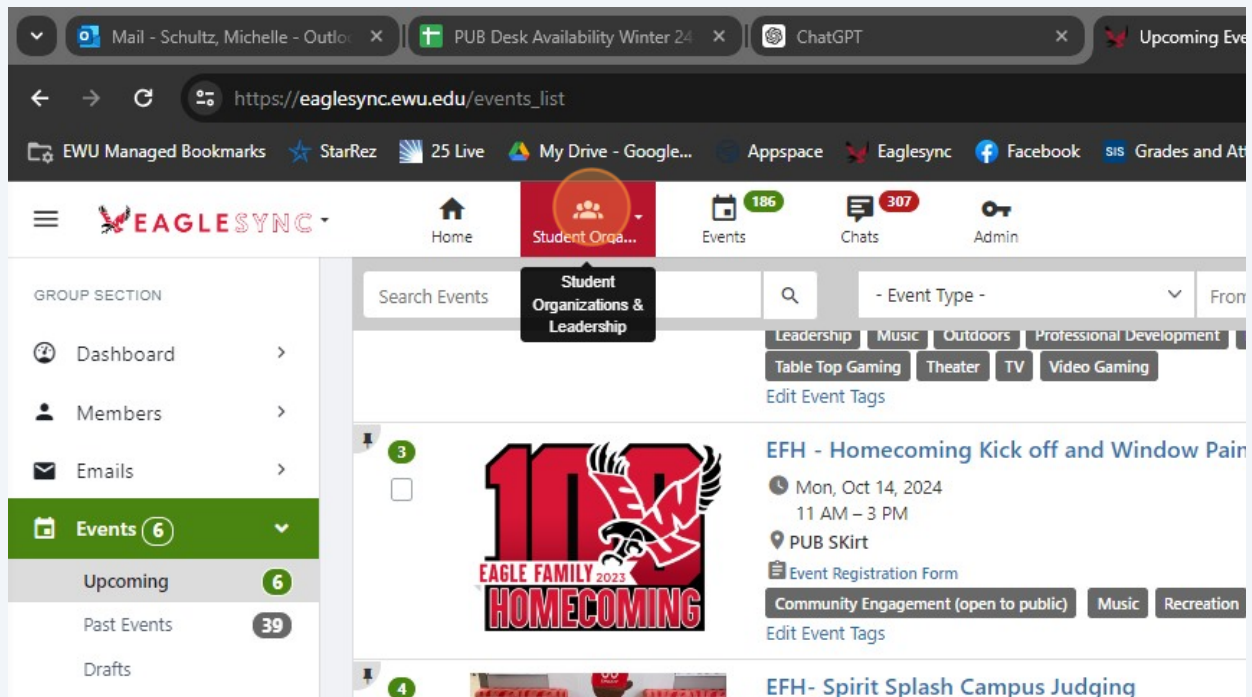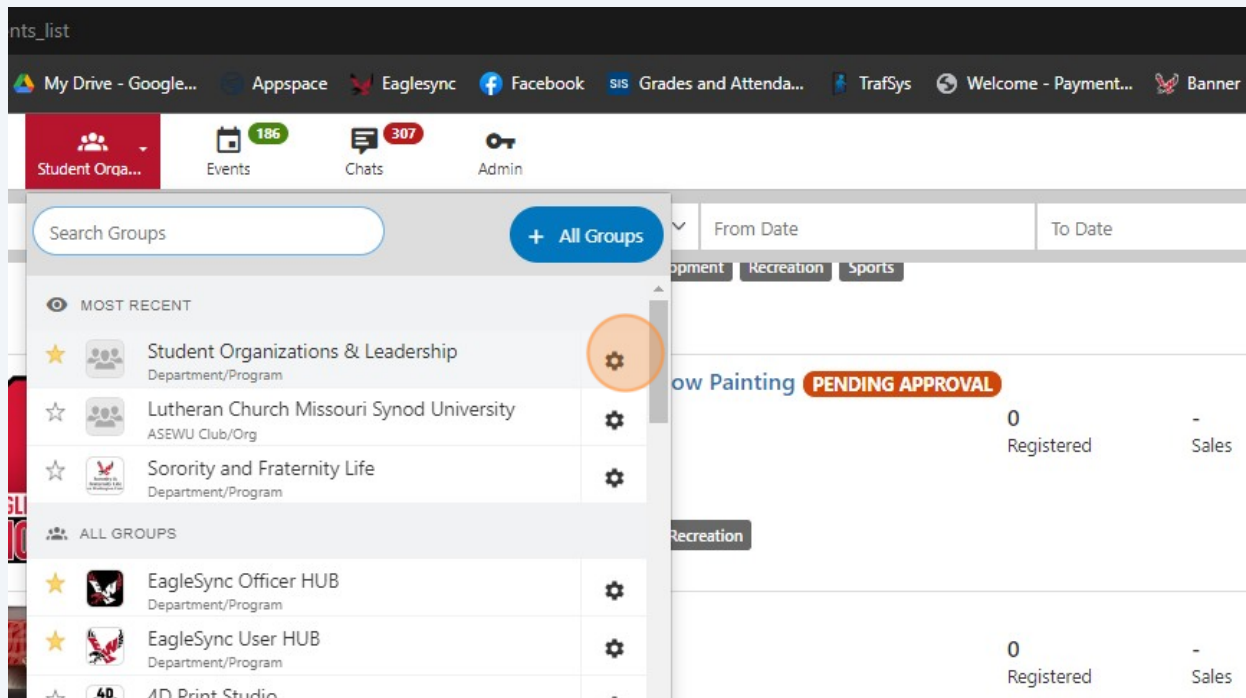# EagleSync how