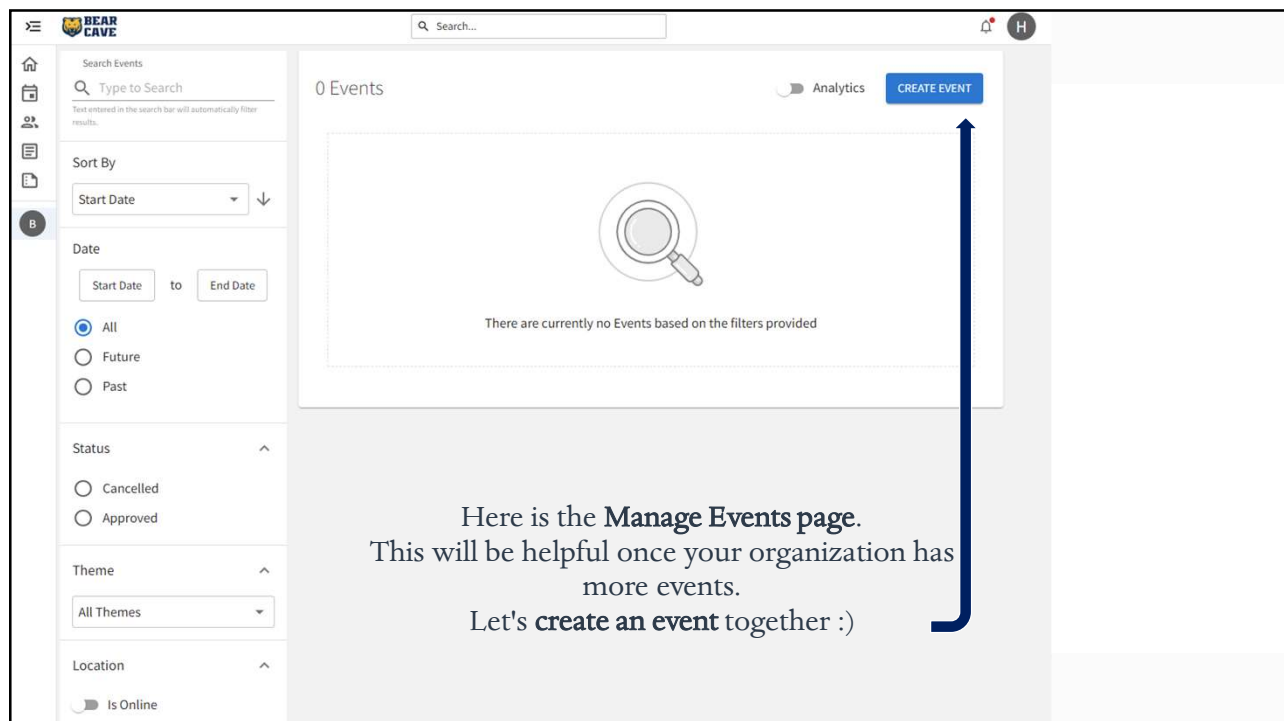


1



2

BEAR CAVE

Search...

Create Event

Basic Details

*Event Title

*Theme Not Selected

*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

Type here to search for organizations

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

Let's go through each of the 4 parts together :)

3

BEAR CAVE

Search...

Create Event

Basic Details

*Event Title

*Theme Not Selected

*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

Type here to search for organizations

Here is part 1, the **Basic Details**

As you can see, there are multiple **themes** you can select. Choose the one that best fits your event!

4

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.

Office of Student Organizations (OSO) requires at least 2 weeks to allow optimal time for processing and approval. You can add multiple dates if this is a reoccurring event.

5

Time and Place

Additional organizations: Type here to search for...

Time and Place

*Start Date: 04 Jul 2022 *Location Name: *Address: Address 2: City: State or Province: SAVE CANCEL

Event Visibility

*Show To: The Public

Event Categories

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/123g4rbyzEF6> 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**.

6

Event Visibility

*Show To

The Public

Event Categories

Select categories

Perks Special benefits for your attendees

Select perks

Up next is your **Event Visibility**.

7

Event Visibility

*Show To

The Public

The Public

Students & staff at BearCave

Organization Members

Invited users only

Show To has 3 options, you must select one

8

The screenshot shows the 'Event Visibility' form. The 'Show To' dropdown is set to 'The Public'. The 'Event Categories' dropdown is open, showing a list of categories: Academic/Educational, Athletic, Cultural, Fair/Fest, Fundraiser, Guest Speaker, Leadership, Meeting, Performance, Service, and Workshop. The 'Perks' dropdown is also open, showing a list of perks: Free Food, Free Stuff, and 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

9

The screenshot shows the 'Event Visibility' form with the 'Show To' dropdown set to 'Students & staff at BearCave'. The 'Event Categories' dropdown is open, showing 'Academic/Educational' and 'Workshop' selected. The 'Perks' dropdown is also open, showing 'Credit', 'Free Food', and 'Free Stuff' selected.

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

10

Additional Information

*Where will your event be held?

☐ On Campus
☐ Off Campus - in Greeley
☐ Off Campus - Outside of Greeley

*What type of event are you hosting? Check all that apply.


☐ Educational class
☐ Fundraiser/charity
☐ Bake sale
☐ Volunteer opportunity
☐ Guest speaker
☐ Sports event
☐ Awareness week/month(s)
☐ Cultural events
☐ Concert
☐ Performance (singing, dancing, theatre, etc.)
☐ Competition/contest
☐ Film production/entertainment
☐ My event type is not listed

Fields marked with an asterisk (*) are required.

NEXT >

11

RSVP



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.

Below ***Who can RSVP**, everything is optional.

12

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

Please fill this out as applicable for your event
These are not required, but may be nice to have :)

13

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

☒ 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 folks who RSVP.

I provided an example of completing a checkbox question.

14

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 and whatnot. Fill this out as applicable to your event.

15

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 (keep it appropriate, of course).

An auto-generated image will fill this space if left empty.

16

8

Event Request

*If your event requires a space reservation at UNC (indoor & outdoor) did you submit the Conferences and Events request form & receive a confirmation email? (if you need this form, you can find it here)

☐ Yes
☐ No

NEXT >

Event Request

*Do you need to rent any equipment that OSO provides? (such as speakers, microphones, lawn games, tabling games, cotton candy machine, popcorn machine)

☐ Yes
☐ No

< PREVIOUS NEXT >

Event Request

*Is your event outdoor on UNC's campus?

☐ Yes
☐ No

< PREVIOUS NEXT >

You'll be asked a series of more questions regarding your event.

This is essentially how OSO can help your RSO

17

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been approved but it may take a few minutes to appear in Search Results.

Submission

7/4/2022 11:00 AM - 7/4/2022 1:00 PM
OSO Office

- Details
- Cover Photo
- Page 1
- Page 3
- Page 5

This will be submitted for approval.



SUBMIT CANCEL



Comments

Type here...

Post

18





Your event submission is pending approval.

My Submissions

FORMS ELECTIONS ORGANIZATION REGISTRATIONS **EVENTS**

Filter by Status

All

Showing 1 - 1 of 1