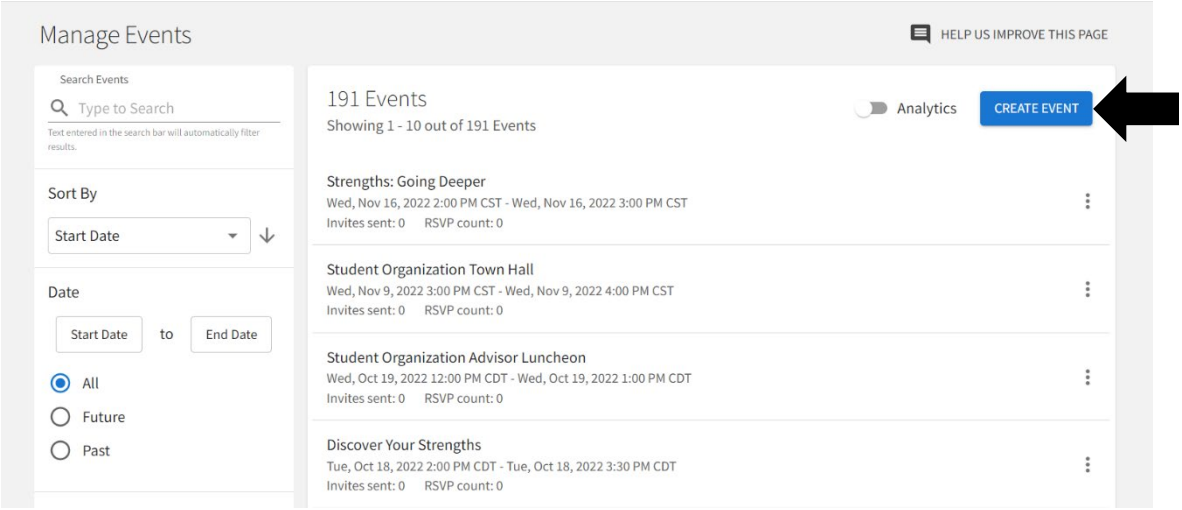
Events

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 organizations events.

Create an Event: 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.



Event Information: The first page allows you to enter your event's basic information such as 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.

Multiple dates: Click *Add Another Date* to create a recurring event.

Location: You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page. 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.

Event Visibility – Listed below are some features regarding how your event is show to the public.

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)
Additional Information	Complete any additional fields that may be required by your campus. Depending on your institution's settings, your responses to these questions may show publicly on your published event page.

RSVP: The second page allows you to customize your RSVP settings. Use this tool to collect information from your attendees before the event or to set a specific attendee limit.
Post-Event Feedback: The third page allows you to collect quick feedback from your attendees after an event is over. You can choose to create a questionnaire that will be emailed out to attendees after the event.

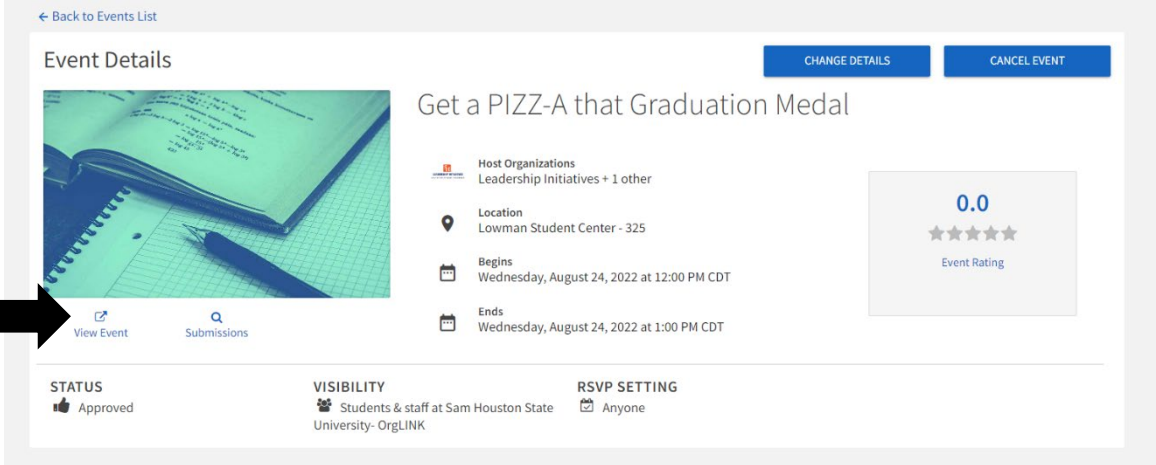
Event Cover Photo: The fourth and final page allows you to customize your event's cover photo by clicking *Choose File* and adding an image that you feel will draw attention to your event. We recommend a photo that is 1024px by 600px or larger, under 10MB. If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.

