

CREATING MEETINGS/EVENTS

EVENTS AND MEETINGS

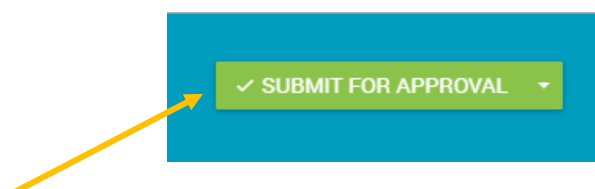
Once logged into the admin page at Life at NU, go to your group page. Click on the “Create Event” option on the main page.

The screenshot shows the ASNU dashboard with a sidebar on the left containing navigation options: Dashboard, Manage, Track, Assess, Engage, and a plus sign. The main content area has a header with the ASNU logo and navigation tabs: DETAILS, ROSTER, DOCUMENTS, FORMS, ANALYTICS, and VIEW ON PORTAL. Below the header are four summary cards: 'Social, Organization' (Categories), 'Tuesday at 4:00pm' (Meeting Time), 'Argue HSC 205' (Location), and '13' (Members). A '+ CREATE EVENT' button is highlighted with a yellow arrow. Below this is a table of 'Upcoming Events' with columns for Title, Date/Time, Location, and Pin. One event is listed: 'Town Hall' on 11/14/2017 - 7:00 PM at Perks Lobby, with pin KS96. A 'Past Events' section is partially visible at the bottom.

Creating an event can serve as both a meeting and an official event. When creating this, enter the basic information needed such as the event/meeting name, a quick description, the time and location, a cover image, and contact information. All of these pieces of information will show up on the Life at NU webpage once it has been approved.

The screenshot shows the 'Create Event' form. At the top right, there is a green 'SUBMIT FOR APPROVAL' button. The form is divided into two main sections: 'Basic Information' and 'Time & Location'. The 'Basic Information' section includes fields for 'Event Name', 'Host' (pre-filled with 'ASNU (Associated Students of Northwest University)'), and 'About The Event'. The 'Time & Location' section includes a 'Location' field and two time fields: 'Start Day/Time' (pre-filled with '10/25/2017 - 5:00 PM') and 'End Day/Time' (pre-filled with '10/25/2017 - 6:00 PM').

When completed, click on the green “Submit for Approval” button in the right hand corner of the page.



MEMBERS ONLY MEETINGS

There is an option to create “Members Only” meetings and events. This may be helpful when posting your meetings or events that are only open to members.

Enter the information for your event/meeting per normal procedures including the date, location, and time. To manage your visibility options, **scroll all the way down** on the “Create Event” page, to the “Options” section. Here you can select two options for visibility by selecting it to be:

“Hidden from Non-Members”: Event only shows up on Life at NU to those who are members of your club.

“Members Only Check-In”: Only members can check into your meeting/event.

When approved, these events or meetings will only be visible on the Life at NU page to those who are added as members in your group.

The screenshot displays the 'Create Event' page interface. On the left is a vertical navigation sidebar with icons for Dashboard, Manage, Track, Assess, Engage, Create, Support, and Settings. The main content area is divided into several sections: 'Contact Email' and 'RSVP Link' (text input fields); 'Budget & Goals' (sub-section with 'Budget', 'Cost', and 'Attendance Goal' input fields); 'Options' (containing two checkboxes: 'Hidden From Non-Members' and 'Members Only Check-in', with a yellow arrow pointing to the first checkbox); 'Tags' (text input field); 'Waiver' (containing a 'Choose Waiver' dropdown menu); and 'Notes' (containing an 'Event Notes' text input field). A blue circular icon is visible in the bottom right corner of the page.