

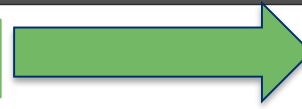
# How to Create an Event for an Organization

CUinvolved

7/6/2017

CUinvolved

**SIGN IN HERE**



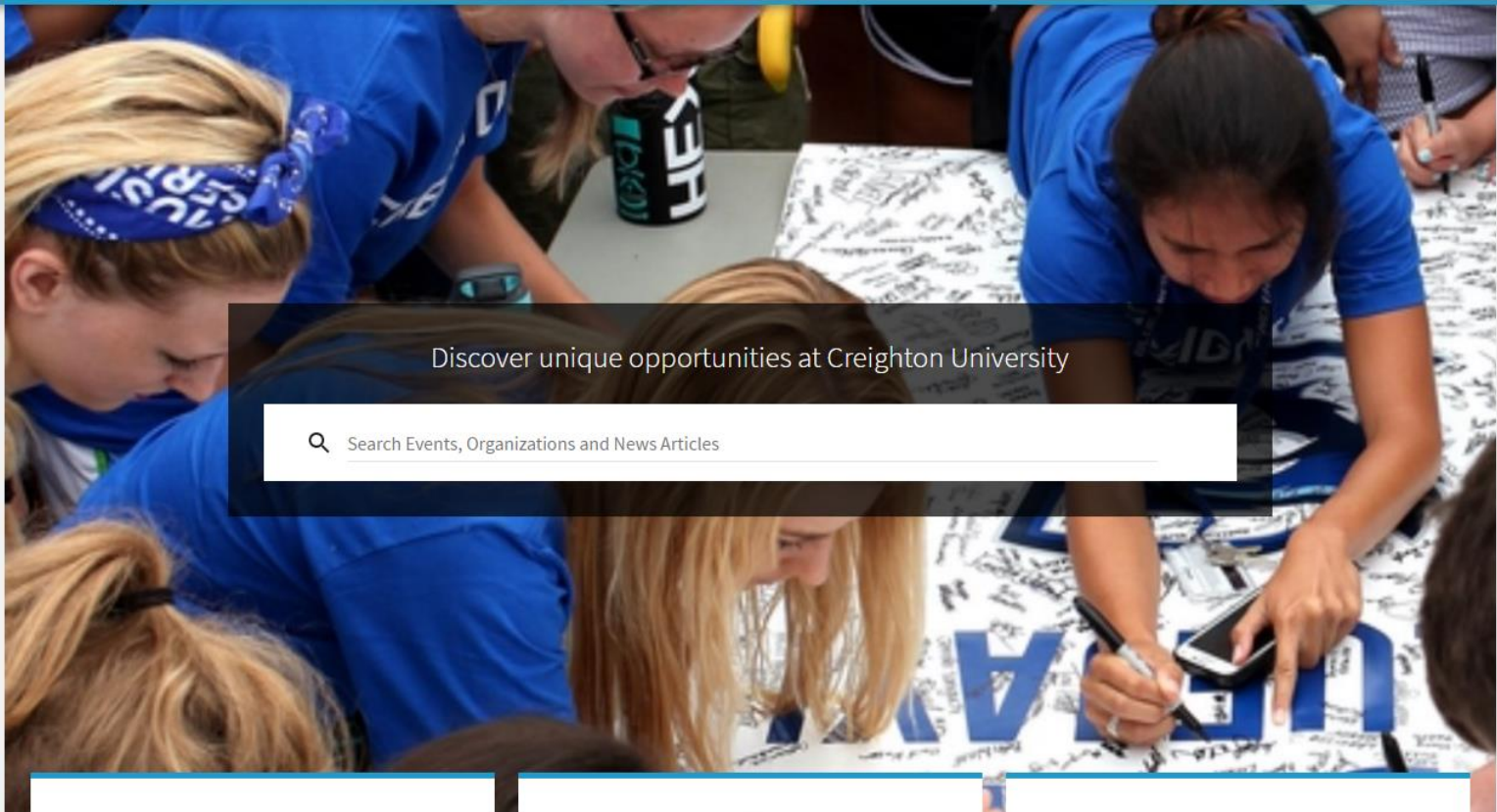
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Password

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Login

> Forgot your password?

> Need Help?



**USE YOUR NETID &  
BLUE PASSWORD**

Note: This is a login page for multiple applications and should NOT be bookmarked.



## Explore Creighton University

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### Welcome and Register

Welcome to CU Involved! Click [HERE](#) to set up a page for your organization, team, or office.

### Annual Registration

Now is the time to register your student organization! Please complete the annual registration form using the link located on your organization's CU Involved page.

### Student Leadership & Involvement

[Click here to access the Student Leadership & Involvement Center's \(formerly the Student Activities Office\) CU Involved page](#)

### My Memberships



Student Leadership and Involvement Center



Freshman Leadership Program



New Student Orientation



Skutt Shutdown



Ignatian Student Leadership Training

**CLICK ON YOUR ORGANIZATION FOR WHICH YOU WANT TO CREATE THE EVENT**



## Skutt Shutdown

CONTACT

Skutt Shutdown is an annual event that takes place in the Fall Semester. It is a huge involvement fair where Creighton's clubs are represented and all students are able to see what involvement opportunities await them! For this event, the Student Leadership and Involvement Center pairs with the Skutt Student Center to complete shutdown and transform the building for a night filled of involvement, activities, food, and fun!

Skutt Shutdown is an exciting and interactive event for the Creighton Student Body that encourages students to participate and engage with others while learning about student organizations. Students are given the opportunity to explore and meet new people in a friendly atmosphere while finding their passions and developing their identities.

**CLICK ON 'MANAGE ORGANIZATION'**



MANAGE ORGANIZATION



## Forms



Skutt Shutdown Registration 2017




**CLICK ON THIS  
TAB TO OPEN A  
SIDE MENU BAR**




## Skutt Shutdown


18 Members


Primary Contact: Molly Salisbury


 Skutt Shutdown  
Creighton University


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Shutdown



# Skutt Shutdown

18 Members

Primary Contact: Molly Salisbury

port

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CLICK ON 'EVENTS'



## Manage Events

+ CREATE EVENT

Filter

Approved ▾

Status

Current ▾



There is no data available.



**CLICK ON 'CREATE EVENT'**





## Create Event

\* Event Title

Enter event name

\* Theme

Not Selected

\* Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, decrease indent, increase indent, and help.

\* Start Date

06 Jul 2017



\* Start Time

12:00 PM



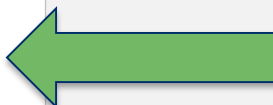
\* End Date

06 Jul 2017



\* End Time

01:00 PM



**FILL OUT EVENT  
FORM AND SUBMIT  
FOR APPROVAL**

\* Location

ADD LOCATION

# Questions?

Contact the Student Leadership &  
Involvement Center at 402.280.1715 or at  
[slic@creighton.edu](mailto:slic@creighton.edu)