to - Create an event registration - For Departments
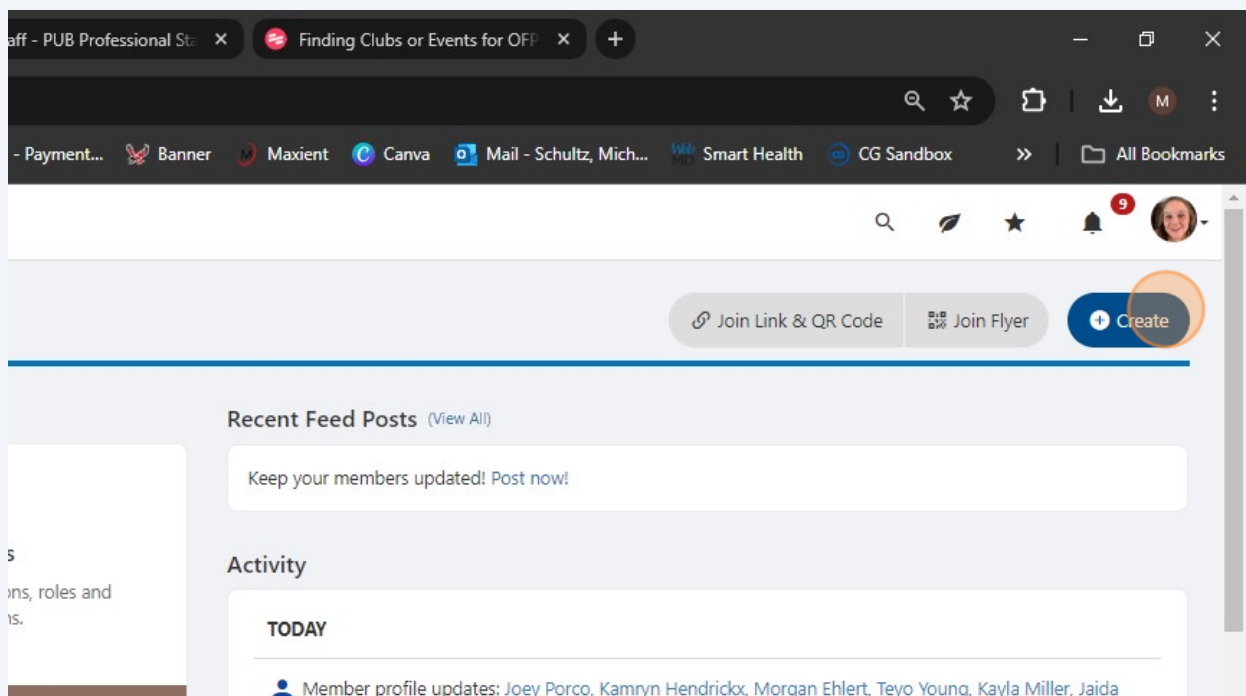
