How to make an event on Bods Connect:

Step-By-Step Guide

Go to Bods Connect at [www.washburn.edu/bodsconnect](http://www.washburn.edu/bodsconnect)

Log into Bods Connect using your single sign on (Washburn Username and password).

Navigate to your organization by clicking on it under “Memberships”.

Once selected, click on Manage organization, you will now have the profile of the organization.

Click on the Three lines as shown in the circle below.
Once you have this panel open, click on events and on “Create Event”

Once you have created the event, please input the event title > Theme > Description > Additional Organizations hosting the event.

It is possible that do not have an additional organization hosting the event with you, if it is the case, please put N/A.

The description will be important for your event as it will help people gain interest in your event and will be seen by everyone. Be creative!
After the details of the event, we will focus on the time and place of the event, a crucial element into having a good attendance at the right time.

Please select start date, time and end date, time.

Once you have this information, input the location of the event on the pop up window. If the event is off campus, put the correct address. If it is on campus, please put the building and room number.

Once completed, click on “SAVE”. You will go back to the event form.
If this is a recurring meeting such as a “Chapter Meeting” or “Monthly Meeting” you can click on “ADD ANOTHER DATE” which you will only have you change the date. Bods connect will create different calendar entries containing the same description, picture and title. **Please do not need to create a new event for each date.**

Ensure the date and location are correct for each recurring meeting entry.

Event Visibility is an option that let you decide who is able to view your event. This is an important step as if this is an information/recruitment event, you want your event to be viewable to the public (Anyone).

If this is an internal event such as an executive council for group members, we suggest to have it show to “organization members”. The Public is everyone who has access to the internet. Student and Staff at BodsConnect are only those who have Washburn email accounts. Invited users is for only those you invite.

You may select the event categories and Perks as you may fit.

The “RSVP settings” will be important for you to have more information and data if you are either ordering food, counting specific organization participation, have questions for attendees ahead of time or have a limited number of seats open. The RSVP section is optional. If you do not want an RSVP, change “Who can RSVP” to “No one”.

This is what you will see if you decide to ask a question:

For reporting purposes, the new step into creating an event is the “Post event Feedback”. This can help your organization into accessing quality control data or if you want to learn more on your event and make it better for future semesters.
You may ask your attendees questions in the same way that you did for the RSVP. This is also optional.

The next step will be regarding the event picture, if you do not select one, Bods Connect will automatically assign you one.

Remember that the picture is the first thing potential attendee will see about your event. It is a critical element.

The next part in this event’s creation is the required information that Washburn University needs to have in order for your event to be accepted.

Remember, all events should have all the necessary information and follow all existing guidelines in order to be accepted.
For example: For our event, we are using a on campus location, you can select as many “type of event” as needed. For the number of people attending, please provide your best estimate*. The contact information would be people that are either in charge of the organization or/and will be at the event.

*If you have a space for your event on campus, make sure that you consult with University Scheduling for the maximum capacity in such space.

Please make sure to answer all of the questions on the form.

The last step is regarding the confirmation of your details such as the picture below.
It is important that you take time to review the information especially time, date, location and additional information if needed.

If you still have questions, feel free to contact Student involvement and development at studentinvolvement@washburn.edu