

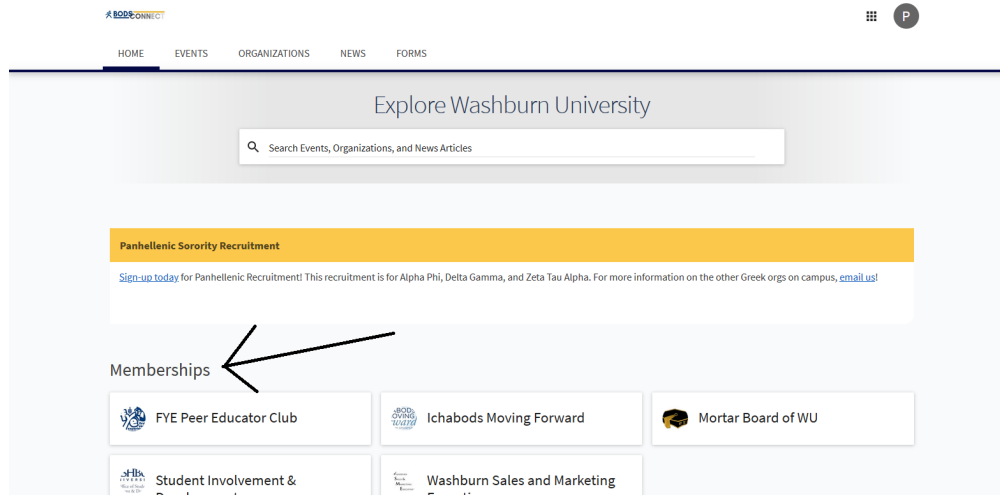
How to make an event on Bods Connect:

Step-By-Step Guide

Go to Bods Connect at www.washburn.edu/bodsconnect

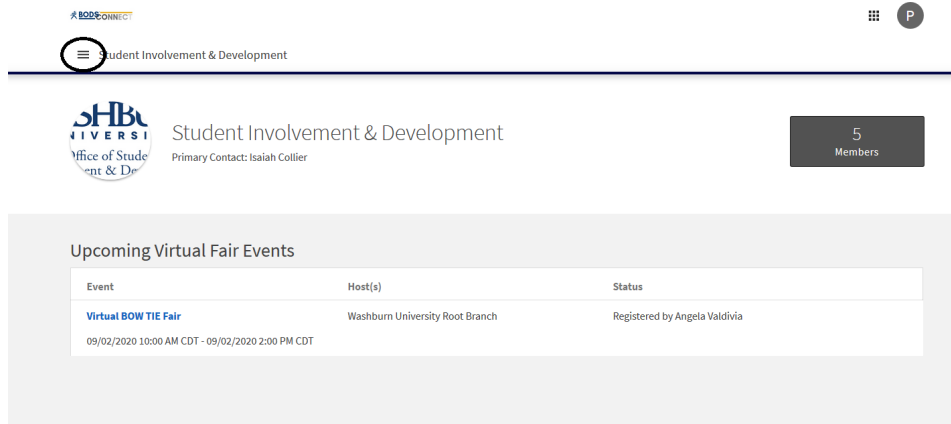
Log into Bods Connect using your single sign on (Washburn Username and password).

Navigate to your organization by clicking on it under “Memberships”.



Once selected, click on Manage organization, you will now have the profile of the organization.

Click on the Three lines as shown in the circle below.



Once you have this panel open, click on events and on “Create Event”

Manage Events

Filter: Approved Status: All

Name	Status	Start Date	Add Attendance	Action
Little Event	Approved	8/22/2020 9:00 AM	Add Attendance	🔗 🗑️
Perfect Party	Approved	8/19/2020 6:00 PM	Add Attendance	🔗 🗑️
Greek Advisors Meeting	Approved	1/23/2020 6:30 PM	Add Attendance	🔗 🗑️
Greek President's Council	Approved	11/20/2019 8:30 PM	Add Attendance	🔗 🗑️
Greek President's Council	Approved	10/30/2019 8:30 PM	Add Attendance	🔗 🗑️

Once you have created the event, please input the event title > Theme > Description > Additional Organizations hosting the event.