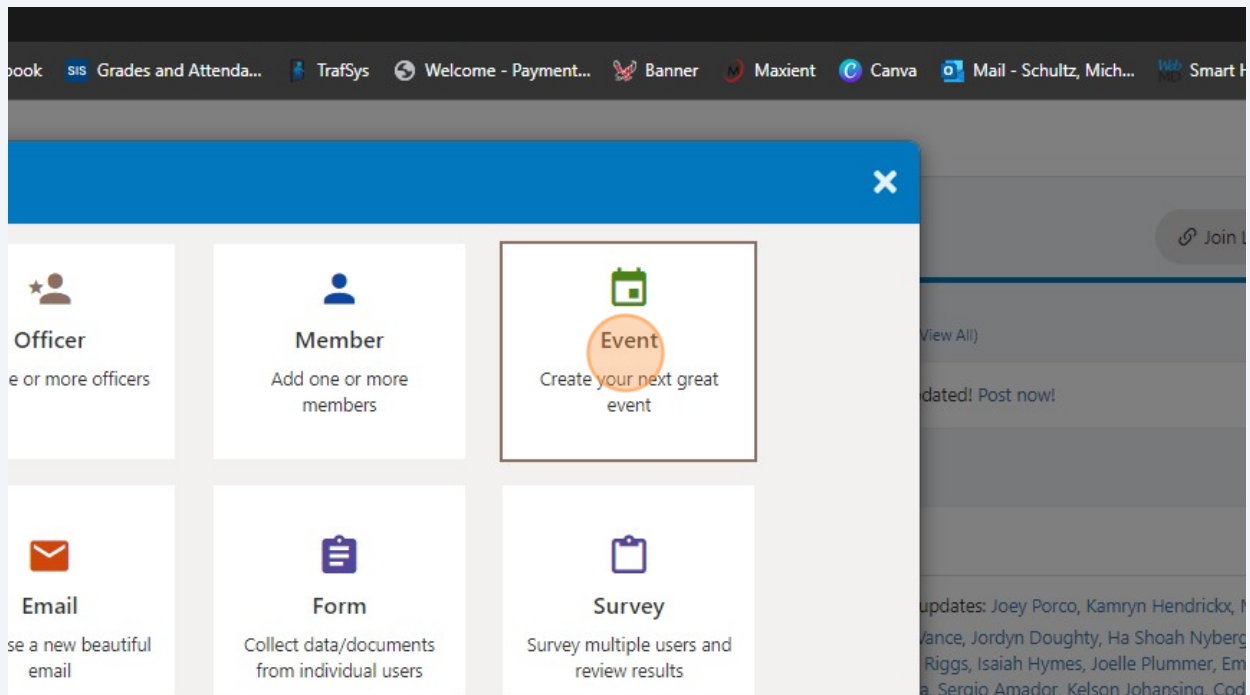**1**   Log in to EagleSync with your SSO credentials.

