For Student Use: Registering an event
Student Login Link: usc-community.symplicity.com
Login using myUSC credentials
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

4. Select “Manage Events” from the left hand panel
5. Click “Add New Event”

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

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.
7. Click “request event”

8. You will receive an email from 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 “Manage Events” tab on the left hand panel

2. Click on your event name

3. Click “Edit”