← Creating an Event for Texas State Sports Clubs on Bobcat Organization H...   ✎ Edit   ↱ Share

Creating an Event for Texas State Sports Clubs on Bobcat Organization HUB

Elise Foradory | 31 steps | 6 minutes

Ʌ Campuslabs

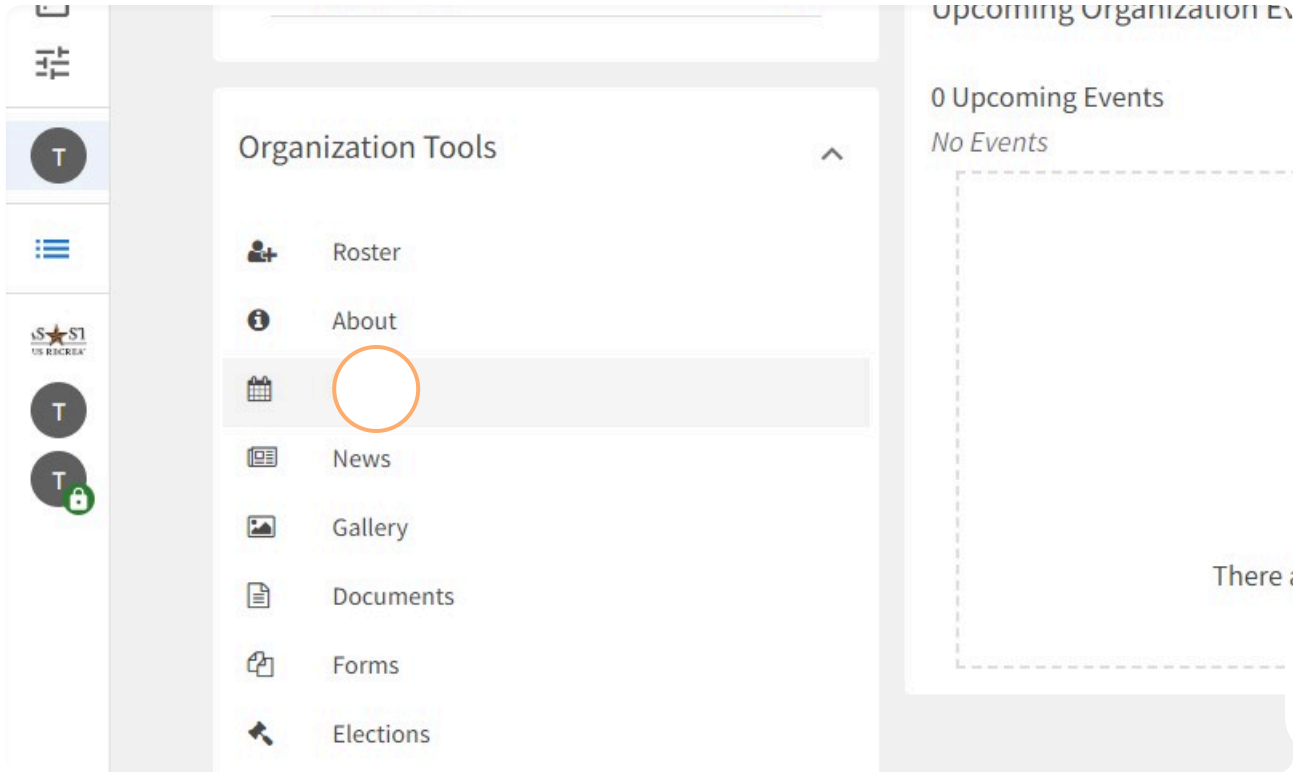ⓘ **This Scribe is only visible to you. Make any changes and then share it.**
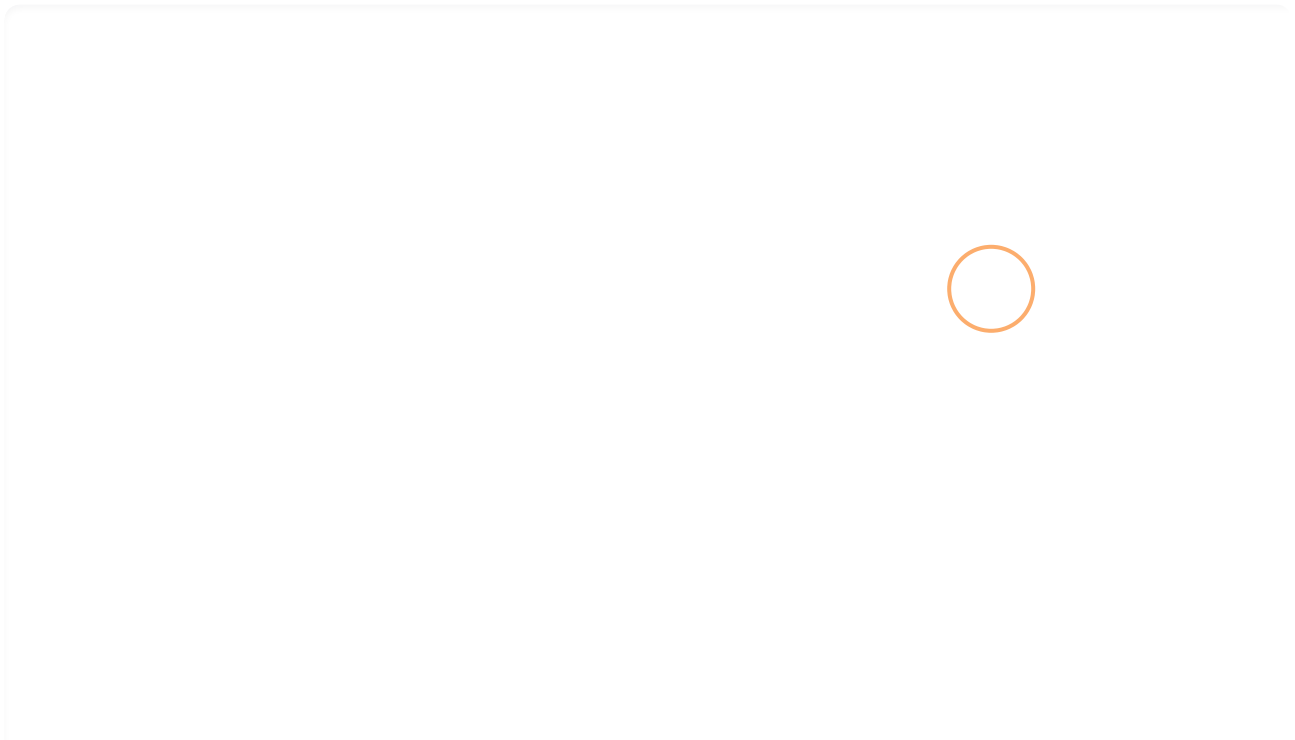
1   Navigate to   https://txst.campuslabs.com/engage/organization/1406 ⎘