2 Find and manage your group by clicking the wheel.

3 Click " Create"

4 Click here

5 Begin filling out event information *Event Name, Description, use drop down menu to choose Event Type).

If you would like to utilize Event Tags so people can search for your event by interest, you may choose to add

6 You may add campus partners who are collaborating with you but who are not members of your group by pressing the +

Organizing Team

* Event Coordinator — Michelle Schultz - Vice-President

Add Custom Host

Team Members ⓘ ⊞

Import Team Members

☐ Only the event coordinator and officers of the host group added as team

How do you want your attendees to contact you?

◉ Start a group chat with the organizing team

◯ Send an email to the event coordinator

Delete | Save as Draft | Create Ev

---

7 Click here

* Event Name — EFH - Bed Races

* Description ⓘ — Join us on 1st Street in Cheney for the traditional Bed Races.

Detailed description (HTM

* Event Type — Community Engagement (o

Event Tags — Fitness and Exercise ✖ | Recrea
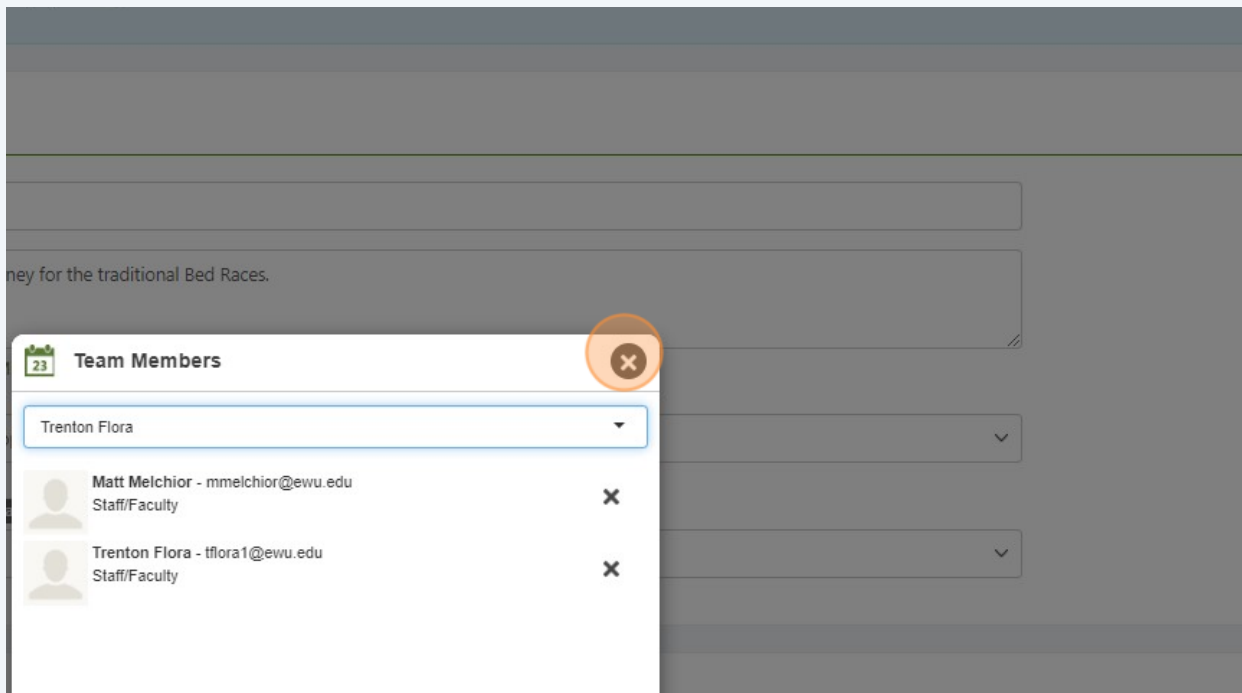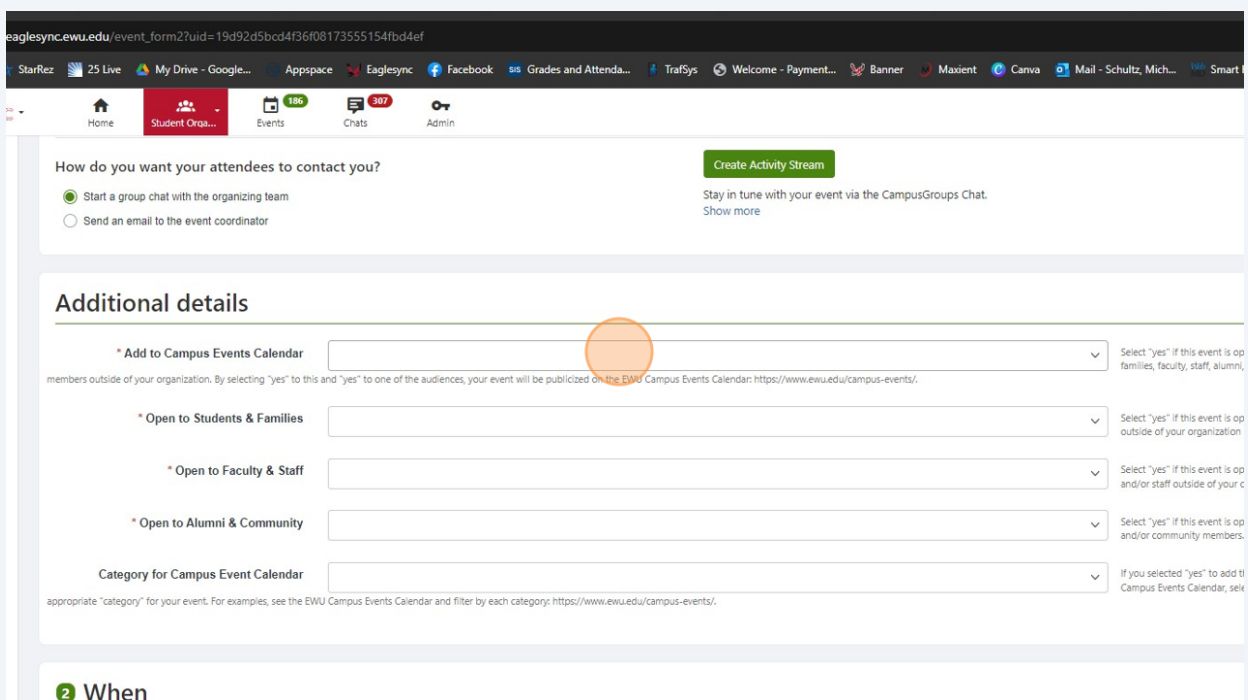
- Select -

