

# Requesting an Event on Campus

1 Navigate to your organization's home page on EngageD.

The screenshot shows the EngageD interface for the Fraternity & Sorority Life organization. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. A 'Manage Organization' button is visible in the top right. The main content area features a large profile picture placeholder with the letter 'F' and the organization name 'Fraternity & Sorority Life'. Below this, there is a section titled 'Additional Information' with a message: 'Please review the Green Events Checklist' followed by a link to the 'Green Events Checklist'. A poll question is displayed: 'Does your club agree to review and adhere to the Green Events Checklist?' with a 'No Response' result. At the bottom, there is a 'Contact' button with an envelope icon.

2 Click "Manage Organization"

The screenshot shows the EngageD web application interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. A 'Manage Organization' button with a gear icon is highlighted with an orange circle. Below the navigation bar, the main content area displays the organization name 'Fraternity & Sorority Life' with a profile picture placeholder. Underneath, there is a section titled 'Additional Information' with a message: 'Please review the Green Events Checklist' and a link to 'Green Events Checklist'. Below this, a question asks 'Does your club agree to review and adhere to the Green Events Checklist?' with the answer 'No Response'. At the bottom, there is a 'Contact' button.

3 Click "Create Event"

The screenshot shows the EngageD web application interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. The main content area is divided into several sections. On the left, there is a profile card for 'Fraternity & Sorority Life' with a profile picture placeholder, the name, and the primary contact 'Kevin Foster'. Below this, it shows 'Total Memberships' as '11'. To the right of the profile card, there is a section titled 'Help us improve this page' with the text 'What other information would help you manage your organization?' and a 'LET US KNOW' button. Below this, there is a section titled 'Upcoming Organization Events' with a 'CREATE EVENT' button highlighted with an orange circle. The events listed are '5 Upcoming Events' showing '1 - 5 out of 5'. The first event is 'President's Council Meeting' on 'Tue, Apr 1, 2025 12:00 PM EDT'. The second event is 'President's Council Meeting' on 'Tue, May 6, 2025 12:00 PM EDT'. At the bottom left, there is an 'Organization Tools' section with links for 'Roster' and 'About'.

4 Fill in the appropriate information.

EngageD

Search...

## Create Event

Basic Details

\*Event Title

\*Theme

Not Selected

\*Description

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink.

5 Select the theme of the event.

The screenshot shows the 'EngageD' web application interface for creating an event. The header includes a menu icon, the 'EngageD' logo, a search bar, and user profile icons. The main heading is 'Create Event'. Under the 'Basic Details' section, the 'Event Title' field contains 'Greek Week'. The 'Theme' dropdown menu is open, with 'Social' selected and highlighted by an orange circle. The 'Description' field is empty and includes a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and image.

6 Add a description for the audience and community to have more information on the event.

This screenshot shows the same 'EngageD' 'Create Event' form. The 'Event Title' is 'Greek Week' and the 'Theme' is 'Social'. The 'Description' field is now empty, and a large orange circle is centered in the text area to indicate where the user should add a description for the audience and community. The rest of the interface, including the header and toolbar, remains the same as in the previous screenshot.

7

Click the "Additional organizations co-hosting this event" field if there are other organizations involved in planning the event. Doing this will have the event appear on the other organization's EngageD page as well.

The screenshot shows the EngageD web interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. Below the navigation bar is a large empty text area for the event description. A tip below the description reads: "Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link." Below the tip is a section titled "Additional organizations co-hosting this event" with a search input field containing the placeholder text "Type here to search for organizations". This search field is highlighted with an orange circle. Below this section is a "Time and Place" section with four input fields: "\*Start Date" (13 Mar 2025), "\*Start Time" (12:00 PM), "\*End Date" (13 Mar 2025), and "\*End Time" (01:00 PM). Each date and time field includes a calendar icon and a clock icon.

8

Pick a date and time. Then, click on "Location" to pick a location on campus. You may also consult <https://dickinson.emscloudservice.com/web/BrowseEvents.aspx> to see which spaces are already reserved.

The screenshot shows the EngageD web application interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. The main content area is titled "Time and Place" and contains several input fields and buttons. The "Start Date" field is set to "13 Mar 2025", the "Start Time" is "12:00 PM", the "End Date" is "13 Mar 2025", and the "End Time" is "01:00 PM". Below these fields are two blue buttons: "LOCATION" (highlighted with an orange circle) and "ONLINE LOCATION". To the right of these buttons is a "CLEAR LOCATION" button. At the bottom of the section, there is a "+ ADD ANOTHER DATE" link.

