Campus Labs/Involvement Network Event Creation Instructions

1. Go to https://uga.campuslabs.com/engage/
2. Click “Sign in” and do so with your CAS UGA Login.
3. From your homepage, click on the tiled button in the upper right corner, next to your profile, and choose “Manage.”
4. In the “My Memberships” section, click on your Membership, or the group/membership that will be associated with the event that you wish to create, then click on the menu button next to the Membership title – this will bring up a sidebar.

**If you do not have any memberships assigned to you, contact Lori Crawford at lori.crawford@uga.edu**
5. Click “Events,” then click on the “+Event” button to create your new event.

This form will add your event to the Involvement Network, as well as to the Student Affairs event calendar. This form will provide you with an opportunity to request tracking devices, much like the former Qualtrics form.

Please note that in order to create an event, you must be logged in to the Involvement Network, and your MyID must be attached to an Organization.