# Event Submission Process:
Events, Interest Meetings, SWARM, Activity Reflections

The Event Submission Process is used for student organizations to register official events they are hosting on or off campus.
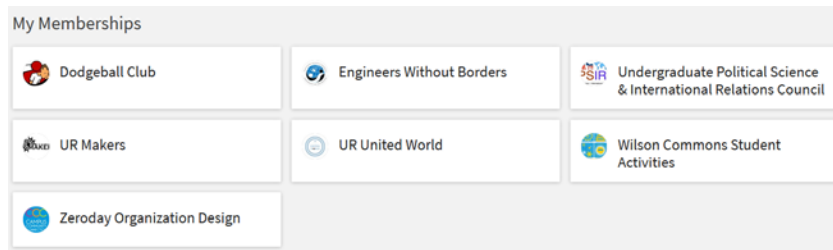
The Submission Process

Event Submissions are done through the submitting organization's Action Center. There are two ways to get to the Action Center:
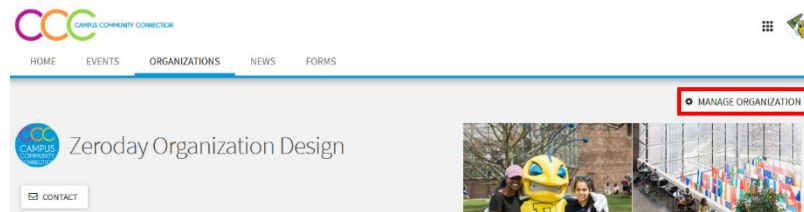
From your CCC Homepage either click the Application Menu, then click Manage
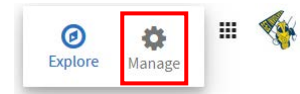
Alternately, you can select the organization you are creating an event for from the My Memberships section of your CCC Homepage.

Then select Manage Organization from the upper left

Once you are in the Action Center:

1. Click on the "sandwich menu" in the upper left (Below the CCC Logo) to open the Organization management menu.

2. Click on Events

3. In the Manage Events window, click on Create Event in the upper right
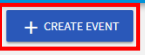
4. You will then see the Create Event form. Details on the fields in this form are on the following page.

Creating the Event

Fields in red are mandatory. The following page displays the location of fields by number.

1. Event Title: The name of the event
   *If the submission is a Reflection, this MUST be the same as the Event you are reflecting on, followed by " – Reflection" for example: DandyHacks 2018 – Reflection.

2. Theme: Select from Arts & Music, Athletics, Cultural, Fundraising, Group Business, Learning, Service, Social, and Spirituality.
   *For Reflections, choose Group Business.
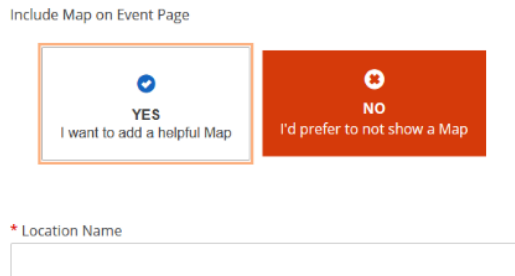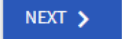
3. Description: What is the event about, why would people want to attend.

4. Co-Hosting Organizations: If applicable. This field will autofill to allow the selection of co-hosts. Multiple co-hosts can be added.

5. Start and End Information: Date and Time for the start and end of the event.

6. Location: Off Campus events should have a map-able address and location. On-Campus should choose "No, I'd prefer not to show a Map" and enter the Campus Location, e.g. Quad, Building, Room number of the event in the location box (if known and applicable).

7. Recurrence: If this event will be repeated on a schedule, add additional dates and times here

8. Show To: This is the visibility for the event:
   a. Anyone in the world – This will be publically viewable to anyone looking at ccc.rochester.edu
   b. Students and Staff at Campus Community Connection – only valid, logged in users of CCC will be able to see the event details
   c. Organization members – Only members of the organization creating the event will see the details
   d. Invited users only – only users invited after creation will see the details

   *If the submission is a reflection, visibility MUST be set to Invited users only.

