

How to Create an Event on ManeSync

Step 1: Login to ManeSync and go to your organization ManeSync page.

Step 2: Click on the Manage Organization button toward the top right.

Step 3: Click on the 3 lines that are below the ManeSync logo. A menu will pop up.

Step 4: On the menu, click events. You will be taken to your organization page with all your events listed.

Step 5: On the events page, click the blue button that says Create Event. Once you have clicked that button, you will be taken to an event form.

Step 6: On the form, complete the information with Event Title, Theme (is it a learning opportunity, a social gathering, etc.), put in a description, start/end time and date, location (you can put information if it is online), who can view the event (I recommend public), and selection of event categories and perks (perks are like free giveaways/food/extra credit).

Step 7: RSVP-You can select if you want people to RSVP for the event, if you don't need RSVP, select No One in the drop down menu.

Step 8: Event Rating- You can have students evaluate the program if you want after the event. If you do not want this, you can click next at the bottom of the page.

Step 9: Upload your advertisement. You can upload an image for marketing your event. You can upload a JPEG/GIF/PNG/PDF. If you don't want to upload an image, you can click the skip button at the bottom. Once you have clicked the Next button or Skip button, a box will pop up with the blue button Complete Submission, click on it. Your event will be submitted for approval and posted on ManeSync and CORQ.