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

Elise Foradory | 31 steps | 6 minutes

 Campuslabs

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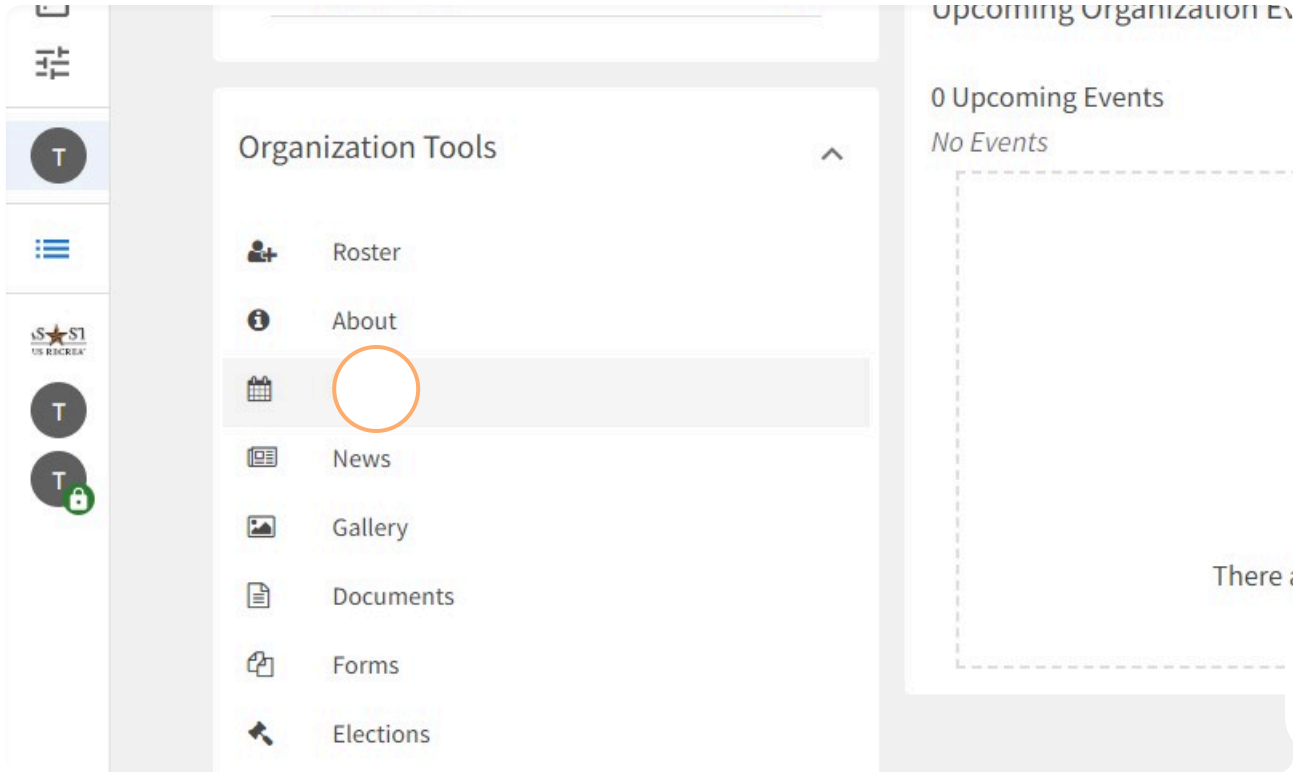
1 Navigate to <https://txst.campuslabs.com/engage/organization/1406> 