2   Click "Manage Organization"

Creating an Event for Texas State Sports Clubs on Bobcat Organization H...

3 Click "Events"

Organization Tools ^

Upcoming Organization E\

0 Upcoming Events

No Events

There ;

- Roster
- About
- News
- Gallery
- Documents
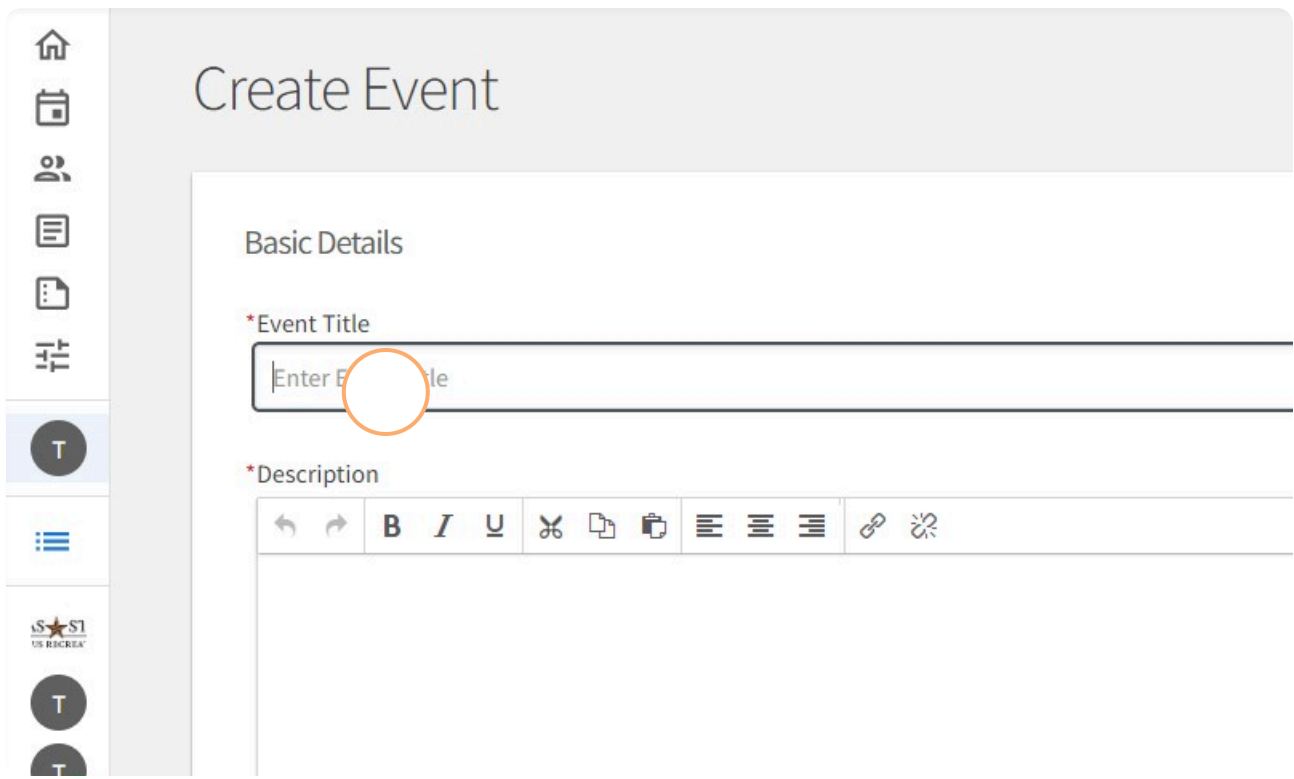- Forms
- Elections