9 Continue through the form to clarify your preferences for the event.

EngageD

Search...

Event Visibility

\*Show To

The Public

Allow attendance at this event to be shown on the Co-Curricular Record

Event Categories

- The Public
- Students & staff at EngageD
- Members of all hosting organizations
- Invited users only
- Select perks

10 Consult the "Green Events Checklist" to confirm the event is as sustainable as possible.

EngageD

Search...

Rain Location, if appropriate

\* Have you reviewed the Green Events Checklist and considered how to make your event(s) more sustainable?

Yes

No

\* Have you reviewed the Inclusive Events & Programs Guide and considered how to make your event(s) more inclusive?

Yes

No

11

Consult the "Inclusive Events & Programs Guide" to confirm the event is as inclusive as possible.

The screenshot shows the EngageD website interface. At the top, there is a navigation bar with a hamburger menu icon on the left, the EngageD logo in red, a search bar with the placeholder text "Search...", and icons for a calendar, a notification bell, and a user profile circle containing the letter 'S'. Below the navigation bar is a large, empty text input field. Underneath this field is the label "Rain Location, if appropriate" followed by another empty text input field. The form contains two radio button questions. The first question is: "\* Have you reviewed the [Green Events Checklist](#) and considered how to make your event(s) more sustainable?". It has two options: "Yes" (which is selected with a blue dot) and "No". The second question is: "\* Have you reviewed the [Inclusive Events & Programs Guide](#) and considered how to make your event(s) more inclusive?". It has two options: "Yes" and "No". An orange circle highlights the text "Inclusive Events & Programs Guide" in the second question.

12 Consult the "CASE Policy Document" to confirm agreement with CASE's policy.

The screenshot shows the EngageD web interface. At the top, there is a search bar with the text "Search...". Below the search bar, there are three questions, each with radio button options for "Yes" and "No". The second question, "\* Have you reviewed the CASE Policy Document", is highlighted with an orange circle. The text "CASE Policy Document" in this question is also circled in orange. At the bottom of the form, there is a note: "Fields marked with an asterisk (\*) are required."

13 Click "next" to continue through the form.

The screenshot shows the EngageD web interface, similar to the previous one. The first question, "Have you reviewed the Inclusive Events & Programs Guide and considered how to make your event(s) more inclusive?", has "Yes" selected. The second question, "\* Have you reviewed the CASE Policy Document", has "Yes" selected. The third question, "\* Do you intend on engaging with Alumni via this event? (alumni in attendance or part of event)", has "No" selected. At the bottom right of the form, there is a blue button labeled "NEXT" with a right-pointing arrow, which is highlighted with an orange circle. The note "Fields marked with an asterisk (\*) are required." is also present at the bottom.

14 Use this page to set RSVP preferences.

EngageD

Search...

RSVP

### Settings

*Fields marked with an asterisk (\*) are required.*

\*Who can RSVP

Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.

Invite all members of this organization and all co-hosts after event approval

Limit number of available RSVP spots

When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

15 Click "next" to continue through the form.

The screenshot shows the EngageD web application interface. At the top, there is a navigation menu with a hamburger icon, the EngageD logo, a search bar, and icons for a calendar, notifications, and a user profile. Below the navigation, there is a checkbox labeled "Add Summary". The main content area displays the message: "There are currently no Custom Questions. Select a Question Type and then select the Add Question button to start". Below this message is a "Question Type" section with a dropdown menu currently set to "Text - Single Line" and a blue "ADD QUESTION" button. At the bottom of the interface, there are two blue buttons: "PREVIOUS" on the left and "NEXT" on the right. The "NEXT" button is highlighted with an orange circle.

