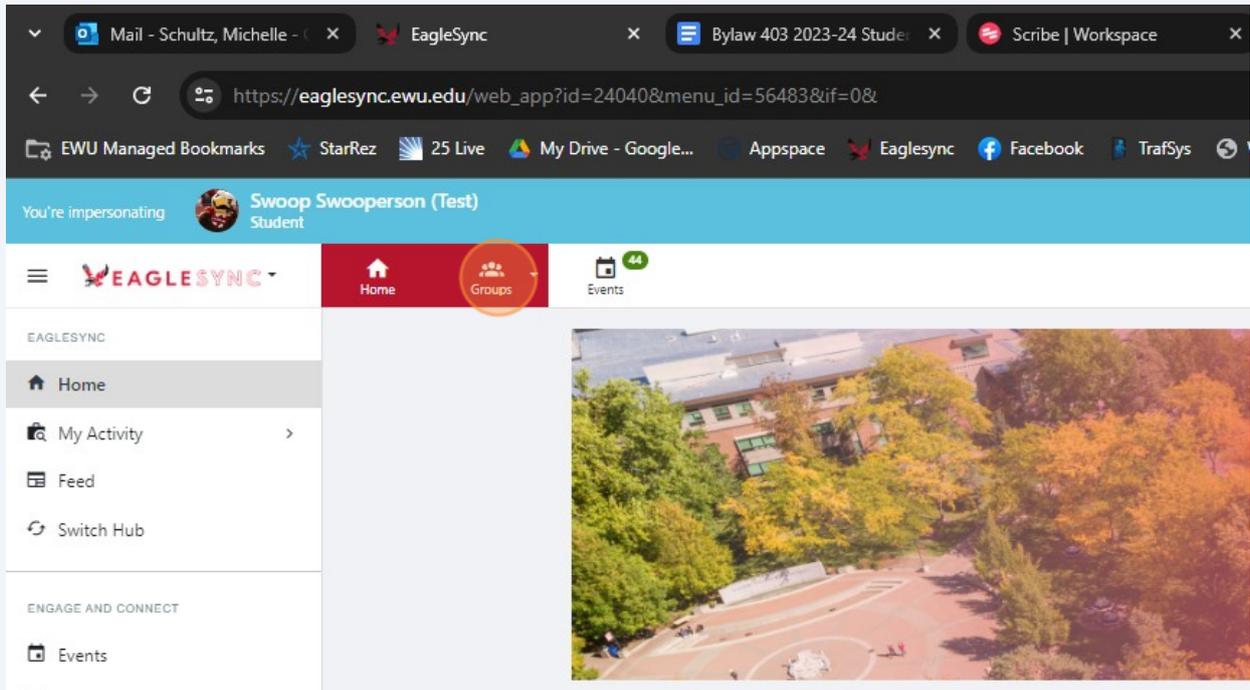
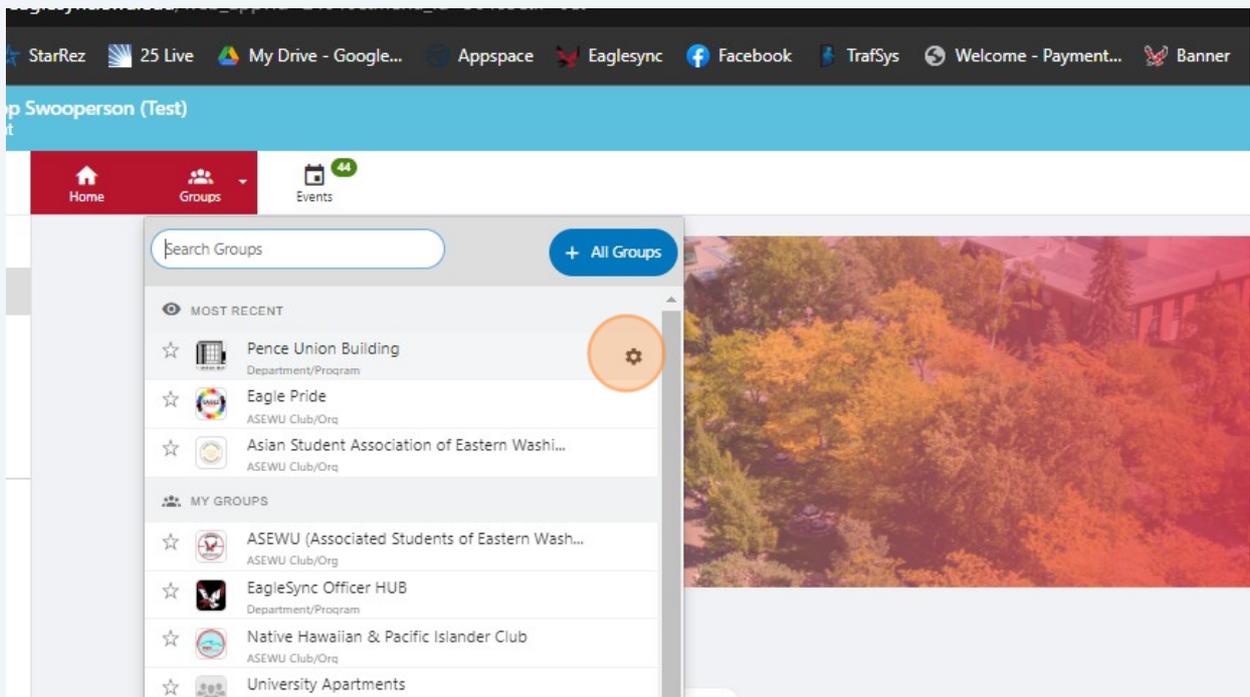


