## How to Create and Manage Events For my Organization

These instructions explain how to create and manage events for your organization in the Redbird Life Portal. To accomplish this, the user must first be listed as an officer on the roster of the organization.

Log on to https://RedBirdLife.IllinoisState.edu

- Select 'Sign In' on the top right corner.
- Log in with your ULID.

Navigate to RSO Profile Tools

- Once you've successfully logged in to the system, select the button on the upper left side of the screen. This will expand the sidebar options.
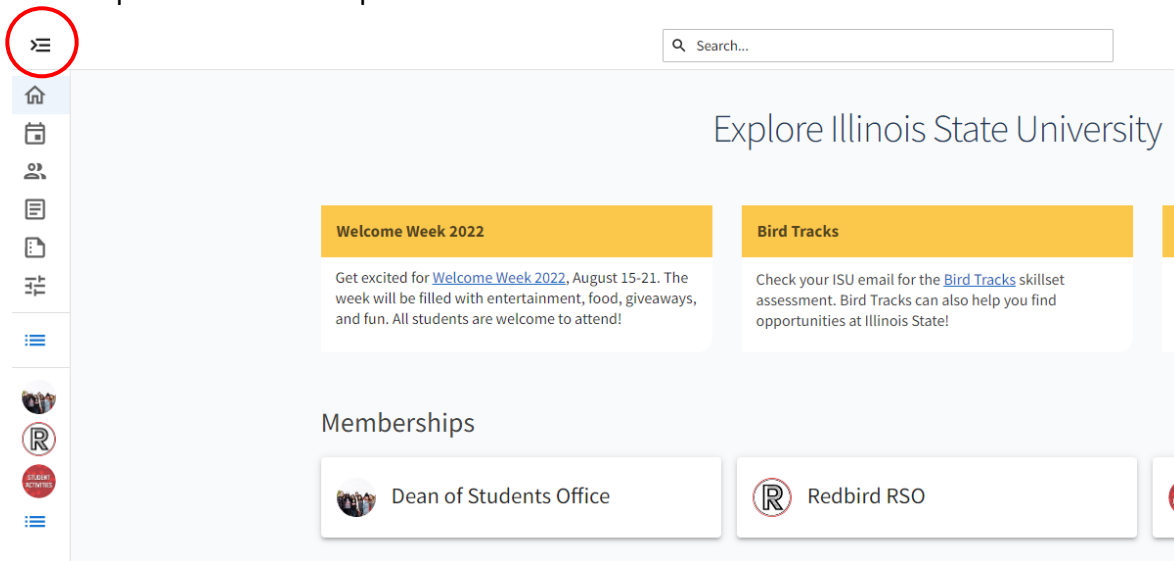
- Click the "Gear Icon" next to the RSO profile you want to manage in order to display 'Organization Tools'.
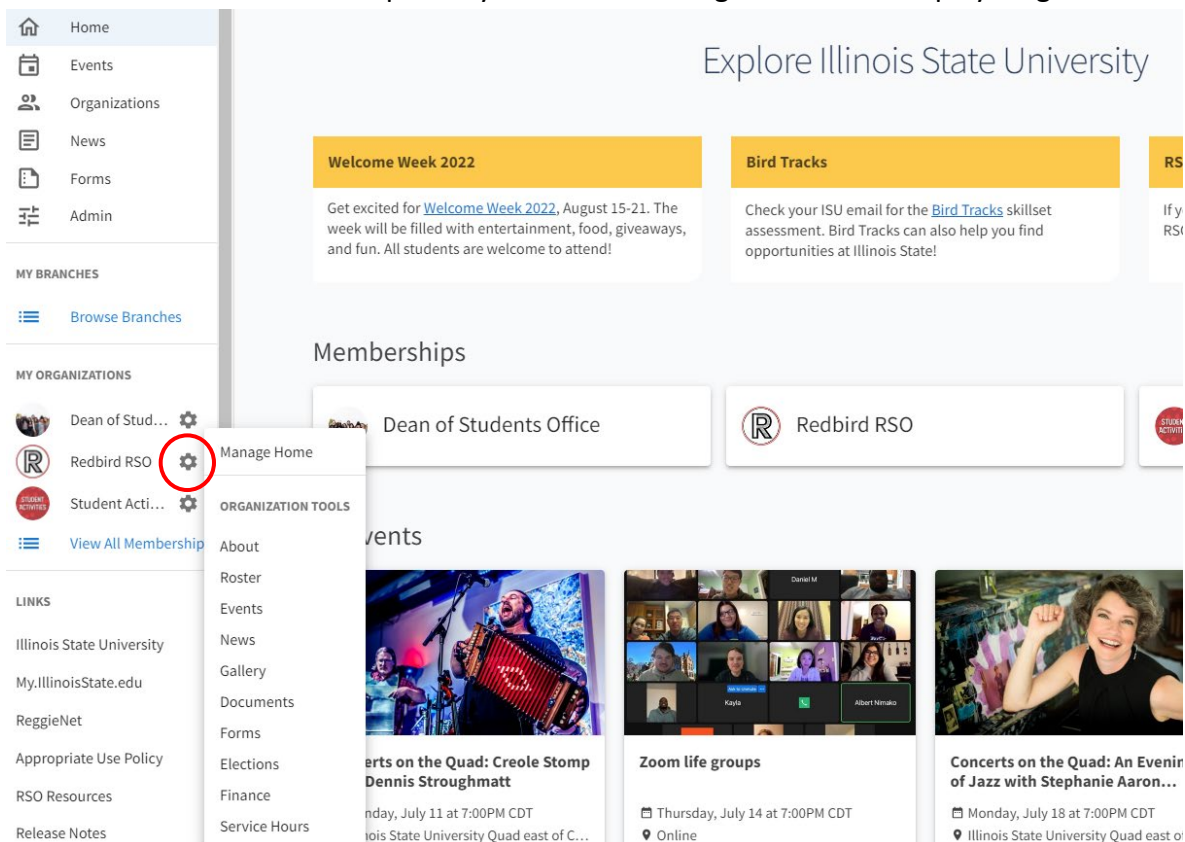
Creating Events

