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MY ORGANIZATIONS

B Bearly a Societ. 

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Let's make an event!

1. Click the **menu button** in the top left
2. Click on the **gear icon** next to your organization
3. Click **Events** under Organization Tools



Search Events

Type to Search

Text entered in the search bar will automatically filter results.

Sort By

Start Date

Date

Start Date to End Date

All
 Future
 Past

Status

Cancelled
 Approved

Theme

All Themes


Location

Is Online

0 Events

Analytics

CREATE EVENT



There are currently no Events based on the filters provided

Here is the Manage Events page.
Click "Create Event"





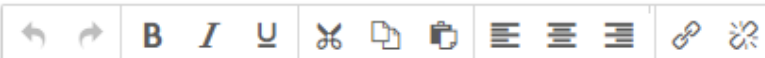
Create Event

Basic Details

*Event Title

*Theme

*Description



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.

Additional organizations co-hosting this event

Here is the beginning
of the **Event Creation**
page.



Search...



H

Create Event

Basic Details

*Event Title

Bearly an Event

*Theme

Not Selected

- Not Selected
- Arts & Music
- Athletics
- Cultural
- Fundraising
- Group Business
- Learning**
- Service
- Social
- Spirituality

*Description



This is, as the title says, *Bearly an Event...*



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.

Additional organizations co-hosting this event

Type here to search for organizations

Here is part 1, the
Basic Details

Time and Place

*Start Date

04 Jul 2022



*Start Time

11:00 AM



*End Date

04 Jul 2022



*End Time

01:00 PM



LOCATION

ONLINE LOCATION

CLEAR LOCATION

+ ADD ANOTHER DATE

Here is part 2, the **Time and Place** of your event.

Tip: If you create a link to a location

Additional organizations

Type here to search for

Time and Place

*Start Date
04 Jul 2022

LOCATION ONLINE

+ ADD ANOTHER DATE

Event Visibility

*Show To
The Public

Event Categories

Location

04 Jul 2022 11:00 AM - 04 Jul 2022 01:00 PM

Include Map on Event Page

YES
I want to add a helpful Map

NO
I'd prefer to not show a Map

*Location Name

*Address

Address 2

City

State or Province

CLEAR LOCATION

SAVE CANCEL

Time and Place

Add Online Location

Add instructions and/or a direct link to your event listing.

Online meeting services (*Google Hangouts, Microsoft Teams, Discord, Slack, GoToMeeting, etc.*) will provide a link, instructions, or both. We recommend providing clear instructions for attendees who may not be experienced with your chosen online meeting place.

Online Location Instructions for Attendees

Online Location Link

<https://hangouts.google.com/group/123g4zBxyzEF6>

CANCEL SAVE

+ ADD ANOTHER DATE

When selecting your **place**, here is what information is required if you choose an in-person **location** or an **online location**.

Event Visibility

*Show To

The Public

The Public

Students & staff at BearCave

Organization Members

Invited users only

Up next is your **Event Visibility**.
Office of Student Orgs recommend Public if your event is open to all
students!

Event Visibility

*Show To

The Public

Event Categories

Select categories

- Select categories
- Academic/Educational
- Athletic
- Cultural
- Fair/Fest
- Fundraiser
- Guest Speaker
- Leadership
- Meeting
- Performance
- Service
- Social
- Workshop

Perks Special benefits for your attendees

Select perks

Event Visibility

*Show To

The Public

Event Categories

Select categories

Perks Special benefits for your attendees

Select perks

- Select perks
- Free Food
- Free Stuff
- Credit

As for **Event Categories** and **Perks**, there are many you can choose from... Completing this will help students find your event or similar interest events

Event Visibility

*Show To

Students & staff at BearCave

Event Categories

Select categories

Academic/Educational



Workshop



Perks Special benefits for your attendees

Select perks

Credit



Free Food



Free Stuff



You can select multiple **categories** and **perks**, if applicable



Introducing Waitlist

Maximize attendance by using the new waitlist feature. Limiting number of RSVP spots will now automatically allow participants to join the waitlist if the Event becomes full. They will be promoted from the waitlist if spots become available.

