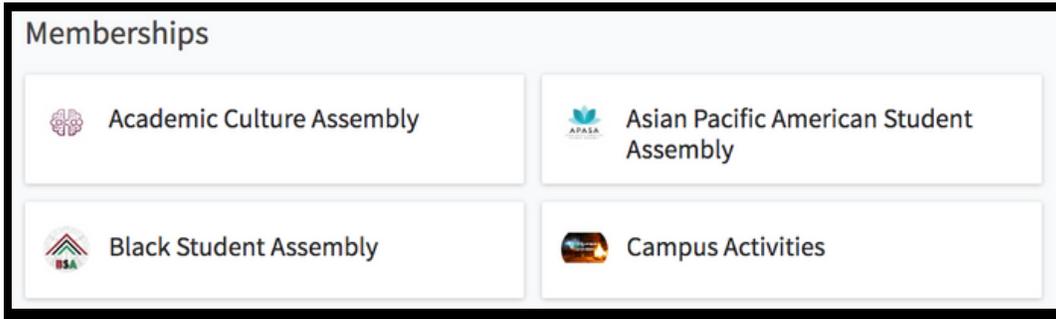# EngageSC - Calendar How To

Adding events to the EngageSC calendar is one way to promote events to USC students directly on EngageSC and the Experience USC Portal. Consider adding events to both EngageSC and calendar.usc.edu for maximum visibility.

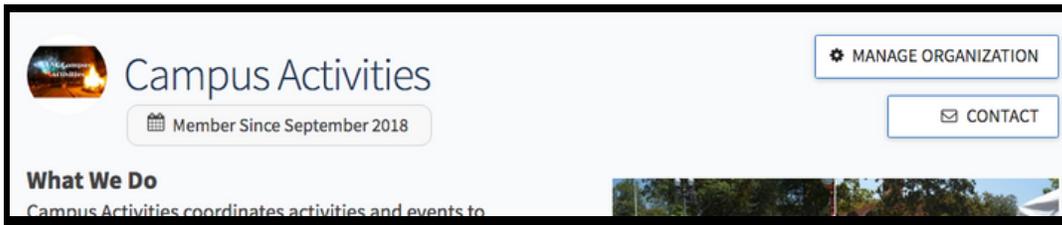**SIGN IN** ← Navigate to EngageSC - usc.campuslabs.com/engage/

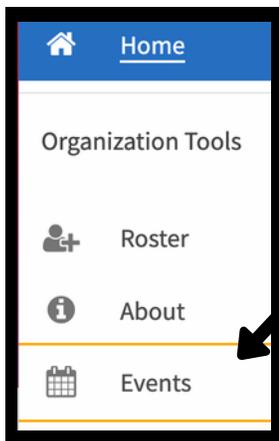If you're not already signed into your USC Shib, sign in.

Memberships

Academic Culture Assembly

Asian Pacific American Student Assembly

Black Student Assembly

Campus Activities

→ Find the "Memberships" area for the RSOs you are a member of
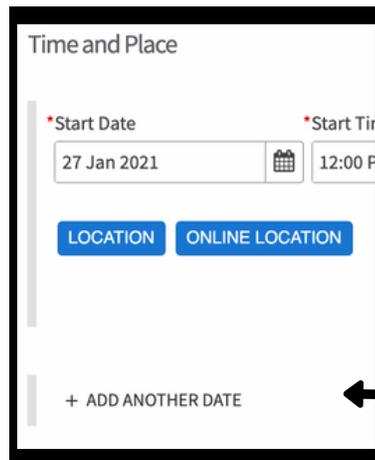
→ Select the RSO which you are submitting an event for

Campus Activities
📅 Member Since September 2018
⚙ MANAGE ORGANIZATION
✉ CONTACT

What We Do
Campus Activities coordinates activities and events to

← Click "Manage Organization" on the upper right corner

🏠 **Home**

Organization Tools

👤+ Roster

ℹ About

📅 Events

From the left-hand side click the 3 horizontal lines menu and click "Events"

+ CREATE EVENT

↑ Click "Create Event" to begin filling out the form with all relevant event details

Time and Place

*Start Date
27 Jan 2021 📅

*Start Ti
12:00 P

LOCATION   ONLINE LOCATION

+ ADD ANOTHER DATE

Under "Time and Place" you can add Zoom (or other online) links for location

If a recurring event, add all dates and times

# EngageSC - Calendar How To (continued)

Event Visibility

*Show To

✓ The Public
Students & staff at engageSC
Organization Members
Invited users only
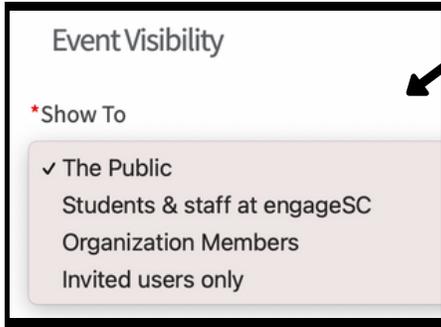
Under "Event Visibility", identify who you want to see the event submission:
- The public - anyone can see this event, they do not have to login to EngageSC
- Students & staff at EngageSC - all USC users that are logged into EngageSC
- Organization members - only individuals that are listed on the roster for a specific RSO
- Invited users only - specific invitations must be sent to users on enggageSC

Event Categories

Select categories

Welcome Experience ✖
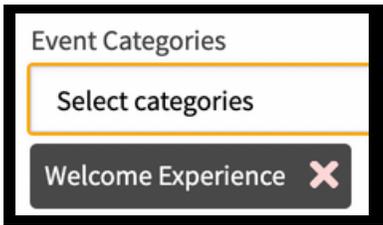
Under "Event Visibility" add "Welcome Experience" as an event tag in addition to other relevant tags for your event.

*Who can RSVP

Anyone
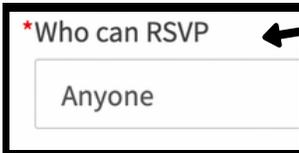
Optional RSVP features are available including gathering custom information, limiting RSVP spots.

Post Event Feedback

Optional post event feedback with custom questions. Send automatic surveys to attendees after the event!

*Type of Organization

○ Campus Department
○ Graduate Student Government
○ Late Night 'SC
○ Recognized Student Organization
○ Undergraduate Student Government

Mark your relevant organization type

SUBMIT

Confirm the event details and hit "Submit"!

Once your event is reviewed and approved, it will appear in EngageSC and the Experience USC portal. Submitting your event through EngageSC does not reserve a physical space. Contact Trojan Event Services or Classroom Scheduling to reserve a space for your event.

USC
WELCOME
EXPERIENCE