

CREATING EVENTS IN CAMPUS GROUPS

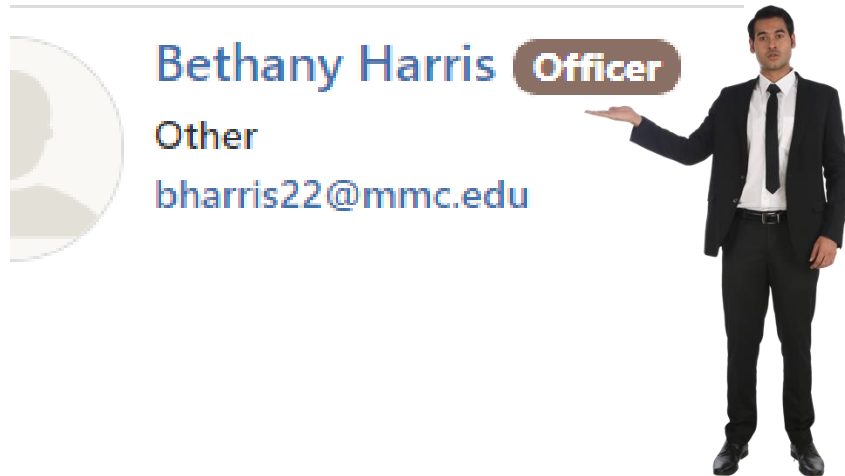


From The Office of Student of Life

Sonya Smith, M.Ed.
Director

Nathaniel Perry III, M.Ed.
Assistant Director

WHO CAN SUBMIT EVENT REQUESTS IN CG?



Only members with the status of "Officer", within their organization, are able to submit event requests in Campus Groups (CG).

* organizations can have multiple Officers.

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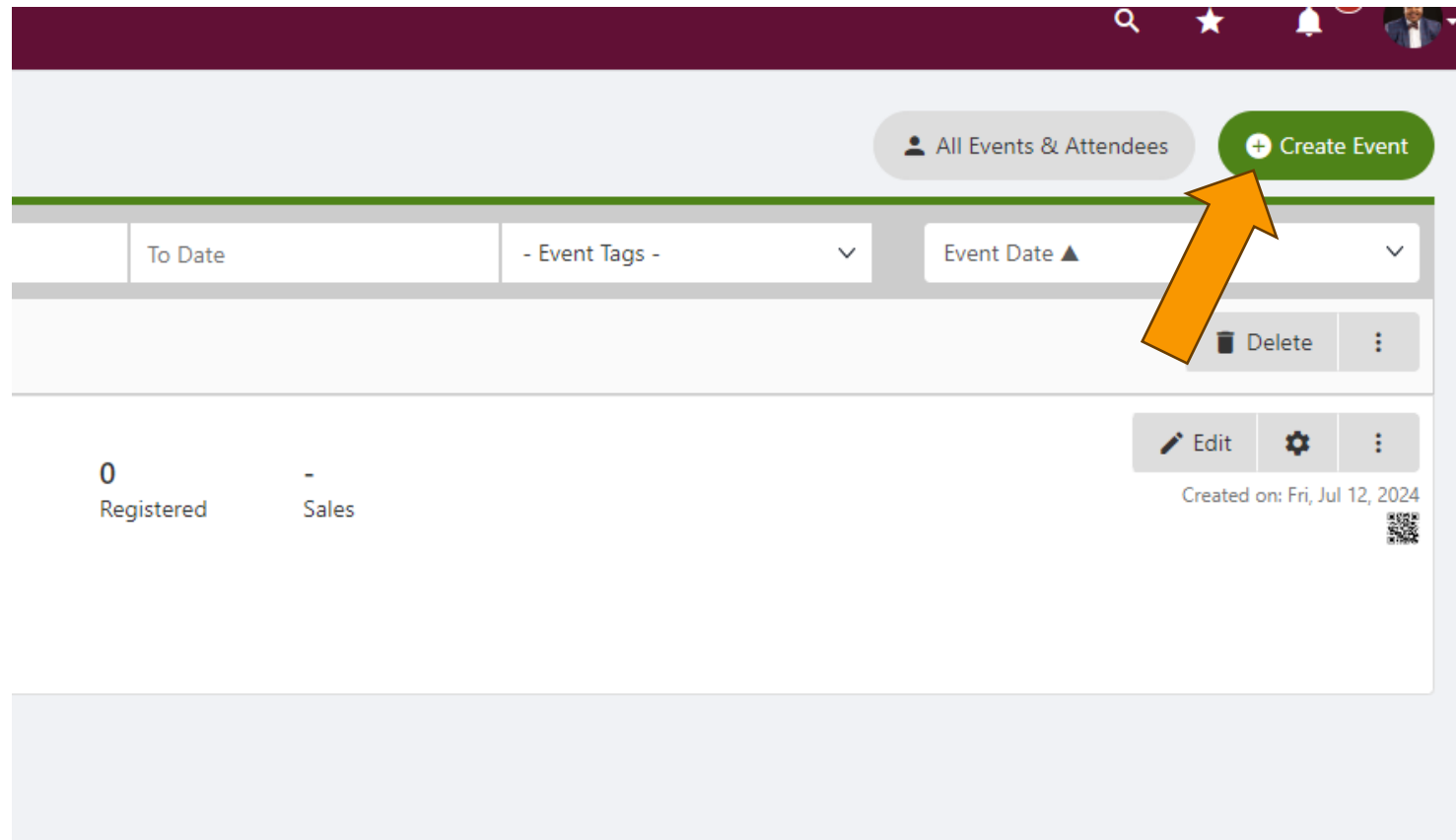