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

NEW!

Limit number of available RSVP spots

NEW!

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.

Maximum number of RSVP spots allowed

200

Show remaining RSVP spots to public

Allow Guests

Up next, **RSVP.**

When selecting **Limit number of available RSVP spots**, you will need to know your maximum number of spots

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

Summary Text

Fill this out as applicable for your event.
This is optional.

Question 1

* Add your question text

How did you hear about Bearly an Event?

* Add question answer(s)

Place one answer per line

Sarah
Hailey
A Friend
Klawz
Other

1

This question is required

Add question description

Preview

* How did you hear about Bearly an Event?

Please select a value ▼

Question Type

Select a question type

Checkboxes ▼

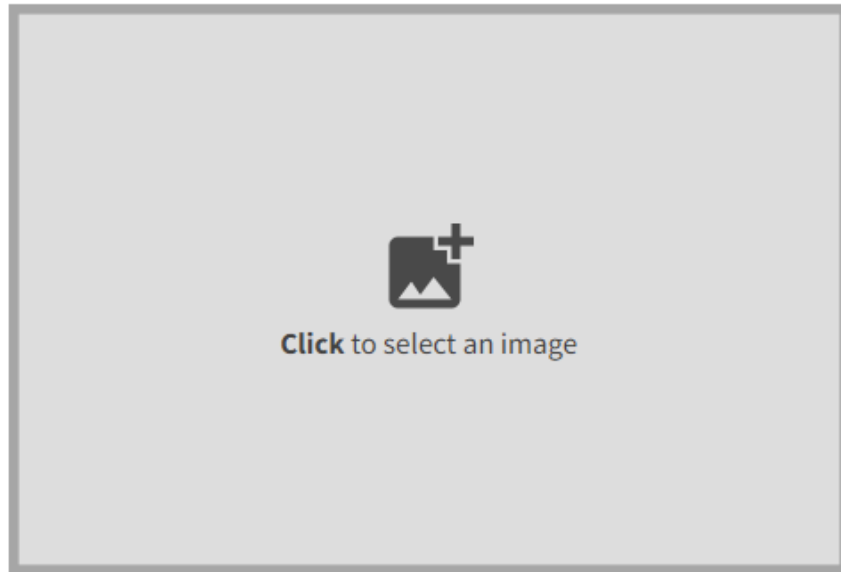
ADD QUESTION

There are different types of questions you can ask.

I provided an example of completing a checkbox question.

Event Cover Photo

Upload Photo



Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

Guidelines for image files

Use the following guidelines to get the highest quality Event Cover Photo.

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.

File Size: Use a photo that's no larger than 10MB.

General: Avoid images that have text or logos. *PDF files will not have a preview and can not be cropped.*

Cover Photos are the first thing students will see when looking through events.

Find something eye catching and/ or relevant to your event.

A cover photo will auto-generate if you do not have one.

Post Event Feedback

Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.

Automatically send Post Event Feedback notification after event

When turned off, users with management access to the event can still send the notification manually from the Manage Event page

Event Ratings

All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions

If questions are added, all event attendees will be able to anonymously answer.

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

There are currently no Custom Questions

Select a Question Type and then select the Add Question button to start

Question Type

Select a question type

Text - Single Line

ADD QUESTION

Same thing here, lots of opportunity for different questions.

Fill this out as applicable to your event.



Your event submission is pending approval.

My Submissions

FORMS

ELECTIONS

ORGANIZATION REGISTRATIONS

EVENTS

Filter by Status

All ▾

Name ↕	Organization ↕	Status ↕	Recurrences	Start Date ▾	Type ↕
Bearly an Event	Bearly a Society (test)	Unapproved		7/4/2022 11:00 AM	New Event

Showing 1 - 1 of 1

Once you complete your submission, Office of Student Orgs will approve / deny of your event within a few days at most.