Creating & Managing Organization Events

1. Login to getinvolved.siue.edu with your e-id & password.
2. If you have administrative permission for your organization, the “Manage Organization” button will be on the upper right side of the page. Click this button to edit all content, upload new files and photos, etc.
3. Click “Manage Organization” to get to your organization’s Menu page. Click the three lines next to the name of the organization. This can be found near the upper left side of the page to access your Organizations Tools & administrative options.

4. You will now have access to Organization Tools. Click “Events”.

5. Click “Create Event”.

---

**Image Descriptions:**
- **Image 1:** A screenshot showing the Campus Activities Board page, highlighting the “Organizations Tools & administrative options” section.
- **Image 2:** A screenshot of the Campus Activities Board’s home page, with the “Events” tab circled.
- **Image 3:** A screenshot of the “Manage Events” section, with the “CREATE EVENT” button circled.
6. Enter all event information.

7. If creating an event with multiple dates (i.e. a weekly organization meeting). Click “Add Another Date” and add as many extra dates for your event as needed.
8. In Event Details, select the visibility of your event with “Show To”:
   a. The Public: visible on the opportunity board when individuals (SIUE & non-SIUE) aren’t logged in to GetInvolved.
   b. Students & Staff at GetInvolved at SIUE: visible to SIUE student or staff logged in to GetInvolved.
   c. Organization Members: Visible only to members of your organization on your page roster.
   d. Invited Users Only: Visible only to individuals invited to your event.

9. Click “Next”

10. On the RSVP page, select who can RSVP* (if anyone):
    a. Anyone: anyone with access to the event can RSVP
    b. Only Invitees: only those invited can RSVP
    c. No One: RSVP will not be an option.
    d. If there is a need to limit RSVP spots, select the box next to “Limit number of available RSVP spots”

11. Click “Next”.

12. Upload an image (a logo, flyer, photo, etc.) for your event. This is not required, but will increase visibility of your event on the Event Board on the main page. If an image is not preferred, click “Skip”.
13. Click “Complete Submission”.

14. It may take several minutes to show up on your organization’s page or the campus calendar of events. An example of event visibility is below: