Creating Events on Engage
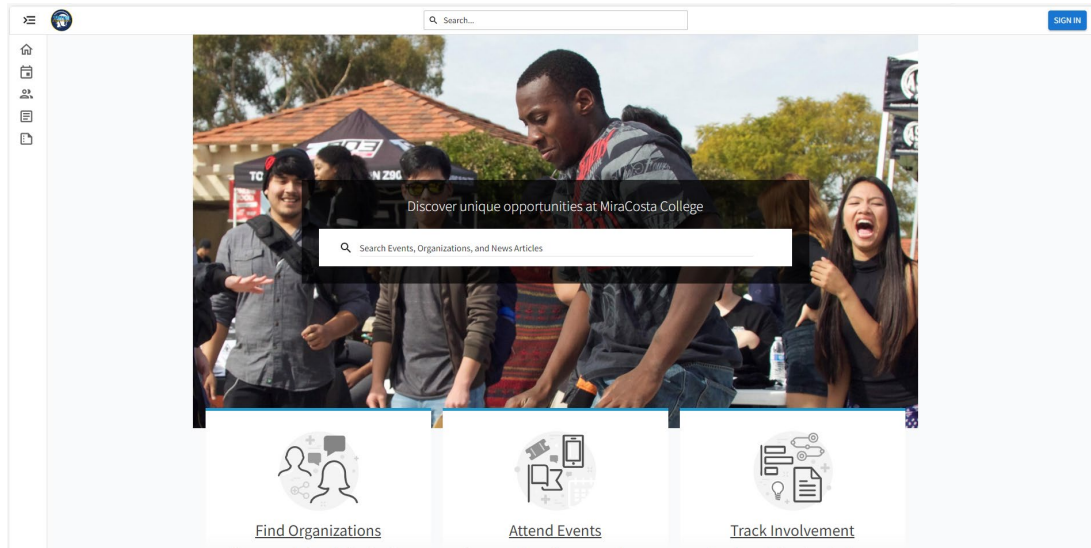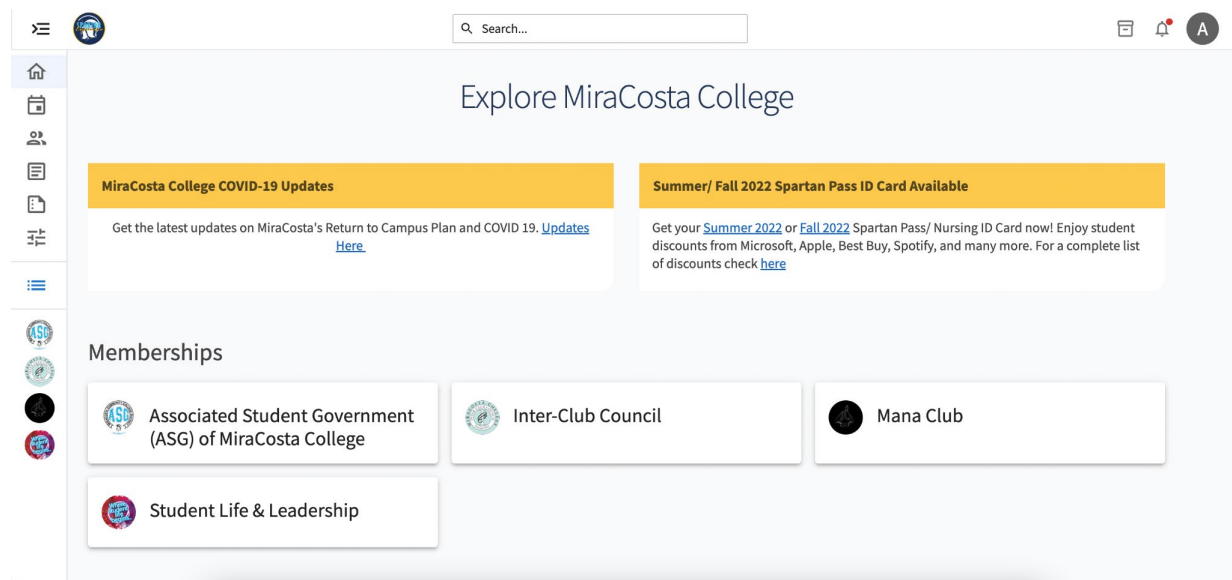
Go to www.miracosta.edu/engage and click on "Sign In" button (employees: MCC credentials, students: SURF ID).