It is possible that do not have an additional organization hosting the event with you, if it is the case, please put N/A.

The description will be important for your event as it will help people gain interest in your event and will be seen by everyone. Be creative!

Create Event

Basic Details

*Event Title: Bods Connect How to? *Theme: Learning

*Description: This event will help student, faculty and staff learn more about how to create an event on bods connect. Everything will be explained from logging in to submitting the event.

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: N/A

After the details of the event, we will focus on the time and place of the event, a crucial element into having a good attendance at the right time.

The screenshot shows a form titled "Time and Place". It contains four input fields: "Start Date" (31 Aug 2020), "Start Time" (12:00 PM), "End Date" (31 Aug 2020), and "End Time" (01:00 PM). Below these fields are two buttons: "LOCATION" and "ADD ONLINE LOCATION". At the bottom, there is a link that says "+ ADD ANOTHER DATE".

Please select start date, time and end date, time.

Once you have this information, input the location of the event on the pop up window. If the event is off campus, put the correct address. If it is on campus, please put the building and room number.

The screenshot shows a "Location" pop-up window. At the top, it displays the event details: "31 Aug 2020 12:00 PM - 31 Aug 2020 01:00 PM". Below this is a section titled "Include Map on Event Page" with two buttons: "YES I want to add a helpful Map" (highlighted in green) and "NO I'd prefer to not show a Map". The form then has several text input fields: "Location Name", "Address", "Address 2", "City", and "State or Province".

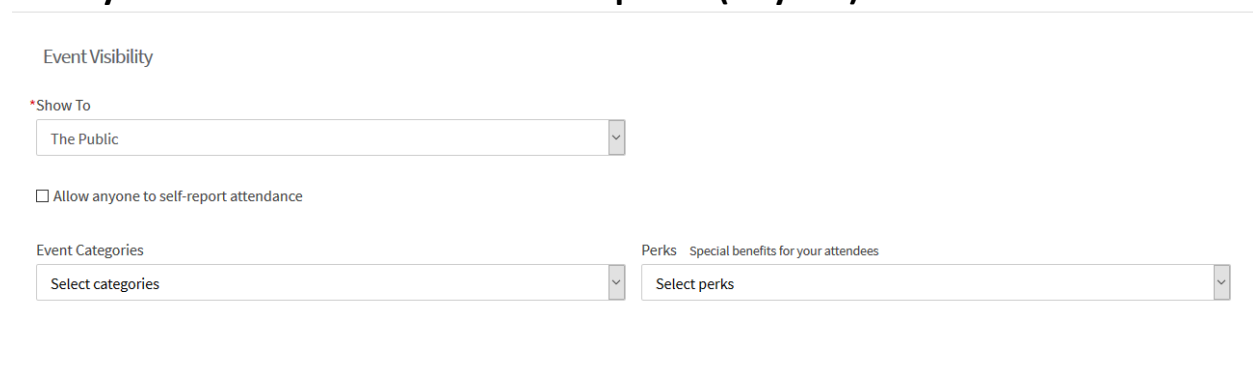
Once completed, click on "SAVE". You will go back to the event form.

This screenshot is identical to the one above, showing the "Time and Place" form with the start and end date and time fields filled out, and the "LOCATION" and "ADD ONLINE LOCATION" buttons visible.

If this is a recurring meeting such as a “Chapter Meeting” or “Monthly Meeting” you can click on “ADD ANOTHER DATE” which you will only have you change the date. Bods connect will create different calendar entries containing the same description, picture and title. **Please do not need to create a new event for each date.**

Ensure the date and location are correct for each recurring meeting entry.

Event Visibility is an option that let you decide who is able to view your event. This is an important step as if this is an information/recruitment event, you want your event to be viewable to the public (Anyone).