A screenshot of the Meharry Medical College Group Management Dashboard. The dashboard is for the "Department of Public Health Practice Student Association". It features a left sidebar with navigation options: Dashboard, Activity, Settings, Officers (10), Group Page, Reports, Members, Emails, Events, Surveys & Forms, Member Success, Website, Files, and More Tools. The main content area is divided into sections. The "Recently" section shows a "Members" card with 42 current members. The "More" section contains three cards: "Emails" (69 sent), "Events" (145 past events), and "Group Page" (View). An orange arrow points to the "Events" card. The right sidebar shows "Recent Feed Posts" and "Activity" logs, including officer logins and member profile updates.

Once you log into CG, pull up the Pre-Alumni Association Group Page. The dashboard page will pop up.

Click on the "Events" Tab!

CREATING EVENTS IN CAMPUS GROUPS



At the top right of your screen, there will be a green "Create Event" tab.



CREATING EVENTS IN CAMPUS GROUPS



1 What

* Event Name

* Description ⓘ

✓ Detailed description (HTML design)

* Event Type

- Select -

Event Tags

- Select -



Upload a flyer:

Choose Photo

Photo Gallery

Flyer is the key information about your event displayed in a visual way. We will display yours to people who mouse over your event in the calendar, in email invitations, and in the events section of your event page. Please upload an image file (.png, .jpg...).

Once you begin to fill out the form you will scroll through each section until completion.



Section 4 will be the final section needed. Here you will upload your flyer so that it will appear and be advertised once your event is approved.

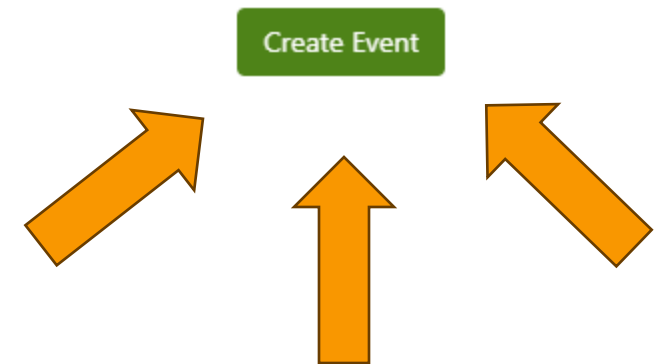
CREATING EVENTS IN CAMPUS GROUPS




CONGRATULATIONS!
You submitted an Event Request Form!



Once you have completed these steps, you will hit the tab, "Create Event"



WHAT HAPPENS NEXT?

A young woman with dark hair, wearing a bright yellow long-sleeved shirt, is shown from the waist up. She is looking upwards and to the left with a thoughtful expression, her hand resting on her chin. Above her head is a yellow thought bubble with a black outline. The background is a solid yellow color.

When will my event get approved???

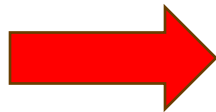
The Office of Student Life will receive the notification that your request was submitted. Then the process of approval will be begin.

PROCESS OF EVENT APPROVAL



STEP 1

Communication of your event is shared with the General Council for approval.



STEP 2

While awaiting approval, the availability of your requested space is checked on.