2 Click "Manage Organization"

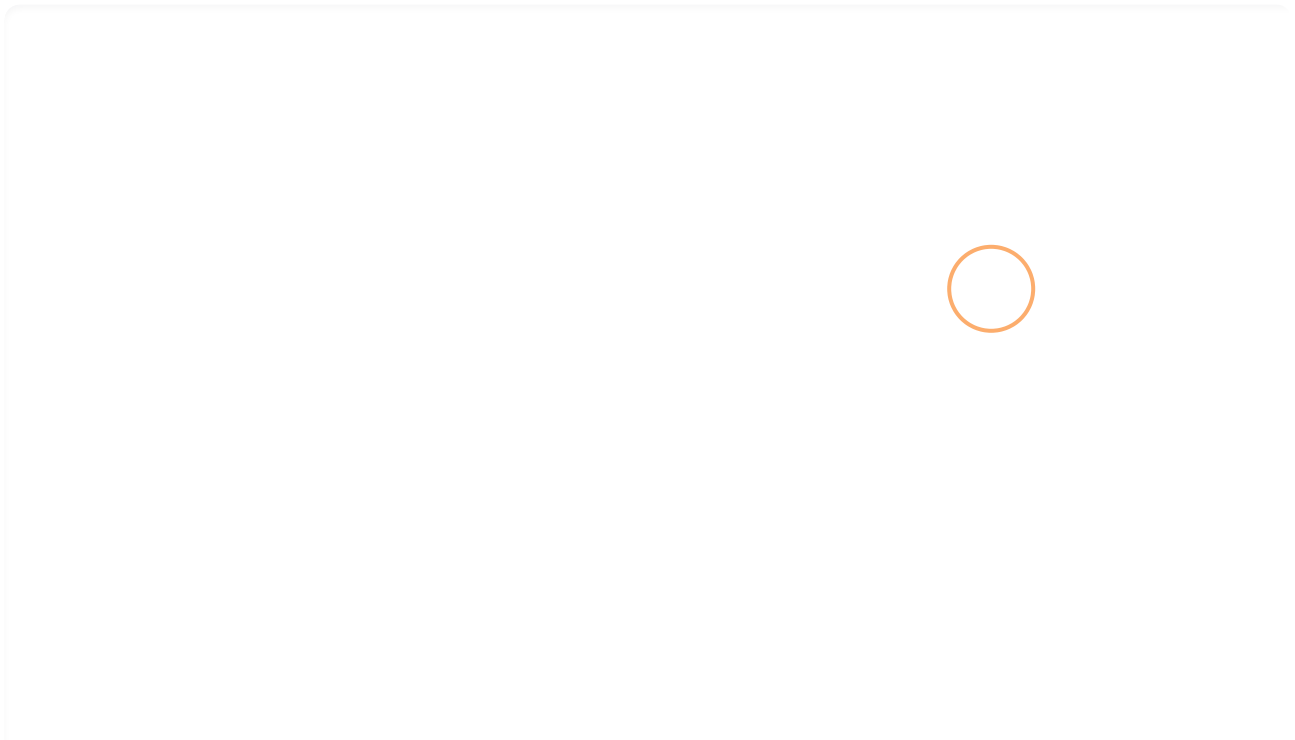


### Creating an Event for Texas State Sports Clubs on Bobcat Organization H...

#### 3 Click "Events"

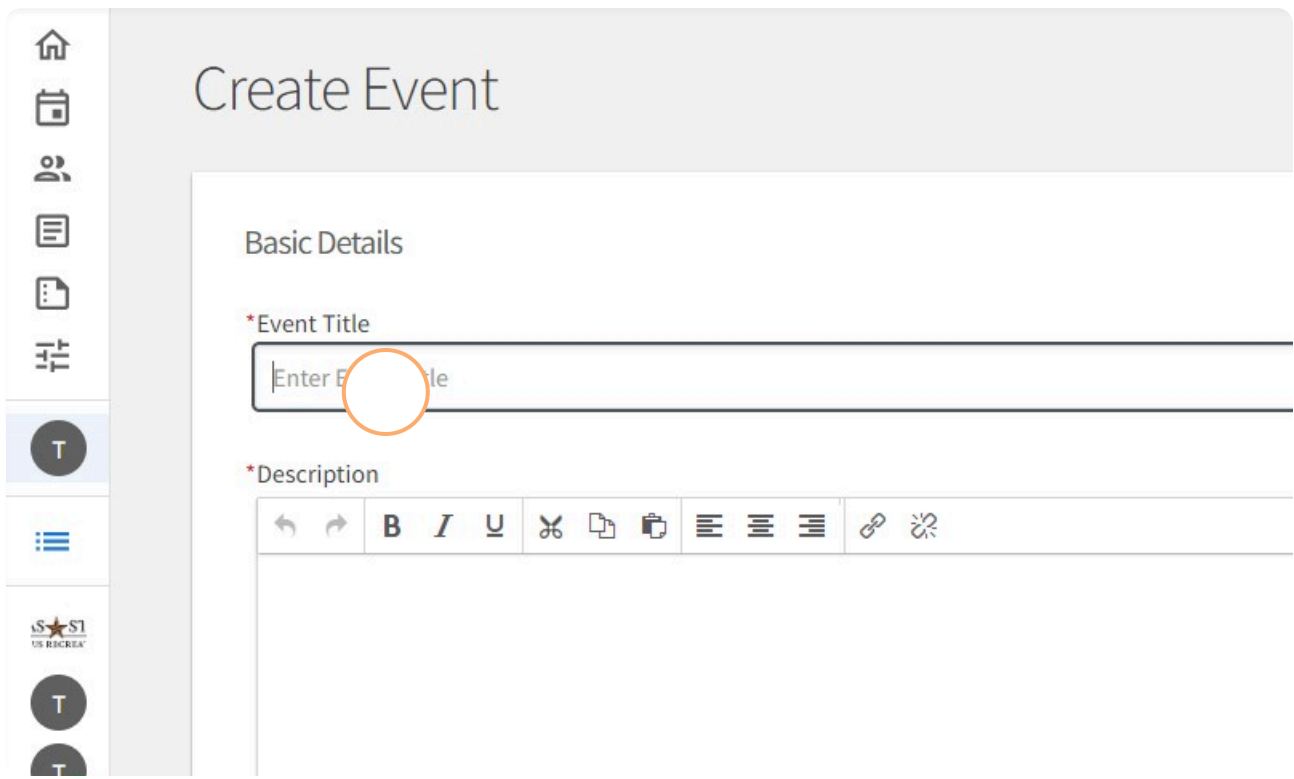


#### 4 Click "CREATE EVENT"



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

5 Click the "Event Title" field.



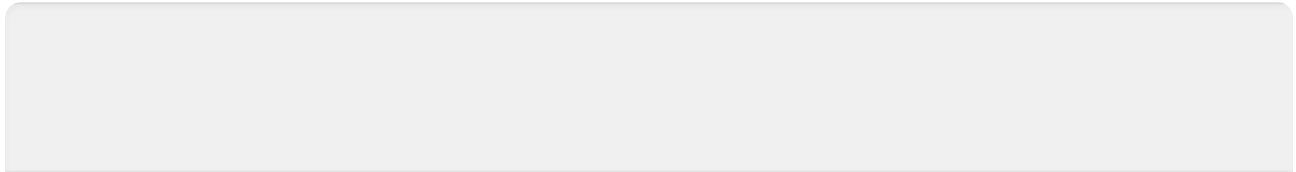
6 Click the "Event Title" field.



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

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

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



\*Theme

Funding

**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

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

The screenshot shows a mobile application interface for creating an event. On the left is a vertical sidebar with a logo at the top, two circular icons containing the letter 'T', and a lock icon. The main content area contains a text field with the text: "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!". Below this 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 yo". Underneath is a section titled "Additional organizations co-hosting this event" with a text input field containing the placeholder text "Type here" and "h for organizations". An orange circle highlights the space between the two parts of the placeholder text. Below the input field is a horizontal line, and then the text "Time and Place" is visible.