The screenshot shows the 'Event Visibility' settings form. It includes a dropdown menu for 'Show To' currently set to 'The Public', a checkbox for 'Allow anyone to self-report attendance' which is unchecked, and two dropdown menus for 'Event Categories' and 'Perks' (Special benefits for your attendees) both currently set to 'Select categories' and 'Select perks' respectively.

If this is an internal event such as an executive council for group members, we suggest to have it show to “organization members”. The Public is everyone who has access to the internet. Student and Staff at BodsConnect are only those who have Washburn email accounts. Invited users is for only those you invite.

You may select the event categories and Perks as you may fit.

The “RSVP settings” will be important for you to have more information and data if you are either ordering food, counting specific organization participation, have questions for attendees ahead of time or have a limited number of seats open. The RSVP section is optional. If you do not want an RSVP, change “Who can RSVP” to “No one”.

RSVP

Settings

Fields marked with an asterisk () are required.*

*Who can RSVP
Anyone

Limit number of available RSVP spots

Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

This is what you will see if you decide to ask a question:

Question 1

* Add your question text

Required

Preview

Add question text

This question is required

Add question description

Question Type

Select a question type

Text - Single Line

ADD QUESTION

For reporting purposes, the new step into creating an event is the “Post event Feedback”. This can help your organization into accessing quality control data or if you want to learn more on your event and make it better for future semesters.

Post Event Feedback

Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.

Automatically send Post Event Feedback notification after event
When turned off, users with management access to the event can still send the notification manually from the Manage Event page

Event Ratings

All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions

If questions are added, all event attendees will be able to anonymously answer.

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

There are currently no Custom Questions
 Select a Question Type and then select the Add Question button to start

Question Type


You may ask your attendees questions the same way that you did for the RSVP. This is also optional.

The next step will be regarding the event picture, if you do not select one, Bods Connect will automatically assign you one.

Remember that the picture is the first thing potential attendee will see about your event. It is a critical element.

Event Cover Photo

Upload Photo



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.

The next part in this event's creation is the required information that Washburn University needs to have in order for your event to be accepted.

Remember, all events should have all the necessary information and follow all existing guidelines in order to be accepted.

For example: For our event, we are using a on campus location, you can select as many “type of event” as needed. For the number of people attending, please provide your best estimate*. The contact information would be people that are either in charge of the organization or/and will be at the event.

Event Additional Information Form
Additional University Requested Information

*Are you using an on campus location for this event? (Select "No" if you are booking in the following spaces: SRWC, Mabee Library, KBI, or Law School). If you have questions about contacts for these spaces, please contact Student Involvement & Development at x1723).

Yes
 No

*What type of event are you hosting?

Speaker/presenter
 Banquet (event with meal)
 Organization Meeting
 Dance/DJ
 Organization/Vendor Fair (ex. Meet the Greeks)
 Other

*How many people do you expect to attend?

30

*List a primary and secondary decision maker for this event. (Name, email and phone number; list yourself if you are the only primary contact)

Primary: Paul - Paul.washburn@washburn.edu 000-000-0000
Secondary: Ichabod Washburn- 785-670-1723 - gobods@washburn.edu

*If you have a space for your event on campus, make sure that you consult with University Scheduling for the maximum capacity in such space.

Please make sure to answer all of the questions on the form.

The last step is regarding the confirmation of your details such as the picture below.

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been approved but it may take a few minutes to appear in Search Results.

Submission

8/31/2020 12:00 PM - 8/31/2020 1:00 PM
OSID CONFERENCE ROOM

8/31/2020 12:00 PM - 8/31/2020 1:00 PM
OSID CONFERENCE ROOM

- Details
- Cover Photo
- Additional University Requested Information

This will be submitted for approval.

It is important that you take time to review the information especially time, date, location and additional information if needed.

If you still have questions, feel free to contact Student involvement and development at studentinvolvement@washburn.edu