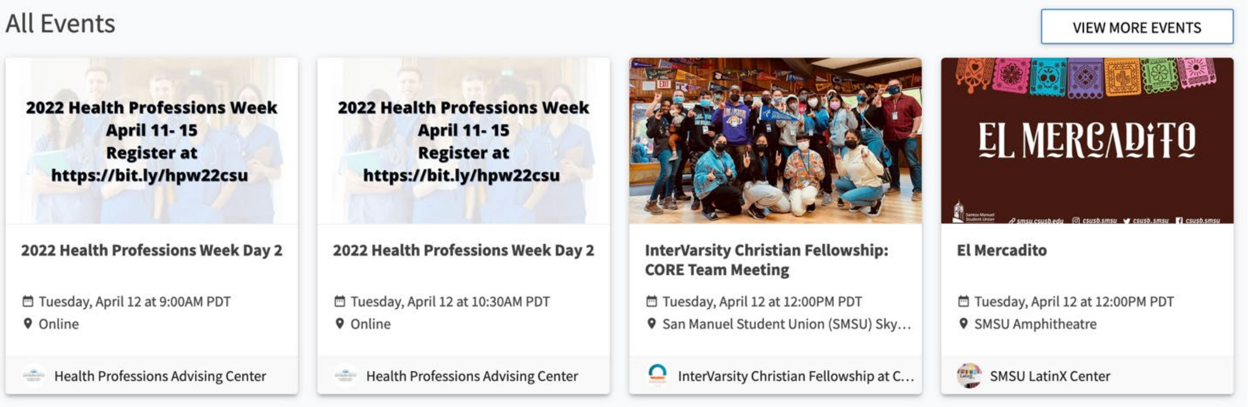
Events & Event Management

The *Events* tool allows you to manage your organization's events from one central location. This walkthrough will provide you with the information you need to know to successfully manage your organization's events.

*Please note that if you are a student organization, any events you post will need to be approved by the Office of Student Engagement. Events posted by Colleges, Departments, and Offices are automatically approved.

Basic Navigation

For all users, the *Events* list displays the upcoming events going on in your organization. You can view any organization's upcoming events by going to the public-facing page for the organization.



2022 Health Professions Week Day 2
Tuesday, April 12 at 9:00AM PDT
Online
Health Professions Advising Center

2022 Health Professions Week Day 2
Tuesday, April 12 at 10:30AM PDT
Online
Health Professions Advising Center

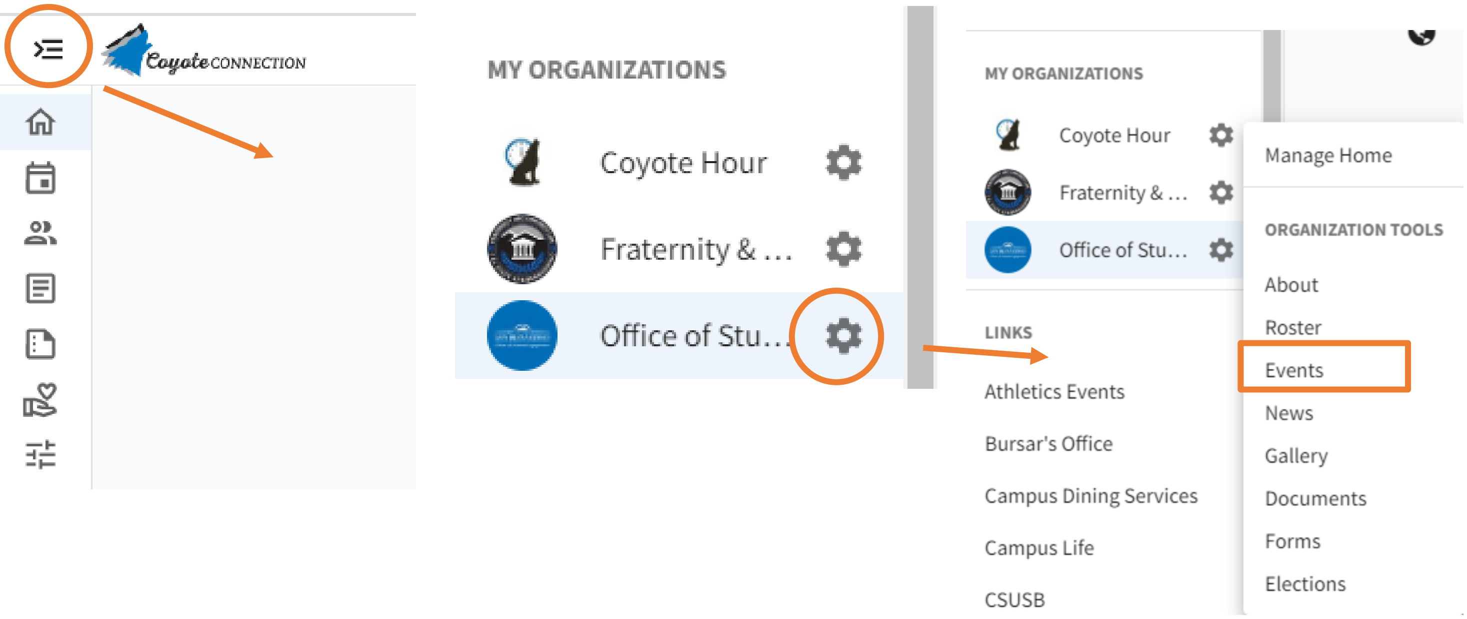
InterVarsity Christian Fellowship: CORE Team Meeting
Tuesday, April 12 at 12:00PM PDT
San Manuel Student Union (SMSU) Sky…
InterVarsity Christian Fellowship at C…