# Create and submit an Event Registration on EagleSync

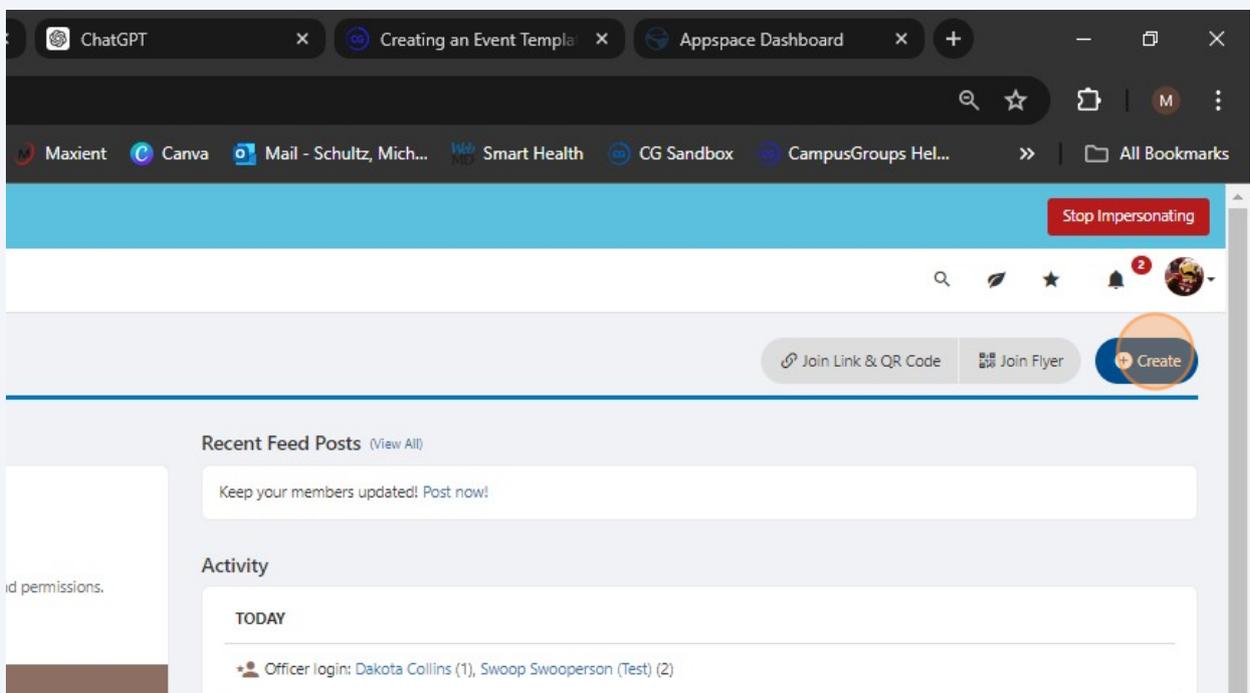
1 Click "EagleSync"