Team

Team Members ✖

Matt Melchior ▼

Matt Melchior - mmelchior@ewu.edu
Staff/Faculty ✖

8 Click "Close dialog."

ney for the traditional Bed Races.

📅 **Team Members**   ✕

Trenton Flora   ▼

👤 Matt Melchior - mmelchior@ewu.edu   ✕
    Staff/Faculty

👤 Trenton Flora - tflora1@ewu.edu   ✕
    Staff/Faculty

9 The questions under "Additional details" drive who is able to see the event in the "Campus Events Calendar" in InsideEWU.

eaglesync.ewu.edu/event_form2?uid=19d92d5bcd4f36f08173555154fbd4ef

StarRez 📄 25 Live ▲ My Drive - Google... Appspace Eaglesync 📘 Facebook sis Grades and Attenda... TrafSys 🌐 Welcome - Payment... Banner Maxient C Canva Mail - Schultz, Mich... Smart

🏠 Home   👥 Student Orga...   📅 186 Events   📋 307 Chats   🔑 Admin

How do you want your attendees to contact you?   [Create Activity Stream]

⦿ Start a group chat with the organizing team   Stay in tune with your event via the CampusGroups Chat.
○ Send an email to the event coordinator   Show more

Additional details

* Add to Campus Events Calendar   [▼]   Select "yes" if this event is op
                                                                  families, faculty, staff, alumni,
members outside of your organization. By selecting "yes" to this and "yes" to one of the audiences, your event will be publicized on the EWU Campus Events Calendar: https://www.ewu.edu/campus-events/.

* Open to Students & Families   [▼]   Select "yes" if this event is op
                                                                  outside of your organization

* Open to Faculty & Staff   [▼]   Select "yes" if this event is op
                                                                  and/or staff outside of your o

* Open to Alumni & Community   [▼]   Select "yes" if this event is op
                                                                  and/or community members.

Category for Campus Event Calendar   [▼]   If you selected "yes" to add t
                                                                  Campus Events Calendar, sele
appropriate "category" for your event. For examples, see the EWU Campus Events Calendar and filter by each category: https://www.ewu.edu/campus-events/.

② When

10 Input information regarding the time and date of your event.

* Open to Faculty & Staff	Yes
* Open to Alumni & Community	Yes
Category for Campus Event Calendar	Campus-Wide

appropriate "category" for your event. For examples, see the EWU Campus Events Calendar and filter by each category: https://www.ewu.edu/campus-events/.

2 When

* Start Date		* Start Time	01 ⌄ : 00 ⌄ PM ⌄
End Date		* End Time	01 ⌄ : 00 ⌄ PM ⌄
* Time Zone	(UTC-08:00) Pacific Time (US & Canada)		

● Custom time instructions

● Recurring event settings

3 Where

Type   ◉ On-Campus Room Reservation

11 For the "Where" - click on the appropriate section for where the event will take place:

- On-Campus Room Location is what you will likely use most of the time

   • **If you have already booked your event in 25 Live, click "Other Location" and type in the location**

   • Number of Attendees is what drives the information of what spaces you can choose from. This section pulls information from 25 Live.

