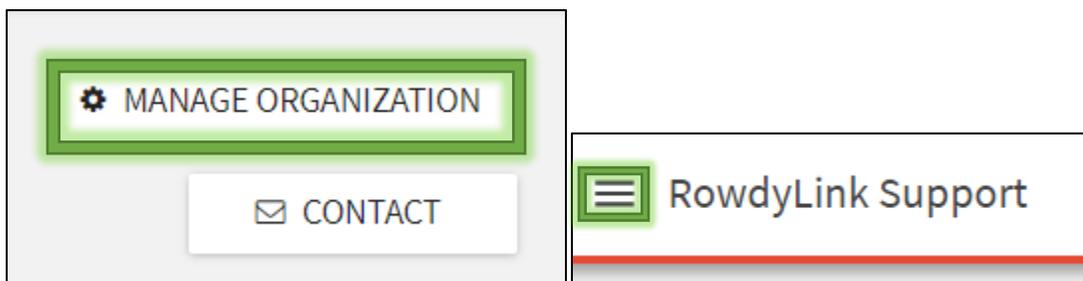


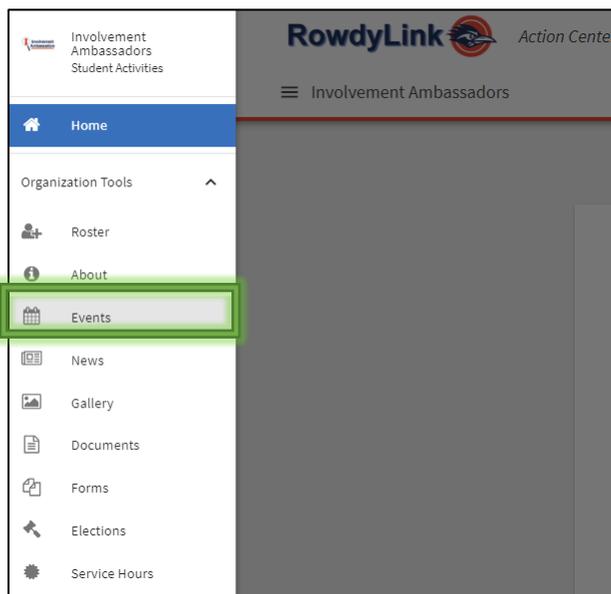
- Only primary contacts and authorized representatives **can request space and manage events** within an organization/department RowdyLink page.
- **If you follow the instructions below and still cannot populate the “Create Event” blue button – please stop.**
- You will need to first get set up with 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/>**

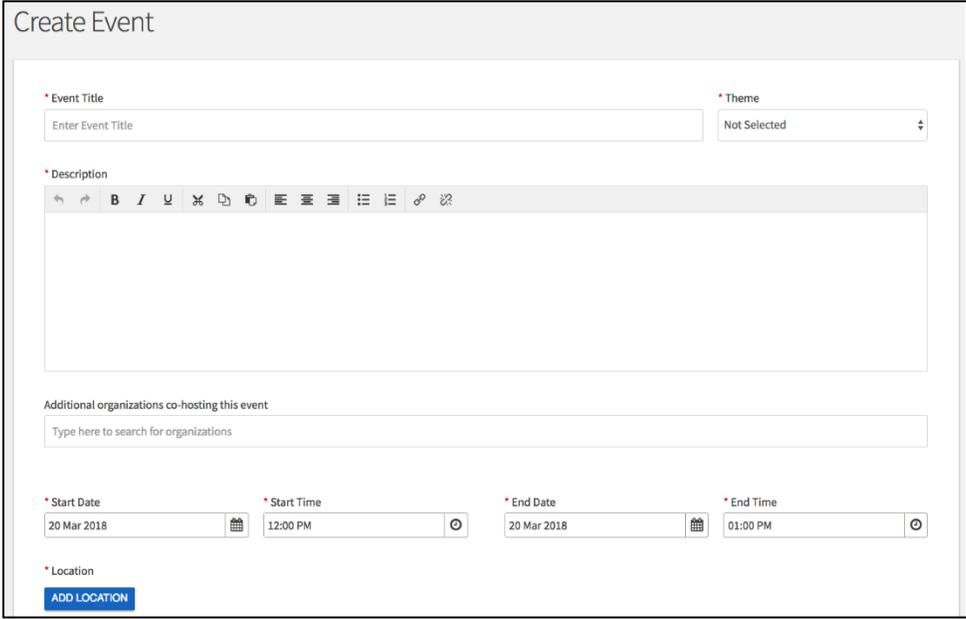
From within your organization's Action Center. *Click* your Organization/Department under “My Memberships” *Click* **Manage Organization**, and then *click* the **3 gray bars** in the left hand side of your page.