1. Select the 'Events' option from the ribbon on the left side of the page.
2. Select the 'Create Event' button in the top right of the page.
3. Enter the desired and appropriate event title.
4. Select the theme that best fits the event being created.
   - These themes will be used by students to filter and find events they are interested in.
5. Write a description for your event.
   - The 'Description' field is rich-text capable, and will appear on the event page.
6. If your organization is co-hosting the event with another registered organization, type the name of the co-hosting org in the appropriate field.
   - This field is not 'smart' and will not automatically populate the organization as it is being typed. It is important that the name of the co-hosting organization matches its name in RedbirdLife.
     i. The system will <u>not</u> report an error if the organization entered does not match one registered in the system.
   - Once the event is created, the system will pull the entered organization and 'tag' it in the event.
   - The primary contact of the organization that is tagged as the co-host of your event will receive a notification of the event, but they cannot deny the event or co-host status.
     i. Only the organization that creates the event can edit it.
     ii. It is recommended that your organization <u>does not</u> co-host an event without previously discussing it.
   - The start date and time will auto-generate to the day of creation at noon and end at 1:00pm. Both of these can be changed.
7. Click the 'Add Location' button on the bottom left of the pane to add a location to the event.
   - You can choose to include a map or not in your event page.
     i. If the map feature is enabled, a legitimate street address needs to be entered.
     ii. If no map is desired, a nickname for the location may be entered in the field. Ex. Prairie Room
   - The entered location will be viewable to those who are able to see the event or invited.
   - Common meeting place addresses:
     1. Bone Student Center – 200 N University St.
     2. Hewett Manchester/Vrooman – 101 N Fell Ave.
     3. Schroeder Hall – 427 W College Ave.
     4. Horton Field House – 180 N Adelaide St.
     5. Moulton Hall – 107 S. School St.
8. To add another date you can click 'Add Another Date'.
9. Under the 'Event Details' heading, you can choose which groups are able to see the event.
   - The Public – Anyone who visits RedbirdLife can see the event.
   - Students and Staff at Redbird Life – Everyone who has access to RedbirdLife.
   - Organization Members – Only those who are registered as members of the hosting organization(s).
   - Invited Users Only - Only those who the event creator invites.
10. Allowing attendance at the event to be shown on the Involvement Record will let students show they've attended the event on their Involvement Record in the RedbirdLife system.