9. Self-Reporting Attendance: Use this to give other CCC users the ability to mark that they attended outside of attendance tracking

10. Event Categories: A curated list of categories to help event administration

11. Perks: Use this category to advertise if your event will provide perks to attendees.
    a. None
    b. Free Food
    c. Free Stuff
    d. Credit

12. Who can RSVP: use this to set who can RSVP as attending your event, program, or activity.
    a. Anyone
    b. Only invitees
    c. No one

    * For Reflections, this MUST be set to No one.

Click **NEXT >** when you have filled out all necessary or relevant fields.

Create Event

(1) * Event Title

Enter Event Title

(2) * Theme

Not Selected

(3) * Description

(toolbar: undo, redo, B, I, U, cut, copy, paste, align left, align center, align right, bullet list, numbered list, link, unlink)

(4) Additional organizations co-hosting this event

Type here to search for organizations

NEW

(5) * Start Date
07 Aug 2018

* Start Time
12:00 PM

* End Date
07 Aug 2018

* End Time
01:00 PM

(6) * Location

ADD LOCATION

(7) + ADD ANOTHER DATE

Event Details

(8) * Show To

Anyone in the world

(9) ☐ Allow anyone to self-report attendance

(10) Event Categories

Select categories

(11) Perks   Special benefits for your attendees

Select perks

RSVP Settings

NEW

(12) * Who can RSVP

Anyone

☐ Limit number of available RSVP spots
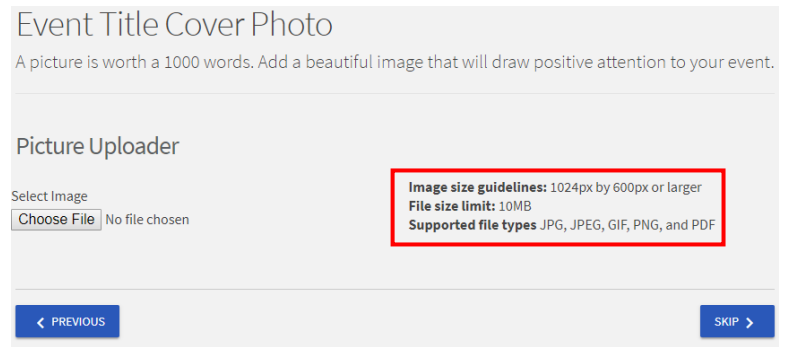
☐ Allow Guests

NEXT >

Cover Photo

After clicking next there will be the option to upload a cover photo.

Event Title will be where the chosen Event Title will display.

You can choose a file from your computer to upload. File size and type guidelines are provided

If you do not choose to upload an image, one will be assigned by the system based on your Theme.

Event Title Cover Photo
A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your event.

Picture Uploader

Select Image
[Choose File] No file chosen

Image size guidelines: 1024px by 600px or larger
File size limit: 10MB
Supported file types JPG, JPEG, GIF, PNG, and PDF

[< PREVIOUS]   [SKIP >]

Event Additional Information Form
Submission Type

As part of the submission form, information will need to be provided for the submitting organization's Primary Advisor and what type of form is being submitted.

Submission Categories

There are four categories of Submissions:

- Organization/Department Hosted Event
  - Hosted events are the programs and events put on by Student Organizations and Departments.
- General Interest, Organization Membership, or E-Board Meeting
  - Any organization meetings, membership business, or general interest meetings.
- Organization hosted SWARM Training
  - If your organization is hosting a SWARM training for its members or other students
- Activity Reflection and Assessment.
  - A Student Organization's chance to think critically about the success of your above event, program or activity.

Event Additional Information Form
Submission Type

Please do not use the forward or back buttons in your browser or else you will lose all of the information you submitted. Use the "Next" and "Previous" buttons at the bottom of the page to move back and forth within the Event Registration form. Be sure to hit the "Submit" button at the end of the form.

* Please indicate your organization's primary advisor:

[...   ▼]

* What are you submitting?

○ Organization/Department Hosted Event
○ General Interest Meeting
○ SWARM Training
○ Event Assessment and Reflection

[< PREVIOUS]   [NEXT >]