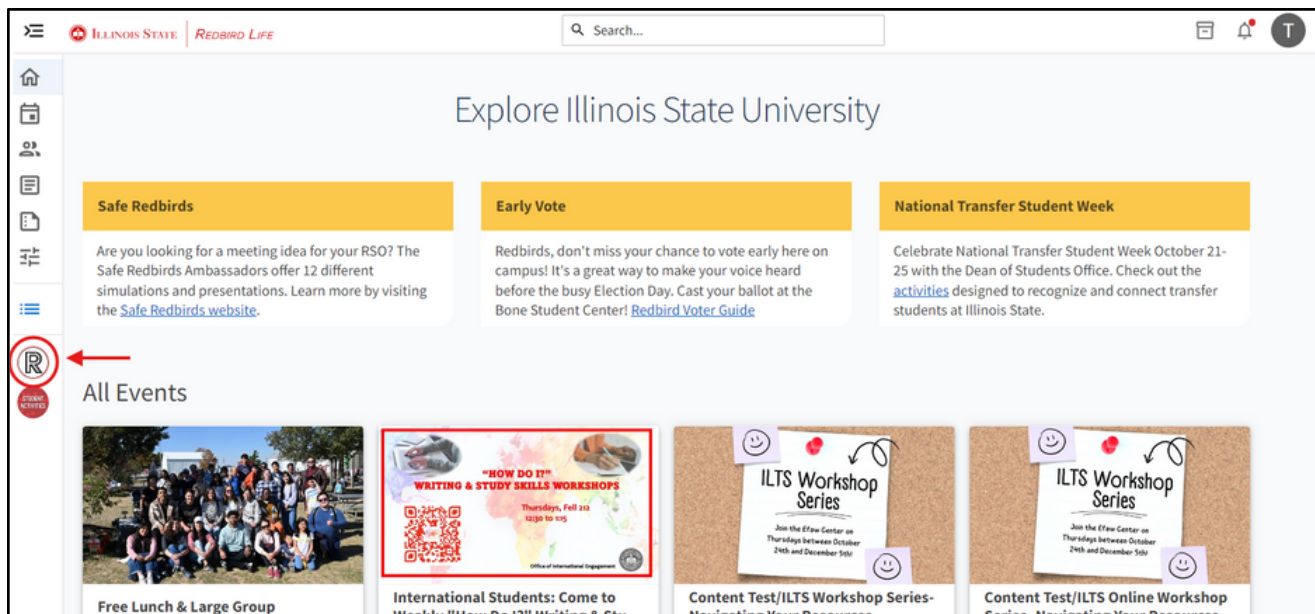


CREATE EVENTS

Redbird Life
Involvement Starts Here

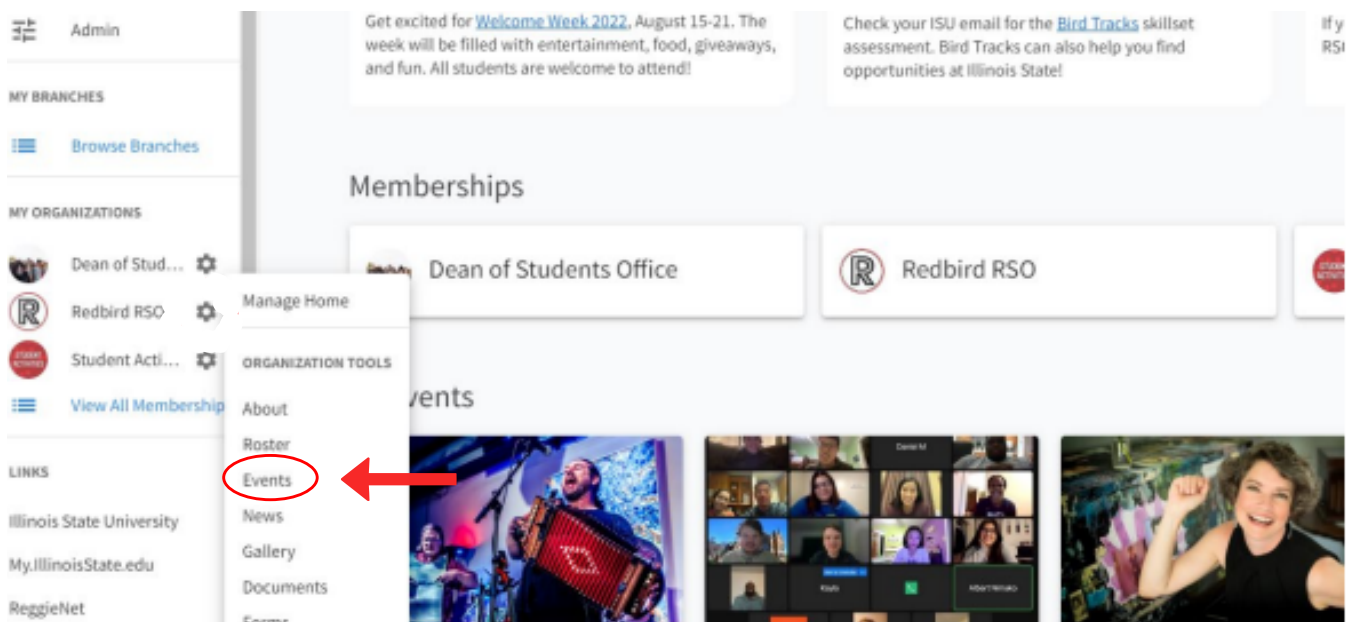
1 Go to Redbird Life at RedbirdLife.IllinoisState.edu