   • If you are searching for a table space, do not select more than 4 attendees as 25 Live would filter out tables

   • In the PUB, naming conventions for tables are "PUB TBL" and then the space. Example PUB TBL 1A is a table on the 1st floor in front of the NCR.

   • When you have information populated correctly, click "Book rooms"

12 Click "Book" on the room you would like to reserve. You will see the checkmark when the room is held.
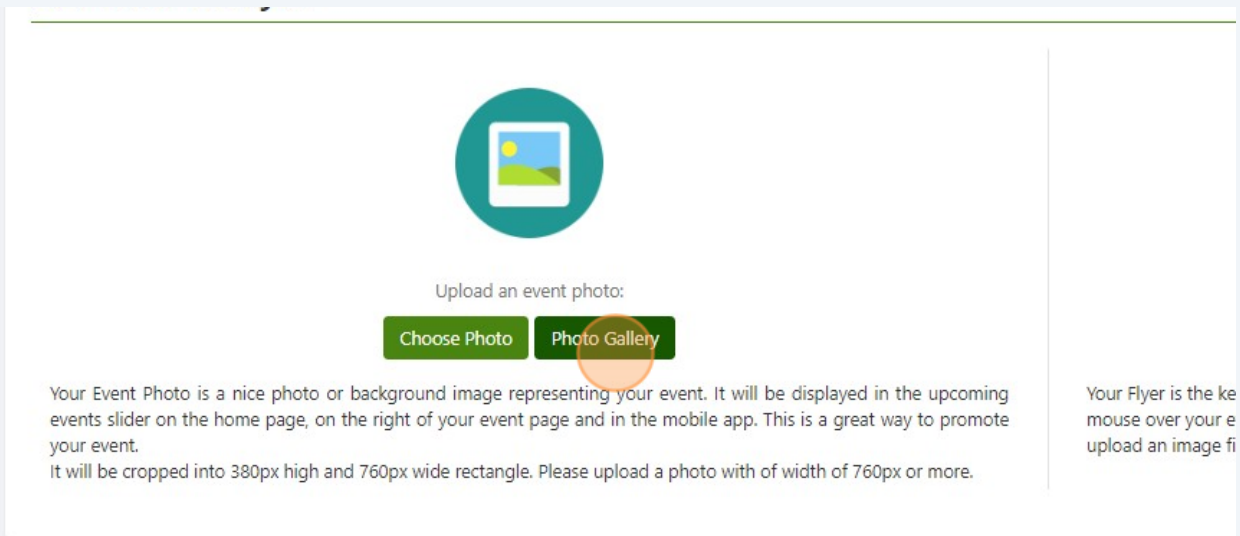
Click the X on the top right to leave this section and you should see "pending" to show the reservation is held for you.

The room is not fully reserved until the event request has made it through the workflow.

PUB SKIRT TBL B Pence Union Building Skirt Table B Capacity: 4		☑ Book
PUB SKIRT TBL C Pence Union Building Skirt Table C Capacity: 4		☑ Book
PUB SKIRT TBL D Pence Union Building Skirt Table D Capacity: 4		☑ Book
PUB TBL 1A Pence Union Building First Floor Table A Capacity: 4		☑ Book
PUB TBL 1B Pence Union Building First Floor Table B Capacity: 4		☑ Book

13 Add photos and/or flyers. If you don't, the default photo of the campus mall will show up when people are looking up events.