El Mercadito
Tuesday, April 12 at 12:00PM PDT
SMSU Amphitheatre
SMSU LatinX Center

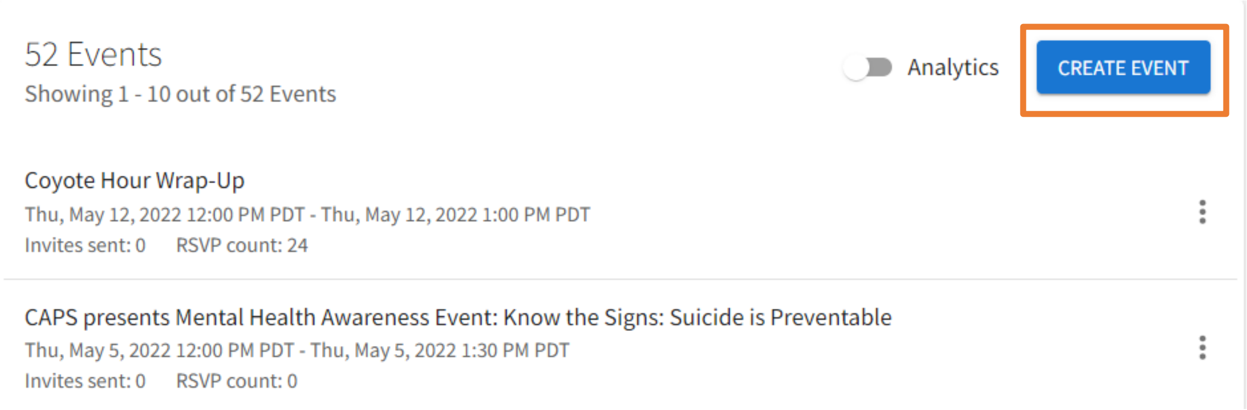
Officers or users with access to manage the events tool have an additional set of tools when it comes to managing events. These include the ability to create events, manage event attendance and invite users to events. Continue reading for information of these features!

Creating an Event in your Organization

To create an event, first open your organizations tool menu and navigate to Manage Organization for your organization and select the Events tool.


CoyoteCONNECTION
MY ORGANIZATIONS
Coyote Hour
Fraternity & …
Office of Stu…
MY ORGANIZATIONS
Coyote Hour
Fraternity & …
Office of Stu…
LINKS
Athletics Events
Bursar's Office
Campus Dining Services
Campus Life
CSUSB
Manage Home
ORGANIZATION TOOLS
About
Roster
Events
News
Gallery
Documents
Forms
Elections

Look for the *Create Event* button at the top of your organization's events page. Remember, you will only see this option if you have full management access over events.