4 Click "CREATE EVENT"

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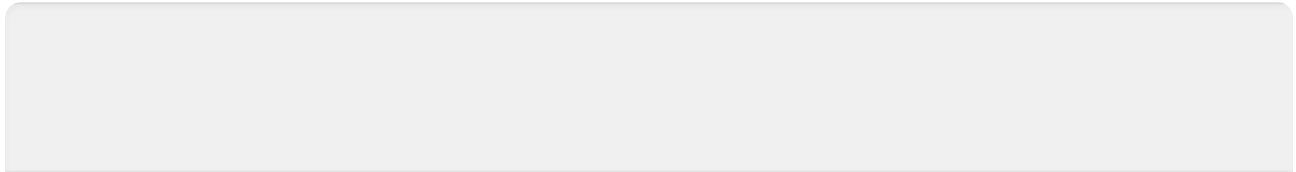**5**   Click the "Event Title" field.

6   Click the "Event Title" field.

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7   Type event name (ex. "Texas State Tennis Sport Club Chipotle Fundraiser")

8   Select the Theme (ex. "Fundraising") that best describes the event

*Theme

9   Type in a description for the event. Be sure to consider the following:

-Date, Time & Location

-Purpose of the event

-Event instructions or details

-If attendees need to RSVP, Register or show up

-Contact information for questions/ concerns

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located at 401 N LBJ Dr. San Marcos, 78666. All you have to do is tell the Chipotle cashier your proceeds will go to the team!

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of yo

Additional organizations co-hosting this event

Type here   h for organizations

Time and Place

11   Type "campus recreation" as Co-host for all sport club events

12   Click "Campus Recreation"

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ORGANIZATION HUB   Q Search...

Create Event

Creating an Event for Texas State Sports Clubs on Bobcat Organization H...

13   Select day and time duration for event

Time and Place

*Start Date   *Start Time   *End

21 Oct 2024   12:00 PM   21

LOCATION   ONLINE LOCATION

+ ADD ANOTHER DATE

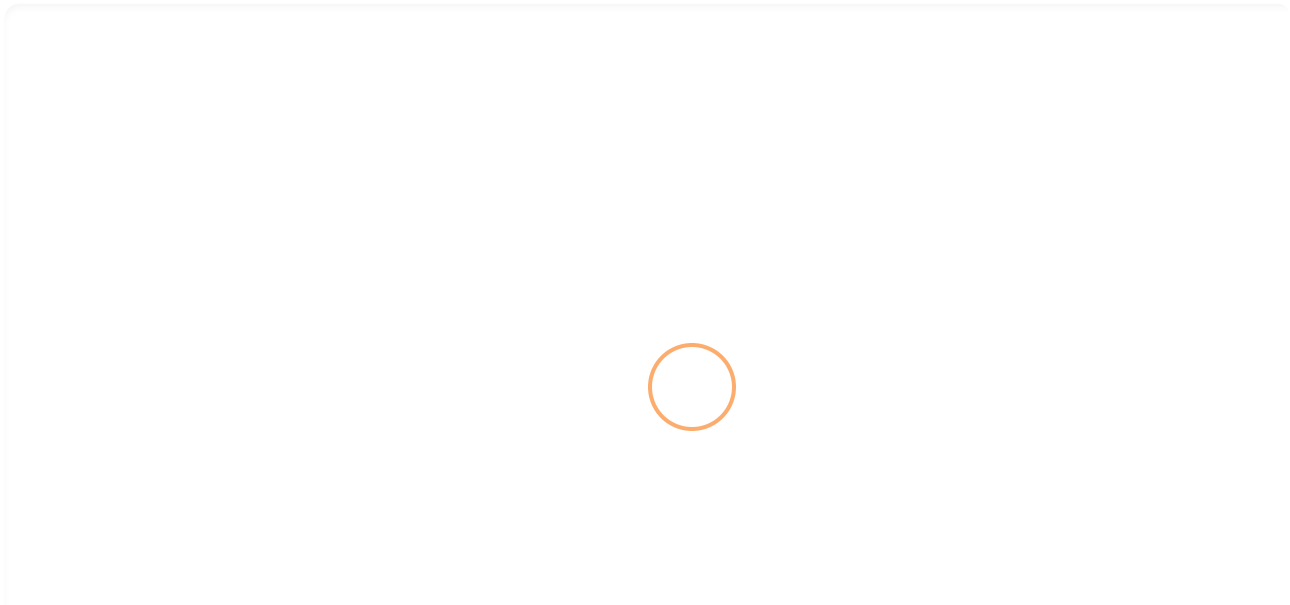**14**   Click this button field to input a physical address.