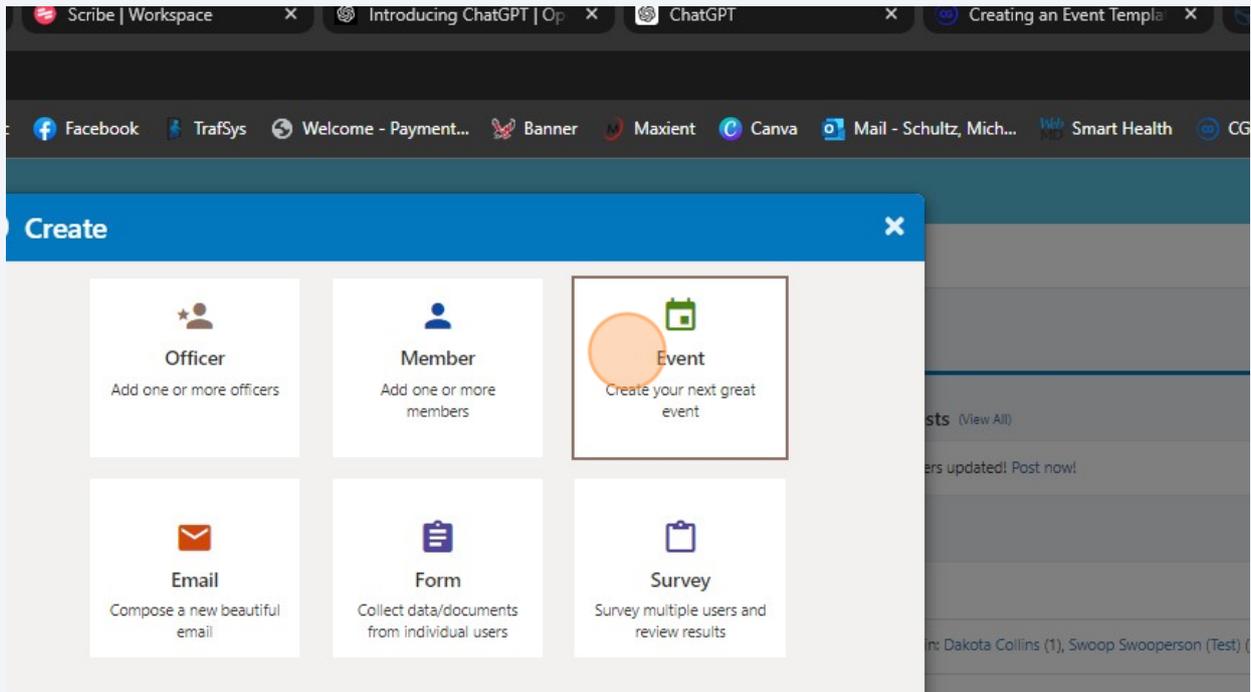
## 2 Find your group and click the wheel to "manage" your group



## 3 Click " Create"



#### 4 Click "Event"



#### 5 Begin filling out event information \*Event Name, Description, use drop down menu to choose Event Type).

If you would like to utilize Event Tags so people can search for your event by interest, you may choose to add those to in the Event Tags drop down menu.

Populate the required information

**in-person event:** submit at least four (4) business days before the event.

**in-person event:** submit at least three weeks in advance, (15) business days before the event.

Complex event includes events that pose risk, require money/fundraising, food, alcohol, AV support, and/or special room set ups

**th travel outside of Spokane County:** submit at least twenty (20) business days before the event.

**uests that are submitted late may be rejected**

is form for assistance creating an event: <https://help.campusgroups.com/en/articles/1105581-how-to-create-an-event>

---

at

* Event Name	<input type="text"/>
* Description ⓘ	<input type="text"/>
	<input checked="" type="checkbox"/> Detailed description (HTML design)
* Event Type	- Select -
Event Tags	- Select -

# 6

## Choose the appropriate Event Type

at

**\* Event Name**

**\* Description**

Detailed description (HTML design)

**\* Event Type**

**Event Tags**

- Member Meeting (Members only)
- Community Engagement (open to public)
- Recruitment or Promotion
- Training/Workshop
- Fundraising
- Community Service
- Conference
- Competition (Away)
- Ceremonies & Festivals
- Competition (Home)
- Other
- Practice or Training

**\* Event Coordinator**

**Team Members**

Import Team Members

izing Team

7

The questions under "Additional details" drive who is able to see the event in the Campus Events Calendar on InsideEWU.

If you don't want or need the event to be on the Campus Events Calendar on InsideEWU (for example if you are registering a tabling event), answer "no" to these questions.

Home Pence Union ... Events

Only the event coordinator and members of the host group added as team members can manage the event.

How do you want your attendees to contact you?

Start a group chat with the organizing team

Send an email to the event coordinator

Create Activity St

Stay in tune with yc  
Show more

### Additional details

\* Add to Campus Events Calendar

organization. By selecting "yes" to this and "yes" to one of the audiences, your event will be publicized on the EWU Campus Events Calendar: <https://www.ewu.edu/campus-events/>.

\* Open to Students & Families

\* Open to Faculty & Staff

\* Open to Alumni & Community

Category for Campus Event Calendar

For examples, see the EWU Campus Events Calendar and filter by each category: <https://www.ewu.edu/campus-events/>.

8

Only choose a Campus Events Calendar category if you have selected "Yes" to one of the prior questions.

Additional details

\* Add to Campus Events Calendar

organization. By selecting "yes" to this and "yes" to one of the audiences, your event will be publicized on the EWU Campus Events Calendar: <https://www.ewu.edu/campus-events/>.

\* Open to Students & Families

\* Open to Faculty & Staff

\* Open to Alumni & Community

Category for Campus Event Calendar

For examples, see the EWU Campus Events Calendar and filter by each category: <https://www.ewu.edu/campus-events/>.

