

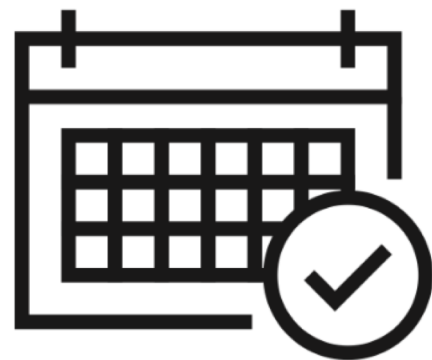
Crimson Connection: Instructions for Using Events

Important Event Registration Information:

- **Events are not auto-approved but must be approved by a site administrator.**
 - Events are reviewed on a daily basis during the work week for approval.
 - Most events are approved immediately upon review
 - Events occurring in halls and events spaces (ex. Domenici Hall, Corbett Center, Fulton Center, Outdoor Stage, Activity Center, Hardman Jacobs Learning Center) need to be reviewed by the facility monitor of that space before being approved
 - Events with special needs (ex. Police, Facilities and Services, Environmental Health & Safety) may be required to attend an Activity Registration Form Committee meeting through the Student Involvement and Leadership Programs Office.
 - **You can edit or cancel an event once it has been created by opening the event and clicking the “Change Details” button at the bottom of the page under “Manage Events”**
 - All event changes must also be approved by Student Involvement and Leadership Programs, However, do not hesitate to make any necessary changes to your event or edit the event multiple times.
 - **Creating an event through Crimson Connection does not reserve a space.**
 - You must go through the Academic Scheduling, Conference Services, or the appropriate venue facility monitor to book your space on campus prior to creating your event in Crimson Connection.



- **As you progress through the Event submission process, your information is saved once you click the “Next” button.**
- To continue where you left off or to make changes before submitting your event, log into Crimson Connection and go to:
 - “Your Name” in the top right corner of the toolbar, Involvement, Submissions, Events



Creating a New Event:

Events can only be created by officers or administrators of an organization/group who have been granted administrative access.

Step 1

- Go to your organization's home page and select the "Events" on the left side toolbar
 - Note: You must have administrative access to your organization to create events
- Enter the Event Title, App Theme, Description, Start time, End time, and Location.
 - You can add additional dates
 - Under location, you can click location or online
 - Location (you can provide an address with a map or just put no map and type in the location)
 - Online (allows you to give instructions and provide a URL link to the online event.
 - You can click both.
- Specify the event details- Show to:
 - The Public (NMSU and Non NMSU Community)
 - Students and Staff at Crimson Connection (Anyone logged in with NMSU credentials)
 - . Organization Members (Only members of your organization can view this event)
 - Invitation Only (only students who received an invitation can see the event)
- Select the categories which the event fits from the drop down menu.
 - Categories allow users to search for events by type in the Events calendar page
- Select the perks which the event offers from the drop down menu.
- Check if you would like anyone to Self-Report Attendance at an event.
 - This means they would appear on the attendance report if they self-report but do not swipe in at an event.
- Click "Next"

The screenshot shows the 'Create Event' form. It includes sections for 'Basic Details' (Event Title, Theme, Description), 'Time and Place' (Start Date, Start Time, End Date, End Time, Location, Online Logins), and 'Event Visibility' (Show To, Allow attendance, Allow anyone to self-report attendance, Event Categories, Perks).

NEXT >



Creating a New Event:

Events can only be created by officers or administrators of an organization/group who have been granted administrative access.

Step 2 & 3

- Specify who can RSVP
 - Anyone: (Anyone who is logged in can RSVP)
 - Even if you do not need to capture RSVPs for your event, it is recommended that you select "Anyone."
 - Users can RSVP to events to keep track of them in their personal Crimson Connection events calendar under the "Events" section of the "Involvement" drop down, which is hosted under "Your name" in the top right corner of the toolbar.
 - Only invitees: (Only users that you invite through Crimson Connection can RSVP.)
 - No one: Use this option if the event is "closed" to certain members or RSVP is not applicable.
- Click Next
- 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.

- Click Next

Step 4

- Upload a Photo
 - 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.
- Click Next

The screenshot shows the 'Settings' page for creating an event. It includes sections for 'Who can RSVP' (with a dropdown menu set to 'Anyone'), 'Organization Representation', 'RSVP Questions', 'Event Ratings', and 'Event Evaluation Questions'. Each section has a 'Question Instructions' area and an 'Add Question' button.



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.



Creating a New Event:

Events can only be created by officers or administrators of an organization/group who have been granted administrative access.

Additional Information

- Under additional information you will need to click the following:
 - What type of event is this (In person, online, or hybrid (both)
 - Is this a new member event?
 - Is this an event associated with the Office of Fraternity and Sorority Life (organizations under Panhellenic Council, Inter-Fraternity Council, and Kappa Delta Chi Sorority Inc.)

Additional Pages

Please fill out the additional pages based upon your responses to the additional information questions.

You will need to fill out Risk Management Sections pertaining to which type of event you clicked (In person, online, hybrid) as well as any additional pages depending on the answers to your event type sections.

If you need any additional information, or need help filling out the form, please contact the Student Involvement and Leadership Programs Office at 575-646-3200 or silp@nmsu.edu



Creating a New Event:

Events can only be created by officers or administrators of an organization/group who have been granted administrative access.

Final Page

- Check if you would like attendance at this event to show up on a user's Co-Curricular Transcript
- You can make comments or asks questions at the box at the top.
- Click Submit.

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. 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 posted but it may take a few minutes to appear in Search Results.

Submission

4/9/2021 12:00 PM - 4/9/2021 1:00 PM
Online

Details

- Cover Photo
- Additional Information
- Contact Information
- University Policies and Guidelines Agreement

Allow attendance at this event to be shown on the Co-Curricular Transcript

SUBMIT

CANCEL

Comments

Type here...

Post



BE BOLD. Shape the Future.
New Mexico State University