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15   Click the "Location Name" field to input a building or company name.
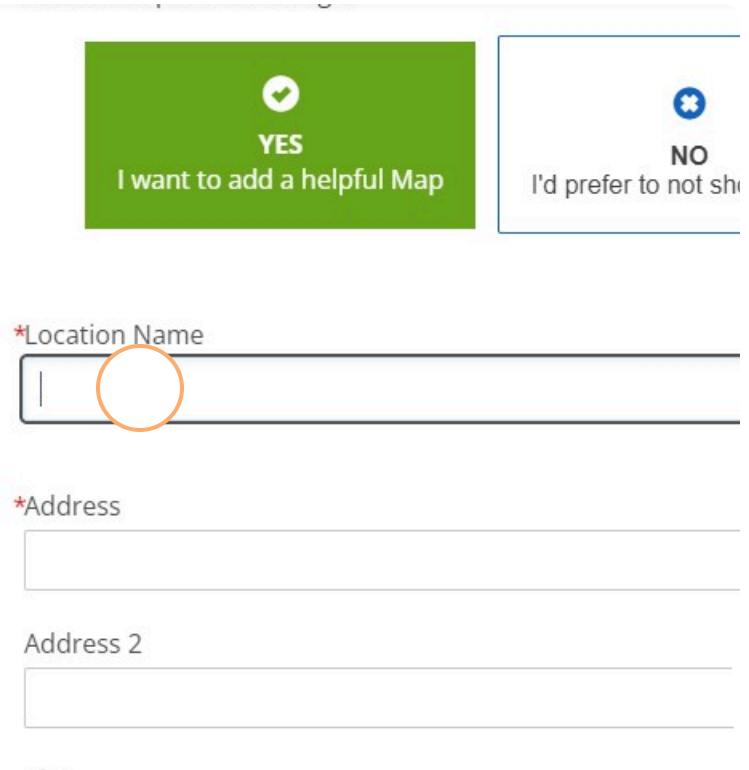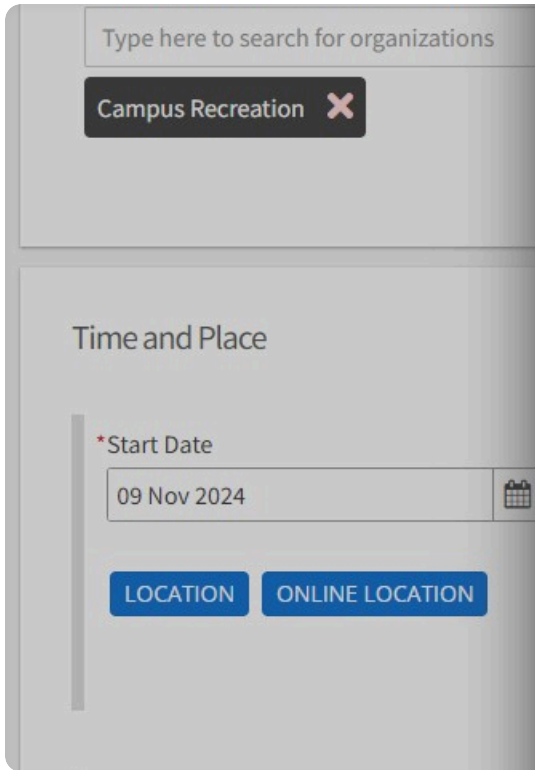
16   Click the "Address" field to input a physical address.

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17   Click the "City" field.

Location

*Start Date

09 Nov 2024

LOCATION   ONLINE LOCATION

+ ADD ANOTHER DATE

Event Visibility

*Show To

The Public

Chipotle

No matching results - *Use this location anyway?*

*Address

401 N LBJ Dr.

Address 2

City

State or Province

18   Click the "State or Province" field.

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Additional organizations co-hosting this ev   Include Map on Event Page

Q Search...