Admissions & Orientations

Arts & Culture

Campus-Wide

Careers & Networking

Ceremonies & Festivals

Diversity & Inclusion

Health & Safety

Lectures & Forums

Service & Fundraisers

Sports & Recreation

Trainings & Workshops

2 When

\* Start Date

End Date

## 9 Choose the appropriate date

Category for Campus Event Calendar

principles, see the EWU Campus Events Calendar and filter by each category: <https://www.ewu.edu/campus-events/>.

### When

\* Start Date

\* Start Time

End Date

\* End Time

\* Time Zone

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Where

Type

- On-Campus Room Reservation
- Other Location
- Online Only

## 10 Choose the appropriate start and end times

Category for Campus Event Calendar

principles, see the EWU Campus Events Calendar and filter by each category: <https://www.ewu.edu/campus-events/>.

\* Start Time

 :  PM

\* End Time

 :  PM

Time Zone (US & Canada)

Locations

Tags

Reservation

11

While you can choose recurring events to reserve space for multiple times and dates, EagleSync does not feed back and forth between the scheduling system (25 Live) which means if you do not get every space you requested, it may mess up your entire reservation.

Instead of using recurring event, we suggest fully creating your event and then duplicating the event and changing the specific date and time on the duplicate event.

The screenshot displays the 'When' and 'Where' sections of an event creation form. The 'When' section includes fields for Start Date (05 Jul 24), End Date (05 Jul 24), and Time Zone ((UTC-08:00) Pacific Time (US & Canada)). Below these are radio buttons for 'Custom time instructions' and 'Recurring event settings', with the latter highlighted by an orange circle. The 'Where' section features radio buttons for 'On-Campus Room Reservation' (selected), 'Other Location', and 'Online Only', along with a 'Number of Attendees' field and a note to 'Enter expected number'.

12

Number of Attendees is what drives the information of what spaces you can choose from. This section pulls information from 25 Live.

If you are searching for a table space, do not select more than 4 attendees as 25 Live would filter out tables

In the PUB, naming conventions for tables are "PUB TBL" and then the space. Example PUB TBL 1A is a table on the 1st floor in front of the NCR.

When you have information populated correctly, click "Book rooms"

The screenshot shows a web form titled "Where" with the following elements:

- At the top, there are two green checkmarks with labels: "Custom time instructions" and "Recurring event settings".
- The main section is titled "3 Where".
- Under "Type", there are three radio button options: "On-Campus Room Reservation" (which is selected), "Other Location", and "Online Only".
- The "Number of Attendees" field is a text input box with the placeholder text "Enter expected number". An orange circle highlights this field.
- The "Setup Time" field is a text input box with the value "Not needed".
- The "Breakdown" field is a text input box with the value "Not needed".
- Below these fields is a button labeled "Book rooms" with a small icon of a building.
- At the bottom, there is a dropdown menu labeled "Who can see the event location" with the selected option "Only display the location to logged on users".
- At the very bottom left, there is a small green checkmark and the text "Display map registration page".

### 13 Click " Book rooms"

**Type**  On-Campus Room Reservation  
 Other Location  
 Online Only

**Number of Attendees**   
Enter expected number

**Setup Time**

**Breakdown**

**Who can see the event location**

Display map on registration page

---

## Meeting

**Meeting Link**

### 14 Utilize search and/or filters to find the space you are hoping to reserve

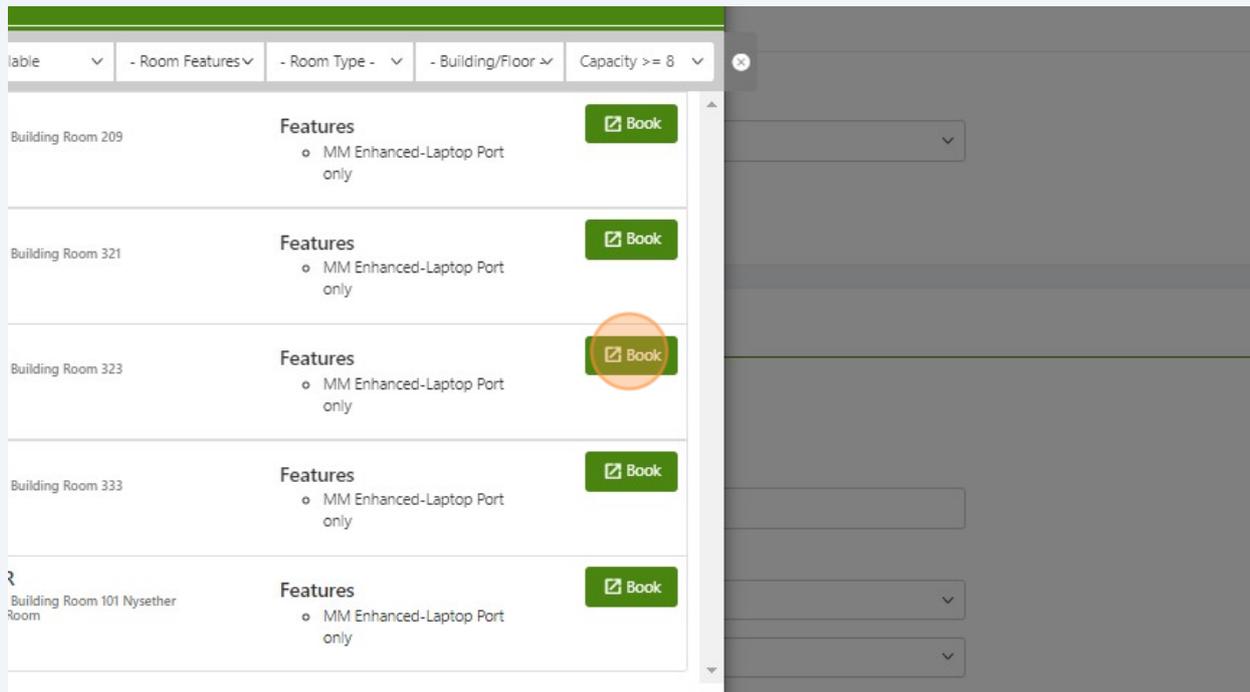
The screenshot shows a web browser window with the URL [https://eaglesync.ewu.edu/event\\_form2?uid=6d8256022239705cfff4fa693081b6062&availability=1&capacity=8](https://eaglesync.ewu.edu/event_form2?uid=6d8256022239705cfff4fa693081b6062&availability=1&capacity=8). The page displays the 'Book a Room' interface with a search bar and filters. The search bar contains the text 'Search Rooms'. The filters include 'Available', 'Room Features', 'Room Type', 'Building/Floor', and 'Capacity >= 8'. The search results show a list of rooms with their capacity and features. The rooms listed are:

- A VIRTUAL MEETING LOCATION (Capacity: 1000)
- AQT POOL (Capacity: 170)
- CAT 301 (Capacity: 40)
- CAT 302 (Capacity: 40)

The 'Book a Room' modal is overlaid on the page, and the 'Search Rooms' button is highlighted with an orange circle.

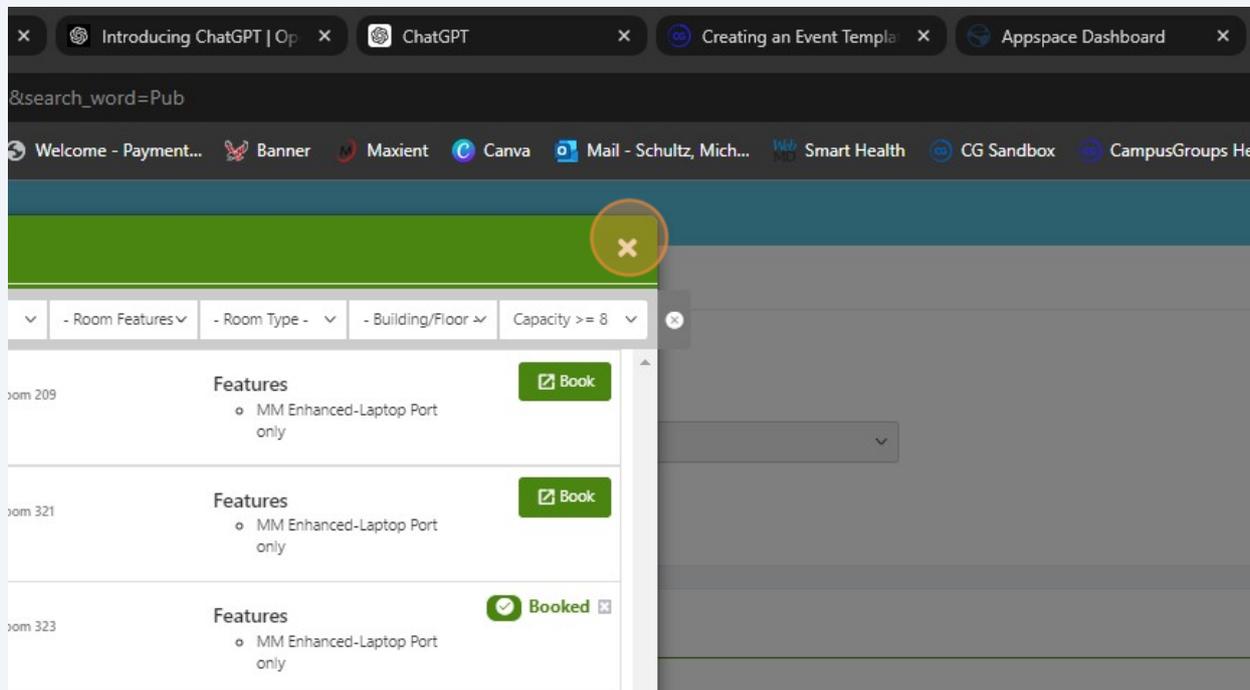
15

Click "Book" on the room you would like to reserve. You will see the checkmark when the room is held.