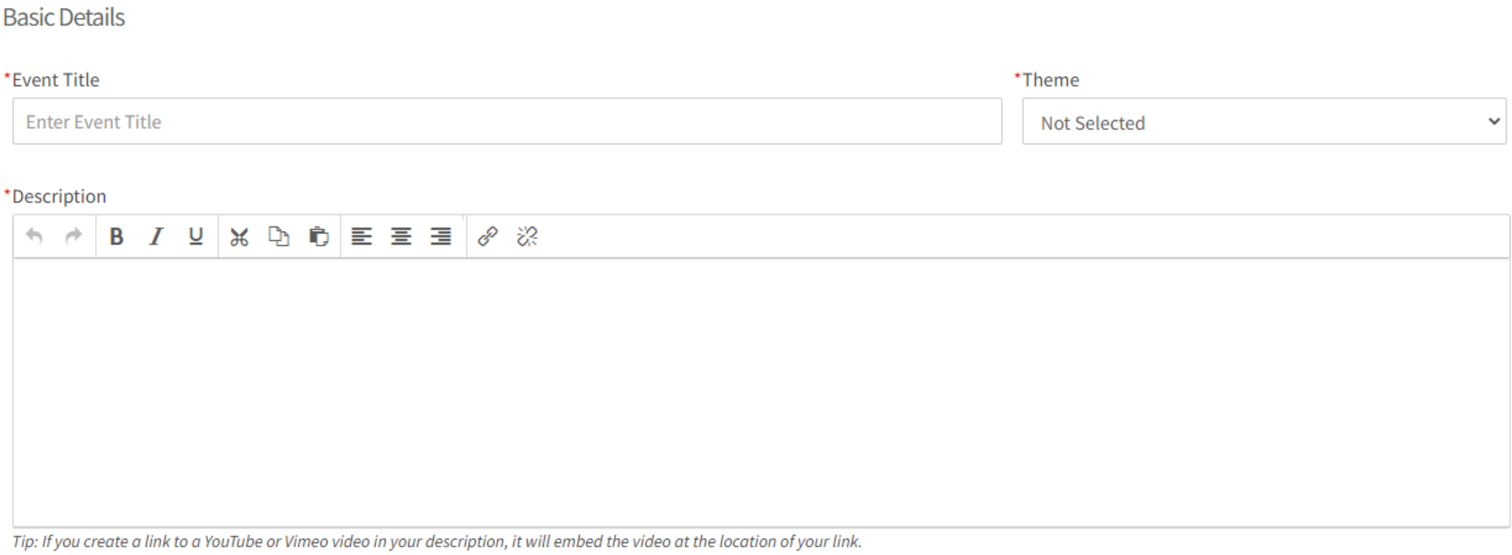
52 Events
Showing 1 - 10 out of 52 Events

Coyote Hour Wrap-Up
Thu, May 12, 2022 12:00 PM PDT - Thu, May 12, 2022 1:00 PM PDT
Invites sent: 0 RSVP count: 24

CAPS presents Mental Health Awareness Event: Know the Signs: Suicide is Preventable
Thu, May 5, 2022 12:00 PM PDT - Thu, May 5, 2022 1:30 PM PDT
Invites sent: 0 RSVP count: 0

Completing Core Event Details

After clicking the *Create Event* button, you'll be directed to the basic details page where you can enter the event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk at their start.


