



## For Student Use: Registering an event

Student Login Link: [usc-community.symplcity.com](https://usc-community.symplcity.com)

Login using myUSC credentials

The login page has a dark red background. At the top center is the USC University of Southern California logo, which includes a shield with a book and a torch, followed by the text "USC University of Southern California". Below the logo is a white box containing a sign-in form. The form has a header "Welcome. Please sign in to continue." and two input fields: "USC NetID (username)" with a magnifying glass icon and "Password" with a lock icon. A "Sign in" button is positioned to the right of the password field. Below the form are three links: "Activate new account", "Forgot NetID", and "Forgot password". At the bottom, there is a "To sign out" instruction and a "Need help?" section with contact information for USC NetID account services, including a phone number and an email address.

**Welcome.** Please sign in to continue.

[Sign in](#)

[Activate new account](#)   [Forgot NetID](#) | [Forgot password](#)

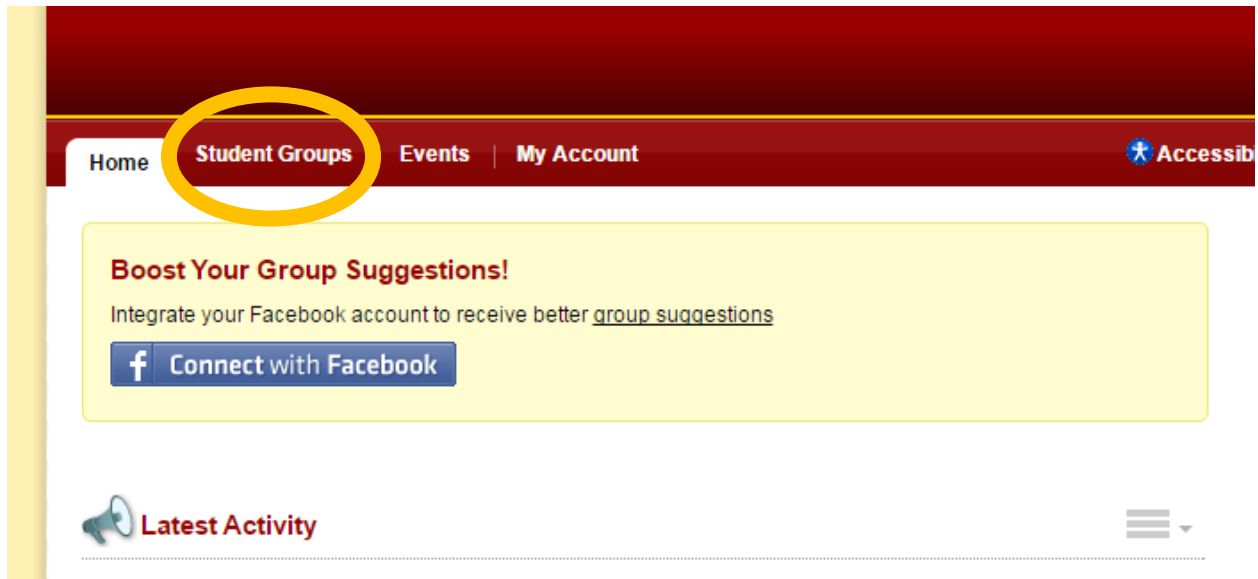
**To sign out,** quit/close your web browser. When using a shared or public computer, this step prevents others from accessing your account.

**Need help?** Visit [USC NetID account services](#) or contact the ITS Customer Support Center at **213-740-5555** or [consult@usc.edu](mailto:consult@usc.edu).

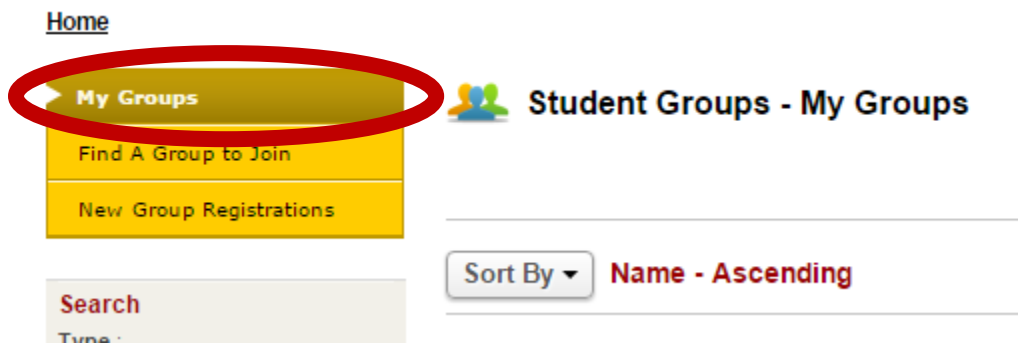


**To Register an Event:**

1. Go to the "Student Groups" tab on the top toolbar



2. Click on "My groups" on the left hand panel









3. Click on the organization name



Sort By ▾ **Name - Ascending**


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 **PLCs** PROFESSIONAL

To help students navigate engageSC!

