

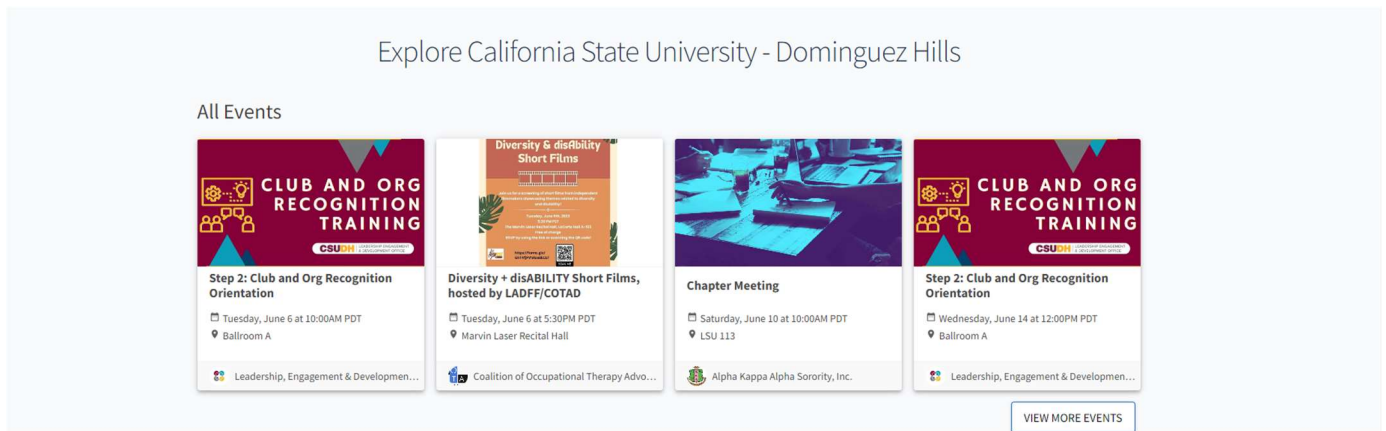
Events & Event Management

The Events tool allows you to manage your organization's events from one central location. This walkthrough will provide you with the information you need to know to manage your organization's events successfully. **Please refer to our [Event Submission Timeline](#) before submitting an event on Torolink.**

*Please note that if you are a student organization, the Office of Leadership Engagement and Development must approve any events you post. Events posted by Colleges, Departments, and Offices are automatically approved.

Basic Navigation

For all users, the Events list displays the upcoming events in your organization. In addition, you can view any organization's upcoming events by going to the public-facing page for the organization.



Officers or users with access to manage the events tool have additional tools for managing events. These include creating events, managing event attendance, and inviting users to events. Continue reading for information on these features!

The screenshot shows the CSUDH website interface. On the left is a navigation sidebar with a hamburger menu icon at the top, which is circled in red. Below it are links for Home, Events, Organizations, News, Forms, and Admin. Further down are sections for 'MY BRANCHES' (with a 'Browse Branches' link) and 'MY ORGANIZATIONS' (listing various clubs like History Club, Korean Culture, Leadership, Math Club, and Toro Welcome with gear icons). At the bottom of the sidebar are 'LINKS' such as Campus Website, CSUDH Student Life website, Office of Student Life Studies, Release Notes, and Privacy. A dropdown menu is open from the gear icon next to 'Leadership, ...', listing 'Manage Home', 'ORGANIZATION TOOLS', 'About', 'Roster', 'Events' (circled in red with a yellow arrow pointing to it), 'News', 'Gallery', 'Documents', and 'Forms'. The main content area is titled 'Register an Organization' and 'Re-Register Existing', featuring a search bar and a list of organizations with their status (e.g., 'Academic Senate Not Available', 'Accounting Society Available'). A 'Register New' button is visible at the bottom of the main area.

Look for the Create Event button at the top of your organization's events page. Remember, you will only see this option if you have full management access over events.

The screenshot shows the 'Manage Events' page. On the left is a search and filter sidebar with a search bar, a 'Sort By' dropdown set to 'Start Date', and a 'Date' filter. The main content area displays '789 Events' and 'Showing 1 - 10 out of 789 Events'. There is a toggle for 'Analytics' and a blue 'CREATE EVENT' button highlighted with a red box. Below are two event entries, each with a title, date range, and 'Invites sent' / 'RSVP count' information, and a vertical ellipsis menu icon to the right of each entry.

