RowdyLink

**How to Create an Event**

You must be a part of the organization/department in RowdyLink in order to submit event requests. Only primary contacts and authorized representatives have the ability to request space and manage events within their organization/department RowdyLink page.

==Once your user permissions have been set up, **let's get started!**==

1. Log in to RowdyLink at rowdylink.utsa.edu using your abc123 and passphrase.
2. *Scroll* to the bottom third of your RowdyLink **homepage**. *Click* on the organization you would like to create an event under.
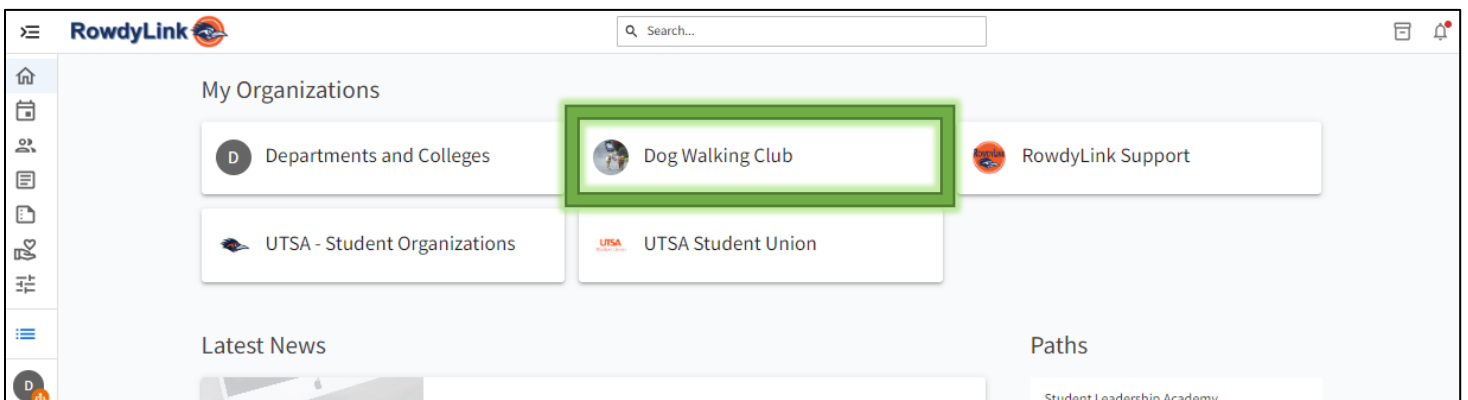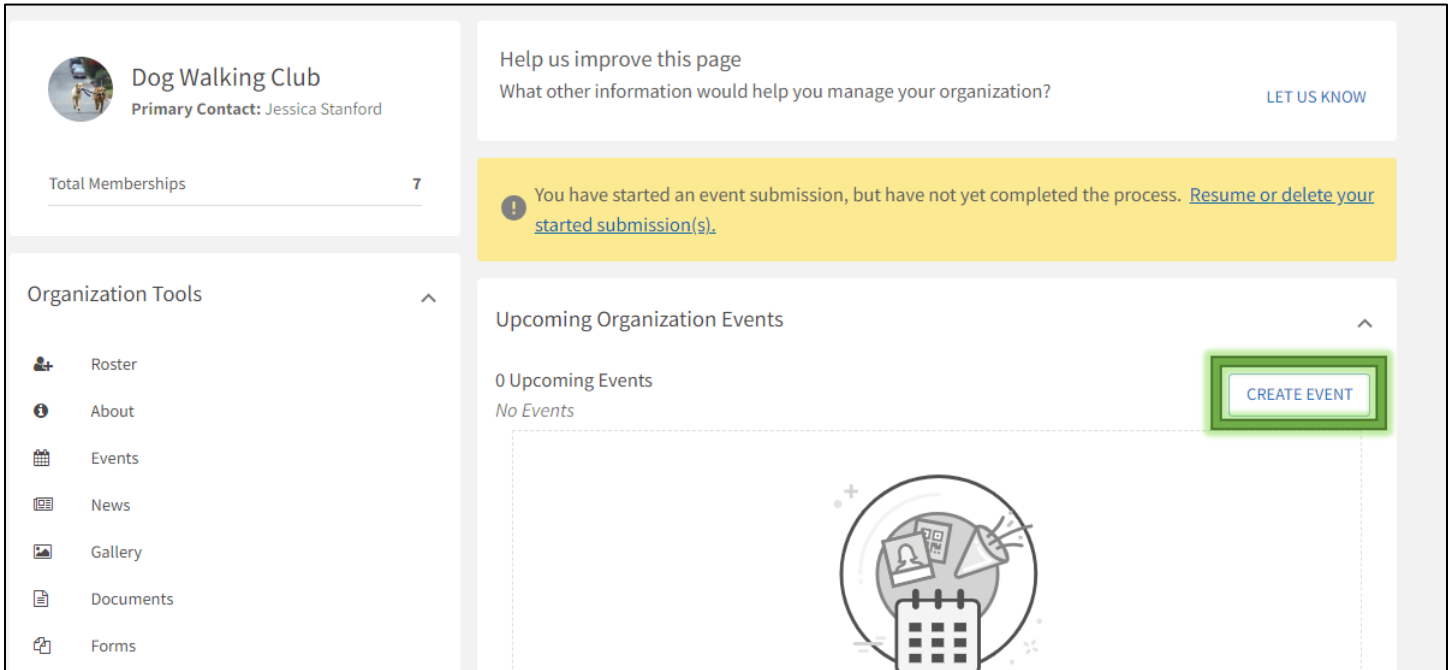

