Create an Event

1. Go to https://wfu.campuslabs.com/engage/.
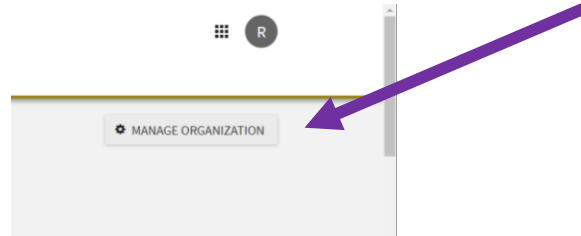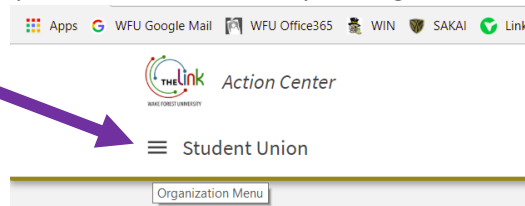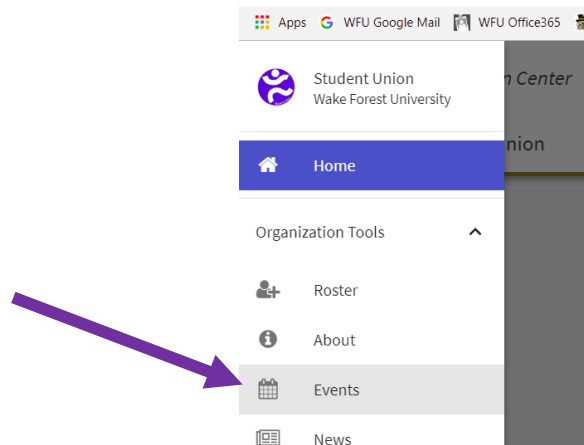2. On the home page, under "My Memberships" click on your organization.
3. In the Top Right corner you will see an icon that says "Manage Organization"...click this! If you do not see "Manage Organization" you are not currently listed as an administrator. Please contact your organization's "Primary Contact" and have them add you.
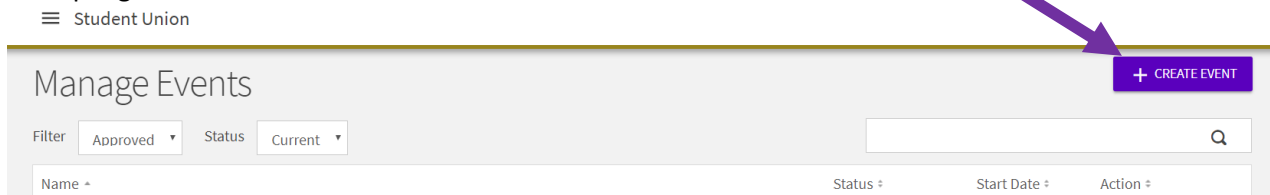

4. In the Top Left corner, click on the pull down menu beside your Organization.

5. On the menu select "Events."

6. In the Top Right corner select "Create Event."

7. Just fill out the form!