

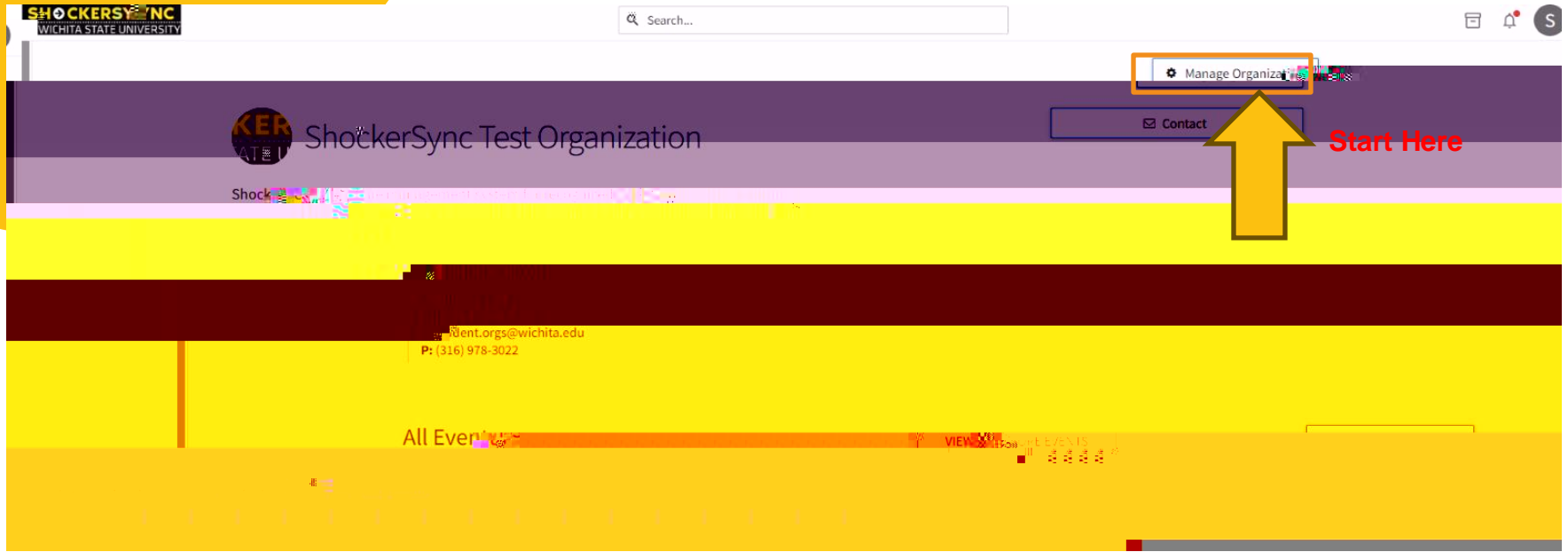
EVENT PLANNING

On ShockerSync

Student



START HERE



ADMIN PAGE

The screenshot shows an administrative interface for an organization. At the top, there is a feedback link: "Help us improve this page". Below this, the organization's logo and name "Organization" are displayed, along with "Primary Contact: Student Organizations". A notification banner states: "You have started an event submission, but have not yet completed the process. Resume or delete your started submission(s).". A statistics card shows "Total Memberships" as 1. A section titled "Incoming Organization Events" contains a table with a "CREATE EVENT" button highlighted by an orange box. A red text annotation "Click either to start the process" has two yellow arrows pointing to the "CREATE EVENT" button and a "START" button in the table. The bottom of the page features a navigation menu with "Finance" and "10:00".

Help us improve this page

Organization
Primary Contact: Student Organizations

You have started an event submission, but have not yet completed the process. Resume or delete your started submission(s).

Total Memberships 1

Incoming Organization Events

CREATE EVENT

Click either to start the process

Finance 10:00







EVENT VISIBILITY

The screenshot shows a web interface for event management. At the top right, there is a button labeled "CLEAR LOCATION". Below it, the "Event Visibility" section is visible. A dropdown menu is set to "The Public". Below the dropdown, there is a checkbox labeled "Allow the name of the event to show up in the transcript". A red arrow points from the text "Refers to ShockerSync: Select 'public'." to the dropdown menu. Another red arrow points from the text "If a student can get free items from your event, list that here" to the "Free Stuff" and "Free Food" tags. A third red arrow points from the text "Event visibility depends on whether an event is campus wide or a private." to the "Campus Wide" tag. A blue "NEXT" button is at the bottom left.