1. **Log in to Engage.**
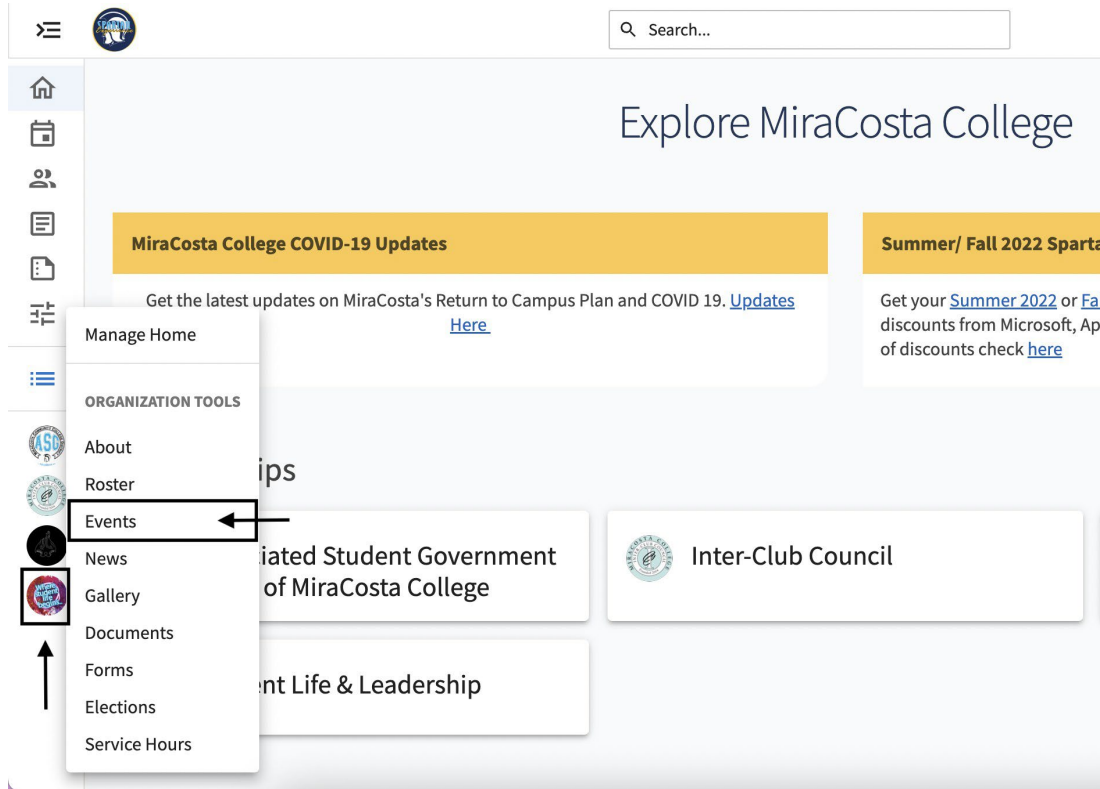   a. This is what your "Explore" mode will look like once logged in.

2. **Click on your organization/department's icon on the left sidebar.** *If you don't see your organization/department's icon, please see **Appendix A** on page 6 for instructions on how to find and add an organization.*
   a. A dropdown menu will appear, click on the "Events" tab

3. **Click on "Create Event" in the top right**
   a. *Basic Details*
      i. This is the Create Event page. The first section is the Basic Details section. Here you can enter the Title of the event, the Theme, a Description, and co-hosting organizations. Every field with a red asterisk is required.
   b. *Time & Place*
      i. The next section, Time and Place, is where you can specify where and when your event will take place. Click on the calendar and clock icons to choose the starting and ending date and time you would like. Then select either "Location" for an in-person event or "Online Location" for a virtual event. Selecting "Location" will create a pop-up window in which you can specify the address and choose to include a map. For on campus events, be specific about which campus, which building, room number, and/or name of conference room. Here is an example:

Time and Place

*Start Date	*Start Time	*End Date	*End Time
08 Aug 2022	12:00 PM	08 Aug 2022	01:00 PM

LOCATION **ONLINE LOCATION**

 Aztlan B - OC3400
1 Barnard Dr , Oceanside, CA

CLEAR LOCATION

+ ADD ANOTHER DATE

If you would like to add more than one date or add multiple dates, click on "Add Another Date".

   ii.   Selecting "Online Location" will allow you to enter Online Location Instructions for Attendees and/or an Online Location Link. Many events will not provide an online location link outright for safety precautions, but will generally provide a link that leads to an online registration form that attendees can fill out to receive the link via email. Make sure you note what the process is for accessing the event and provide these instructions in the Online Location instructions, event details, or both. If students need to register for an event in advance, consider including this information in both sections, and make this in **bold** in the event description.

