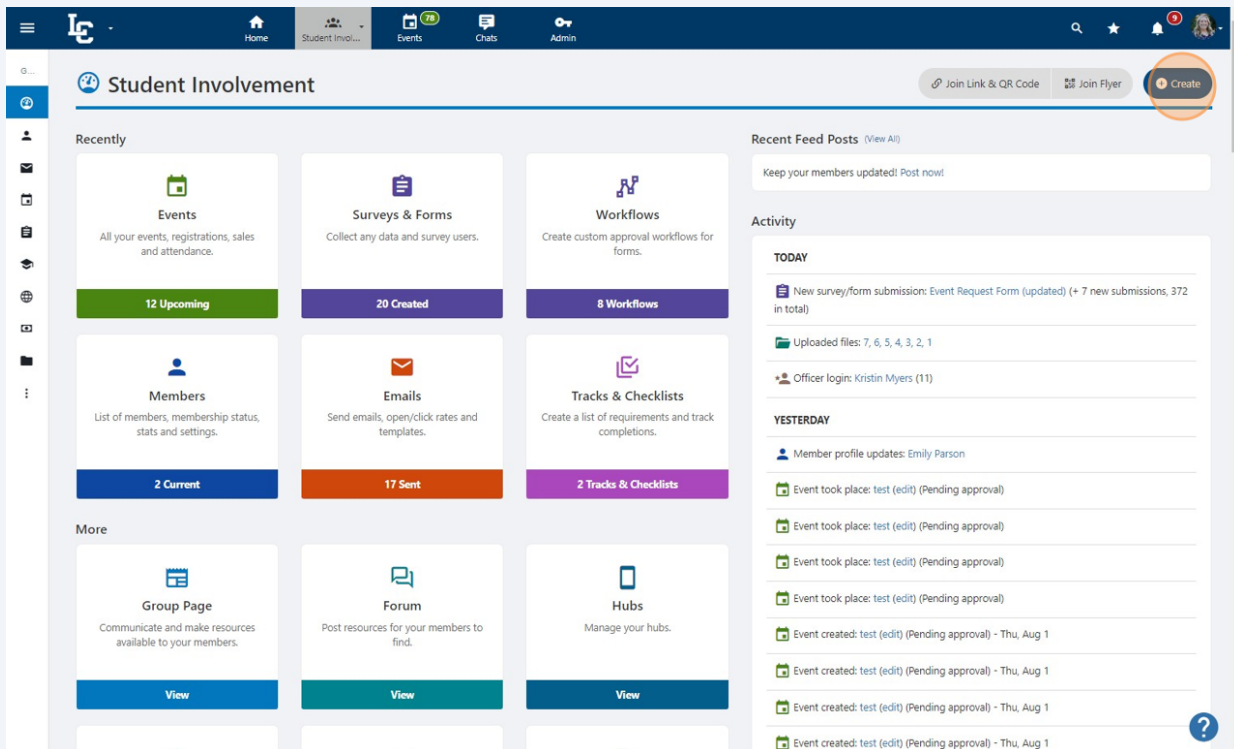


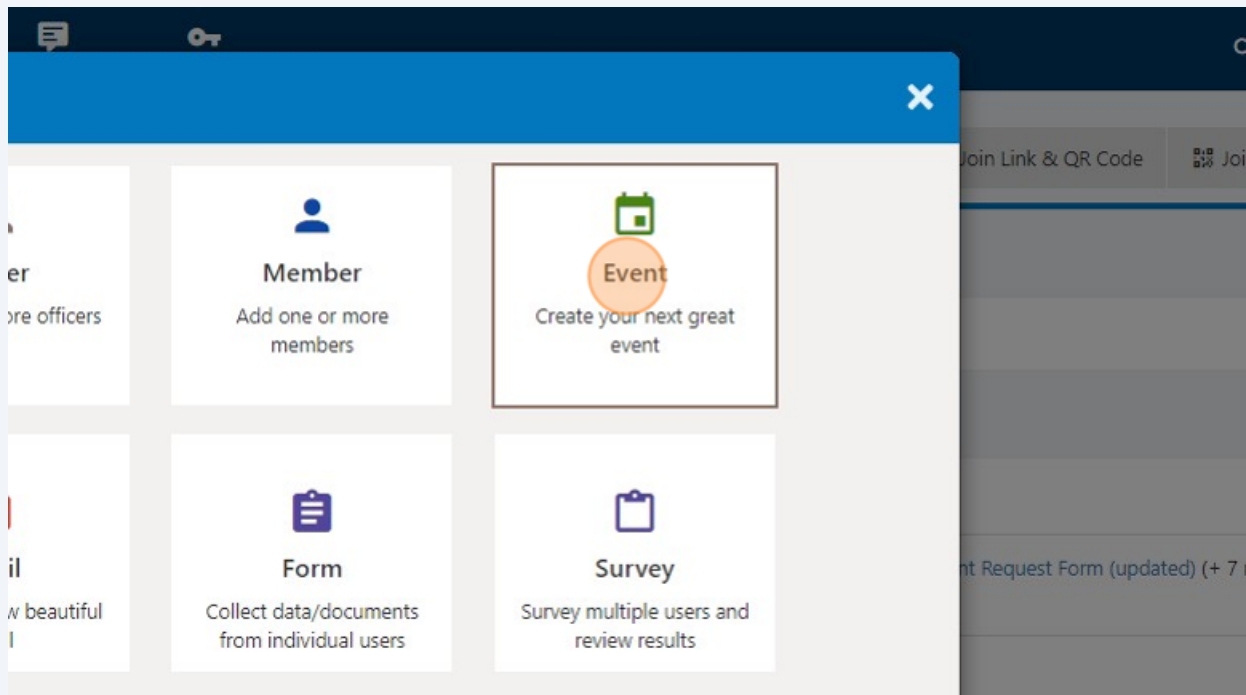
Create an Event in Do More

1

Navigate to your club's dashboard by going to groups at the top of the page and finding your group. Once you're in the dashboard click "Create" in the top right hand corner of the screen.



2 Click "Event"



3 There are templates for you to use depending on the type of event you need to create. If you're entering a regular club event, meeting, athletic event, etc. please use the "Club/Org Event" template.

Platform Wide Templates



Blank Event Template



Club/Org Event



Fundraiser

4 Enter the name of your event.

The screenshot shows a navigation bar with icons for Home, Student Involvement, Events (with a '78' notification badge), Chats, and Admin. Below the navigation bar is a form with the following fields:

- * Event Name**: A text input field with an orange circle highlighting it.
- * Description**: A large text area with a 'Detailed description (HTML design)' option checked.
- * Event Type**: A dropdown menu currently set to 'Academic'.
- Event Tags**: A dropdown menu currently set to '- Select -'.

Below the form is a section titled 'Managing Team' with an 'Event Coordinator' dropdown menu set to 'Kristin Myers - Advisor' and a '+ Add Custom Host' button. At the bottom, there is a 'Team Members' section with a '+ Add' button.

5 Enter a description of your event.

The screenshot shows a navigation bar with a hamburger menu, the 'LC' logo, and icons for Home, Student Involvement, Events (with a '78' notification badge), Chats, and Admin. A sidebar on the left contains various icons. The main content area is titled '1 What' and contains the following form fields:

- * Event Name**: A text input field containing 'New Student Orientation - Aug 6'.
- * Description**: A large text area with an orange circle highlighting it.
- * Event Type**: A dropdown menu currently set to 'Academic'.
- Event Tags**: A dropdown menu currently set to '- Select -'.

6

Select the event type and event tags you would like to use. Only one event type can be selected but multiple event tags can be selected for your event.

The screenshot shows a form with a left sidebar containing navigation icons. The main form area has the following fields:

- * Description**: A text input field with a green checkmark and the text "Detailed description (HTML design)" below it.
- * Event Type**: A dropdown menu with "Academic" selected.
- Event Tags**: A dropdown menu with "- Select -" selected, highlighted with an orange circle.