CLEAR LOCATION

Event Visibility

The Public

Allow the name of the event to show up in the transcript

Free Stuff x Free Food x

Campus Wide x

Event visibility depends on whether an event is campus wide or a private.

Refers to ShockerSync: Select "public".

If a student can get free items from your event, list that here

NEXT

RSVP PARTICULARS

SHOCKERSYNC
NICHITA STATE UNIVERSITY

Search...

RSVP

Select 'anyone' if your event is open to the public.
Select otherwise if it is by invite-only.

Settings

Fields marked with an asterisk (*) are required.

*Who can RSVP

Anyone

Note: All respondents will receive an email reminder 24 hours before the start of the event.

Invite all members of this organization and all co-hosts after event approval

Organization Representation

Organization Name



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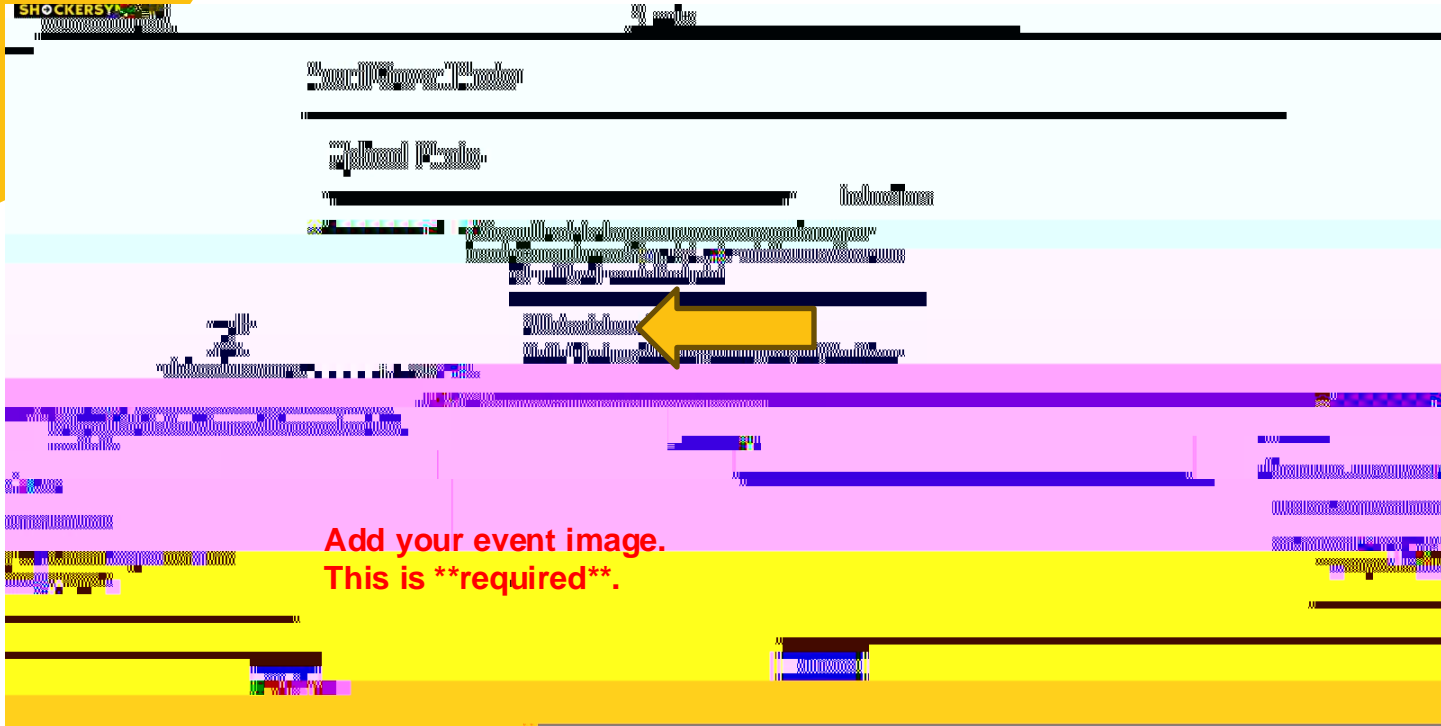
POST EVENT FEEDBACK CONT'D