STEP 3

After review, the event is approved by the General Council and your space has been reserved.



STEP 4

The status of your event in CG changes to "**APPROVED**"

EVENT STATUS



Event Approval **PENDING APPROVAL** [Edit Event](#)

Sound Bath Session

Thu, Sep 26 at 7:00pm - 8:00pm

Ross Fitness Center Gym

ASDA wellness event Sound bath session held by

@tonic_treks

Approve



Reject

Event Approval **ON HOLD** [Edit Event](#)

Sound Bath Session

Thu, Sep 26 at 7:00pm - 8:00pm

Ross Fitness Center Gym

ASDA wellness event Sound bath session held by

@tonic_treks

Approve



Reject

Event Approval **APPROVED** [Edit Event](#)

Sound Bath Session

Thu, Sep 26 at 7:00pm - 8:00pm

Alumni Hall

ASDA wellness event Sound bath session held by

@tonic_treks

Approve

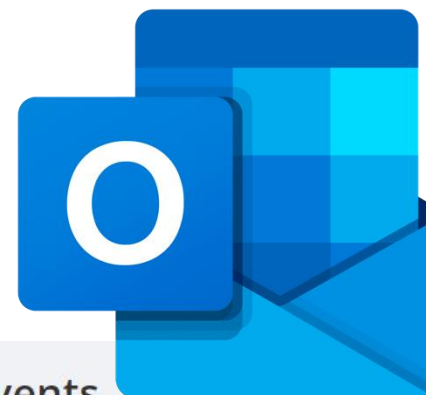
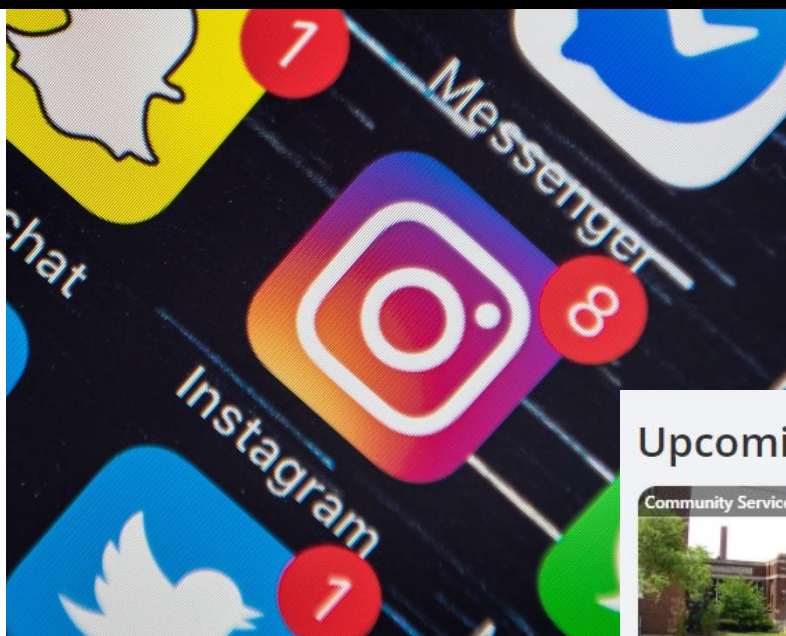


Reject

ONCE **APPROVED** YOU MAY BEGIN PROMOTING




Once your event is approved, you may use outlets such as Social Media, Campus Groups, Word of Mouth, and Email Blasts sent to all students!



Upcoming Events

Community Service/Event/Volunteer



ASDA Back To School Supply Drive

🕒 Mon, Aug 12, 2024 At 1 PM

📍 Student Affairs

👤 American Student Dental Association

Community Service/Event/Volunteer



Alumni Speaker Series - Trevor K. Thompson, MD

🕒 Tue, Aug 13, 2024 At 5 PM

📍 Cal Turner Family Center - Dr. Wayne Riley Auditorium

👤 The Division of Student Affairs: Student Life

Community Service/Event/Volunteer

STUDENT SUPPORT SERVICES PANEL

Tuesday, August 20th

@ 5:00PM

In the month of July, we recognize mental health awareness month for historically underrepresented groups. Join us for a panel discussion on the student support services during BIPOC Mental Health Awareness Month.

Student Support Services Panel

🕒 Tue, Aug 20, 2024 At 5 PM

📍 Cal Turner Family Center - Dr. Wayne Riley Auditorium

👤 The Division of Student Affairs: Student Life