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

**12** Click "Campus Recreation"

The screenshot shows the bottom navigation bar of the Bobcat Organization HUB mobile app. It features a hamburger menu icon on the left, the text "BOBCAT ORGANIZATION HUB" in the center, and a search bar on the right with a magnifying glass icon and the text "Search...". Below the navigation bar, a portion of a "Create Event" button is visible, with an orange circle highlighting the "BOBCAT ORGANIZATION HUB" text in the navigation bar.

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

#### 13 Select day and time duration for event

The screenshot shows a sidebar on the left with navigation icons: a list icon, a 'T' icon, a menu icon, and the 'US STATE SPORTS' logo. The main content area is titled 'Time and Place' and contains the following elements:

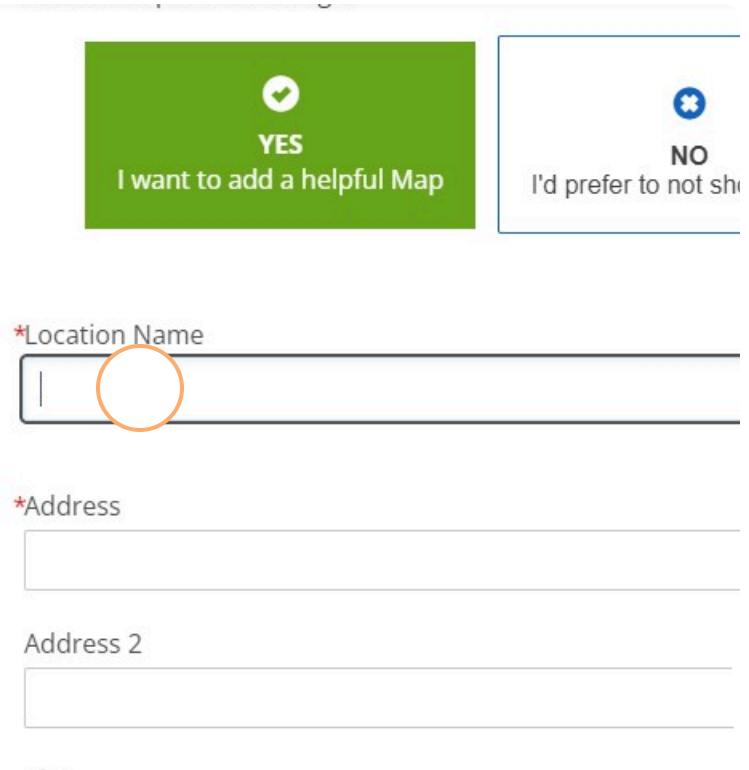
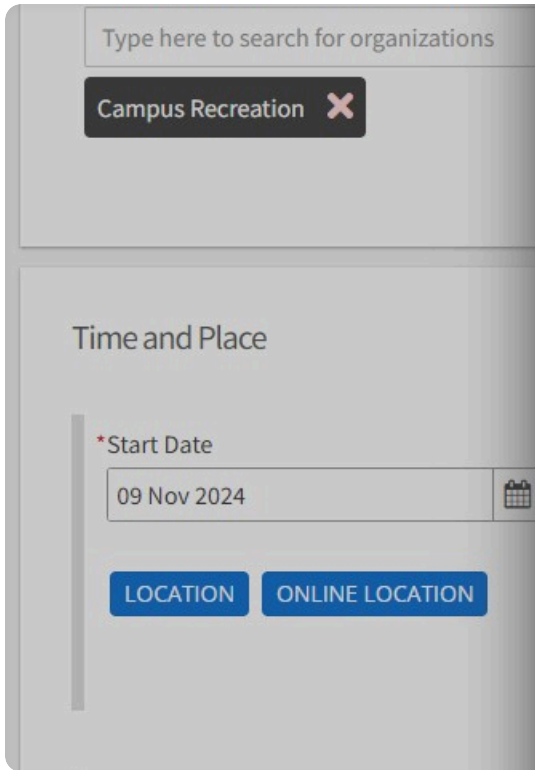
- \*Start Date:** A text input field containing '21 Oct 2024'.
- \*Start Time:** A time selection field containing '12:00 PM'. This field is circled in orange.
- \*End:** A text input field containing '21'.
- LOCATION:** A blue button.
- ONLINE LOCATION:** A blue button.
- + ADD ANOTHER DATE:** A text link.