Add Survey Question

Click next to continue

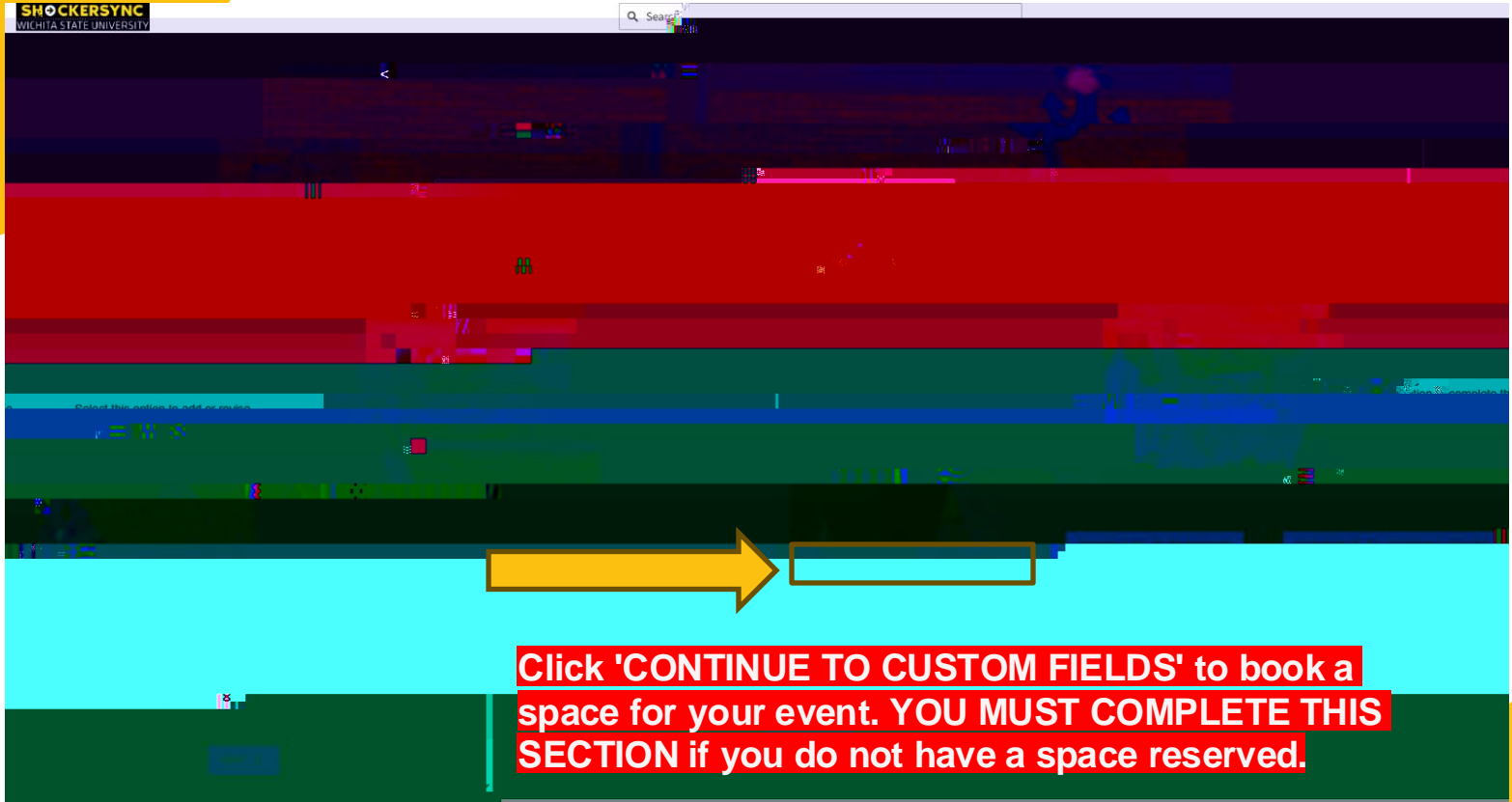
Use this section to create questions for post-event survey. Move on if this is not relevant for your event.

EVENT COVER IMAGE





YOU'RE ALMOST DONE!