- This may not be applicable for all events, but those that have to do with civic engagement, leadership, or professional development might be a good fit.
11. Select categories that are applicable to your event. Multiple can be chosen. These categories will be used in the search feature as a filter for finding events (Figure 3).

Figure 3:
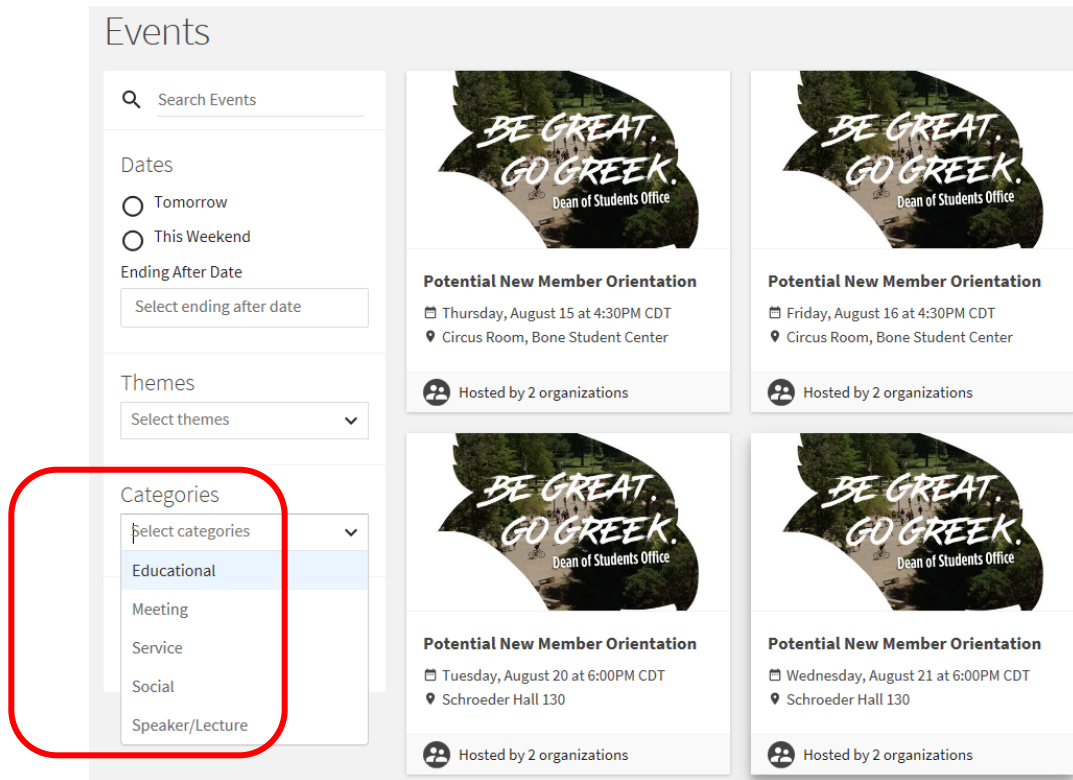
12. Select the perks that are associated with the event. This is also a filter on the event search feature.
13. Enter the event cost in the appropriate field. If it is a free event, 'free' of '$0' can be entered in this field.
14. RSVP settings allow your organization to control whether attendees can for the event RSVP or not.
15. If you check the box next to 'Limit the number of available RSVP spots', you will be prompted to specify the number of spots allowed and whether the number of remaining spots will be shown on the event page.
16. You can also choose to allow guests at the event or not.
    - Control how guests are counted against the RSVP spots.
    - You can limit the number of guests each attendee is allowed to bring.
        i. Guests **must** be Illinois State University students or faculty.
17. There is also an option to add questions to the event, choose the type of question you'd like to ask from the drop-down menu and click 'Add Question'.
    - You can make questions required or add a question description.
    - Choose to add a summary or instructions about the questions by checking the 'Add Summary' box.
18. Photos can be uploaded to serve as the picture for the event.
    - If no photo is uploaded, the system will use a stock photo.

