



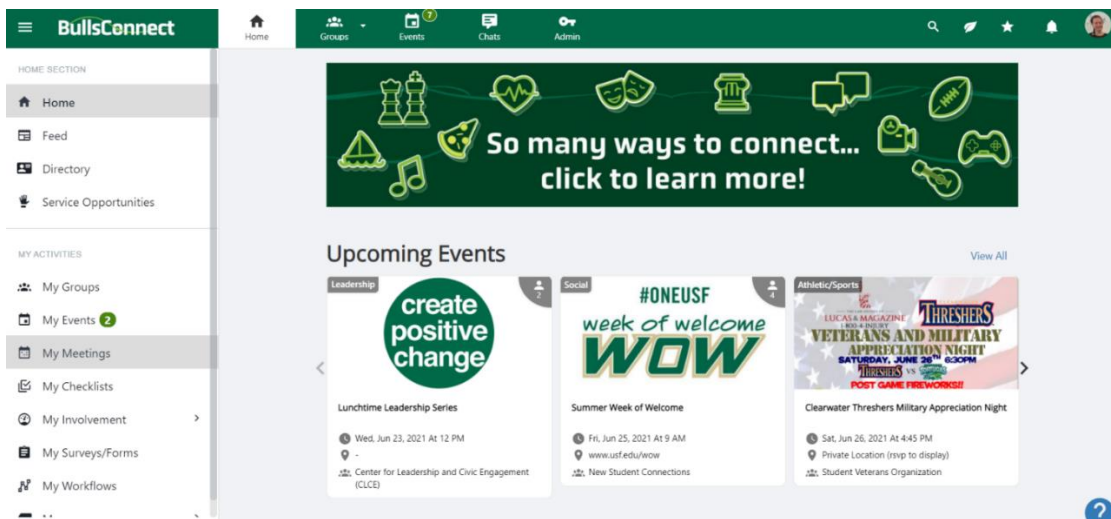
## Student BullsConnect Onboarding Instructions: Events Tile

At the end of this process, as an officer of your organization, you will know how to complete the following:

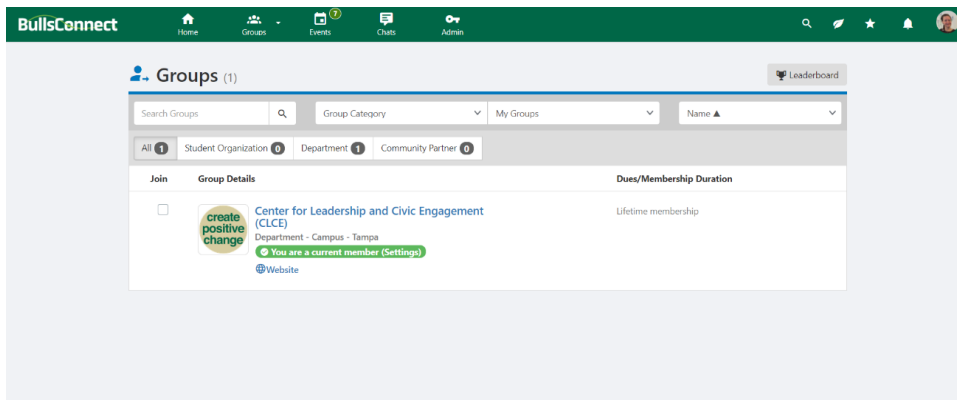
1. Locate your organization's events dashboard page.
2. View and sort the events your organization is sponsoring.
3. Create an event for publicity on BullsConnect. (*Reservations with the appropriate space facility should be made before advertising the event of BullsConnect*).

### Step 1:

Starting on the BullsConnect homepage, navigate to "My Groups" on the left-hand toolbar. Click "My Groups."



