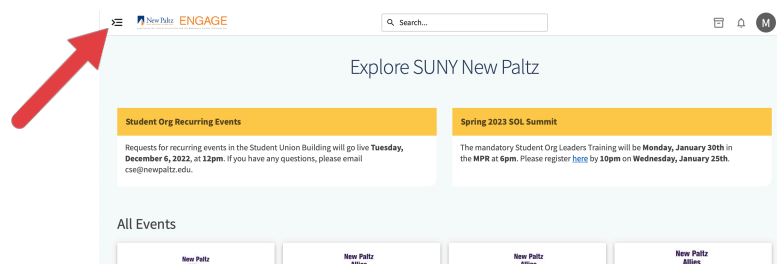


Scheduling Events Through ENGAGE

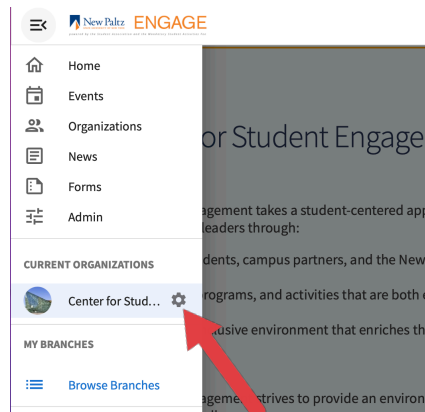
Finding the Form. Selecting a Room. Confirming Reservation.
ENGAGE Website: <https://newpaltz.campuslabs.com/engage>

Finding the Form:

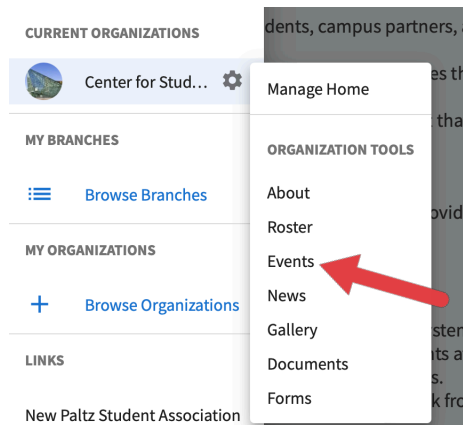
1. Click the side menu icon in top left corner of ENGAGE webpage



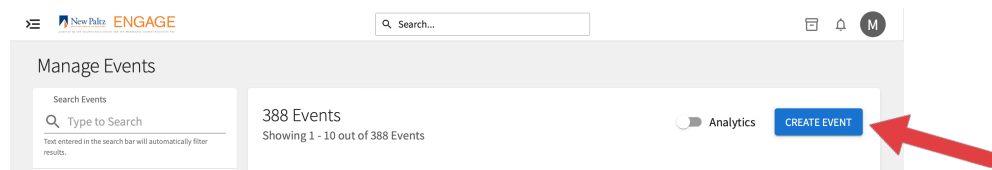
2. Click the gear icon (⚙️) to the right of your club/organization
* you must be signed into your New Paltz account and be the primary contact for your club/organization



3. Click the Events tab in the pop-out menu



4. On the new webpage, select Create Event on the right of the screen



Filling Out the Event Form:

1. Fill out your Event Name, Theme and Description of event
2. Time and Place - Section 2
 - Student Union Building requests: select “Add Reservation Request” and follow the directions below
 - Not Student Union Building: follow directions for Manuel Submission

Reserving a Room in the Student Union Building:

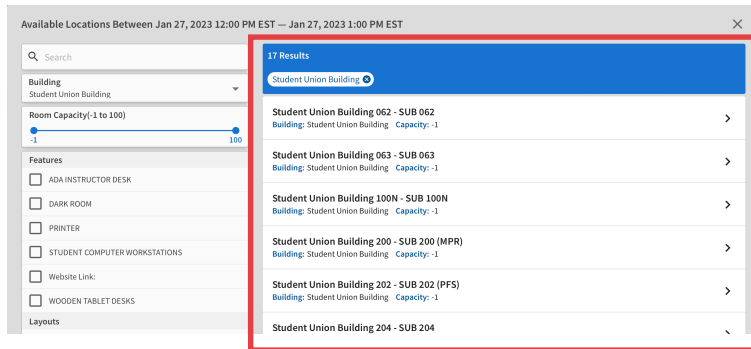
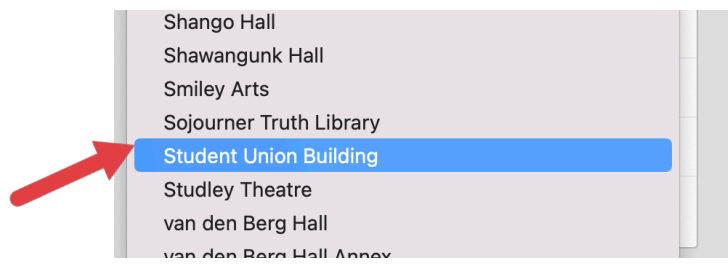
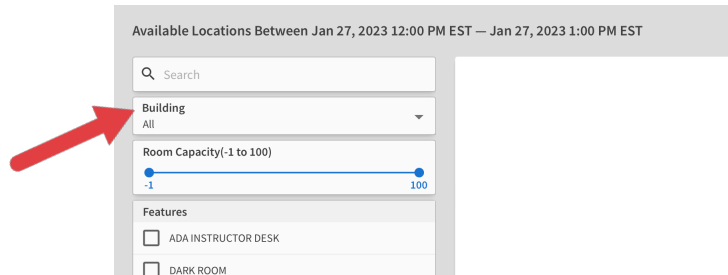
1. Select “Add Reservation Request” and fill out event Date, Time and set-up / teardown time needed for event

**The start time and end time along with the selected date will be the information advertised on your event page and on Student Union promotional material. If time is needed to set up and teardown event, only include these times in the defined areas and not in start and end time of event.

2. Select “Browse Available Rooms” to begin room selection process

A screenshot of the 'Time and Place' form in the application. At the top, there are two radio buttons: 'Add Reservation Request' (which is selected) and 'Add Location Manually'. Below this, there is a instruction: 'Enter dates, times, and optional setup/teardown minutes. Then click Browse Available Rooms.' The form contains several input fields: '*Start Date' with the value '27 Jan 2023', '*Start Time' with the value '12:00 PM', '*End Date' with the value '27 Jan 2023', and '*End Time' with the value '01:00 PM'. Below these are two fields for 'Setup Time' and 'Teardown Time', both set to '0 minutes'. At the bottom of the form, there are two buttons: 'BROWSE AVAILABLE ROOMS' and 'ONLINE LOCATION'. A red arrow points to the 'BROWSE AVAILABLE ROOMS' button.

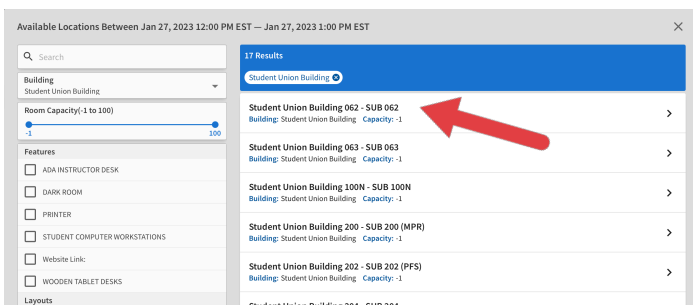
3. In the Pop Up screen, click the drop down menu “Buildings”
- Select “Student Union Building” in drop down menu
 - Available rooms for your date and time slot will appear in the list to the right.