16

Click the X on the top right to leave this section and you should see "pending" to show the reservation is held for you.



17

The room is not fully reserved until the event request has made it through the workflow.

Online Only

Number of Attendees   
Enter expected number

Setup Time

Breakdown

 Book rooms

-  PUB 323 PENDING

Who can see the event location

[map on registration page](#)

---

ing

Meeting Link

18

Continue filling out information of who you want to be able to register to the event (if anyone) and who you want to be able to see this event in EagleSync.

Surveys & Forms >

Member Success >

Website >

Money >

Files

More Tools >

### 6 Access & Display Options

Who is allowed to register?

- Everyone
- Eastern Washington University EagleSync users only
- Some Eastern Washington University users only (click to select users)
- Some Eastern Washington University tagged users only (click to select users)
- Group members only
- Some group members only (click to select groups)
- Tagged members only (select one or several Members tags)
- Sub-Groups members only (select one or several Sub-Groups tags)
- Invited people only (invited by email from EagleSync with the event clickbox)
- Officers only
- Members with Badges only (select one or several badges)

Prevent users who are already registered to another event at the same time from registering to this event

Who can see this event?

- Everyone

19

For member only and tabling events, please uncheck "Display on the Upcoming Events slider" so these events don't crowd the EagleSync front page.

More Tools >

Members with Badges only (select one or several badges)

Prevent users who are already registered to another event at the same time from registering to this event

Who can see this event?

Everyone

Logged on users only

Group members only

Just the people who are allowed to register

No one (always hide from the calendar)

Display on the Upcoming Events slider (on the home page)

### 7 Registration Options

Do you want to let people register to this event?

Yes  No (Option to enter an external event registration Website URL)

Option	Price	Registrations Starts	Registrations End
RSVP	\$0	-	-

Delete

20

Choose who you want to be able to see your event in the EagleSync event calendar.

Website >

Money >

Files

More Tools >

Tagged members only (select one or several Members tags)

Sub-Groups members only (select one or several Sub-Groups tags)

Invited people only (invited by email from EagleSync with the event clickbox)

Officers only

Members with Badges only (select one or several badges)

Prevent users who are already registered to another event at the same time from registering to this event

Who can see this event?

Everyone

Logged on users only

Group members only

Just the people who are allowed to register

No one (always hide from the calendar)

Display on the Upcoming Events slider (on the home page)

### 7 Registration Options

Do you want to let people register to this event?

Yes  No (Option to enter an external event registration Website URL)

21

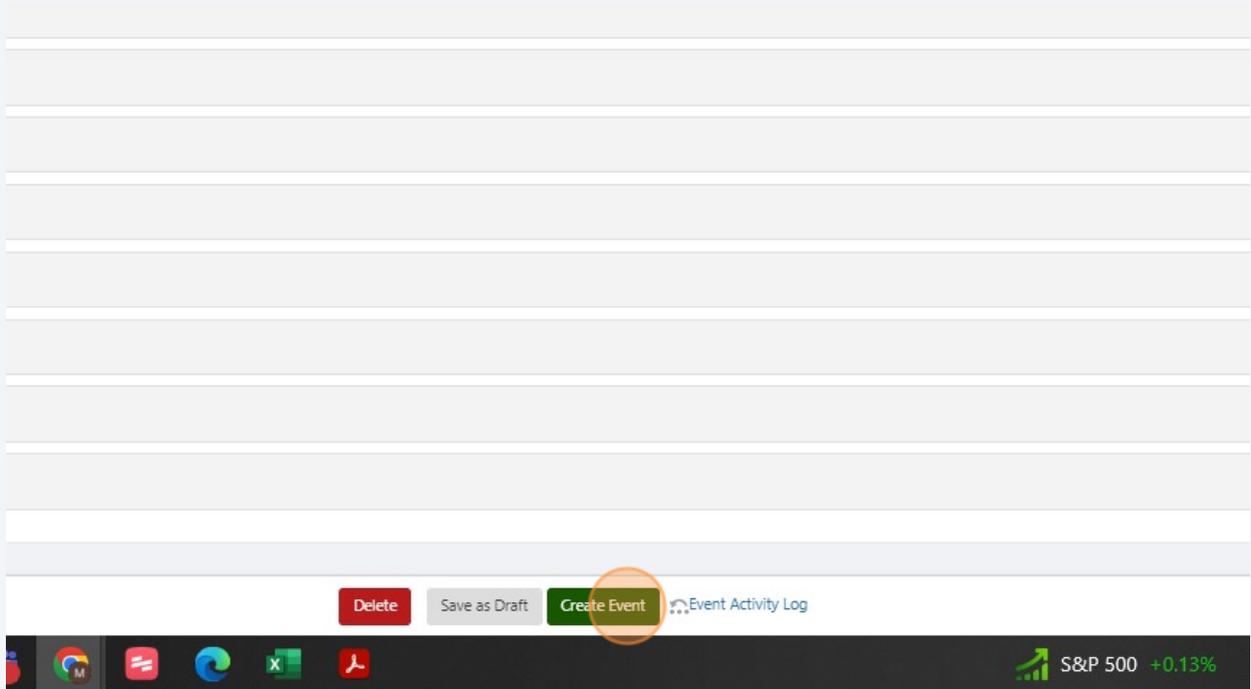
If your event requires payment to attend, please be sure to include that under registration options. If you do not adjust this, it will show as free and cause confusion at the event.