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

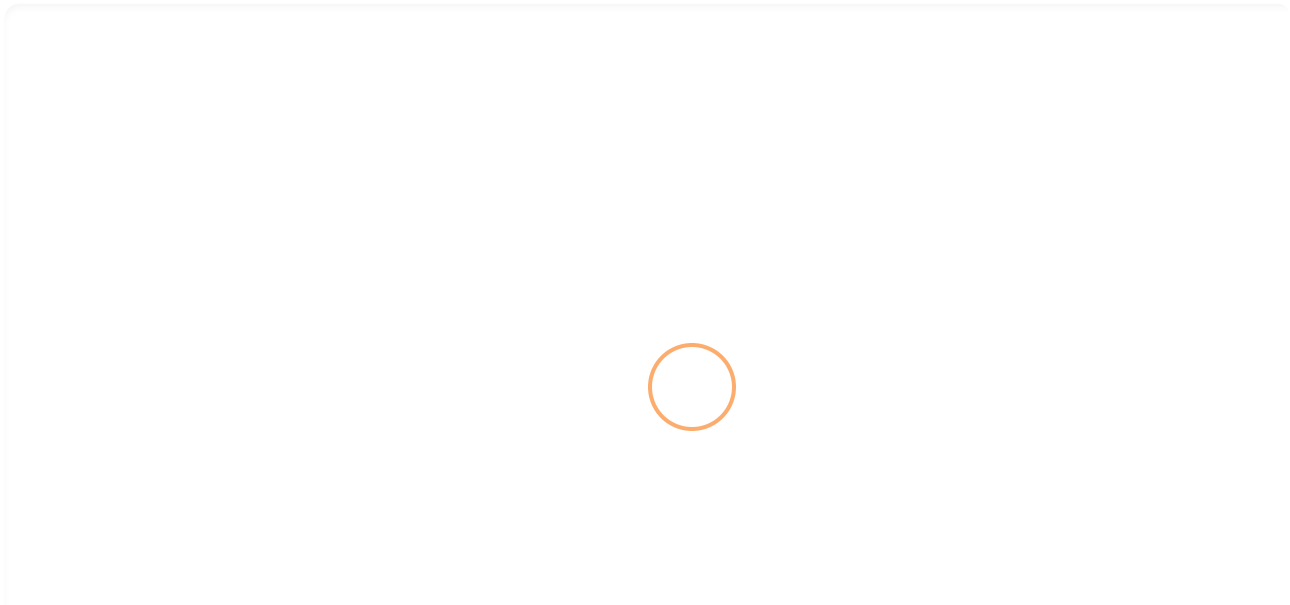


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**15** Click the "Location Name" field to input a building or company name.



**16** Click the "Address" field to input a physical address.



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

Location

17 Click the "City" field.

The screenshot shows a portion of the event creation form. On the left, there is a sidebar with a date picker set to '09 Nov 2024', two buttons labeled 'LOCATION' and 'ONLINE LOCATION', and a '+ ADD ANOTHER DATE' link. Below this is the 'Event Visibility' section with a '\* Show To' dropdown set to 'The Public'. The main form area on the right includes a search bar with the text 'No matching results - Use this location anyway?'. Below that is the '\*Address' section with a text field containing '401 N LBJ Dr.', an 'Address 2' field, a 'City' field (highlighted with an orange circle), and a 'State or Province' field.

18 Click the "State or Province" field.

This screenshot shows the footer area of the form. On the left is the 'BOBCAT ORGANIZATION HUB' logo. In the center, there is a link 'Additional organizations co-hosting this ev' and a button 'Include Map on Event Page' (highlighted with an orange circle). On the right is a search bar with a magnifying glass icon and the text 'Search...'. The 'State or Province' field from the previous step is also visible at the top of this section.