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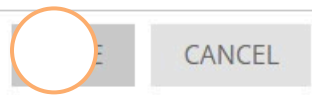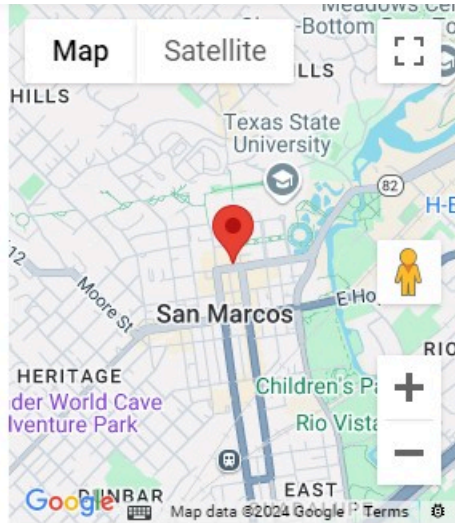
I want to add a helpful Map | I'd prefer to not

19 Click "SAVE"

20 Select the "select categories" drop down menu to select applicable categories.

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 Chipotle
401 N LBJ Dr. , San Marcos, TX

21   Click this dropdown to select any perks that attendees will be receiving.
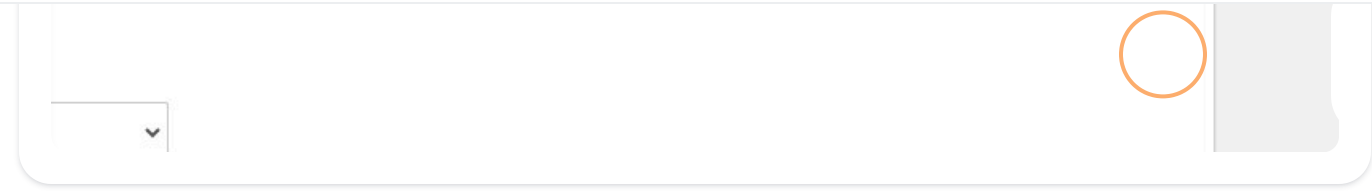
n the Co-Curricular Transcript

Perks   Special benefits for your attendees

Select perk

Select perks
Free Food
Free Stuff

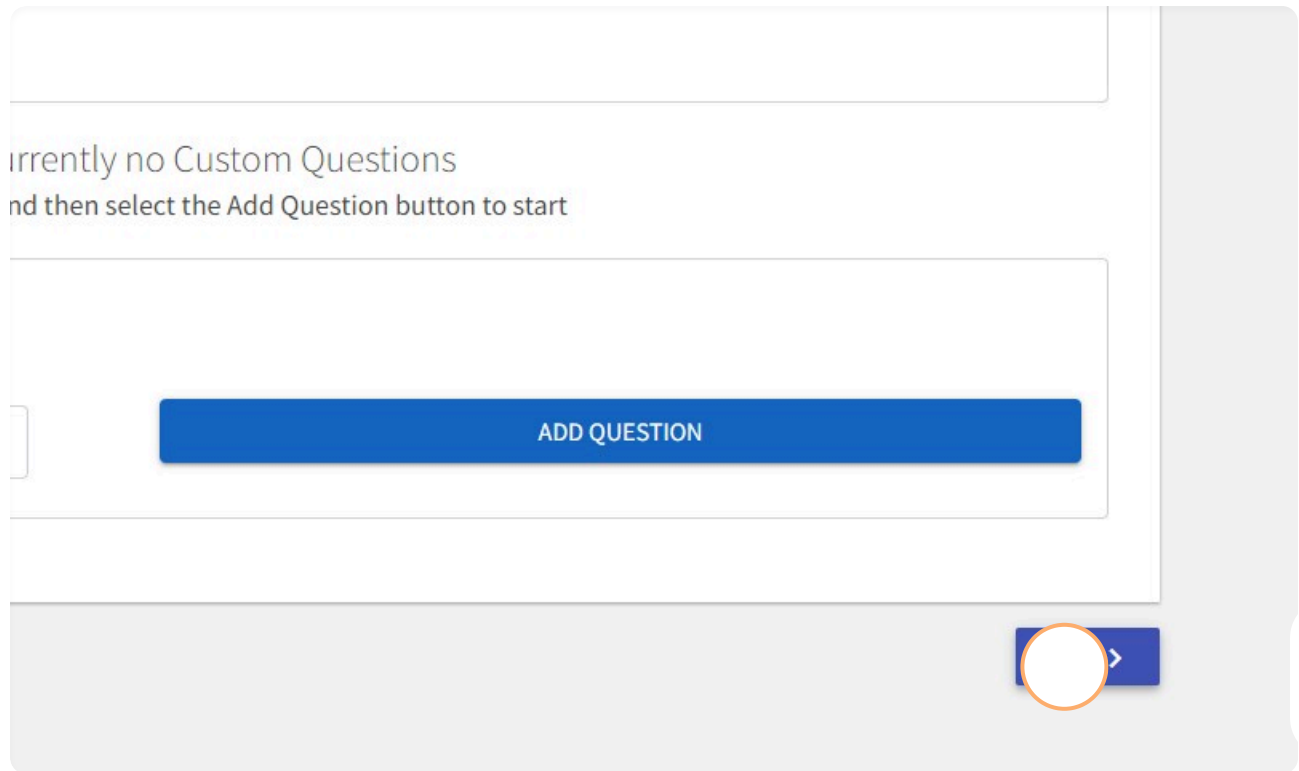**22**   Click "keyboard_arrow_right"