16 Set an image for the event if you would like and continue through the form.

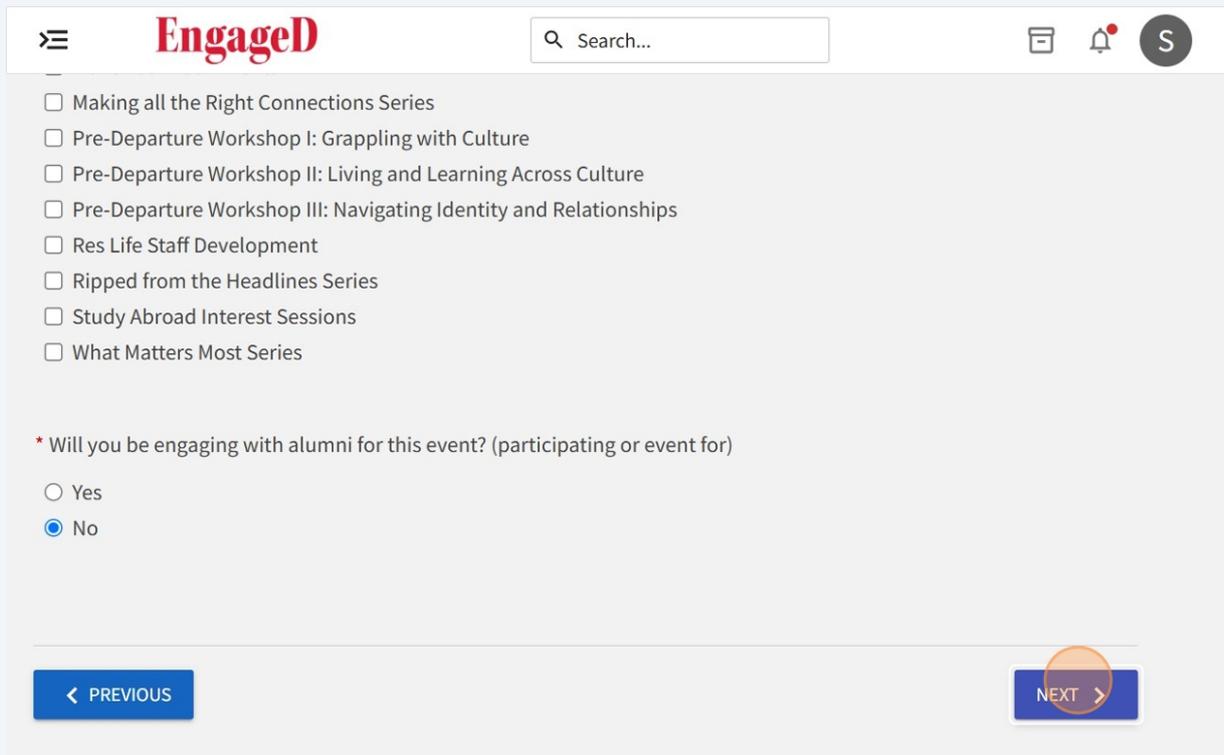
The screenshot shows the EngageD web application interface. At the top, there is a navigation menu with a hamburger icon, the EngageD logo, a search bar, and icons for a calendar, notifications, and a user profile. Below the navigation, there is a section titled "Guidelines for image files" with the following text: "Use the following guidelines to get the highest quality Event Cover Photo." Below this are three bullet points: "**Dimensions:** Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.", "**File Type:** JPG, JPEG, GIF, PNG and PDF.", and "**File Size:** Use a photo that's no larger than 10MB." Below these is a "**General:** Avoid images that have text or logos. PDF files will not have a preview and can not be cropped." At the bottom of the interface, there are two blue buttons: "PREVIOUS" on the left and "SKIP" on the right. The "SKIP" button is highlighted with an orange circle.

17 Fill out the additional information appropriately.

The screenshot shows a web interface for 'EngageD'. At the top, there is a navigation bar with a hamburger menu icon, the 'EngageD' logo, a search bar with the text 'Search...', and icons for a calendar, a notification bell, and a user profile 'S'. Below the navigation bar is the title 'Event Additional Information Form'. The main content area is titled 'Submitter & Event Affiliation' and contains three required questions, each with radio button options:

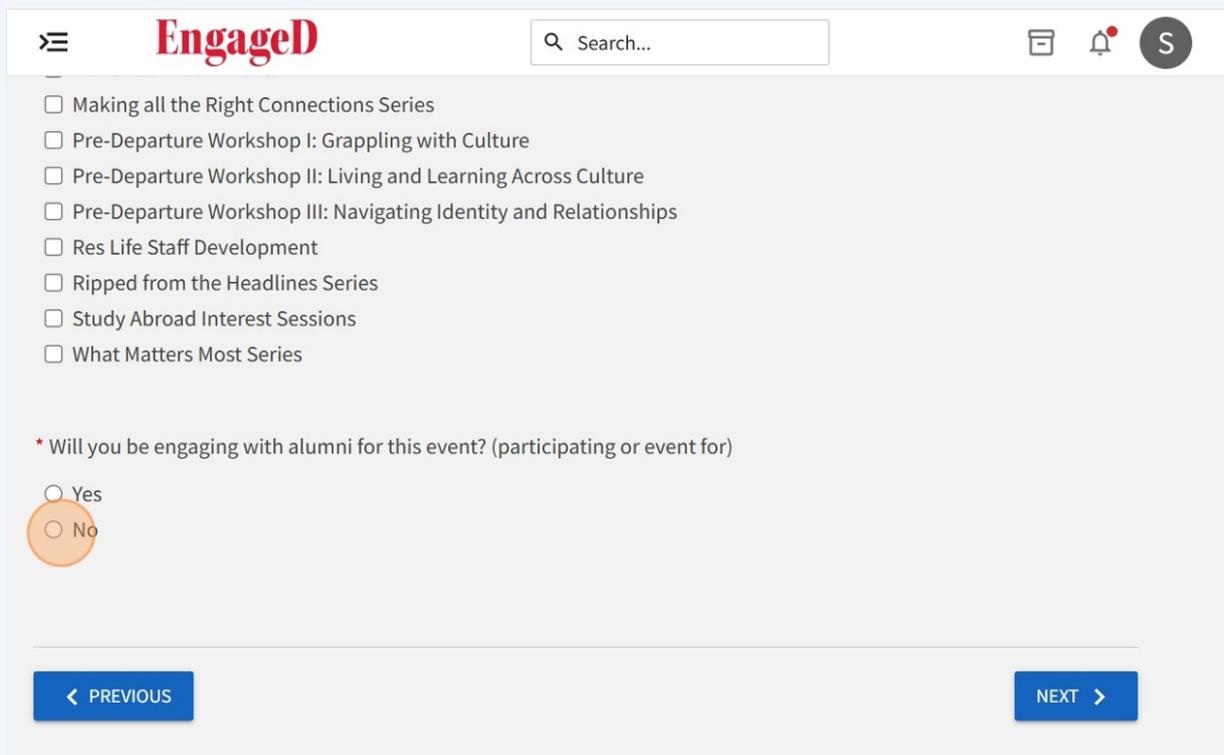
- \* What is your affiliation to Dickinson College?
  - Student
  - Faculty
  - Staff
- \* Is your event on-campus, off-campus, or online/virtual?
  - On-Campus
  - Off-Campus [i](#)
  - Online/Virtual [i](#)
- \* Are you, or your event affiliated with Dickinson Club Sports?

18 Click "next" to continue to the end of the form.



The screenshot shows the EngageD web interface. At the top, there is a navigation menu with a hamburger icon, the EngageD logo, a search bar, and icons for a calendar, notifications, and a user profile. Below the header, there is a list of eight items, each with an unchecked checkbox: "Making all the Right Connections Series", "Pre-Departure Workshop I: Grappling with Culture", "Pre-Departure Workshop II: Living and Learning Across Culture", "Pre-Departure Workshop III: Navigating Identity and Relationships", "Res Life Staff Development", "Ripped from the Headlines Series", "Study Abroad Interest Sessions", and "What Matters Most Series". Below this list is a question: "\* Will you be engaging with alumni for this event? (participating or event for)". There are two radio button options: "Yes" (unchecked) and "No" (checked). At the bottom of the form, there are two blue buttons: "PREVIOUS" on the left and "NEXT" on the right. The "NEXT" button is highlighted with an orange circle.

19 If you plan to engage with alumni, checking this box will ensure that staff from alumni relations reaches out to you for details.



The screenshot shows the EngageD web interface, identical to the previous one. The "No" radio button under the question "\* Will you be engaging with alumni for this event? (participating or event for)" is highlighted with an orange circle. The "NEXT" button at the bottom right is also highlighted with an orange circle.

20

You must track attendance within the event. Clicking this ensures you agree to track attendance.

The screenshot shows the EngageD web interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. Below the navigation bar, there is a section titled "Required" with a checkbox. The checkbox is currently unchecked. The text next to the checkbox states: "\* As the event sponsor, your office/department/student group is responsible for tracking attendance using the Event Check-In App from Campus Labs. Instructions and trainings are available on the Knowledge Base. By clicking here, you agree to track attendance." Below this text is a section labeled "For Office Use Only:" followed by a large empty text input field. At the bottom of the form, there are two blue buttons: "PREVIOUS" on the left and "NEXT" on the right. The "NEXT" button is highlighted with a red circle.



Once you have submitted, it will need approval from all appropriate offices.