The screenshot shows a web interface for event management. At the top, there's a navigation bar with 'Home', 'Event', and 'Step Impersonating' buttons. Below this, a section titled 'Who can see this event?' has radio button options: 'Everyone', 'Logged on users only', 'Group members only' (selected), 'Just the people who are allowed to register', and 'No one (always hide from the calendar)'. There's also a checkbox for 'Display on the Upcoming Events slider (on the home page)'. The main section is '7 Registration Options'. It starts with a question 'Do you want to let people register to this event?' with 'Yes' selected. Below is a table with columns: Option, Price, Registrations Starts, Registrations Ends, Total # of Items for Sale, Waiting List Activation, Items Sold, Waiting List, and Manage. The 'RSVP' row shows a price of \$0 and 'No Limit' items. A 'Total' row shows 0 items sold. Below the table is an 'Add New Option' button. Further down, there are several settings with dropdown menus: 'Registration will be open from/to', 'Attendance limit', 'RSVP Not Attending', 'Reminder', 'RSVP personalized email confirmation', and 'Display the list of attendees to'. At the bottom, there are buttons for 'Delete', 'Save as Draft', 'Create Event', and 'Event Activity Log'. A sidebar on the right contains a vertical menu with items like 'What', 'Team', 'When', 'Where', 'Photo', 'More', 'Access & Display', 'Registration', and 'Advanced'. The system tray at the bottom shows the date and time as 12:37 PM on 7/1/2024.

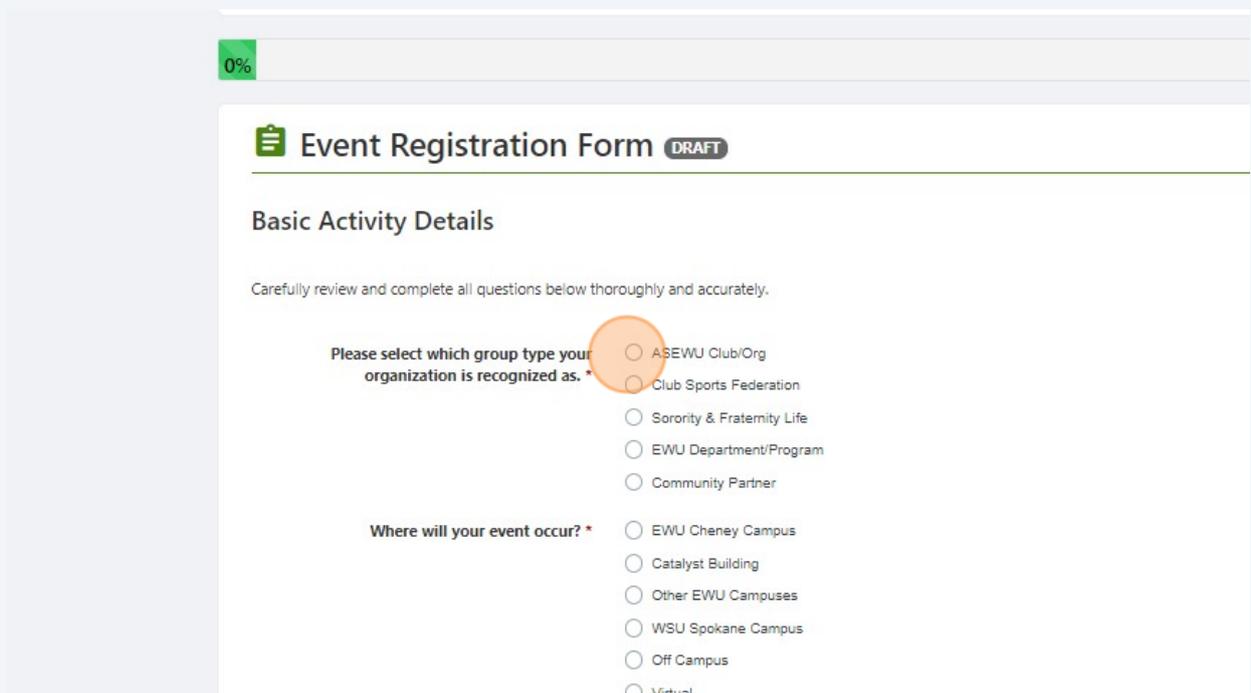
Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	-	-	No Limit	Out	0	-	Manage Edit Delete Access Duplicate
Total						0		

22 Click " Create Event "

The next pages ask for information which drives the workflow and who will need to approve your event. Please answer these honestly; if you do not click the correct buttons your event may not be approved in a timely manner and may have to be modified.