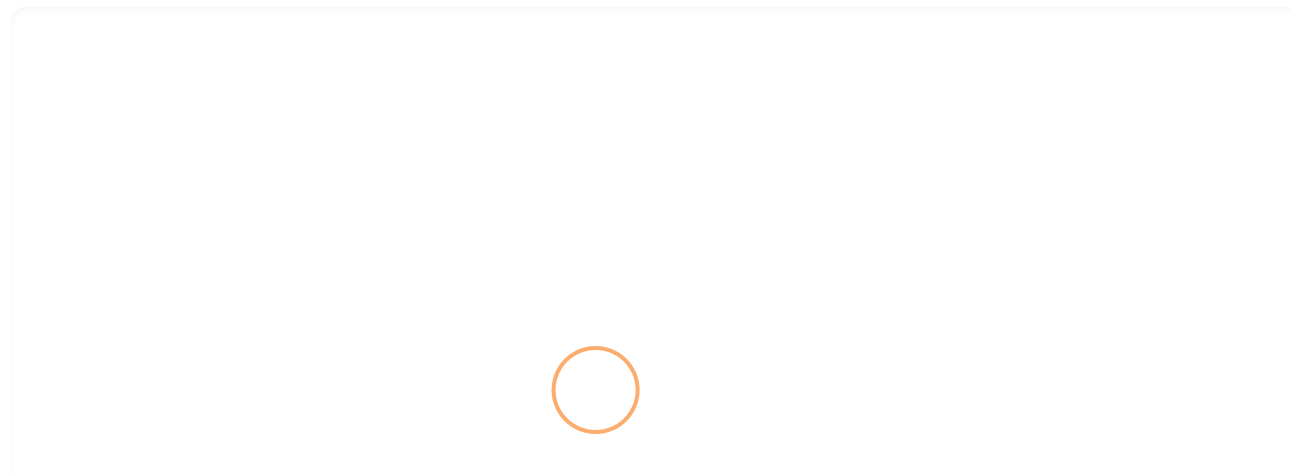**Creating an Event for Texas State Sports Clubs on Bobcat Organization H...**

23   Click "NEXT keyboard_arrow_right"

rrently no Custom Questions
nd then select the Add Question button to start

ADD QUESTION

>

24   Click here.

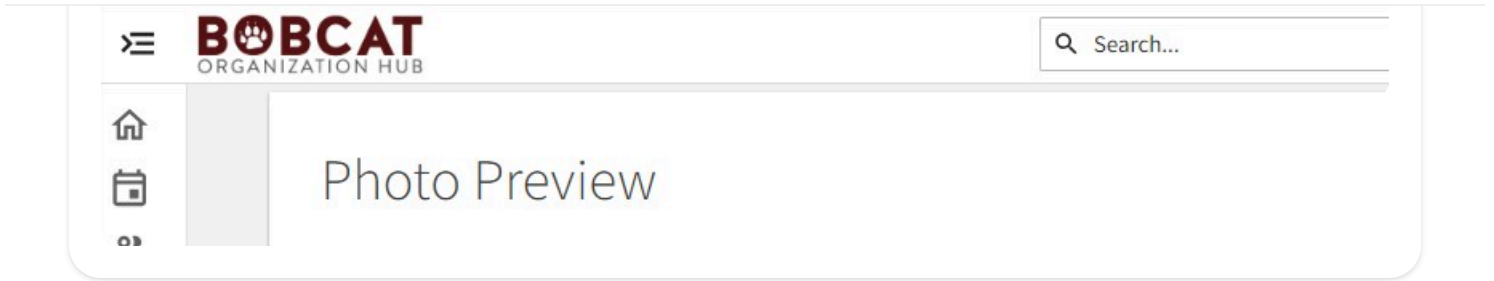**Creating an Event for Texas State Sports Clubs on Bobcat Organization H...**