User Roster set up: *If you follow the instructions above and cannot find the organization you are requesting an event for, this means you are not listed on that organization's roster. Please contact your organization's primary contact or reach out to the RowdyLink Administrator (RowdyLink@utsa.edu) for assistance.*

3. This will take you to your organization's explore home page. From here, *click* **Manage Organization** in the upper right corner.
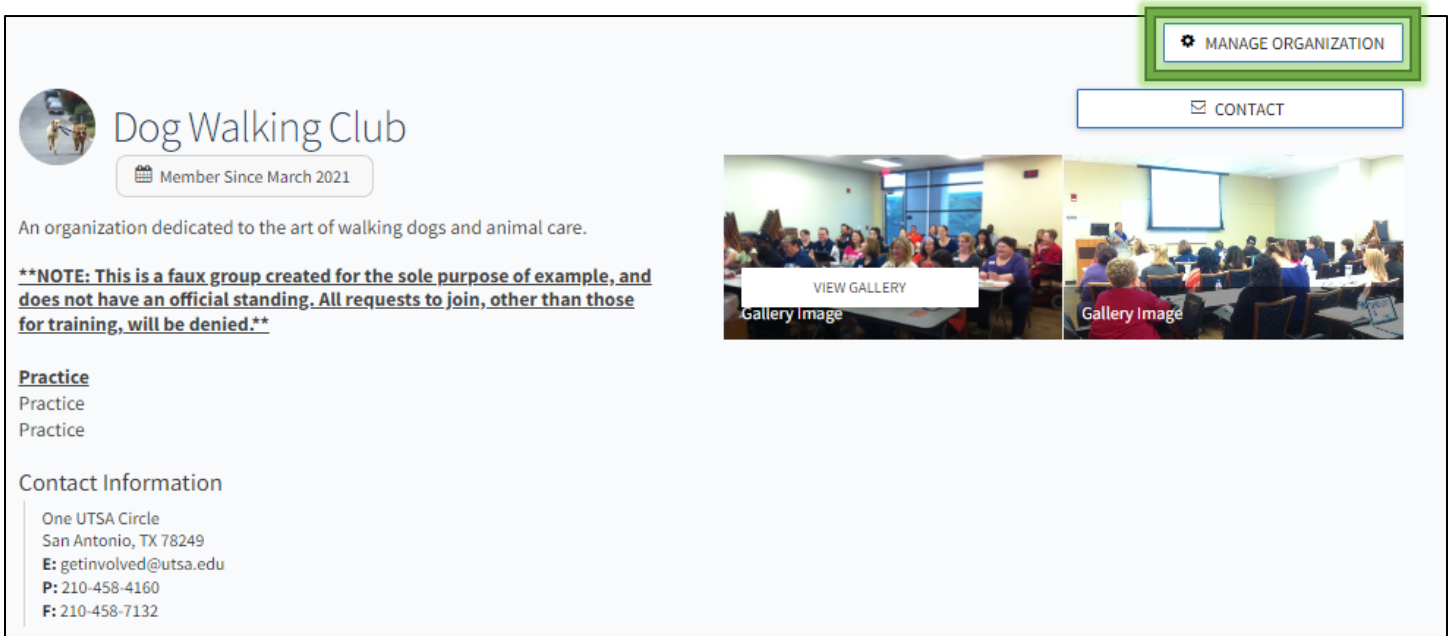
4. This will take you to your organization's manage home page. From here, *click* **Create Event** on the right side of your screen.
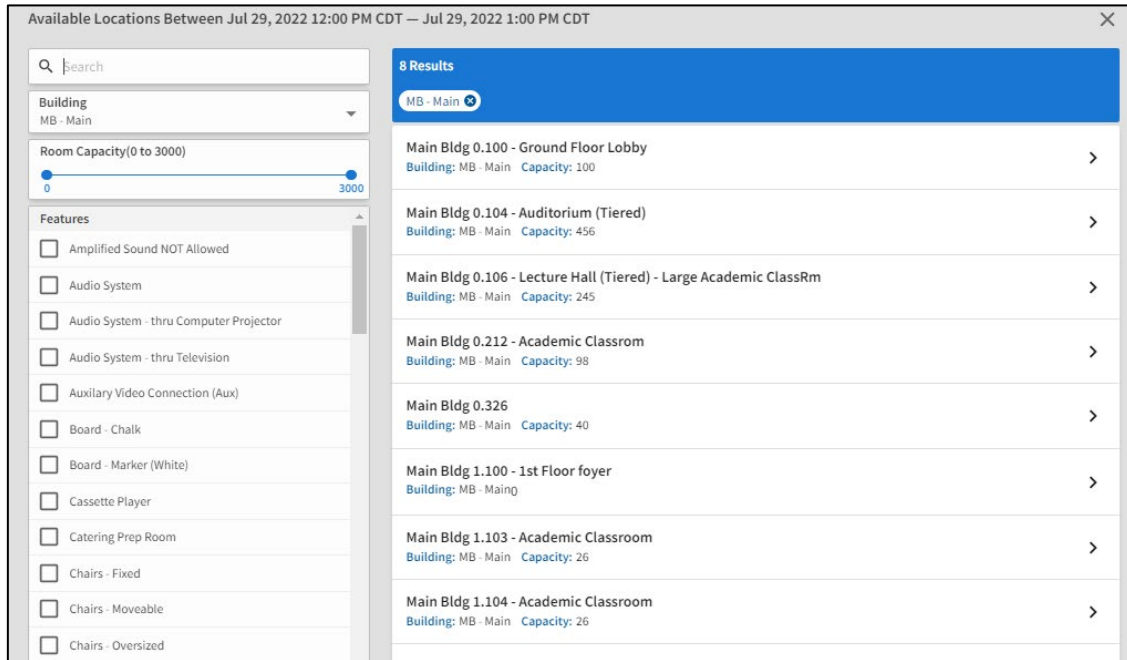
User permissions set up: *If you follow the instructions above and cannot find the "Create Event" button, please stop. You will need to get setup with the proper user permissions, please contact your organization's primary contact or reach out to the RowdyLink Administrator (RowdyLink@utsa.edu) for assistance.*

You are now ready to fill in your event details.

Continue to the next page for further information on event settings.

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Enter an event title, theme, description, date, start and end time, and **"add reservation request"** 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.

Basic Details

*Event Title
Enter Event Title

*Theme
Not Selected

*Description

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event
Type here to search for organizations

Time and Place

● Add Reservation Request   ○ Add Location Manually

Enter dates, times, and optional setup/teardown minutes. Then click **Browse Available Rooms**.

*Start Date
29 Jul 2022

*Start Time
12:00 PM

*End Date
29 Jul 2022

*End Time
01:00 PM

Setup Time
0 minutes

Teardown Time
0 minutes

BROWSE AVAILABLE ROOMS   ONLINE LOCATION

+ ADD ANOTHER DATE

When adding a location and time, you can add up to 18 different times/locations within one event. Below, you can see what the user interface will look like below.

Very Important Tip: Do **NOT** select "add location manually".