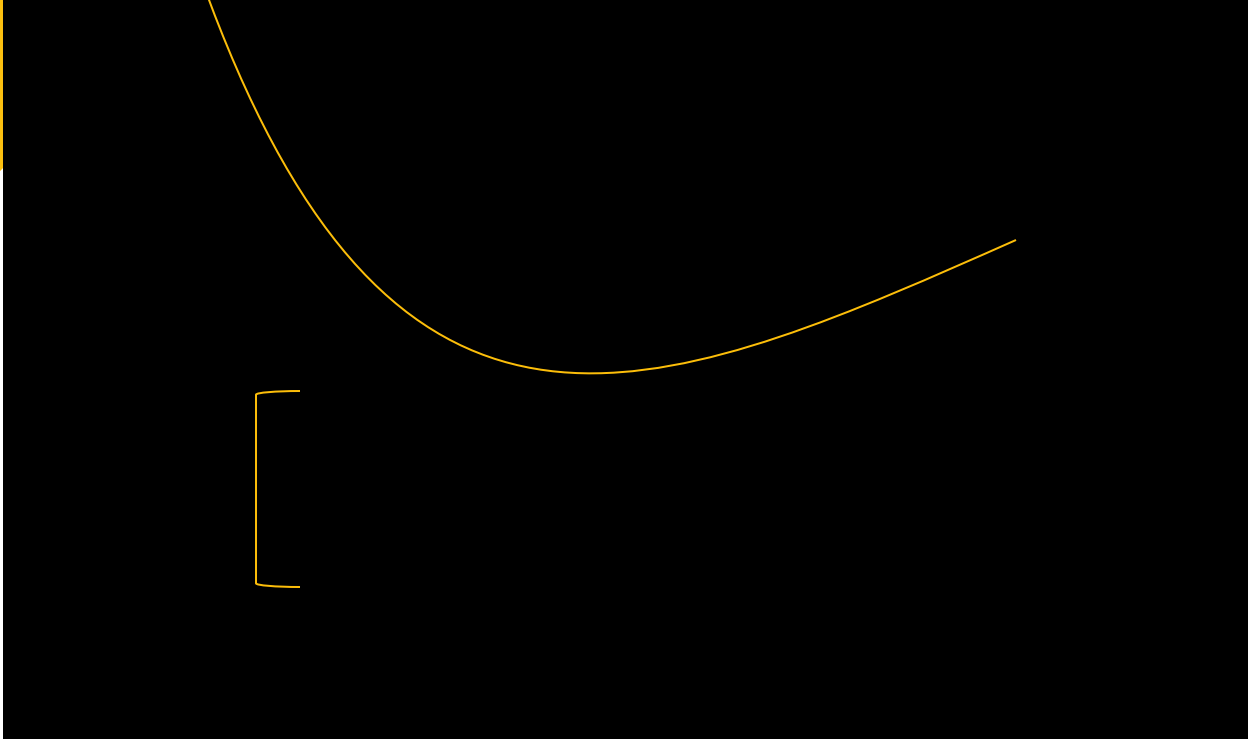


The screenshot shows the Shockersync website interface for Wichita State University. The top left corner features the 'SHOCKERSYNC WICHITA STATE UNIVERSITY' logo. A search bar is visible at the top center. The main content area is dark with various navigation and search options. A prominent yellow arrow points to a button labeled 'CONTINUE TO CUSTOM FIELDS' in the bottom right section of the interface.

Click 'CONTINUE TO CUSTOM FIELDS' to book a space for your event. YOU MUST COMPLETE THIS SECTION if you do not have a space reserved.

ADDITIONAL INFORMATION

**Choose your
org's category.**



Event Additional Information Form

Event Type/Location

Select your event type.

Select the location for your event.

Select "No" if you do not have a space confirmed.

Click next to move on



ACADEMIC BUILDING SPACES

Additional Information Form

Academic Buildings

Which Academic Building would you like to use?

- Ablah Library
- Ahlberg Hall
- Beggs Hall
- Corbin Education Center
- Devlin Hall

Engineering Bldg.

- Engineering Building
- Ecology Building
- Hubbard Hall
- Lyell Hall

Life Sciences Bldg.

- Aslam Hall
- John B. Kirtland

Liberal Arts Bldg.

- Lindquist Hall
- McKinley Hall
- Neff Hall

Physical Sciences Bldg.

- Walker Hall
- Weisberg Hall


next

PREVIOUS NEXT

Select a location for your event. Please note, availability is not

EVENT ATTENDANCE

Estimate attendance

**If you have an event space
confirmation number, insert it
here:** 

Click next to move on



EVENT SET UP NEEDS

The screenshot shows a web form titled "Event Additional Information Setup Needs" with a "SHOCKERSYNC" logo in the top left. The form is divided into three main sections, each with a red text overlay:

- Section 1:** "Select room set up requirements." This section includes a heading "How would you like the room to be set up?" and a radio button for "Classroom Style Seating". Below this are four bullet points, each with a star icon: "Centered at the front of the room", "Theater style Seating", "Round", and "Other".
- Section 2:** "Provide additional set up requirements if needed." This section is currently empty.
- Section 3:** "Select technical needs." This section contains three checkboxes: "Projector", "Screen", and "HDMI cable".

