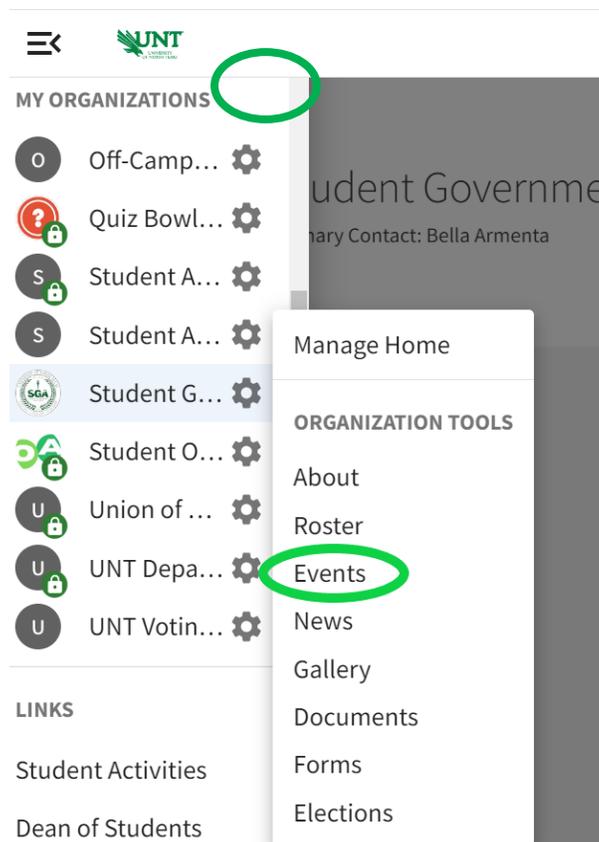


Events Walkthrough

The Events tool in your Organization Tool Menu allows you to submit an event (including meeting) for the OrgSync calendar, as well as submit an Event Application that requests review for the event from 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 and in your organization's portal, click the Events link under your Organization Tools menu. 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".



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 student org's OrgSync calendar, or to submit an Event Application, go to the Events tool for your organization (see above).

Manage Events HELP US IMPROVE THIS PAGE

Search Events

🔍 Type to Search

Text entered in the search bar will automatically filter results.

Sort By

Start Date ▾

Date

Start Date to End Date

All

Future

Past

Status

Cancelled

Approved

1049 Events

Showing 1 - 10 out of 1049 Events

Status: Approved

Mean Green Fling

Wed, Aug 24, 2022 5:00 PM CDT - Wed, Aug 24, 2022 7:00 PM CDT

Invites sent: 0 RSVP count: 0

Mean Green Blowout

Tue, May 3, 2022 4:00 PM CDT - Tue, May 3, 2022 7:00 PM CDT

Invites sent: 0 RSVP count: 0

OCSS at Frisco

Thu, Apr 28, 2022 12:00 PM CDT - Thu, Apr 28, 2022 2:00 PM CDT

Invites sent: 0 RSVP count: 0

SOLD Workshop // Treasurer's Training

Tue, Apr 26, 2022 2:00 PM CDT - Tue, Apr 26, 2022 3:45 PM CDT

Invites sent: 0 RSVP count: 0

EarthFest

Thu, Apr 21, 2022 4:00 PM CDT - Thu, Apr 21, 2022 7:00 PM CDT

Invites sent: 0 RSVP count: 0

Analytics **CREATE EVENT**

Look for the blue Create Event button at the top of the page. Remember, you will only see this option if you have full management access over events in your portal. For an in-depth walkthrough of the Event Application, including tips for filling it out, click [here](#).

Managing events

You'll see a list of all of your student org's events, 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:

[← Back to Events List](#)

Event Details



[View Event](#) [Submissions](#) [Certificate](#)

Mean Green Fling

Host Organization
Student Activities

Location
Union, Library Mall, South Lawn, & North Green (Union 314/333 if rain)

Begins
Wednesday, August 24, 2022 at 5:00 PM CDT

Ends
Wednesday, August 24, 2022 at 7:00 PM CDT

CHANGE DETAILS **CANCEL EVENT**

0.0

★★★★★

Event Rating

STATUS

Approved

VISIBILITY

The Public

RSVP SETTING

No one

EVENT ATTENDANCE

0 Invitees

0 Attended

TRACK ATTENDANCE

INVITATIONS & RSVPS

0 Absent

0 Excused

| Event Tool | Description |
|---------------------|--|
| View Event | You can view the event posting as the “public” would see it, based on the visibility permissions that were set upon Event Application completion |
| Submissions | You can view the Event Application submission (all of your responses to questions) for the event here. If you ever need to return to the submission to view comments left by campus reviewers of your Event Application, you can do so here. |
| Certificate | The event certificate is a document letting others on campus know that your event has been officially approved. Once your Event Application is fully approved in OrgSync, we encourage you to print this and have it available at your event. |
| Change Details | If you need to update logistics (date, time, or location) for your event, you can do so by clicking "Change Details." This will walk you back through your original Event Application and allow you to make any changes as necessary. These changes will be resubmitted to campus reviewers to review and, if possible, approve. |
| Cancel Event | If you no longer plan to host this event, "Cancel Event" allows you to send a message to all campus reviewers who are involved in the event, including invitees. Please add a comment that you need to cancel the space reservation, if applicable. The event will remain on your page but will be listed as cancelled. |
| Track Attendance | You also have the ability to assign participation to attendees of 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. |
| Invitations & RSVPs | As an event manager, you can manage who has been invited to your event and view additional information about RSVPs, assuming you selected that you'd like to accept RSVPs when you submitted the Event Application. To invite more people to attend, click Manage Participants > Invite People. |

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.