Below these fields is a section titled "Organizing Team" with a sub-section for "Event Coordinator" and a "Select Tag" dropdown menu with options: "Academic", "Career Fair", and "Career Management".

7

If you want to add collaborators or team members to this event you can do that here. It is not something you need to do.

The screenshot shows a form with a dark blue navigation bar at the top containing icons for Home, Student Involvement, Events (with a 78 notification), Chats, and Admin. The main form area has the following fields:

- * Event Coordinator**: A dropdown menu with "Kristin Myers - Advisor" selected.
- Team Members**: A section with a green checkmark and the text "Add Custom Host" below it. A green plus icon in a circle is highlighted with an orange circle.
- Import Team Members**: A green checkmark and the text "Import Team Members" below it.
- Only the event coordinator and officers of the host group added as team members

Below these fields is a section titled "How do you want your attendees to contact you?" with two radio button options:

- Start a group chat with the organizing team
- Send an email to the event coordinator

At the bottom right of this section is a green "Create Act" button. Below the contact options is a section titled "2 When".

8

Select the date (or dates) of your event and the start and end times.

Only the event coordinator and officers of the host group added as team members can manage this event

How do you want your attendees to contact you? Create Activity Stream

Start a group chat with the organizing team
 Send an email to the event coordinator

Stay in tune with your event via the CampusGroup Show more

2 When

* Start Date * Start Time :

End Date * End Time :

* Time Zone

Custom time instructions
 Recurring event settings

3 Where

9

If you are creating a recurring event you can click "Recurring event settings" and select the dates of your recurring event so you don't have to go in and make individual events. The time has to be the same for each recurrence in order for this to work.

2 When

* Start Date * Start Time

End Date * End Time

* Time Zone

Custom time instructions
 Recurring event settings

August 2024			
<input type="checkbox"/> Thursday 1	<input type="checkbox"/> Mon 5	<input type="checkbox"/> Tue 6	<input type="checkbox"/> Mon 12
<input type="checkbox"/> Friday 2	<input type="checkbox"/> Wed 7	<input type="checkbox"/> Thu 8	<input type="checkbox"/> Tue 13
<input type="checkbox"/> Saturday 3	<input type="checkbox"/> Thu 8	<input type="checkbox"/> Fri 9	<input type="checkbox"/> Wed 14
<input type="checkbox"/> Sunday 4	<input type="checkbox"/> Fri 9	<input type="checkbox"/> Sat 10	<input type="checkbox"/> Thu 15
	<input type="checkbox"/> Sat 10	<input type="checkbox"/> Sun 11	<input type="checkbox"/> Fri 16
	<input type="checkbox"/> Sun 11		<input type="checkbox"/> Sat 17
			<input type="checkbox"/> Sun 18

10

Eventually we plan to connect Do More and 25Live so you can reserve your event space from Do More. That connection hasn't been finalized yet, so for now please select "Other Location" and manually enter the location of your event or check the "TBD" box.

3 Where

Type On-Campus Room Reservation
 Other Location
 Online Only

Location Name

To Be Determined (TBD)

Address

Latitude/Longitude

Who can see the event location

Everyone

Display map on registration page

11

You can upload a picture that will help promote your event and show up on the Do More home page under Upcoming Events. In the text below the "Choose Photo" button you'll see the dimensions you'll want to use for this picture.



Upload an event photo:

Choose Photo

Photo Gallery

Your Event Photo is a nice photo or background image representing your event. It will be displayed in the upcoming events slider on the home page, on the right of your event page and in the mobile app. This is a great way to promote your event. It will be cropped into 380px high and 760px wide rectangle. Please upload a photo with of width of 760px or more.

Your Flyer flyer to pe details sec

5 More Details

12 You can also enter alt text for the picture you upload.



Upload an event photo:

Choose Photo

Photo Gallery

Photo
Description
(Alt Text)

Alt Text is accessed by screen readers for people who might have trouble seeing your content.

