How to Create an Event & Request Space

- Only primary contacts and authorized representatives can request space and manage events within an organization/department RowdyLink page.

- If you follow the instructions below and still cannot populate the “Create Event” blue button – please stop.

- You will need to first get set up with the proper permissions, please contact your departmental primary contact or reach out to EMCS or the space contact to assist you in getting set up with full permissions to request space and manage events accordingly.

- Once permissions have been set up:

Get started! Log into RowdyLink at https://utsa.campuslabs.com/engage/

From within your organization’s Action Center. Click your Organization/Department under “My Memberships” Click Manage Organization, and then click the 3 gray bars in the left hand side of your page.

go to Events in the organization tool menu.
Click on **Create Event** in the upper right corner. Enter an event title, theme, description, start and end time, and location into their respective boxes. You can also identify if the event will be co-hosted with other organizations/departments. Required fields are marked by the red asterisk at their start.

When adding a location and time, you can add up to 18 different times/locations within one event.

**Very Important Tip:** Do NOT select “manual entry”! Only select from the drop-down location list.

You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page. You can see what the user interface will look like for each below.
You will also be able to choose from a pre-populated list of locations and review which options are currently available in 25Live the space reservation system.

Very Important Tip: Do NOT select “manual entry”! Only select from the drop-down location list.

When submitting the details of an event, you can also add an online location as well as instructions for how to access it. Events can be exclusively online or combined with a physical location for both online and in-person attendance.
How to Create an Event & Request Space

Add Online Location

Add instructions and/or a direct link to your event listing.

Online meeting services (Google Hangouts, Microsoft Teams, Discord, Slack, GoToMeeting, etc.) will provide a link, instructions, or both. We recommend providing clear instructions for attendees who may not be experienced with your chosen online meeting place.

Online Location Instructions for Attendees

https://hangouts.google.com/group/123g4zBxyzEF6

Event Details refers to event visibility.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anyone in the World</td>
<td>Visible to everyone. (Do not have to be logged into the system)</td>
</tr>
<tr>
<td>Students and Staff</td>
<td>Only visible to logged in users to your campus site.</td>
</tr>
<tr>
<td>Organization Members</td>
<td>Only visible to the members of the organization associated with the event.</td>
</tr>
<tr>
<td>People invited by Host</td>
<td>Only visible to those who were invited to the event.</td>
</tr>
</tbody>
</table>

UTSA Departments holding internal events are encouraged to select Organization Members Only.

Choose who is able to RSVP, and the perks (special benefits for your attendees) available at your event using the respective drop-down menus.
How to Create an Event & Request Space

You can now choose to add an image to your event by clicking Choose File and add an image that you feel will draw attention to your event. We recommend a photo that is 1024px by 600px or larger, under 10MB, and of one of the mentioned formats (JPG, JPEG, GIF, or PNG). The image will run through an image re-sizer, so the larger - the better! If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.

When you're ready, advance using Next or Skip. You will be prompted at this time to complete the remaining questions in relation to your event. Fill out the rest of the form and submit for campus administrative approval.