   iii.   NOTE: If the event takes place over several days, the event will only be posted once at the end of the time range. Consider posting the event multiple days instead of a date range. For example, if an event will be ongoing for two weeks, such as an art exhibition, try posting the event four different dates during the range so it continues to be visible on the Engage Explore page for students, making sure to include the actual days, hours and location in the event details so attendees are aware of when they can go.

   c.   *Event Visibility.*

   i.   The "Event Visibility" section specifies who can see the event on Engage as well as some filterable categories to make finding the event easier. The first required field specifies to whom the event will be shown. Your event will almost always be shown to "The Public" and this is generally the default choice for college events**.**

   d.   *RSVP*

   i.   Once you have completed "Event Visibility," Click NEXT which will take you to the next page, "RSVP." In general, most events will not have an option to RSVP, although this is a feature on Engage. Most events will include a link to a separate Google or Zoom survey form or include an email contact to RSVP to. If you want to use the RSVP feature on Engage, you can follow the instructions on the screen, or go to this link to learn more:
   https://engagesupport.campuslabs.com/hc/en-us/articles/360034034172

   e.   *Event Feedback.*

i. The "Post Event Feedback" page gives organizations the ability to send evaluation surveys to event attendees upon the conclusion of an event. This allows organizations to understand how their event was perceived and what attendees liked, didn't like, what they learned, or would like to see for future events. This can be valuable for funding purposes or to ensure organizations are in touch with students' needs. Most events that you will be posting will not require event feedback questions unless requested. If you would like to use this feature, simply follow the instructions on the screen, or go to this link for more detailed instructions: https://engagesupport.campuslabs.com/hc/en-us/articles/360034879112-Event-Ratings-Overview
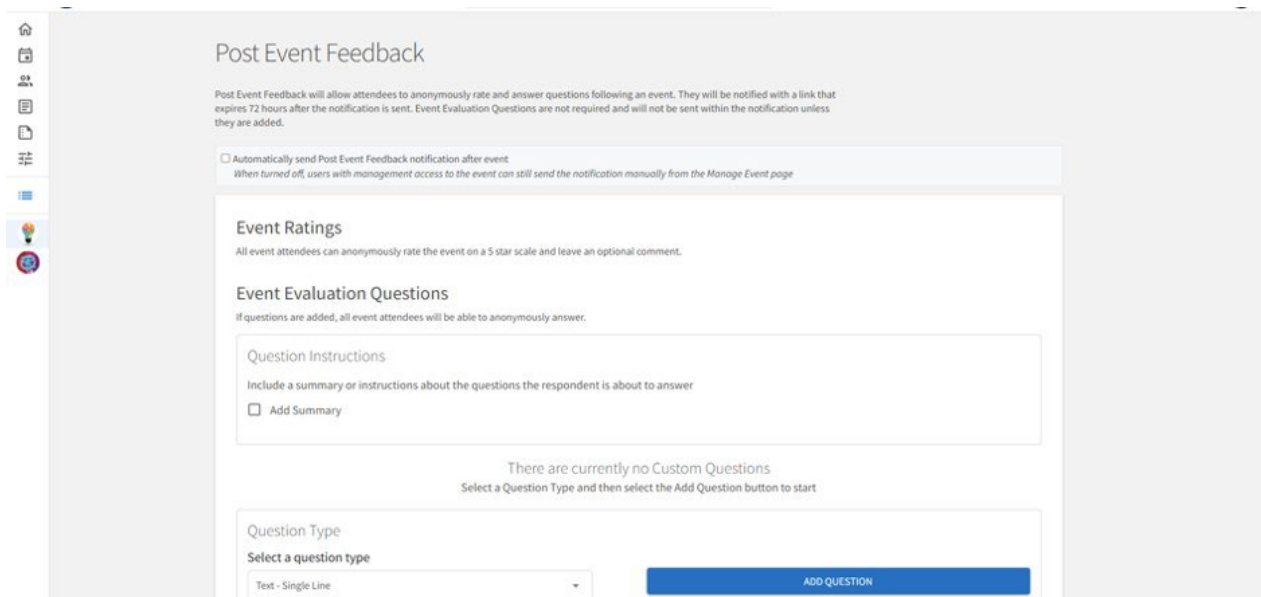
f. *Event Cover Photo.*