4. Click on your preferred room to host your event and select “Add Request to Event.”

If you would like to see pictures and layouts of the offered rooms and spaces, check out the website here:

<https://www.newpaltz.edu/studentengagement/the-student-union/4thfloor.html>



Student Union Building 062 - SUB 062

Building: Student Union Building Capacity: -1

SUB 062

Features

Reservation Date and Time
Jan 27, 2023 12:00 PM EST — Jan 27, 2023 1:00 PM EST

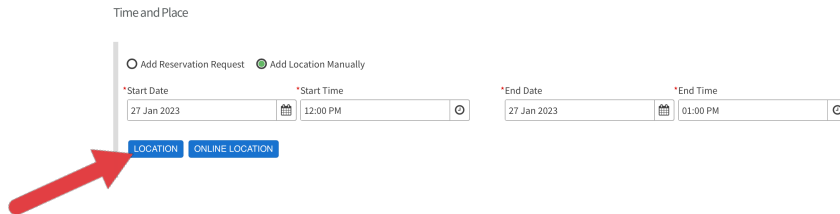
Layout
Default

ADD REQUEST TO EVENT

This reservation is not officially requested until you submit your event request.

Reserving a Room not in the Student Union Building:

1. Select “Add Location Manually” and enter Event Date & Time
2. Click “Location”

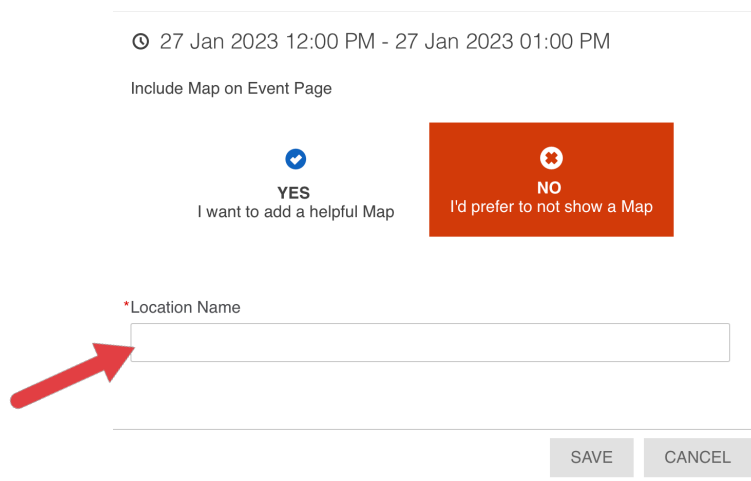


Time and Place

Add Reservation Request Add Location Manually

*Start Date: 27 Jan 2023 *Start Time: 12:00 PM *End Date: 27 Jan 2023 *End Time: 01:00 PM

3. Click “No” and type in desired Event Location in “Location Name”



27 Jan 2023 12:00 PM - 27 Jan 2023 01:00 PM

Include Map on Event Page

YES
I want to add a helpful Map

NO
I'd prefer to not show a Map

*Location Name

4. Click “Save” to continue.

Completing the Event Request Form:

1. Complete RSVP and Post Event Feedback information
2. Upload a Cover Photo for your Event/Club
3. Complete Additional Information Forms
**Make sure to select the same Location and Room as filled out in previous steps
4. Submit your event request form!

5. Please note, your event reservation is still pending and in review.

The screenshot shows a web interface for event management. At the top, a green banner reads "Your event has been created." Below this is a navigation bar with a "Back to Events List" link and two buttons: "CHANGE DETAILS" and "CANCEL EVENT". The main content area is titled "Event Details" and features a profile picture of a person, the name "kjlj", and the host organization "Center for Student Engagement". A red box highlights the location information: "Student Union Building 062 - SUB 062" with a yellow "RESERVATION PENDING" tag. The event is scheduled for Friday, January 27, 2023, from 12:00 PM EST to 1:00 PM EST. A rating section shows a score of 0.0 with five stars and the text "Event Rating". At the bottom, there are three sections: "STATUS" (Approved), "VISIBILITY" (The Public), and "RSVP SETTING" (Anyone).

You will receive confirmation on your event page after official approval. Please wait to receive full approval before advertising your event.

**Good Luck with Hosting your Event &
Thank you for your Student Engagement!!**