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

I want to add a helpful Map

I'd prefer to not

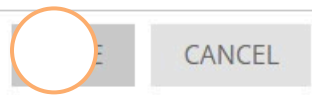
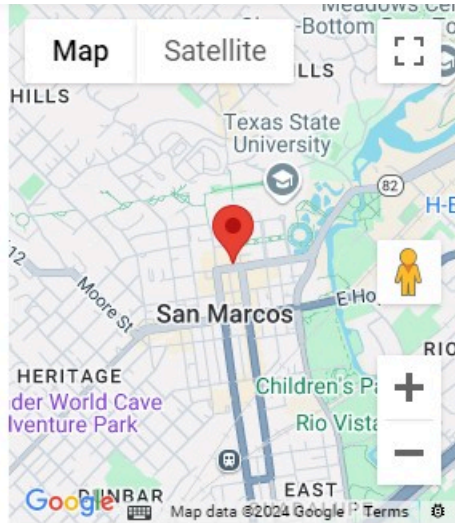
#### 19 Click "SAVE"

Address  
401 N LBJ Dr.

Address 2

City  
San Marcos

State or Province  
TX






Co-Curricular Transcript

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



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

   **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

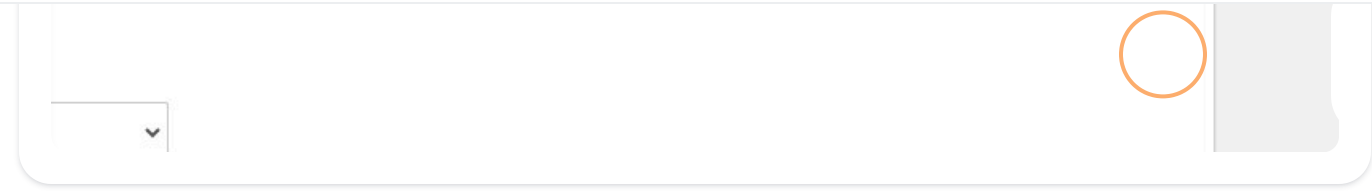
Perks Special benefits for your attendees

- Select perks
- Free Food
- Free Stuff

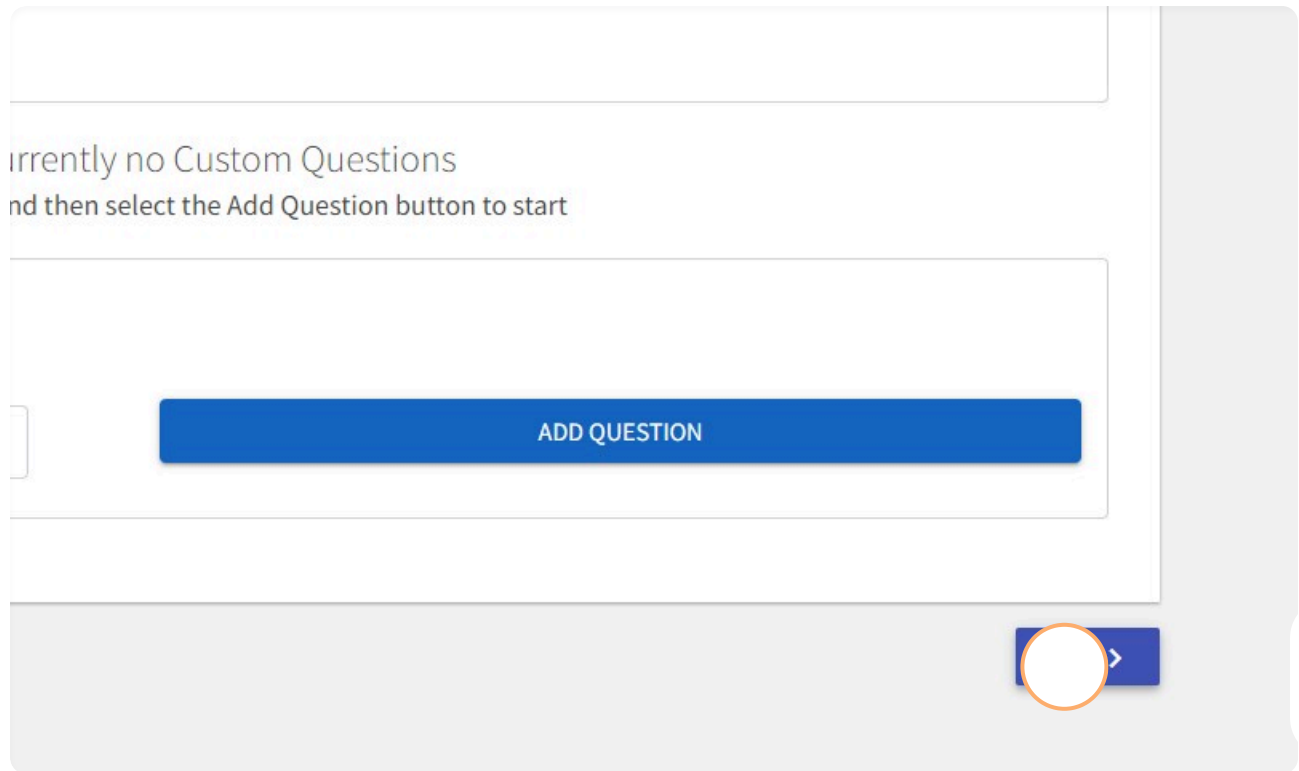
**22** Click "keyboard\_arrow\_right"