On the left-hand menu, select the RSO you want to use for the event.



2 Select Events

On your RSO's Redbird Life page, select **Events** from the menu on the left side of the page.

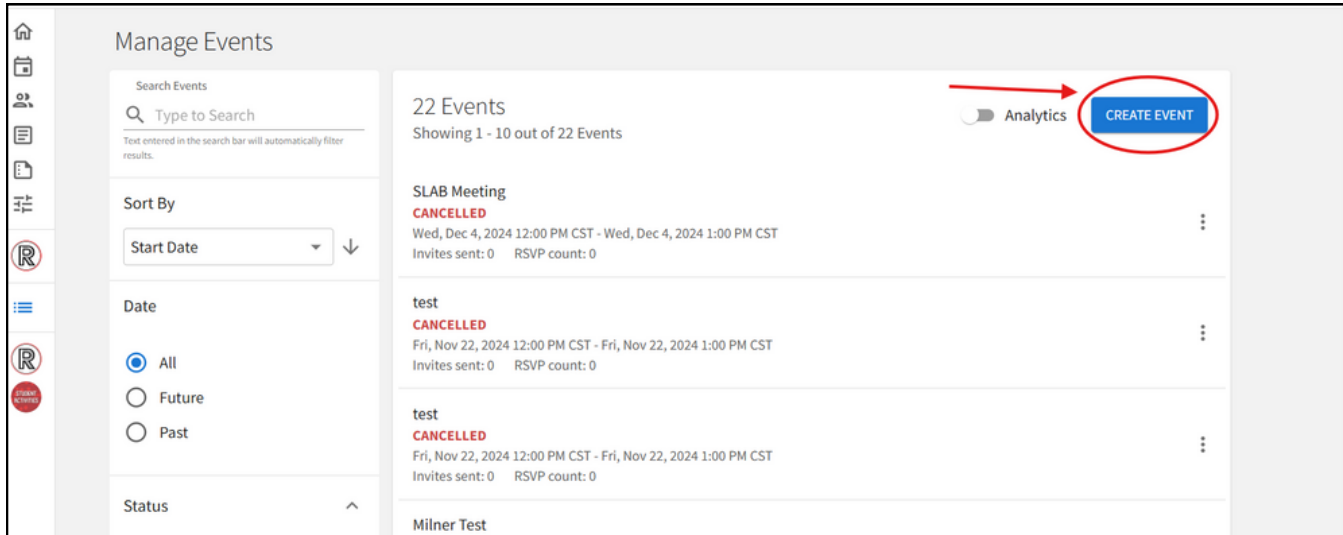


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Involvement Starts Here

3 Create Event

On the Events page, click **Create Event** in the top right corner.



4 Event Overview

Enter the event's basic details, including the **title, theme, description,** and any **co-sponsoring RSOs or departments.**

A screenshot of the 'Create Event' form. It has a sidebar on the left. The form is titled 'Create Event' and has a section 'Basic Details'. It contains fields for 'Event Title' (with placeholder 'Enter Event Title'), 'Theme' (with a dropdown menu showing 'Not Selected'), and 'Description' (with a rich text editor toolbar). Below the description field is a tip: '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.' At the bottom, there's a section 'Additional organizations co-hosting this event' with a search bar labeled 'Type here to search for organizations'.

CREATE EVENTS

Redbird Life
Involvement Starts Here

5 Event Date, Time, and Location

Add the **date**, **start and end time**, and **location** for your event.