Completing Core Event

Details After clicking the Create Event button, you will be directed to the basic details page, where you can enter the event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk at their start.

The screenshot shows the 'Basic Details' section of an event creation form. It includes a text input for 'Event Title' with the value 'Step 2: Club and Org Recognition Orientation', a dropdown for 'Theme' set to 'Learning', and a rich text editor for 'Description' containing text about orientation requirements. Below the description is a search box for 'Additional organizations co-hosting this event'. The 'Time and Place' section below features date and time pickers for start and end dates and times, and buttons for 'EDIT LOCATION' and 'ONLINE LOCATION'.

If your organization collaborates on an event with another organization, you can search for their page and add them as co-hosts. Once the event is published, it will display on the Upcoming Events section of **both** organizations' pages.

Time and Place

This detailed view of the 'Time and Place' section shows the date and time pickers for start and end dates and times. It includes buttons for 'EDIT LOCATION' and 'ONLINE LOCATION'. Below these is a location dropdown menu currently showing 'Ballroom A' and a 'CLEAR LOCATION' button.

You can add up to 18 different times/locations within one event submission. Upon approval, each instance of the event you created will become its event that can be individually edited or changed. Click “Add another Date” to create a recurring event. When submitting the details of an event, you can also add an online location and instructions for how to access it. Events can be exclusively online or combined with a physical location for both online and in-person attendance.

Completing Additional Pages and Questions

After completing the Basic Details page, you will be directed to a few additional pages you must complete before publishing your event. Each page is explained below:

- **Customize RSVP Settings:** As part of creating or modifying an event on Coyote Connection, you can customize the way users can RSVP for an event. Alternatively, you can turn off RSVP settings by selecting No one under the red asterisk labeled Who can RSVP.
- **Customize Feedback Settings:** You can also customize Event Feedback settings to allow attendees to anonymously rate and answer questions you would like to ask them. Attendees will be notified with a link that expires after 72 hours. Just as you can turn off RSVP settings, you can do the same for Feedback settings.
- **Event Cover Photo:** This page allows you to customize your event’s cover photo by clicking Choose File and adding an image you feel will draw attention to your event. We recommend a photo that is 1024px by 600px or larger, under 10MB, and in any of the mentioned formats (JPG, JPEG, GIF, or PNG). If not photo is uploaded, a default photo will be chosen for you by Torolink.


Managing Events

From your event list in your organization's Manage section, you will be provided a list of all the events you have going on, and you can filter by those that are approved vs. those that have been cancelled, as well as those that are current or upcoming, those that are past, or by all events. Click on the name of an event to manage it further. If the event is co-hosted, you must be a member of the submitting organization for the event to manage it.

← Back to Events List

Event Details

[CHANGE DETAILS](#)
[CANCEL EVENT](#)



[View Event](#)
[Submissions](#)
[Certificate](#)

Step 2: Club and Org Recognition Orientation

Host Organization
 Leadership, Engagement & Development Office - LEAD

Location
 Ballroom A

Begins
 Tuesday, June 06, 2023 at 10:00 AM PDT

Ends
 Tuesday, June 06, 2023 at 12:30 PM PDT

0.0

★★★★★

Event Rating

STATUS

👍 Approved

VISIBILITY

👤 The Public

RSVP SETTING

📅 Anyone

The "Event Details" Section includes several prominent tools:

- **Change Details:** If you need to update information about your event, like changing the date or location, you can do so by clicking "Change Details." This will walk you back through your event request process and allow you to make any changes as necessary. These changes will be resubmitted to your campus administrators to oversee and approve.
- **Cancel Event:** If you no longer plan to host this event, "Cancel Event" allows you to send a message to all users who are involved in the event, including invitees. The event will remain on your page but will be listed as canceled.
- **View Event:** Select this icon to switch to the "Explore (public-facing) view of your event.
- **Submissions:** You can view the event request submission(s) for this particular event here. If you ever need to return to the submission to view comments left by other organization officers during the event request process, you can do so here.
- **View Certificate:** The event certificate is a verified document letting others on campus know that your event has been officially approved.