Your Event Photo is a nice photo or background image representing your event. It will be displayed in the upcoming events slider on the home page, on the right of your event page and in the mobile app. This is a great way to promote your event. It will be cropped into 380px high and 760px wide rectangle. Please upload a photo with of width of 760px or more.

Your Flyer is the key inform flyer to people who mouse details section of your eve

13 If your event will have food for participants you can tell potential attendees about the food you will be serving under "Food provided."

760px wide rectangle. Please upload a photo with of width of 760px or more.

5 More Details

+ File attachments

📄 Food provided

Food Provided

Specify the food provided at this event (optional)

14

Please leave "Who is allowed to register?" set to "Lewis-Clark State College CampusGroups users only" unless you are creating an event that is for a specific or limited group of students.

Food provided

6 Access & Display Options

Who is allowed to register?

- Everyone
- Lewis-Clark State College CampusGroups users only
- Some Lewis-Clark State College users only (click to select users)
- Some Lewis-Clark State College tagged users only (click to select users)
- Group members only
- Some group members only (click to select groups)
- Tagged members only (select one or several Members tags)
- Sub-Groups members only (select one or several Sub-Groups tags)
- Invited people only (invited by email from CampusGroups with the event clickbox)
- Officers only

15

Please leave "Who can see this event?" set to "Everyone" unless your event is only for a specific or limited group of students.

Sub-Groups members only (select one or several Sub-Groups tags)

Invited people only (invited by email from CampusGroups with the event clickbox)

Officers only

Members with Badges only (select one or several badges)

Prevent users who are already registered to another event at the same time from registering to this event

Who can see this event?

- Everyone
- Logged on users only
- Group members only
- Just the people who are allowed to register
- No one (always hide from the calendar)

Display on the Upcoming Events slider (on the home page)

16

Always select "Yes" under "Do you want to let people to register to this event?" this will help with the check-in process later.

Display on the Upcoming Events slider (on the home page)

7 Registration Options

Do you want to let people register to this event?

Yes No (Option to enter an external event registration Website URL)

Option	Price	Registrations Starts	Registrations Ends	Total # of Items
RSVP	\$0	-	-	No Limit

+ Add New Option

17

Under "Attendance tracking options" make sure "Activate RSVP at the door" is selected and make sure "Check-In method for the Kiosk" is set to "Allow both methods above at the same time."

8 Advanced Options

Attendance tracking options

- Activate Multiple Check-Ins ⓘ
- Activate Self Check-Out ⓘ
- Activate RSVP at the door ⓘ

Attention: Certain advanced event settings will require users to manually register before they can be checked-in. (i.e. multiple registration options, ticket price, limited capacity, waiting list, min/max per order, start/end sales date, additional questions)