Basic Details

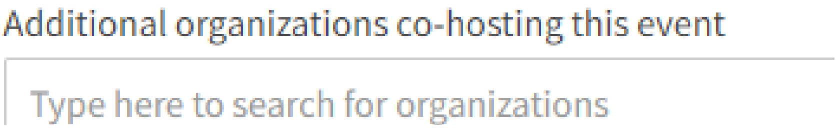
*Event Title: Enter Event Title

*Theme: Not Selected

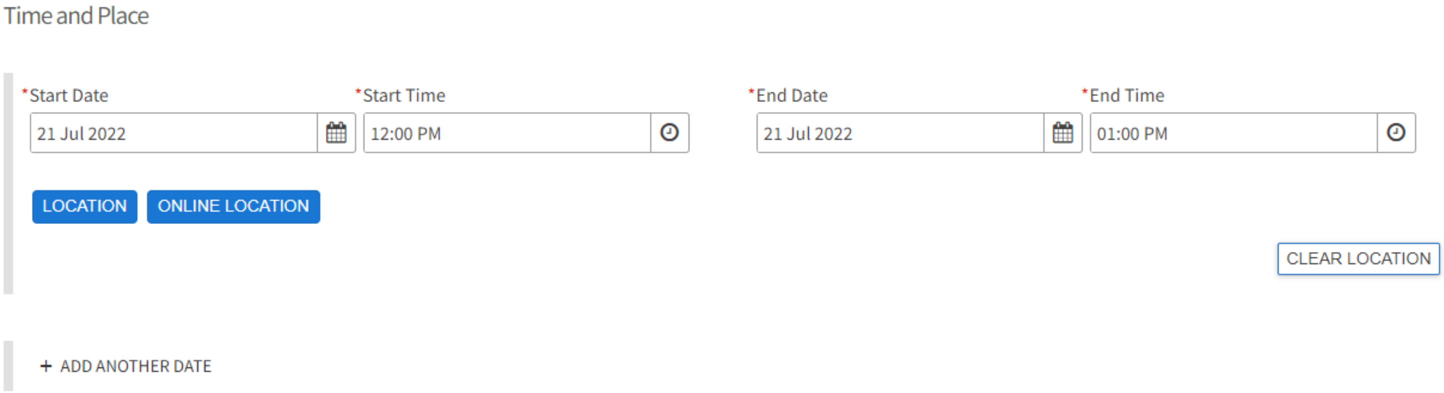
*Description

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

If your organization is collaborating on an event with another organization, you can search for their page and add them as a co-host. Once the event is published, it'll display on the *Upcoming Events* section of both organization's pages.



Additional organizations co-hosting this event

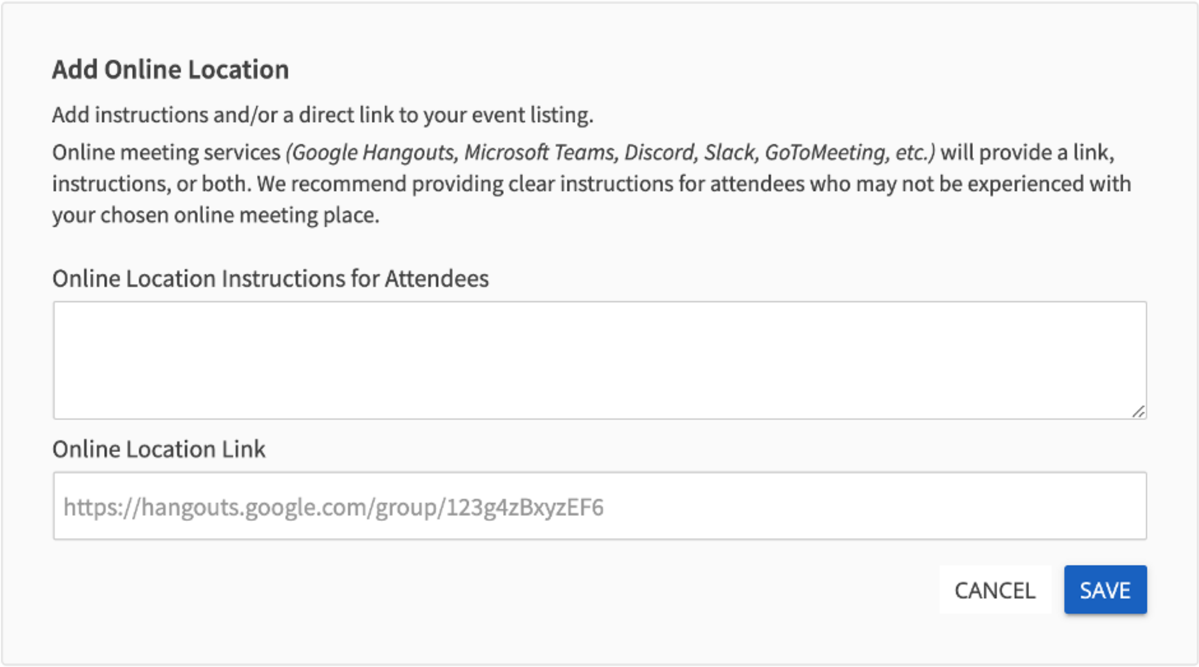


Time and Place

*Start Date: 21 Jul 2022
*Start Time: 12:00 PM
*End Date: 21 Jul 2022
*End Time: 01:00 PM

You can add up to 18 different times/locations within one event submission. Upon approval, each instance of the event you created will become its own event that can be individually edited or changed. Click "Add another Date" to create a recurring event.