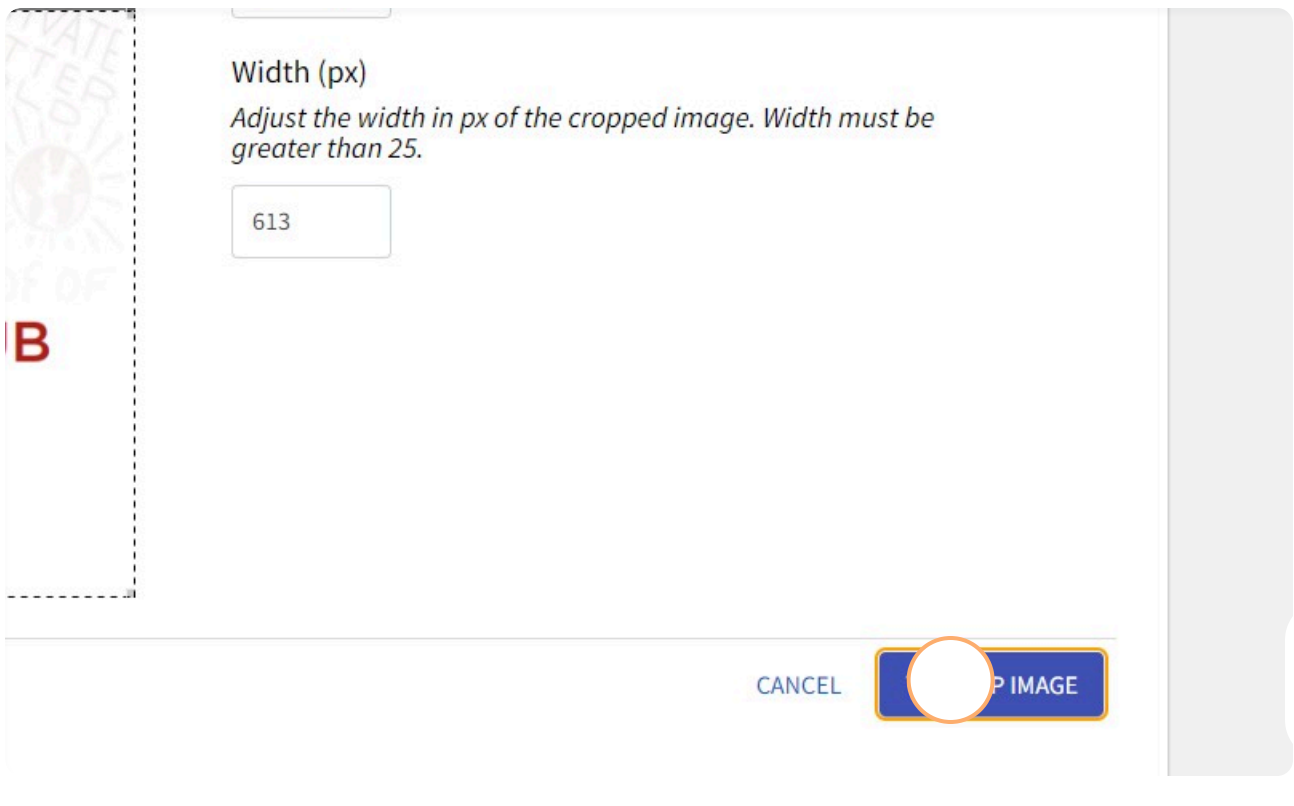**25** Expand the view of your image and reposition as needed. This will show up to viewers.
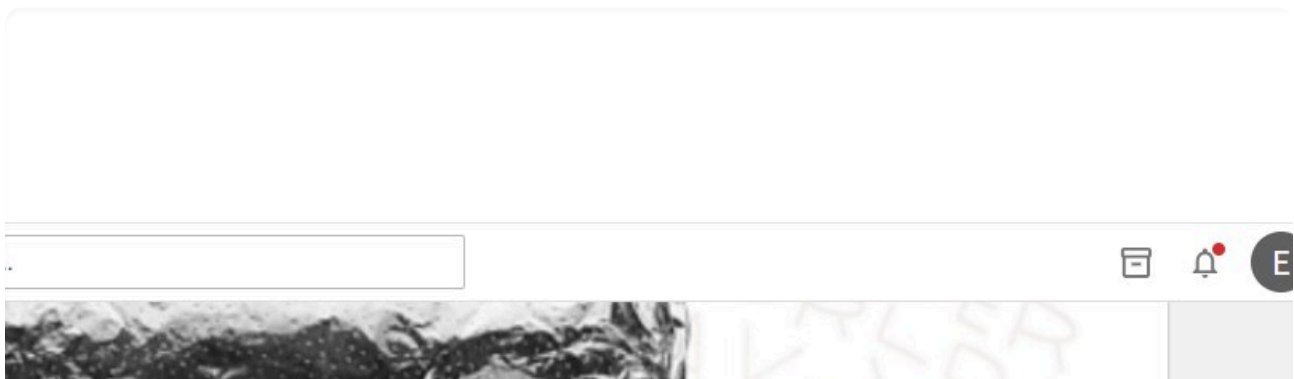

26 Click here.

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🔍 Search...

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📅

Photo Preview

27   Click "CROP IMAGE"

Width (px)
Adjust the width in px of the cropped image. Width must be greater than 25.