23 Choose which type of organization your group is.



24

Click "Select Group. Please select your specific group from the dropdown menu. "

### Basic Activity Details

Carefully review and complete all questions below thoroughly and accurately.

**Please select which group type your organization is recognized as. \***

- ASEWU Club/Org
- Club Sports Federation
- Sorority & Fraternity Life
- EWU Department/Program
- Community Partner

**Please select your specific group from the dropdown menu. \***

- Select Group -

**Where will your event occur? \***

- EWU Cheney Campus
- Catalyst Building
- Other EWU Campuses
- WSU Spokane Campus
- Off Campus
- Virtual

**Select all that are applicable? \***  
(Maximum authorized answers: 6)

- Food will be provided
- Transportation of students will be provided

25 Click all boxes applicable to your event.

Pro-tip: A common mistake is that organizations will call their event a Fundraiser but will not click the box for "This event will collect revenue or serves as a fundraiser." If you do not click this box, the event will be sent back to you with "requires modifications" and take longer to approve.

Select all that are applicable? \*  
(Maximum authorized answers: 6)

- Catalyst Building
- Other EWU Campuses
- WSU Spokane Campus
- Off Campus
- Virtual

- Food will be provided
- Transportation of students will be provided
- Parking passes/services are requested
- Audio or video support is requested
- This event will collect revenue or serves as a fundraiser (Student Orgs only)
- This event has costs and expenses paid by the club (Student Orgs only)
- None of the above answers apply

Comments:

Select all applicable hazards which may be present at your event?

- Alcohol may be present at our event
- We anticipate some attendees will be under 18 years of age (Do not click box to indicate students may attend)
- Non-EWU attendees may be present at our event
- Our event will include sports, recreation, or physical activities (includes dancing). (Club Sports click for Club Sports activities)
- We plan to host inflatable activities and/or carnival games (e.g. bouncy house, zip line, etc.)

26 Click "Next" and continue to answer the rest of the questions and provide appropriate commentary where it is needed.

s

nk if none of the above are applicable.

Next >>

76°F Sunny 12:38 PM 7/1/2024

27 Click "I have reviewed this section and agree to these terms."

67%

### Event Registration Form DRAFT

#### Final Review

Before submitting, carefully review all responses to ensure they are thorough and accurate.

Do you understand and agree that your event may not proceed until it has received full approval from all event reviewers, and Eastern Washington University officials reserve the right to deny or cancel your activity at any time should the activity or details provided herein not be completed to their satisfaction? \*

I have reviewed this section and agree to these terms.

I will check my activity status regularly and respond to reviewer/approver communications as quickly as possible. If I have any questions or concerns, I understand I can communicate within the EagleSync platform and/or email EagleSync@ewu.edu for assistance. \*

I have reviewed this section and agree to these terms.

28 By clicking this box, you are agreeing to check EagleSync and respond to any questions the staff needs to clarify so they can approve your event quickly and properly.

Before submitting, carefully review all responses to ensure they are thorough and accurate.

Do you understand and agree that your event may not proceed until it has received full approval from all event reviewers, and Eastern Washington University officials reserve the right to deny or cancel your activity at any time should the activity or details provided herein not be completed to their satisfaction? \*

I have reviewed this section and agree to these terms.

I will check my activity status regularly and respond to reviewer/approver communications as quickly as possible. If I have any questions or concerns, I understand I can communicate within the EagleSync platform and/or email EagleSync@ewu.edu for assistance. \*

I have reviewed this section and agree to these terms.

Please provide a contact phone number where you can be reached with time sensitive questions. \*

(IF APPLICABLE) Please upload any contracts or other supporting documents for your event here

ONLY EWU CONTRACT SERVICES can be named on contracts or sign on behalf of EWU. STUDENTS AND ADVISO

29 Click "Submit" to complete your event request.

The screenshot shows a web form with several input fields. The top field is labeled "Email" and contains the text "james.". Below it is a text area. A third field is labeled "Phone" and contains the text "509-359-7088". Below that is another text area. A fourth field is labeled "Address" and contains the text "1234 Main St.". Below that is another text area. A fifth field is labeled "City" and contains the text "Seattle, WA". Below that is another text area. A sixth field is labeled "State" and contains the text "WA". Below that is another text area. A seventh field is labeled "Zip" and contains the text "98101". Below that is another text area. A green "Submit" button is located at the bottom right of the form, highlighted with an orange circle. The background of the form is light gray. The bottom of the screenshot shows a Windows taskbar with various icons, including the Start button, task view, and several application icons. The system tray shows the time "12:39 PM" and the date "7/1/2024".