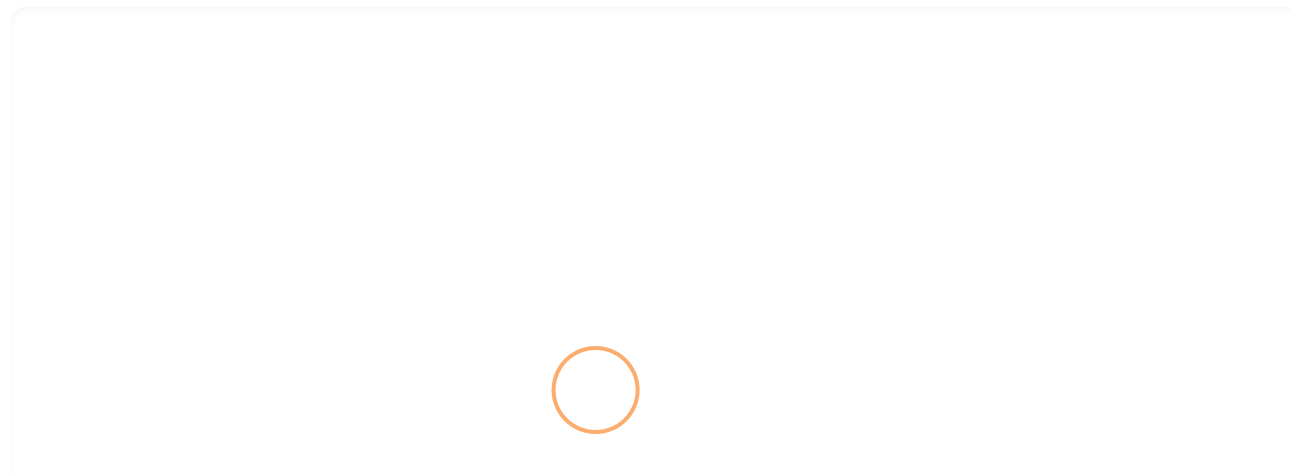
### Creating an Event for Texas State Sports Clubs on Bobcat Organization H...



**23** Click "NEXT keyboard\_arrow\_right"



**24** Click here.



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

**BOBCAT**

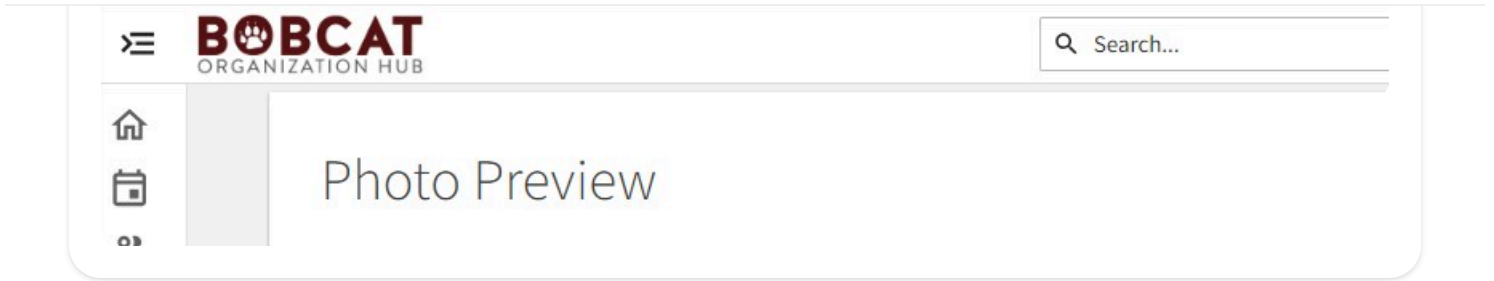
- 25** Expand the view of your image and reposition as needed. This will show up to viewers.



