

## Creating and Event + Reserving Space in Patriots Engage

- 1) Login to Patriots Engage using your Patriots credentials.
- 2) On the left-hand side menu, click the bubble for your organization and click “Events.”
- 3) Click the blue “Create Event” button.
- 4) Title your event, select a theme, give a good description, add any co-hosting organizations.
- 5) Under Time and Place, this is where your space reservation request begins. As a reminder, this is a **REQUEST**. Click the bubble that says, “Add Reservation Request”.
- 6) Click the calendar icon and make sure that you select a date that is at least 14 days out from the date you are completing this request. Give yourself enough time for setup and teardown.
- 7) Click Browse Available Rooms, and this is where you will see what rooms are available on campus at the time of the event. **As a reminder- you must hold off on requesting classroom space until 2 weeks after the start of each semester.** If you put a classroom request in, it will not be approved until that point or unless the date is after the first 2 weeks/ outside of 8am-5pm.
- 8) Select a space that best fits your needs, you will see the capacity and room features when you select a space from the list.
- 9) When you decide on a space, click the blue “Add Request to Event” button.
- 10) For the “Event Visibility” section, this is where you will determine who sees your event in Patriots Engage. You can choose for it to show to your organization, invited users or the public. You can also select a category or perk so that when people filter out the events by categories, they will see yours.
- 11) When you hit “next” you will then see the RSVP settings. Here is where you can determine who is allowed to RSVP and add any questions you want answered by your guest prior to their arrival. You can change the RSVP setting to “no one” if RSVPs do not matter to you.
- 12) Post Event Feedback is next. This allows you to provide survey questions to your attendees and you can create the questions by clicking “Add Question”.
- 13) Next, you will upload your event photo. Make sure you are using the correct file type or it will not upload.
- 14) Once finished, click “Continue to Custom Fields.”
- 15) You will then be prompted to answer questions relating to the logistics of your space request.
- 16) Answer the questions to the best of your ability and be as detailed as possible.
- 17) When you come to the page that says, “Event Additional Information Form”, this is the section where we find out about major details of your event like: speaker, joint sponsorship, age of attendees, food, and fundraising. Please be honest and specific so we can route you to the appropriate questions and subsequently the appropriate resource after your form gets submitted.
- 18) Food Vendor form: please make sure that when you get to this point, you provide all of the information about your food vendor including their net health permit expiration date.
- 19) Once you have completed all responses, you may review your request prior to submission. Then click the blue “Submit” button.

## To Change an Event

- 1) Login to Patriots Engage
- 2) Click on the top left-hand menu.
- 3) Click on your organization.
- 4) Click “Events” and find your event on your list.
- 5) Click the 3 dots on the right side of the event and “View in Explore.”
- 6) On the top right, click “Manage Event”
- 7) Click “Change Details” at the top to change the date, time, location, and all details.

To Cancel an Event, follow steps 1-6 from above instructions to “Change an Event”. When you get to the Event Details page, you will click “Cancel Event” instead of “Change Details”.

If you have any questions relating to this process, please contact [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu)

## Important Reminders

- Events MUST be requested at least 14 days in advance.
- Any fundraising activities must be approved prior to fundraisers being advertised.
- Your advisor must approve the event in Patriots Engage prior to it going through the space approval process.