Upload an event photo:

Choose Photo **Photo Gallery**

Your Event Photo is a nice photo or background image representing your event. It will be displayed in the upcoming events slider on the home page, on the right of your event page and in the mobile app. This is a great way to promote your event.
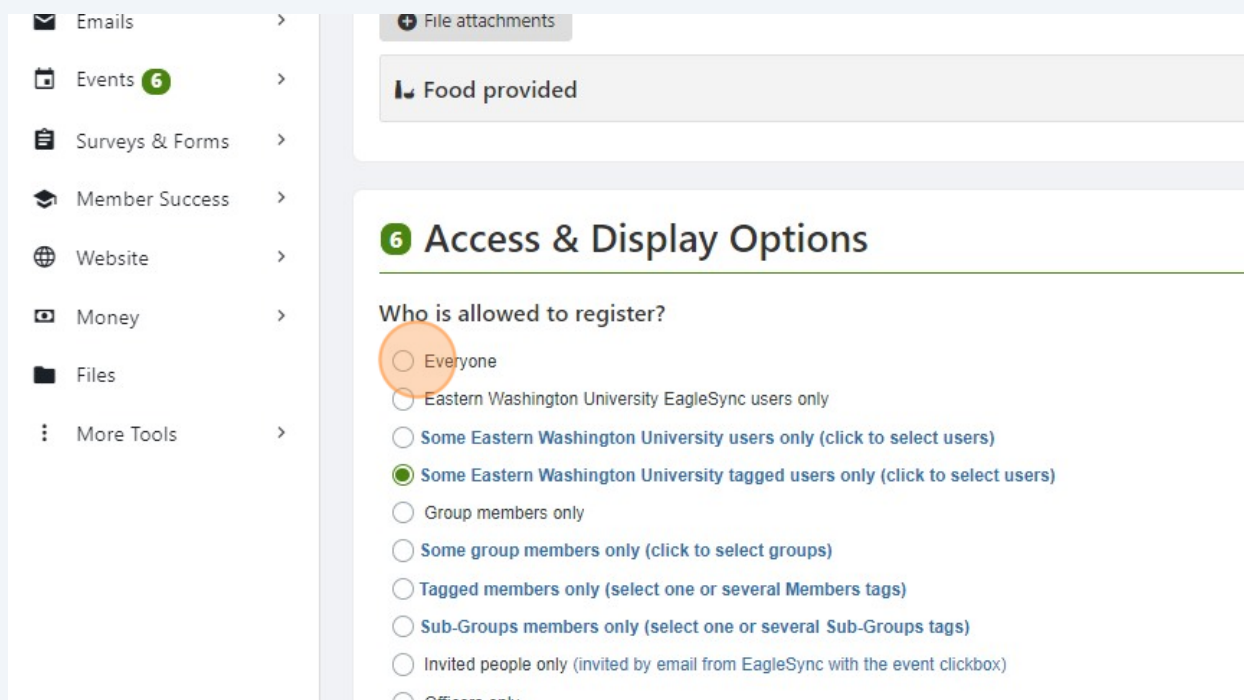It will be cropped into 380px high and 760px wide rectangle. Please upload a photo with of width of 760px or more.

Your Flyer is the ke
mouse over your e
upload an image fi

5 More Details

14 Access & Display Options will determine who can see and/or register for your event.

✉ Emails   >
📅 Events **6**   >
📋 Surveys & Forms   >
🎓 Member Success   >
🌐 Website   >
📺 Money   >
📁 Files
⋮ More Tools   >

➕ File attachments

🔊 Food provided

6 Access & Display Options

Who is allowed to register?

◯ Everyone
◯ Eastern Washington University EagleSync users only
◯ Some Eastern Washington University users only (click to select users)
🔘 Some Eastern Washington University tagged users only (click to select users)
◯ Group members only
◯ Some group members only (click to select groups)
◯ Tagged members only (select one or several Members tags)
◯ Sub-Groups members only (select one or several Sub-Groups tags)
◯ Invited people only (invited by email from EagleSync with the event clickbox)
◯ Officers only

15 EagleSync defaults to send a 1-5 star feedback request for everyone who registered (RSVP'd) for the event. You can make changes, or choose a form/survey if you have created one.

RSVP personalized email confirmation

Display the list of attendees to

Ticket cover

Feedback request

Send a feedback request | 24 Hours | ⌄ | after the event.

To all the people who registered to the event
Only to the people who checked-in at the event

Form/survey | - Select -
Add a form/survey to your feedback request.

Custom content

16 Click " Create Event ." This will take you to the next couple of pages of questions. These questions will drive the workflow and determine who needs to see and approve your event.