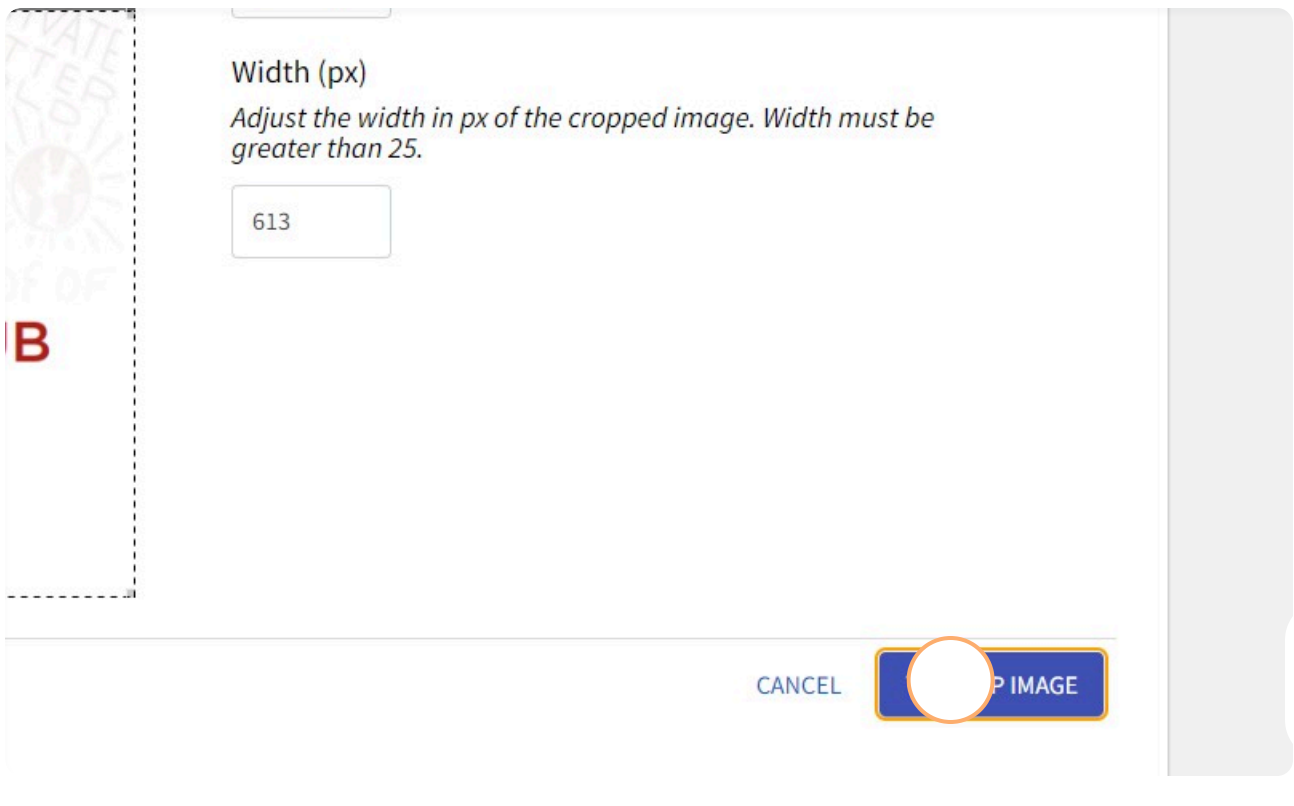
- 26** Click here.



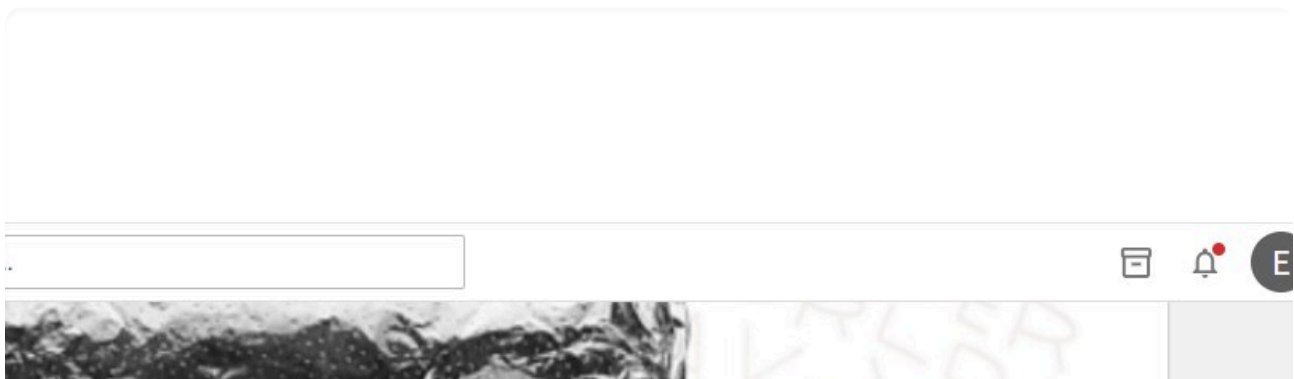
### Creating an Event for Texas State Sports Clubs on Bobcat Organization H...