The screenshot shows the 'Time and Place' section of the Redbird Life event creation interface. At the top, there's a search bar and a sidebar with navigation icons. The main form area is titled 'Time and Place'. It contains four input fields: '*Start Date' (13 May 2025), '*Start Time' (12:00 PM), '*End Date' (13 May 2025), and '*End Time' (01:00 PM). Below these are two buttons: 'LOCATION' and 'ONLINE LOCATION'. To the right of these buttons is a 'CLEAR LOCATION' button. At the bottom of the form, there is a '+ ADD ANOTHER DATE' link.

6 Set Event Visibility and Details

Choose who can view your event (e.g., everyone, RSO members, or invitees). Then, select the **event category**, list any **perks** such as free food or giveaways, and note the **event cost** if applicable.

The screenshot shows the 'Event Visibility' and 'Additional Information' sections of the Redbird Life event creation interface. The 'Event Visibility' section includes a '*Show To' dropdown menu set to 'The Public', two checkboxes for 'Allow attendance at this event to be shown on the Involvement Record' and 'Allow anyone to self-report attendance', and two dropdown menus for 'Event Categories' and 'Perks'. The 'Additional Information' section includes an 'Event Cost' input field. At the bottom, a note states 'Fields marked with an asterisk (*) are required.'

CREATE EVENTS

Redbird Life
Involvement Starts Here

7 RSVP Settings

Decide who can **RSVP** to your event, set a **guest limit** if needed, and add any **questions** for attendees to answer when registering.

The screenshot shows the 'RSVP' settings page in the Redbird Life interface. The page has a sidebar on the left with icons for home, calendar, users, documents, and settings. The main content area is titled 'RSVP' and contains a 'Settings' section. A note at the top right of the settings area states: 'Fields marked with an asterisk (*) are required.' The settings include: a dropdown menu for '*Who can RSVP' set to 'Anyone' with a note 'Note: All respondents will receive a reminder 24 hours before the start of the event.'; three checkboxes: 'Invite all members of this organization and all co-hosts after event approval', 'Limit number of available RSVP spots' (with a sub-note: '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.'), and 'Allow Guests'; an 'Organization Representation' section with a note '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' and an checkbox 'Allow respondents to represent an organization'.

8 Post Event Feedback

Add **post-event questions** to collect feedback from attendees after your event.

The screenshot shows the 'Post Event Feedback' page in the Redbird Life interface. The page has a sidebar on the left with icons for home, calendar, users, documents, and settings. The main content area is titled 'Post Event Feedback' and contains a paragraph: '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.' Below this is a checkbox 'Automatically send Post Event Feedback notification after event' with a sub-note: 'When turned off, users with management access to the event can still send the notification manually from the Manage Event page'. The page also has two sections: 'Event Ratings' with a note 'All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.' and 'Event Evaluation Questions' with a note 'If questions are added, all event attendees will be able to anonymously answer.' and a text input field for 'Question Instructions'.

CREATE EVENTS

Redbird Life
Involvement Starts Here

9 Add an Event Image

Upload a photo for your event. Adding an image helps attract more attention and increase page traffic. Avoid using images that contain text or logos.

The screenshot shows the 'Upload Photo' section of the Redbird Life interface. On the left is a sidebar with navigation icons. The main area has a large grey box with a plus icon and the text 'Click to select an image'. To the right, under the heading 'Instructions', is a paragraph: '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.' Below this is a box titled 'Guidelines for image files' containing three sections: '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.' A 'General' note at the bottom states: 'Avoid images that have text or logos. PDF files will not have a preview and can not be cropped.'

10 Complete Event Submission

Click **Complete Submission** to post your event and make it visible on Redbird Life.

The screenshot shows a modal dialog box titled 'Your submission is almost complete.' with a close button (X) in the top right. The dialog contains two options: 'Skip Custom Fields' (marked with a checkmark icon) and 'Continue to Custom Fields' (marked with a list icon). The 'Skip Custom Fields' option includes the text: 'Select this option to complete the event submission without adding or revising custom field data. If you are revising a submission, the original custom field response data will be retained, which you can review from the confirmation page that follows.' The 'Continue to Custom Fields' option includes the text: 'Select this option to add or revise custom field data using the same workflow as a user without administrative access.' At the bottom are two buttons: 'COMPLETE SUBMISSION' (highlighted with a red circle) and 'CONTINUE TO CUSTOM FIELDS'.