Departments should not click the buttons about the event having expenses or being a fundraiser - those are specific for clubs.

Some questions include things that trigger Risk Management, Dining Services, EagleSound/University Productions for AV and Sound needs, or Facility specific people (PUB, SRC staff, etc).

Delete | Save as Draft | Create Event | Event Activity Log

70°F Clo
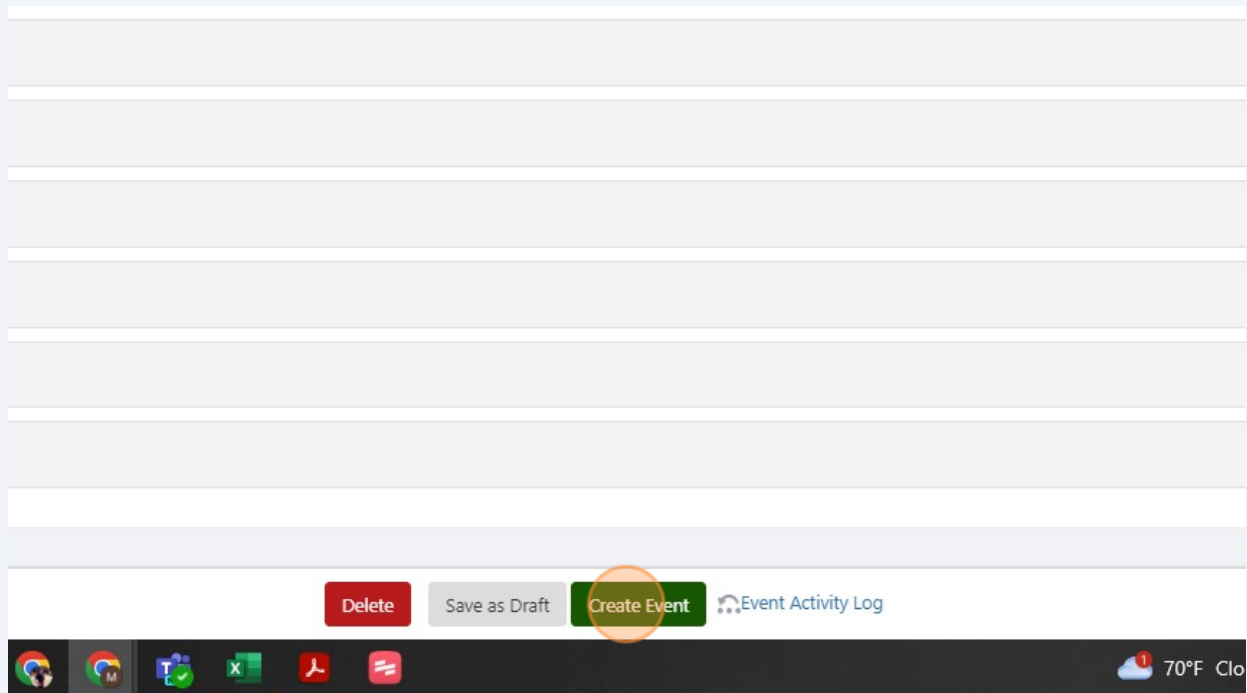
17   Click "Next"

s permit through the City.

vities

e blank if none of the above are applicable.

Next »

Live   3:42 PM 5/28/2024

18   Click "I have reviewed this section and agree to these terms. "

📋 Event Registration Form DRAFT   ✏ E

Final Review

Before submitting, carefully review all responses to ensure they are thorough and accurate.

Do you understand and agree that your
event may not proceed until it has received
full approval from all event reviewers, and
Eastern Washington University officials
reserve the right to to deny or cancel your
activity at any time should the activity or
details provided herein not be completed to
their satisfaction? *

☐ I have reviewed this section and agree to these terms.

I will check my activity status regularly and
respond to reviewer/approver
communications as quickly as possible. If I
have any questions or concerns, I

☐ I have reviewed this section and agree to these terms.

19 Click "Submit"

s or sign on behalf of EWU. STUDENTS AND ADVISORS CANNOT SIGN

irs at 509-359-7088
t Planning at 509-359-6857.

is issued.

Submit

Live   3:43 PM
5/28/2024