613

B

CANCEL   P IMAGE

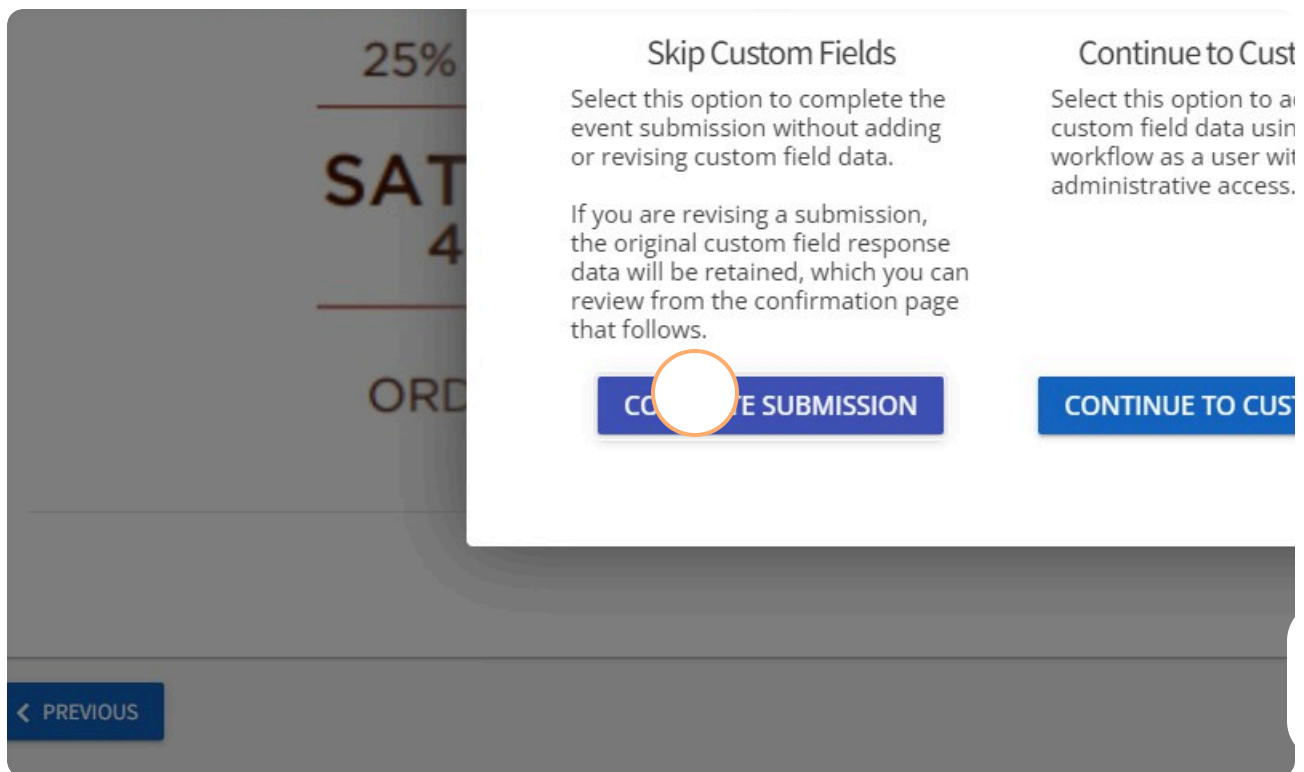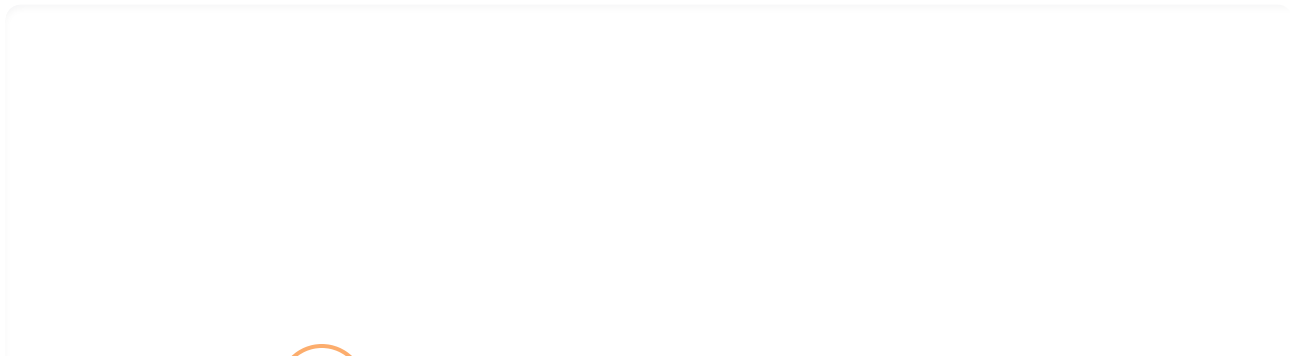**28**   Click "keyboard_arrow_right"

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29 Click "COMPLETE SUBMISSION"

30 Click here to view event page.

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Q Search...

31   Review event page to ensure details are accurate. URL can be copied and sent to potential attendees to inform them on the event details!