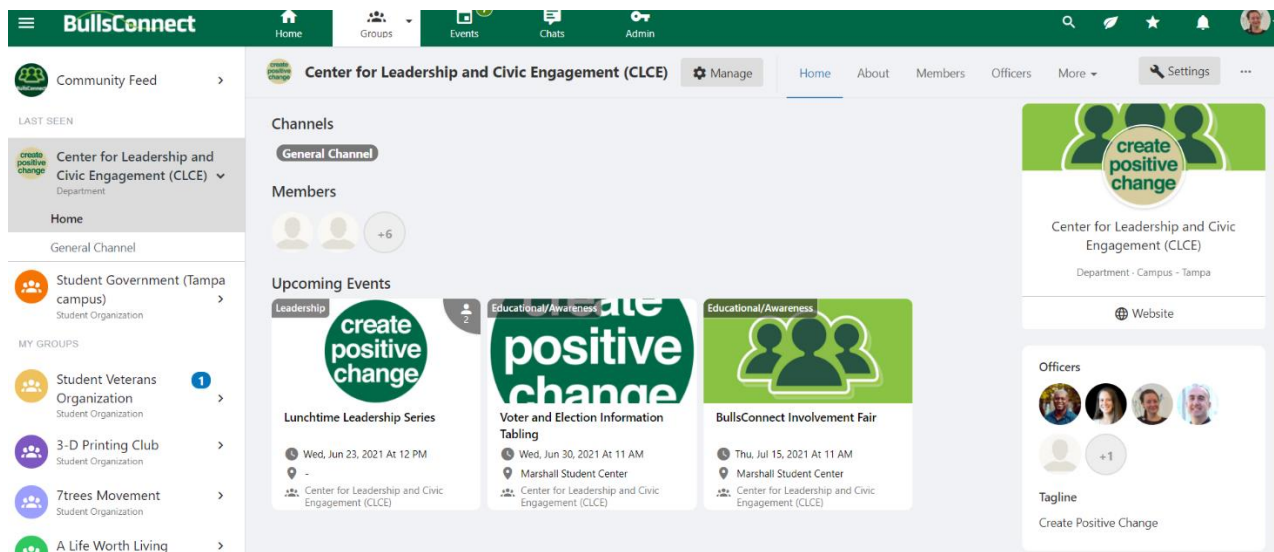
Next, click on the name of the organization that you wish to manage.



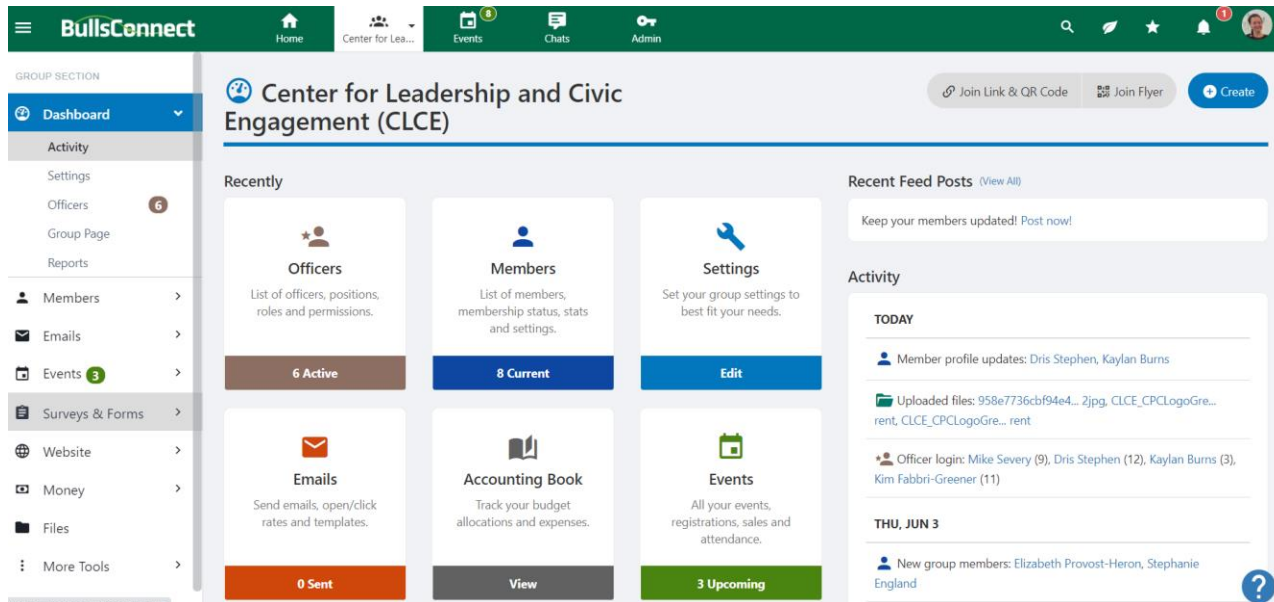
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# BullsConnect

This will take you to the group's page. From here, click on the "Manage" button, located between the name of your organization and the Home tab on the line below the green navigation bar.



After clicking "Manage," you will be directed to the group's main Dashboard. Find the green box with the calendar icon that says "Events."