 More Information       **Group Admin:** Jamie Kwong     [stuacts@usc.edu](mailto:stuacts@usc.edu)

 Photos       **Contact:** Lucy Ruderman

 Events

 Blog



**Leave Group**


4. Select "Manage Events" from the left hand panel

[Home](#) » [Student Groups](#) » [PLCs](#)

**Student Group: PLCs**


- Group Details
- Blog
- Events
- Manage Events**
- Members
- Budget
- Photo Gallery
- Documents
- Links
- Notes
- Polls

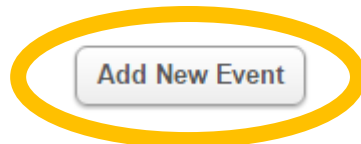
  **Lat**





5. Click "Add New Event"

 **No Events found**



6. Fill out all required information (3 separate pages)

**New Event**

**Instructions:** THIS MESSAGE NEEDS TO BE REVIEWED AND EDITED. IT IS IN System Preferences > Events.  
These are the instructions displayed to students when they want to register a new event. This can include graphics and rich text.

**Create:**  New  Copy From Existing Event

**Terms Agreement\*:** THIS MESSAGE NEEDS TO BE REVIEWED AND EDITED. IT IS IN System Preferences > Events.  
These are the terms and conditions displayed to students when they want to register a new event. This can include graphics and rich text.

I Agree

**1** **2** **3**  
Edit Event Details    Set Event Options    Review to Publish

Note: If you want the event to show up on the general engageSC calendar, make sure to select visibility to "all USC users" when you get to the "Set Event Options" page.



1 **Edit Event Details**      2 **Set Event Options**      3 **Review to Publish**

**Event Options**

Visibility:  Public  USC Users  Members

Registration Type\*:

7. Click “request event”

**Event Details**

Status:	Draft
Type:	Informational
Title:	PLC Info Session
Recurring Event?:	No
Date(s):	Jan 28th, 2016   7:00 am - 8:00 am
Where:	
Hosts:	

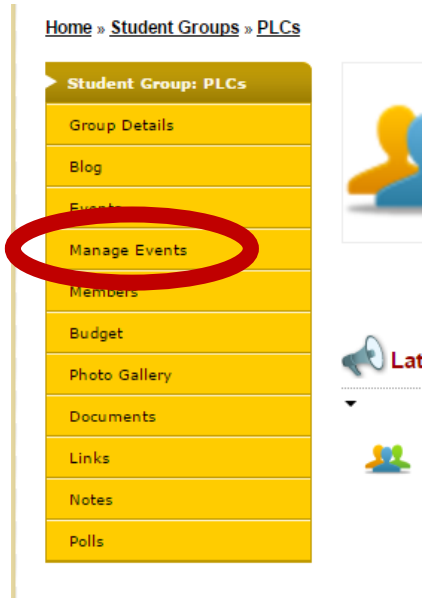
Type:	Student Group
Student Group:	PLCs
Host Display:	PLCs
Contact:	stuacts@usc.edu

8. You will receive an email from [stuacts@usc.edu](mailto:stuacts@usc.edu) alerting you that your event was successfully created and is pending approval by our office.
9. Once we approve your event, you will be notified.

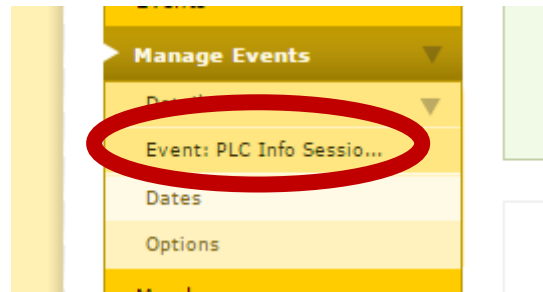


**\*Note: To make changes to your event request:**

1. Click on the “Mange Events” tab on the left hand panel



2. Click on your event name



3. Click “Edit”