At the bottom right of the form, there is a red text instruction: "Click next to move on".

RISK ASSESSMENT QUESTIONS

Event Additional Information Form

Will there be more than 100 people in attendance at the event?

Yes

No

Will there be alcohol served at the event?

No

Please state where the event will be held (e.g., home)?

Yes

No

Will there be a cash bar at the event?

Yes

No

Yes

No

Will this event have either an inflatable or interactive game? If yes, a SPAL Staff member will lead you to you. Please

Yes

No

[< PREVIOUS](#)

Click next to move on

[NEXT >](#)



Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you

show

submit

Type here...

2024 12:00 PM - 10/7/2024 1:00 PM

10/7,
rsc

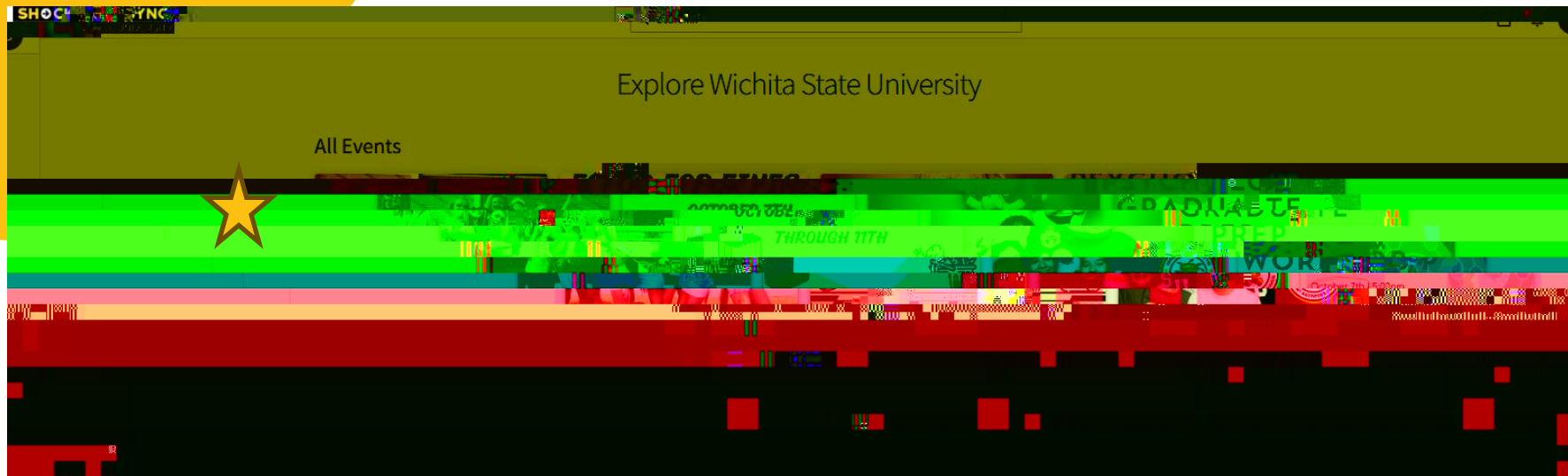
Event Home

Instruction and Orientation

PROCESS COMPLETED

The screenshot shows a confirmation page for an event. At the top, a green banner displays the message: "Your event has been created." Below this, there is a "Back to Event" link with a left-pointing arrow. The main content area features a large image of a group of people, with the text "Event Title" overlaid. To the right of the image are two buttons: "CHANGE DETAILS" and "SHARE EVENT". Below the image, there is a section for event details, including "Location", "Begins" (Monday, October 07, 2024 at 12:00 PM MST), and "Event Rating". A "COPY" button is visible on the left side of this section. At the bottom, there are fields for "ACCESS CODE" and "ATTENDANCE URL" (https://www.campuslabs.com/engage/...), each with a "COPY URL" button. A footer note states: "Any Engage user who visits this URL within 72 hours after the event ends."

TIME TO MARKET YOUR EVENT!



For additional questions,
Contact student.orgs@wichita.edu