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.



The screenshot shows the 'Create Event' form with the following fields and options:

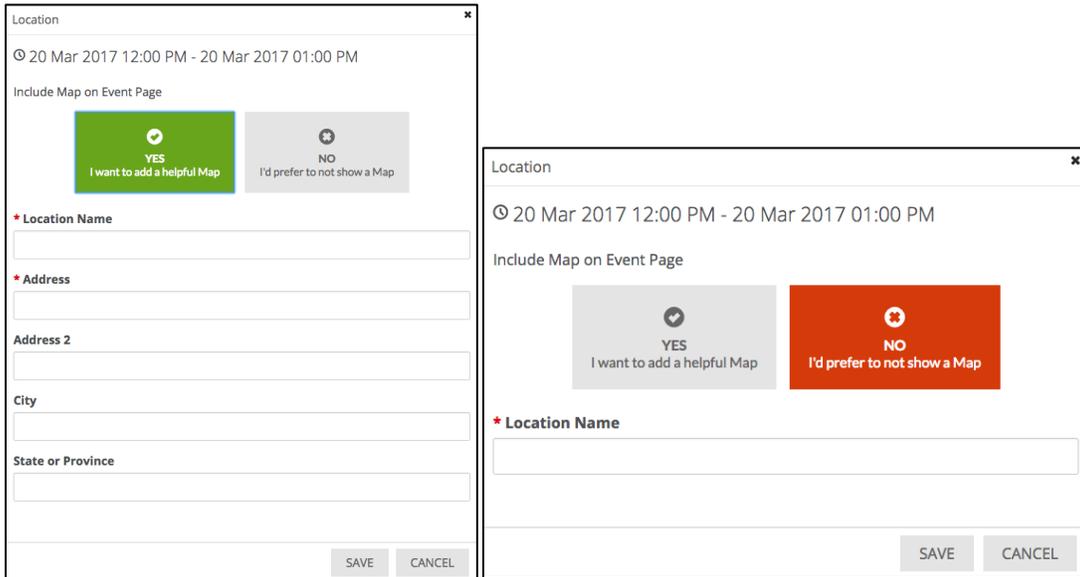
- Event Title:** A text input field with the placeholder 'Enter Event Title'.
- Theme:** A dropdown menu currently set to 'Not Selected'.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and link.
- Additional organizations co-hosting this event:** A search input field with the placeholder 'Type here to search for organizations'.
- Start Date:** A date picker set to '20 Mar 2018'.
- Start Time:** A time picker set to '12:00 PM'.
- End Date:** A date picker set to '20 Mar 2018'.
- End Time:** A time picker set to '01:00 PM'.
- Location:** A section with an 'ADD LOCATION' button.

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.

## How to Create an Event & Request Space



The image shows two screenshots of the 'Location' form. The left screenshot shows the 'Include Map on Event Page' section with the 'YES' button selected. The right screenshot shows the same section with the 'NO' button selected.

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.**



The image shows a screenshot of the 'Available Locations' interface. It features a search bar with the text 'student union', a 'Building' dropdown menu set to 'All', a 'Room Capacity' slider ranging from 0 to 5000, and a list of locations. The list includes:

- H-E-B Student Union 1.200 - Star Galleria (Capacity: 20)
- H-E-B Student Union 1.210 - Student Activities Office (Capacity: 15)
- H-E-B Student Union 1.418 - Green Room (Capacity: 10)
- H-E-B Student Union 2.208 - Tejas Lounge (Capacity: 54)
- H-E-B Student Union 2.214 - Hidalgo (Capacity: 60)

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

#### Online Location Link

CANCEL

SAVE

Event Details refers to event visibility.

#### Option

Anyone in the World  
Students and Staff  
Organization Members  
People invited by Host

#### Description

Visible to everyone. (Do not have to be logged into the system)  
Only visible to logged in users to your campus site.  
Only visible to the members of the organization associated with the event.  
Only visible to those who were invited to the event.

***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.

### Event Details

\* Show To:

\* Who can RSVP:

Maximum number of RSVP spots allowed:

Count guests against remaining RSVP spots

Show remaining RSVP spots to public

Allow attendance at this event to be shown on the Co-Curricular Transcript

Event Categories:

Perks: Special benefits for your attendees

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.

A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your event.

### Picture Uploader

Select Image

No file chosen

Image size guidelines: 1024px by 600px or larger  
File size limit: 10MB  
Supported file types: JPG, JPEG, GIF, PNG, and PDF

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.