When submitting the details of an event, you can also add an online location as well as instructions for how to access it. Events can be exclusively online or combined with a physical location for both online and in-person attendance



Add Online Location

Add instructions and/or a direct link to your event listing.

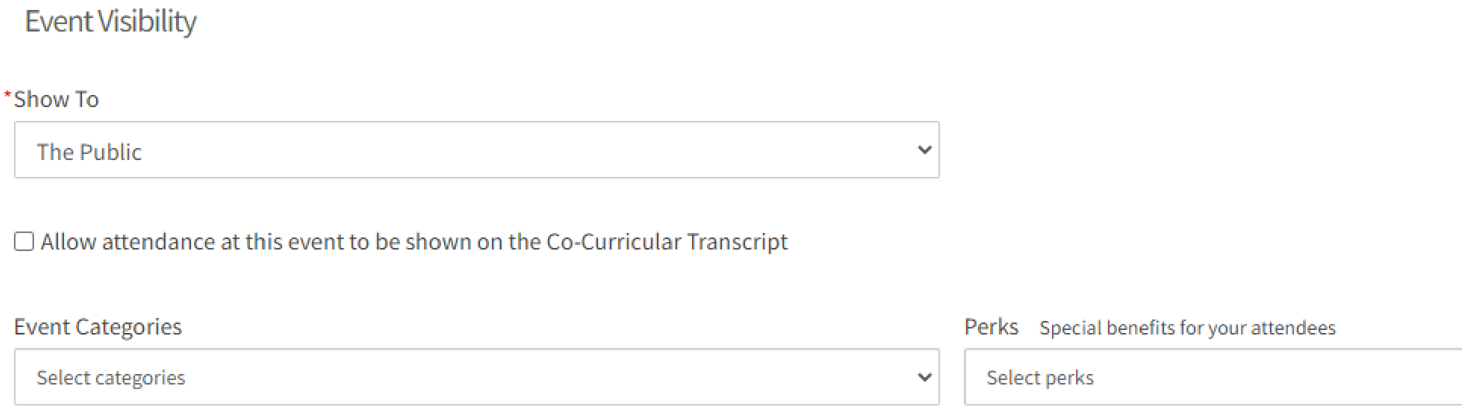
Online meeting services *(Google Hangouts, Microsoft Teams, Discord, Slack, GoToMeeting, etc.)* will provide a link, instructions, or both. We recommend providing clear instructions for attendees who may not be experienced with your chosen online meeting place.

Online Location Instructions for Attendees

Online Location Link: https://hangouts.google.com/group/123g4zBxyzEF6

Your next couple of options are about event visibility and are outlined below. Each field after this point is detailed below:

Field	Description
Show-To	Determine whether the event should show to the public, authenticated users only, only members of hosting organizations (and cohosting organizations), or only to invited users.
Event Categories	Associate the event with one or more event categories.
Perks	Associate the event with one or more event perks (special benefits for your attendees).