#### 27 Click "CROP IMAGE"



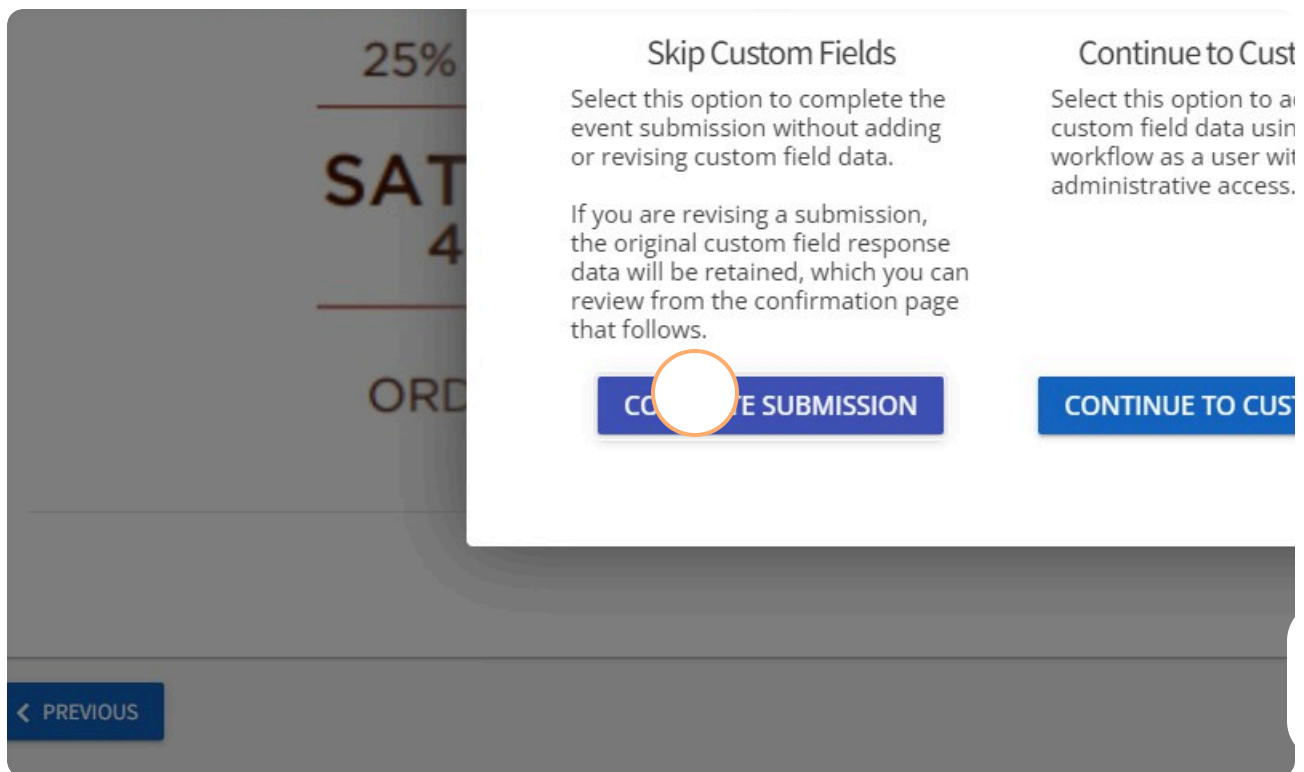
#### 28 Click "keyboard\_arrow\_right"



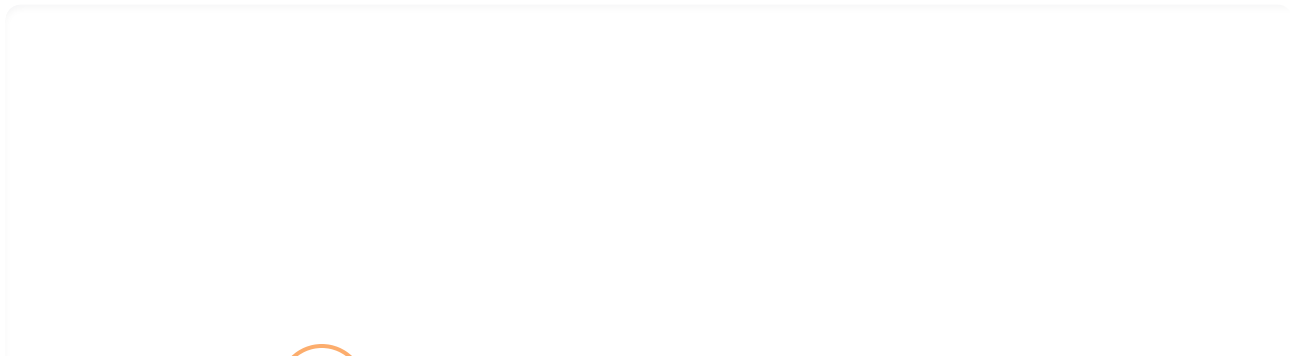
### Creating an Event for Texas State Sports Clubs on Bobcat Organization H...



#### 29 Click "COMPLETE SUBMISSION"



#### 30 Click here to view event page.



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



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!