Submitting an Activity Reflection

Activity Reflections are submitted using the Event Submission Process. Reflections should be completed for Organization Activities to keep planning records and reflect on the success or points of improvement for an event.

The Submission Process

Event Submissions are created in 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 a Reflection

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

1. **Event Title**: For reflections, this is the same name of the event or activity you are reflecting on and must be followed by “– Reflection” for example: DandyHacks 2018 – Reflection.
2. **Theme**: It is preferred that reflection submissions use the “Group Business” theme. Check with your organization’s Primary Advisor for any specifics they recommend.

3. **Description**: You will only need to provide that this is a reflection

4. **Co-Hosting Organizations**: You do not need to identify co-hosts in the submission setup, you will be asked questions about co-hosts in the rest of the submission.

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

6. **Location**: Enter the location your event took place

7. **Recurrence**: should be left blank

8. **Show To**: For reflections this must be set to Invited users only. This will ensure that your reflection is not made public to other CCC users.

9. **Self-Reporting Attendance**: should be left blank

10. **Event Categories**: should be left to its default

11. **Perks**: should be left to its default

12. **Who can RSVP**: For reflection, this must be set to none. This helps ensure that users outside of your organization cannot accidently find its details.

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

   See the next page for corresponding form item locations.
Cover Photo
Skip through the cover photo section by clicking Skip

Submission Categories
Make sure you select Activity Reflection. This will ensure you see the required questions to complete the reflection.

Event Additional Information Form
Event/Activity Submission

* Please indicate your organization's primary advisor:

* What are you submitting?

- Registration for an Organization or Department Event, Activity, or Program.
- Registration for an Organization General Interest Meeting
- Hosting a SWARM Training
- Activity Reflection

Click Next to go to the rest of the questions.