19. When prompted, event creators should **always** continue to custom fields and agree to all applicable statements.
    - You must complete any additional paperwork for your event before it can be approved.
20. The 'Review Event Submission' page will allow the event creator to revisit any of the previous pages to edit any previous entries.
    - Any comments made at this point will be seen by those who are approving the event.
    - If the cancel option is chosen, event will have to be created all over again.
    - The event might show that it is approved automatically for some groups.
        i. This **does not** mean that it is approved by the Dean of Students office. Official paperwork may still need to be submitted and approved.
21. Once the event is submitted, the president and treasurer will receive emails about the submission.
    - The primary contact of any and all co-hosting organizations will receive an email notification.
        i. They may go into the event and review, vote, and comment on the event.
22. Voting on the vote has no real result on the approval of the event, this feature is mainly to check that co-hosting organizations have seen that the event is created, and the details are correct.

Managing Events

1. Once you have created and submitted your organization's event you will be navigated to the event page (Figure 4).

    Figure 4:
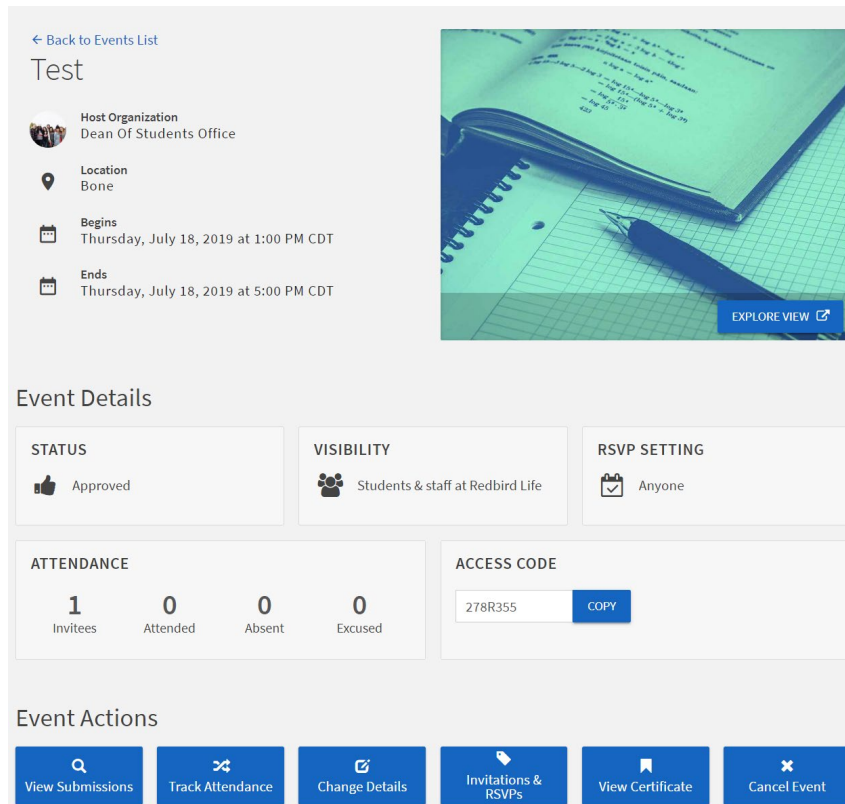
2. To edit any of the details of your event, select the 'Change Details' button.
    - This will take you through all the steps taken to create the event initially.

3. By clicking the 'View Certificate' button you will be redirected to a printable page with some general information on your event.
   - This 'Certificate' is not an official documentation of your events approval.
4. Cancel your event by clicking the 'Cancel Event' button.
5. To track attendance, click the 'Track Attendance' button.
   - This will bring you to a general attendance breakdown for your event.
   - To enter attendance, select the 'Add Attendance' button in the top right.
       i. Here you can see who was sent invitations, their responses, and also record whether they were there or not.
       ii. Enter attendance by email address (University emails only), or by uploading a file.
6. Send out invitations and manage RSVPs by clicking on the button.

How to Get Help:

For technical assistance, please contact the Technology Support Center by phone (309) 438-4357, or by email at SupportCenter@ilstu.edu.