Event Visibility

*Show To

The Public

☐ Allow attendance at this event to be shown on the Co-Curricular Transcript

Event Categories

Select categories

Perks Special benefits for your attendees

Select perks

Completing Additional Pages and Questions

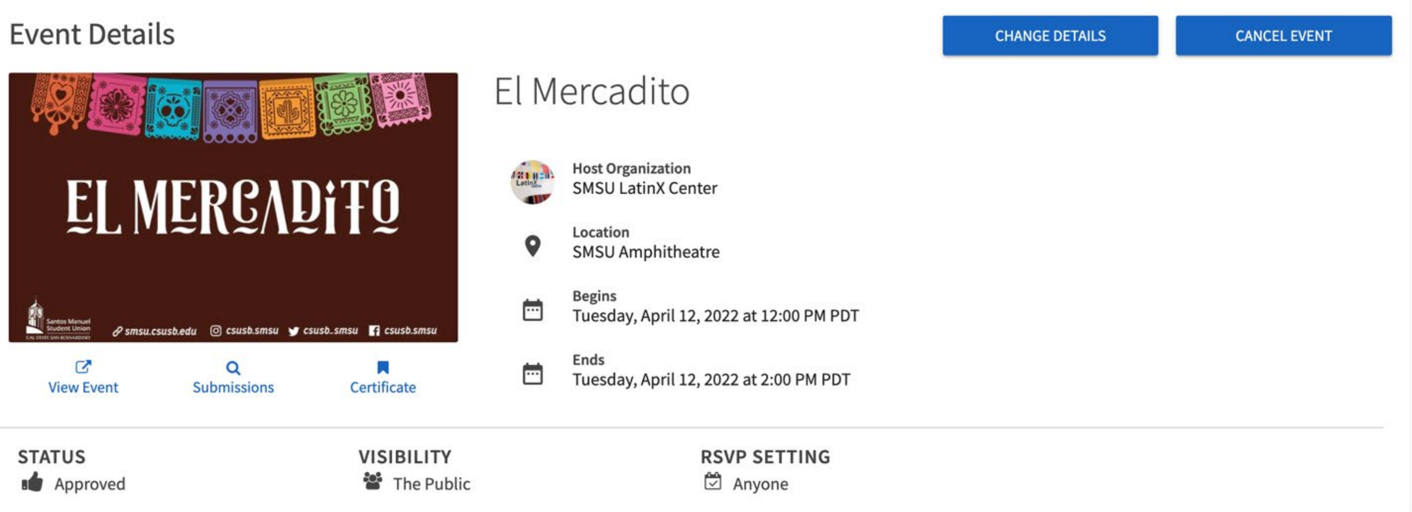
After completing the *Basic Details* page, you'll be directed to a few additional pages you are required to complete before you can publish your event. Each page is explained below:

Page	Description
Customize RSVP Settings	As part of creating or modifying an event on Coyote Connection, you can customize the way users can RSVP for an event. Alternatively, you can turn off RSVP settings by selecting *No one* under the red asterisk labeled *Who can RSVP.*

Customize Feedback Settings	You can also customize Event Feedback settings to allow attendees to anonymously rate and answer questions you'd like to ask them. Attendees will be notified with a link that expires after 72 hours. Just as you can turn off RSVP settings, you can do the same for Feedback settings.
Event Cover Photo	This page allows you to customize your event's cover photo by clicking *Choose File* and adding an image you feel will draw attention to your event. We recommend a photo that is 1024px by 600px or larger, under 10MB, and any of the mentioned formats (JPG, JPEG, GIF, or PNG). If not photo is uploaded, a default photo will be chosen for you by Coyote Connection.

Managing Events

From your event list in your organization's *Manage* section, you'll be provided a list of all the events you have going on, and you can filter by those that are approved vs those that have been cancelled, as well as those that are current or upcoming, those that are past, or by all events. Click on the name of an event to manage it further. If the event is cohosted, you must be a member of the submitting organization for the event to manage it.



Event Details

El Mercadito

Host Organization
SMSU LatinX Center

Location
SMSU Amphitheatre

Begins
Tuesday, April 12, 2022 at 12:00 PM PDT

Ends
Tuesday, April 12, 2022 at 2:00 PM PDT

STATUS
Approved

VISIBILITY
The Public

RSVP SETTING
Anyone

The "Event Details" Section includes several prominent tools:

Tool	**Description**

Change Details	If you need to update information about your event, like changing the date or location, you can do so by clicking "Change Details." This will walk you back through your event request process and allow you to make any changes as necessary. These changes will be resubmitted to your campus administrators to oversee and approve.
Cancel Event	If you no longer plan to host this event, "Cancel Event" allows you to send a message to all users who are involved in the event, including invitees. The event will remain on your page but will be listed as cancelled.
View Event	Select this icon to switch to the "Explore (public-facing) view of your event.
Submissions	You can view the event request submission(s) for this particular event here. If you ever need to return to the submission to view comments left by other officers of your organization during the event request process, you can do so here.
View Certificate	The event certificate is a verified document letting others on campus know that your event has been officially approved.

You also can invite users to the event, review RSVPs and track attendance from this page. Lastly, this page also displays any associated cohosts of the event as well as any Path items that the event may fulfill. If one or more of your co-hosting organizations are frozen or locked, they will appear on this page but not the *Explore Page.*