i. The last part of creating a basic event on Engage is the Event Cover Photo page. This image will advertise the event to students and give more information through a flyer, photo, or design. Most of the time, the event photo will be provided to you on the event submission form. You can download this from the form, then click the box that says "**Click** to select an image." You will be able to select the photo you just downloaded and it will populate the box. You can then drag the dotted box to fit the exact part of the photo you want to use as the event image. **Make sure the image is 1300 x 780 pixels** or the photo will be cropped and will not include the entire flyer as intended. It's best to use a generic image or your organization's logo.
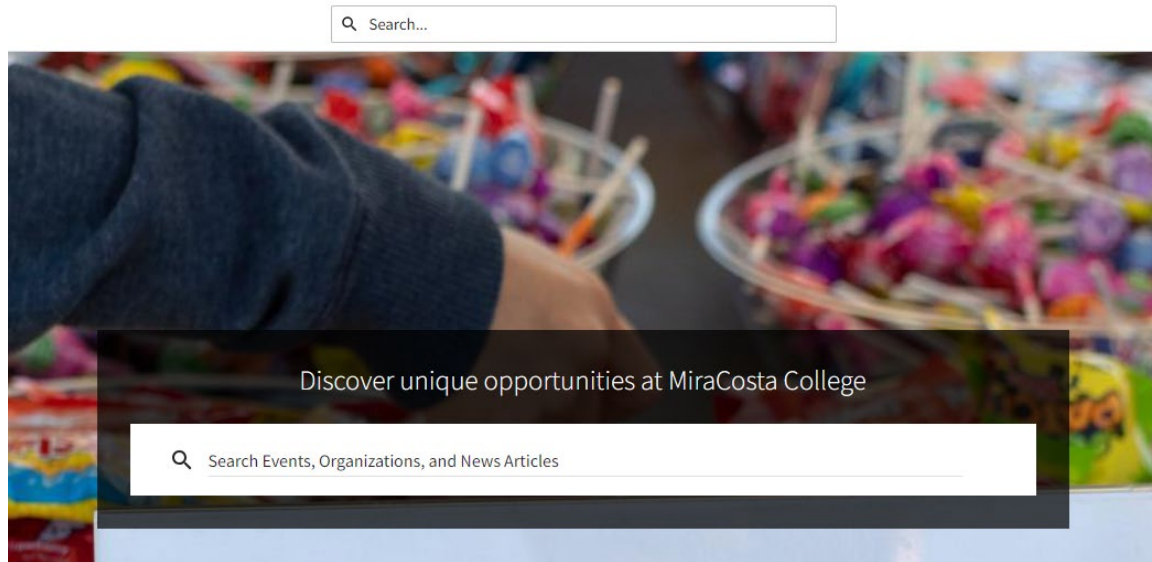
Once the image has been uploaded, click the next button and your event will be created!

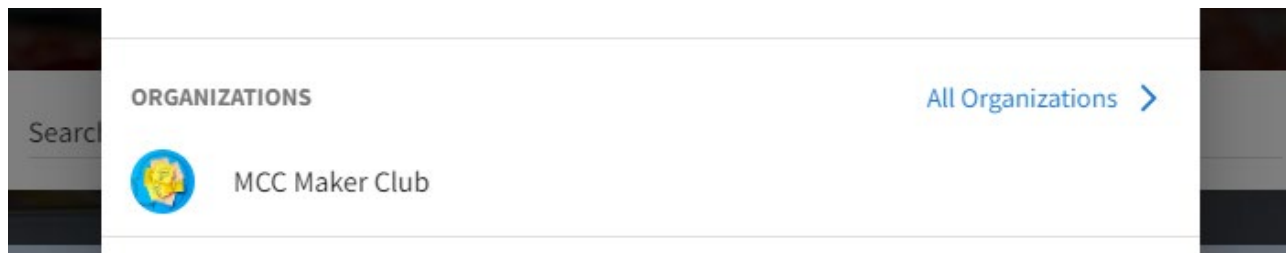***If you don't see your organization/department's icon, you will need to join or be added to the roster for your organization/department:***
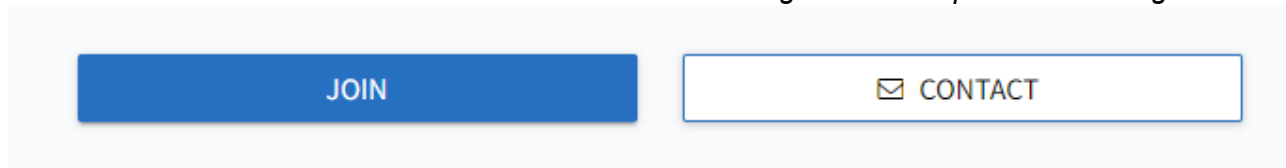
Search Engage with your organization/department by writing in the boxes with "Search".

Select your organization/department under "Organizations".

Click on the "Join" button or "Contact" button to email the organization/department manager.

Once your organization/department manager assigns you to the organization/department, you will see the organization/department logo in the left sidebar.

Also, you can email sll@miracosta.edu to have a Student Life and Leadership Engage administrator add you to your organization/department.