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## Step 2: Sort Events and Create an Event

You will be directed to the Upcoming Events Page. This page has two main features. First, if your organization is hosting any events, they will be listed here. You can sort and learn more about existing events on this page.

Next, you can create an event. To create an event, press the green “Create Event” button located below your profile picture in the upper right-hand corner of your screen.

*Reminder: BullsConnect is for advertisement only. All event requests should be submitted to the appropriate space owner for review and approval prior to being advertised on BullsConnect.*

The screenshot displays the BullsConnect interface for managing events. The top navigation bar includes 'Home', 'Center for Lea...', 'Events', and 'Chats'. The left sidebar lists various sections like 'Dashboard', 'Members', 'Emails', and 'Events'. The main content area is titled 'Upcoming Events (3)' and features a search bar and filters. Three events are listed:

- Lunchtime Leadership Series**: Wed, Jun 23, 2021, 12 PM – 1 PM, Microsoft Teams. 2 Registered, 0 Sales. Tags: Leadership, Campus - Tampa.
- Voter and Election Information Tabling**: Wed, Jun 30, 2021, 11 AM – 1 PM, Marshall Student Center. 0 Registered, 0 Sales. Tags: Educational/Awareness, Campus - Tampa, Elections, First Year Students, Giveaways, Political, Sophomores, UNSDG 16 Peace and Justice.
- BullsConnect Involvement Fair**: Thu, Jul 15, 2021, 11 AM – 1 PM, Marshall Student Center. 0 Registered, 0 Sales. Tags: Educational/Awareness, Campus - Tampa, Campus - St. Petersburg, Campus - Sarasota-Manatee, Featured, First Year Students, Juniors, Non-Traditional Students, Seniors, Sophomores.

You will be directed to a page that allows you to enter event information.

1. What: Identify event name and provide a brief description
2. When: Identify the time of your event
3. Where: Identify the location of your event
4. Photo & Flyer
5. More Details
6. Access & Display
7. Registration Options
8. Advanced Options

*Information marked with an asterisk (\*) is required. All other information is optional. But be sure to give your members and guests as much information as possible!*

After adding your event information, click the grey “Save as Draft” button on the bottom center of the page to save your event and return to this form later.

After adding your event information, click the green “Create Event” button on the bottom center of the page to submit your event.

The screenshot shows the BullsConnect interface for creating an event. The top navigation bar includes 'Home', 'Center for Lea...', 'Events', and 'Chats'. A left sidebar lists 'GROUP SECTION' items: Dashboard, Members, Emails, Events (with a notification badge), Surveys & Forms, Website, Money, Files, and More Tools. The main content area is titled 'What' and contains the following fields:

- Event Name**: A required text input field.
- Description**: A required text area with a 'Detailed description (HTML design)' option.
- Event Type**: A dropdown menu with '- Select -'.
- Event Tags**: A dropdown menu with '- Select -'.

Below these fields is the 'Organizing Team' section:

- Event Coordinator**: A dropdown menu with 'Alex Espalliat' selected and an 'Add Custom Host' option.
- Team Members**: A section with an 'Import Team Members' option and a checkbox for 'Only the event coordinator and team members (officers) can manage this event'.

At the bottom, there is a question: 'How do you want your attendees to contact you?' with two radio button options: 'Start a group chat with the organizing team' (selected) and 'Send an email to the event coordinator'. A 'Create Activity Stream' button is also present.

The bottom of the form features three buttons: 'Delete' (red), 'Save as Draft' (grey), and 'Create Event' (green). A small 'Event Activity Log' icon is visible to the right of the 'Create Event' button. A vertical navigation menu on the right side of the form lists: What, Team, When, Where, Photo, More, Access & Display, Registration, and Advanced.

After clicking “Submit Event” you will be directed to a page where you can review event details and select the Campus Location.

Select your campus and press the green “Next” button on the bottom right of your screen to proceed with submission.

The screenshot shows the BullsConnect interface. At the top, there is a dark green header with the BullsConnect logo and navigation icons. Below the header, the main content area is divided into sections. The first section is titled "Event Details" and contains the following information: "Test Event", "Leadership", "Wed, Jun 16, 2021 1 PM - 2 PM", and "Marshall Student Center". Below this is a progress bar showing 0% completion. The second section is titled "Event Registration Form" and is marked as a "DRAFT". It contains a "Save As PDF" button and a "Campus Location" section. The "Campus Location" section asks "Which Campus are you looking to host your Event on?" and provides three radio button options: Tampa, St. Petersburg, and Sarasota-Manatee. At the bottom of the form, there are two buttons: "Save As Draft" on the left and "Next >" on the right.