Once you have filled out all the necessary information for your student organization's event, you will be asked to fill out addition questions. Please figure out the following details before submitting your event on BearkatHQ.

- Is this event on campus or off campus?
- Type of event (sponsored special event, mixer, date party, semi-formal/formal, etc.)
- Is this a recurring General Business meeting?
- Is this a tabling event?
- Will this event require AV/Amplified sound?
- Is this student organization affiliated with Fraternity and Sorority Life or SHSU Club Sports?
- Will this event be open to the general public or closed by invitation only?
- Approximately how many people will attend this event?
    - Will this event have more than 200 people?
- Will this event have off-campus guests, off-campus speakers, or minors?

- Will alcohol be present at this event?
- Will the student organization be serving food at this event?
- Will the student organization be charging admission or accepting cash at this event?
- Event flyer
- Student organization Point of Contact
- Point of Contact Phone Number
- Point of Contact SHSU Email

Once these questions are answered and you have submitted your event, your student organization advisor and the Department of Student Involvement will need to approve the event. Upon approval, your will then be available for viewing and for the audience you selected to RSVP.



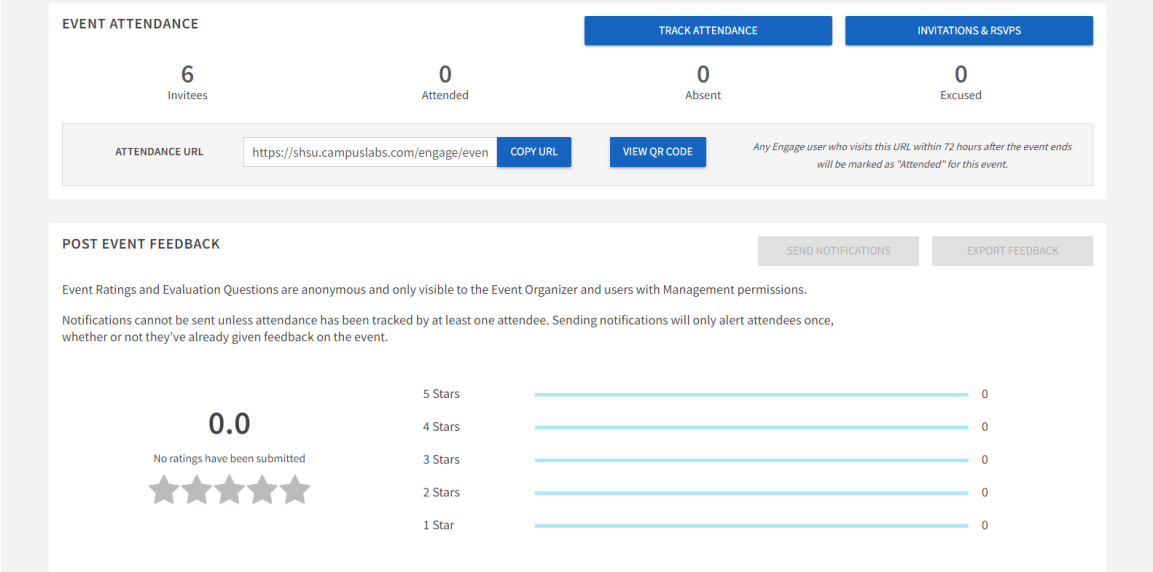
Manage Events: From your event list, you'll be provided a list of all the events you have going on, and you can filter by those that are approved vs those that have been cancelled, as well as those that are current or upcoming, those that are past, or by all events. Click on the name of an event to manage it further.

Managing Tools – Listed below are some managing features for your student organization's event.

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.

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 see what your student organization's event looks like to the public.
Submissions	You can view the event request submission(s) for this particular event.

You can also invite users to the event, review RSVPs and track attendance from this page. You will also find a link and a QR code that you can share with individuals who wish to RSVP to your event.



Reminder: Please read through the Student Organization Handbook to better understand how to plan and upload your student organization's event.