How to Create and Edit an Event

1. Log on to CU Involved
2. Go to your club/organization's CU Involved page
3. Click *Manage Organization* on the upper right side of the page
4. Click on the three black bars on the upper left side of the page
5. Click *Events*
6. Click *Create Event*
7. Fill out the event details
8. Click *Submit*

Special Notes

Show To:

- **Anyone in the world:** Anyone who accesses the site will be able to view this event
- **Students and staff at Creighton University:** Any logged-in Creighton user can view this event
- **Organization members:** Only members of your organization can view this event.
- **People invited by a host:** Only those invited to this event can view it.

Who can RSVP:

- **Anyone:** Anyone who views the event may RSVP
- **Only invitees:** Only invited members may RSVP
- **No one:** Disables RSVP feature; no one can RSVP
- You may also set a maximum number of RSVPs in the box below

Event Categories (optional):

- Choose multiple event categories for your event

Perks (optional):

- Set special perks for guests

Event Type

The form is customized to ask questions based on what you select. For example, a fundraiser for an FSL Event where there will be a speaker and tee shirts sold would have four things marked. You MUST include all relevant categories:

- Speaker/Performer
- Film
- Fundraiser
- Fraternity or Sorority Event
- Tee Shirt or Merchandise
- General Organization Meeting
- Sports Club Event
- Practice/Tryouts
- Travel
- None of the above

Contracts

Per change in University policy, if your event has a contract associated with it, it must be approved by the Director of the Student Leadership & Involvement Center. Please bring a copy of the contract to the Student Leadership & Involvement Center in Skutt Student Center Room 120. Please allow a minimum of three weeks for processing. Students may not sign contracts.