



# UNIVERSITY OF GEORGIA

## Student Affairs

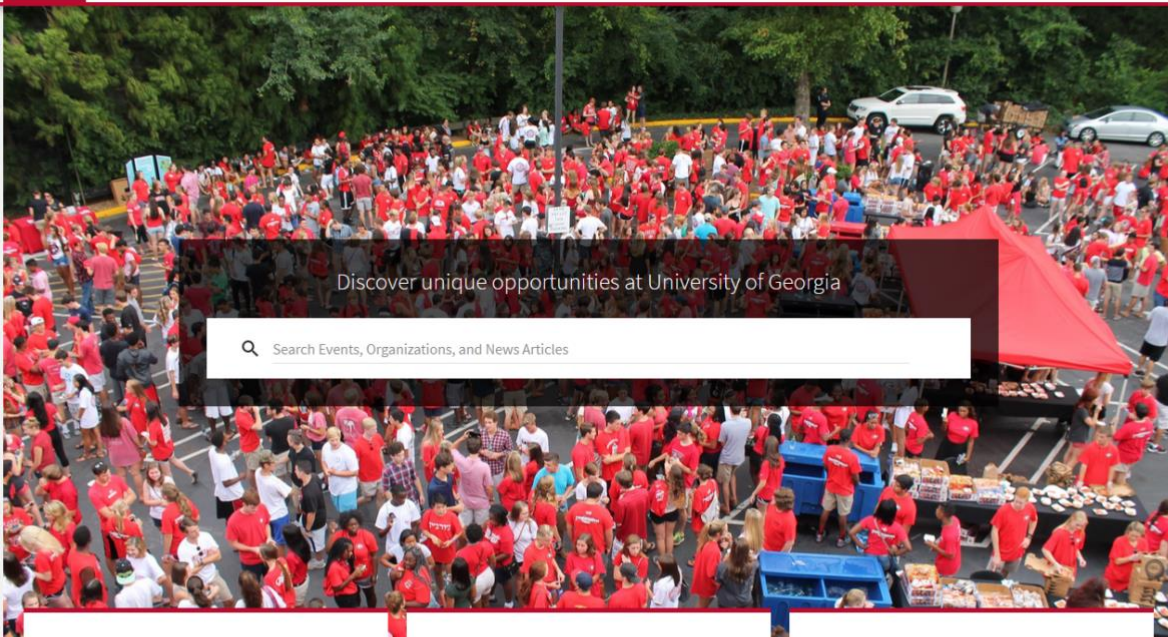
### Campus Labs/Involvement Network Event Creation Instructions

1. Go to <https://uga.campuslabs.com/engage/>
2. Click "Sign in" and do so with your CAS UGA Login.

#### INVOLVEMENT Network

SIGN IN

HOME EVENTS ORGANIZATIONS NEWS



#### Find Organizations

Join a new organization and utilize discussion, news posts, and group messaging.



#### Attend Events

Discover events happening on campus or in your area.



#### Track Involvement

Record your activities and memberships on campus to showcase your Involvement.

- From your homepage, click on the tiled button in the upper right corner, next to your profile, and choose "Manage."

The screenshot shows the top navigation bar with the logo "INVOLVEMENT Network" and a user profile icon with the letter "J". Below the navigation bar are links for HOME, EVENTS, ORGANIZATIONS, and NEWS. The main content area features a search bar with the text "Search Events, Organizations, and News Articles". Below the search bar is a yellow banner for "Apply to the 18-19 Tate Leadership Scholar Cohort!". Underneath is a section titled "My Memberships" with a card for the "Center for Student Activities and Involvement". At the bottom, there is an "Events" section with a "VIEW ALL EVENTS" button.

This screenshot is identical to the one above, but with a yellow circle highlighting the "Manage" button in the user profile dropdown menu. The dropdown menu is open, showing "Explore" and "Manage" options. The "Manage" option, which includes a gear icon, is circled in yellow.

4. In the “My Memberships” section, click on your Membership, or the group/membership that will be associated with the event that you wish to create, then click on the menu button next to the Membership title – this will bring up a sidebar.

The screenshot shows the top navigation bar with the text "INVOLVEMENT Network Action Center" and a user profile icon with the letter "J". Below this is the "Action Center" header with a gear icon and the subtitle "Manage your organization content and review submissions." The main content area is titled "My Memberships" and includes a "REGISTER AN ORGANIZATION" button. A single membership card is displayed, titled "Center for Student Activities and Involvement", which is circled in yellow. Below the card, it says "(Showing 1-1 of 1)".

The second screenshot shows the same interface but with the sidebar for the "Center for Student Activities and Involvement" membership open. The sidebar is circled in yellow and contains a menu icon and the text "Center for Student Activities and Involvement". The main content area displays the organization's logo, name "Center for Student Activities and Involvement", "4 Members", and "Primary Contact: Taylor Cain".

\*\*If you do not have any memberships assigned to you, contact Lori Crawford at [lori.crawford@uga.edu](mailto:lori.crawford@uga.edu)

5. Click “Events,” then click on the “+Event” button to create your new event.

The screenshot shows the INVOLVEMENT Network Action Center interface. The top navigation bar includes the logo for the Center for Student Activities and Involvement at the University of Georgia, the text 'INVOLVEMENT Network Action Center', and a user profile icon 'J'. Below the navigation bar, the main content area displays the organization's name and logo, 'Center for Student Activities and Involvement', along with '4 Members' and 'Primary Contact: Taylor Cain'. A sidebar on the left contains navigation options: 'Home', 'Organization Tools', and 'Events' (which is circled in yellow). Below this, the 'Manage Events' section is visible, featuring a '+ CREATE EVENT' button (circled in yellow), filter dropdowns for 'Approved' and 'Current', a search bar, and a table of events. The table contains one entry: 'Passion Project Showcase' with a status of 'Approved' and a start date of '3/26/2019 6:00 PM'. The footer of the table indicates 'Showing 1 - 1 of 1'.

Name	Status	Start Date	Action
Passion Project Showcase <small>Co-hosted event managed by Tate Leadership Scholars Program</small>	Approved	3/26/2019 6:00 PM	<a href="#">🔗</a>

This form will add your event to the Involvement Network, as well as to the Student Affairs event calendar. This form will provide you with an opportunity to request tracking devices, much like the former Qualtrics form.

Please note that in order to create an event, you must be logged in to the Involvement Network, and your MyID must be attached to an Organization.