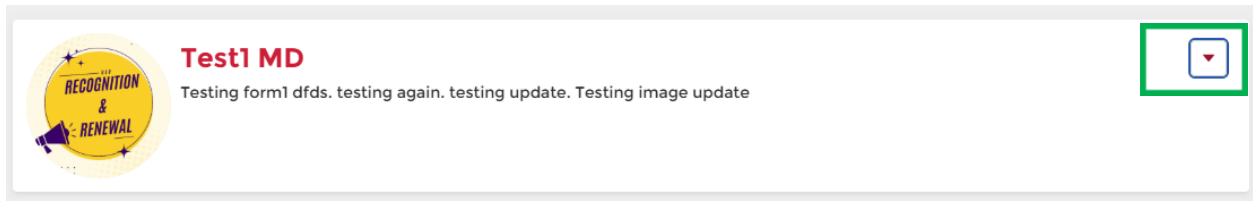
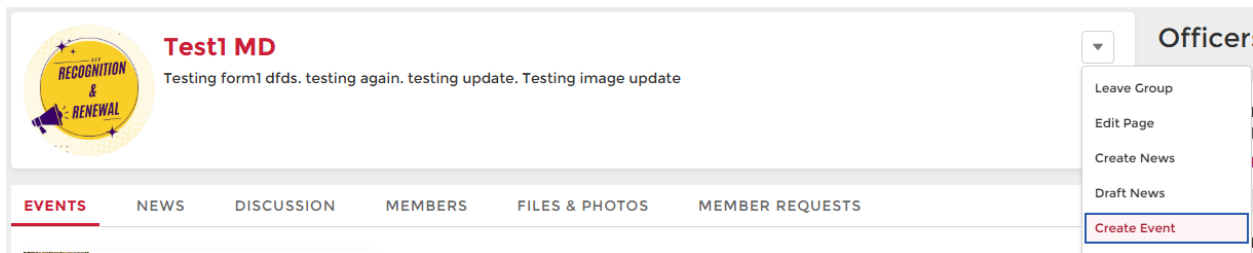


## Steps to Create Events

The drop-down button is available for the page administrators to edit the club page details, Create News, Create Events, Update Draft News and Events.



Step1: Click on the drop-down button and choose Create Event



Step2: Provide the even details such as title, type, description, Place and time etc.

To choose co-hosts type in the co-host name

\* Event Type  
Formal / Social Dance

\* Event Title  
Formal Dance

\* Compose text  
Salesforce Sans 12 B I U

Formal Dance

19/32768

Co-Hosts  
Search Clubs / Groups...  
 Coffee Club X

Place and Time

Address  
Street  
Carlos bee blvd

City  
Hayward

State/Province  
CA

Zip/Postal Code  
94541

Country  
United States

\* Start Time

Feb 28, 2025

3:40 PM

\* End Time

Mar 4, 2025

3:40 PM

\* Location Name

Core

Online Location

https://zoom.com

Remove

+ Add

There is an option to create repetitive events, click on the add button to add different dates and time.

\* Start Time

Feb 28, 2025

3:40 PM

\* End Time

Mar 4, 2025

3:40 PM

\* Location Name

Core

Online Location

https://zoom.com

Remove

\* Start Time

Mar 6, 2025

3:40 PM

\* End Time

Mar 7, 2025

3:41 PM

\* Location Name

Core

Online Location

https://zoom.com

Remove

+ Add

## Event Visibility

Organization – The events will be displayed only for the particular club or group

Institution – The events will be displayed for the whole university.

### Event Visibility

\* Show To

--None--

--None--

Organization

Institution

Event Categories

Perks



**NOTE: Student Organizations must complete the Event Submission Process form for the event to be approved.**

Please click on the below link to complete the Event Submission Process Details  
[Event Submission Process Form](#)

[Previous](#)

[Finish](#)

## Event Submission Process

### Instructions.

**ALL RECOGNIZED STUDENT ORGANIZATIONS (RSOs) ARE REQUIRED TO SUBMIT ANY AND ALL EVENTS HOSTED/SPONSORED BY THE RSO. You are required to submit ALL information being requested. If you leave out any information you risk delaying your event approval or your event being denied.**

General event requests **MUST** be submitted 14 days (10 business days) in advance. Events with special concern and/or larger events must be submitted a **MINIMUM** of 30 days in advance to ensure proper planning. Events submitted passed the deadline will not be reviewed and/or denied!

During this point of your Event Submission, you will be asked specific questions that will be reviewed by your Student Leadership and Involvement Center (SLIC), and other entities that will work to make your event successful.

### EVENT APPROVAL PROCESS:

1. RSO submits the event via BaySync (this information will be visible on BaySync) and this Event Submission Form (this information is for internal use).
2. SLIC reviews submissions and will determine steps needed to make the event successful.
  - a. SLIC will reserve space on behalf of the RSO, if needed \*some locations will require the RSO to reserve/confirm their own space.
  - b. If needed, space will be reserved, and you will be notified of space approval (space will be assigned by availability). This **DOES NOT** mean your event is approved.
3. You may get notifications in your horizon email and/or on the BaySync portal to answer clarifying questions and/or may be required to set up a meeting. It is important that you pay attention to these notifications. Your response is imperative, if you do not respond in a timely manner, you are delaying your event approval timeline!
4. SLIC will have the final review and approve/deny the event.



## Test1 MD

Testing form1 dfds. testing again. testing update. Testing image update

### EVENTS

### NEWS

### DISCUSSION

### MEMBERS

### FILES & PHOTOS

### MEMBER REQUESTS



### [Testing for Accessibility please ignore]

Core

Saturday, February 1, 2025 at 3:05 PM PT



### Formal Dance

Core

Thursday, March 6, 2025 at 3:40 PM PT



### Formal Dance

**Date and Time**  
Thursday, March 06, 2025 at 3:40 PM PST to  
Friday, March 07, 2025 at 3:41 PM PST

**Location**  
Core

**Online Location**  
[Join Event Online](#)

### Description

Formal Dance

### Perks

Free Food;Merchandise

### Categories

Conference;Career/Professional Development;Community Service/Philanthropy

#### RSVP to Event

☒ I will be coming ☐ I won't be coming

Dietary Restrictions?

Online or In-Person?

Faculty/Staff/Student/Other?

RSVP

### Host Organizations



Test1 MD



Coffee Club

### RSVP to Event

☒ I will be coming

☐ I won't be coming

Dietary Restrictions?

None

Online or In-Person?

In-Person

Faculty/Staff/Student/Other?

Student

RSVP

## Event Registration Confirmation



Registered

Formal Dance  
3/6/2025, 03:40 PM PST - 3/7/2025, 03:41 PM PST  
[Add to Calendar](#)

#### Attendees

| First Name | Last Name | Status     | Category |
|------------|-----------|------------|----------|
| Bunny      | Bumblebee | Registered | Attendee |

Download Event Pass