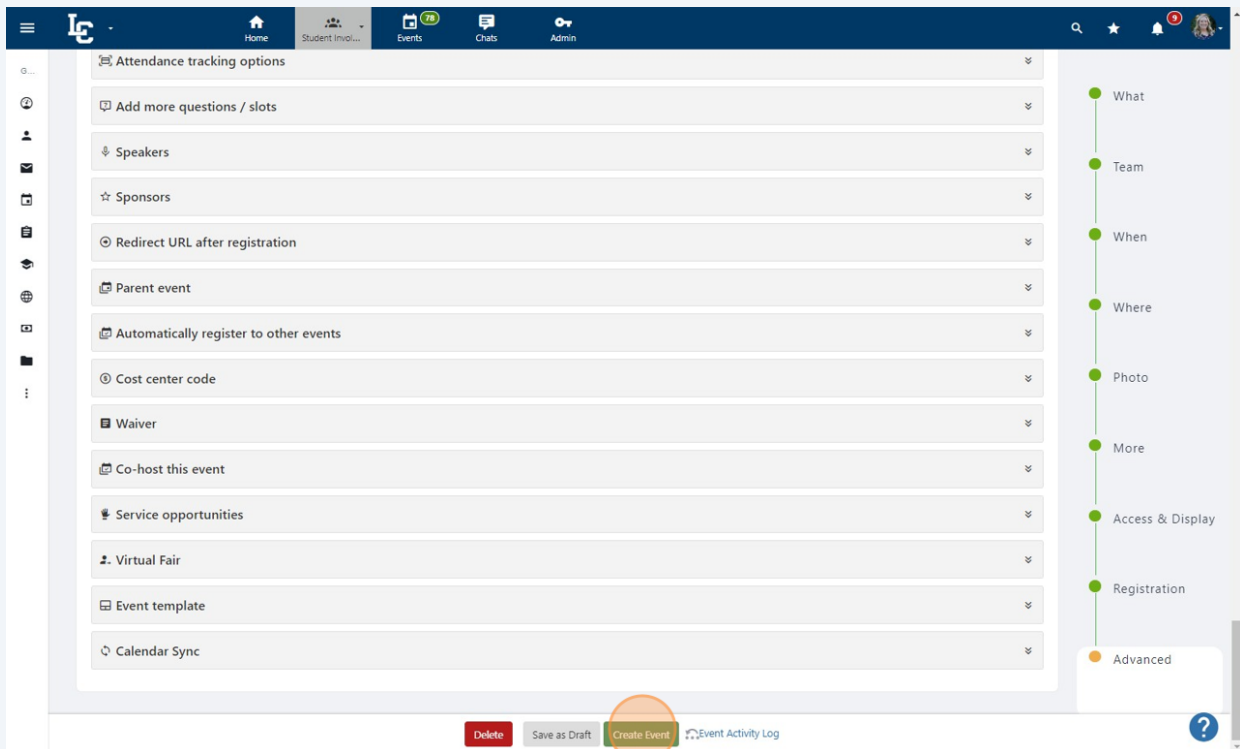
- Check-In Notification ⓘ

Check-In method for the Kiosk: Allow both methods above at the same time ⓘ

Prevent rapid multiple check-ins during this period of time: 5 minutes ⓘ

Add more questions / slots

18 When you're done entering your event information click "Create Event."



19 On the next page, if you select 'off-campus' a series of questions will come up that you need to answer in order to complete your event submission.

Event Request Form (updated) DRAFT Edit

Event Type: Academic

Event Location * On-Campus Off-Campus

Off-Campus Academic

Will the ability to purchase alcohol be available to attendees at this location? * Yes No

Alcohol is NOT permitted at on campus events
Alcohol CANNOT be purchased using club funds
ALL Attendees must follow, local, state and federal laws/regulations

20 If you select "On-Campus" you'll be asked if you'll be using Sodexo catering.

event type: Academic

Event Location * On-Campus
 Off-Campus

On-Campus Academic

Food and Beverage is a contracted service on this campus.

Food items must be provided by Sodexo food services unless a Sodexo waiver of liability is approved by the Food Services Director. Beverages on car products.

Will you be using Sodexo catering? * Yes
 No
 We will not be having food at this event

Save As Draft

21 If you select "No" you'll have to answer some questions about the food you're planning to purchase and the Sodexo Waiver of Liability will come up for you to sign. This will then route your event to Sodexo for review.

Food items must be provided by Sodexo food services unless a Sodexo waiver of liability is approved by the Food Services Director. Beverages on car products.

Will you be using Sodexo catering? * Yes
 No
 We will not be having food at this event

What food/drink items will you be purchasing? *

Where will items be purchased? *

SODEXO Waiver of Liability

DECLARATION OF WAIVER AND RELEASE REGARDING CONSUMPTION OF NON-SODEXO PREPARED FOOD.

I/we the undersigned chairperson(s), organizer(s) of the above event hereby release Sodexo and Lewis-Clark State College from consumption of any food prepared for this event. These liabilities will include but are not limited to any health hazards resulting from storage and display of any food items not prepared by Sodexo.

Event Representative Signature *

22

Once all of the questions have been answered click "Submit" this will route your event to the necessary approvers.

t this event

Submit

23

Once your event has been submitted you should see this "Thank You!" screen.



Thank You!

You have successfully completed the Form.

View Events