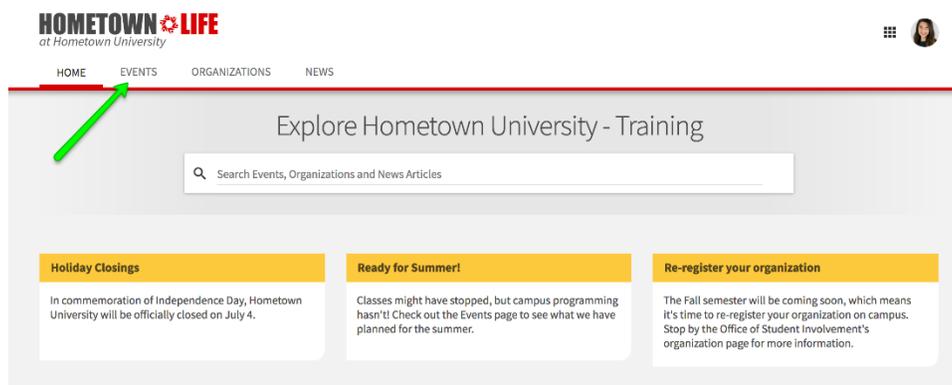


Events Walkthrough

The *Events* tool in your Organization Tool Menu allows you to submit an event (including meeting) for the calendar, as well as submit an Event Application that registers the event with campus entities and/or requests space reservations on campus. You can also manage an individual event, including inviting attendees, tracking participation, or editing a calendar submission or Event Application. This walkthrough will provide you with the very basic information you need to know to manage your organization's events.

Basic Navigation

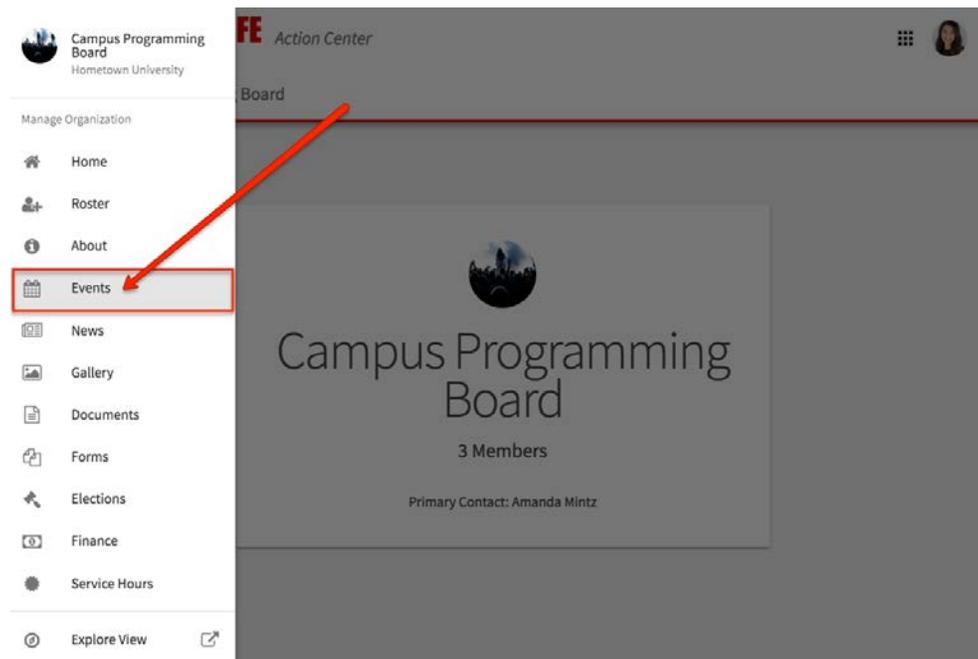
Once you are logged in to OrgSync, the *Events* tab displays the upcoming events going on in your organization.



Officers or users with access to manage the *Events* tool have an additional set of abilities when it comes to managing events. These include the ability to create events, manage event attendance, and invite users to events.

Creating an event

To create an event (including meeting) for your org, or to submit an Event Application, go to the *Events* tool for your organization.

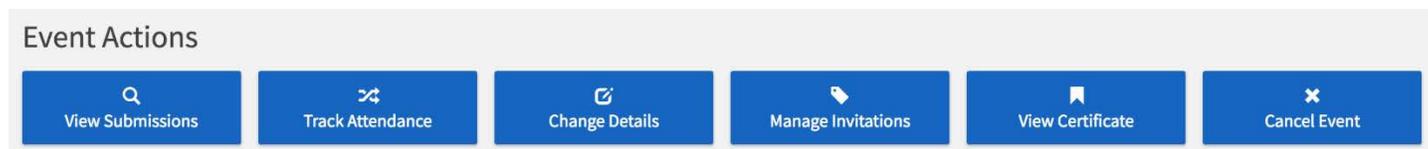


If you don't know how to get to your org's Organizational Tool Menu, click [here](#) and access the "Organization Tool Menu Quick Tips".

Look for the *+Create Event* button at the top of the page. Remember, you will only see this option if you have full management access over events. For an in-depth walkthrough of the event creation process, view our quick tip on "Creating an Event and Submitting an Event Application Quick Tips" [here](#).

Managing events

From your event list in the Action Center (see "Action Center Quick Tips" [here](#) for more information) for your organization, you'll be provided a list of all of 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. Then you'll see your management options:



Event Tool	Description
View Submissions	You can view the event application submission(s) for the 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.
Track Attendance	You also have the ability to assign participation to users for your events. Clicking on " Track Attendance " will show you an overview of your attendance for the event, including how many have been marked as attended, absent, and excused, and how many users were invited.

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 Application and allow you to make any changes as necessary. These changes will be resubmitted to campus administrators to oversee and approve.
Manage Invitations	As an event manager, you can manage who has been invited to your event and view additional information about RSVPs. When you click "Manage Invitations," you will see a list of all the users who have been invited to your event. To invite more people to attend, click +Invite People .
View Certificate	The event certificate is a document letting others on campus know that your event has been officially approved. Once your event is approved by all campus administrators, we encourage you to print this and have it available at your event.
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.

Keep in mind that you will only be able to view these things if you have been given appropriate access within the organization's portal.