Each campus and location has its own requirements. Be sure to follow any prompts provided by the system to ensure you meet the specifications of your campus and location.

Click the green “Submit” button on the bottom right hand side of your screen.

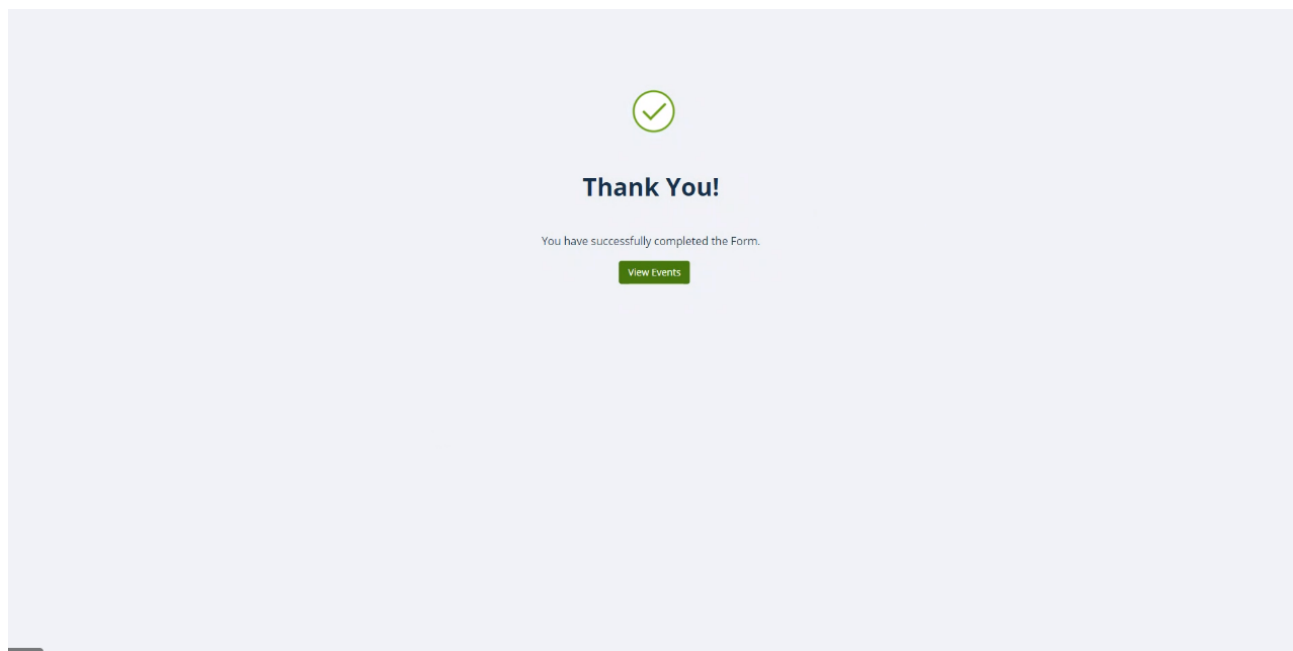
The screenshot shows the BullsConnect interface. At the top, there is a dark green header with the BullsConnect logo and navigation icons. Below the header, the main content area is divided into sections. The first section is titled "Event Details" and contains the following information: "Test Event", "Leadership", "Wed, Jun 16, 2021 1 PM - 2 PM", and "Marshall Student Center". Below this is a progress bar showing 50% completion. The second section is titled "Event Registration Form" and is marked as a "DRAFT". It contains a "Save As PDF" button and a "Tampa EMS Redirect" section. The "Tampa EMS Redirect" section contains the following text: "Please go to Marshall Center EMS and reserve your space there." and "Please hit the Submit button below to finish your Event Registration." At the bottom of the form, there are three buttons: "<< Back" on the left, "Save As Draft" in the center, and "Submit" on the right.



After hitting submit, you will see this screen which verifies that you have successfully created an event for advertisement in BullsConnect.

Click the green “View Events” button to return to your organization’s events dashboard.

*Reminder: BullsConnect is for advertisement only. All event requests should be submitted to the appropriate space owner for review and approval prior to being advertised on BullsConnect.*



**Congratulations! You now know how to locate your organization’s events dashboard page, sort your events, and create an event for your organization.**