Only select from the pre-populated list.
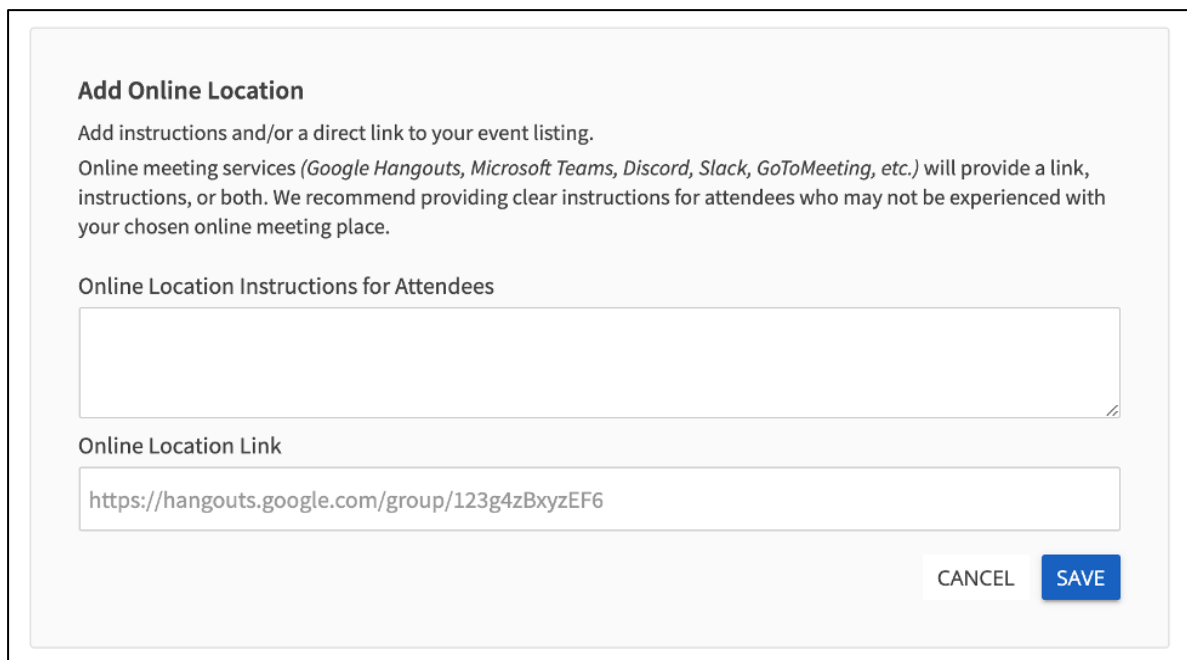
How to Create an Event

You are able to view all available space with real time availability. If your preferred room does not populate, that means it is <u>not available</u> for your preferred time/day. You can filter your room search by specific features as well.

Very Important Tip: Do **NOT** select "add location manually".

Only select from the pre-populated list.

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

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

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

CANCEL   SAVE

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Event Visibility and RSVPs

Option	Description
Public	Visible to everyone in the world. (Do not have to be logged into the system)
Students and Staff	Only visible to logged in users on RowdyLink
Organization Members	Only visible to the members of the organization associated with the event.
Invited Users Only	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 see the event, and the perks (special benefits for your attendees) available at your event using the respective drop-down menus.

Event Visibility

*Show To

The Public ⌄

☐ Allow attendance at this event to be shown on the Experience Transcript

☐ Allow anyone to self-report attendance

Event Categories   Perks   Special benefits for your attendees

Select categories ⌄   Select perks ⌄

Choose who is able to RSVP to your event using the respective drop-down menu.

Settings

Fields marked with an asterisk (*) are required.

*Who can RSVP

Anyone ⌄

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

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

☐ Limit number of available RSVP spots NEW!

When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

☐ Allow Guests

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How to Create an Event

You can 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.

Upload Photo

Click to select an image

Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

Guidelines for image files

Use the following guidelines to get the highest quality Event Cover Photo.

Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

File Type: JPG, JPEG, GIF, PNG and PDF.

File Size: Use a photo that's no larger than 10MB.

General: Avoid images that have text or logos. *PDF files will not have a preview and can not be cropped.*

‹ PREVIOUS   SKIP ›

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.