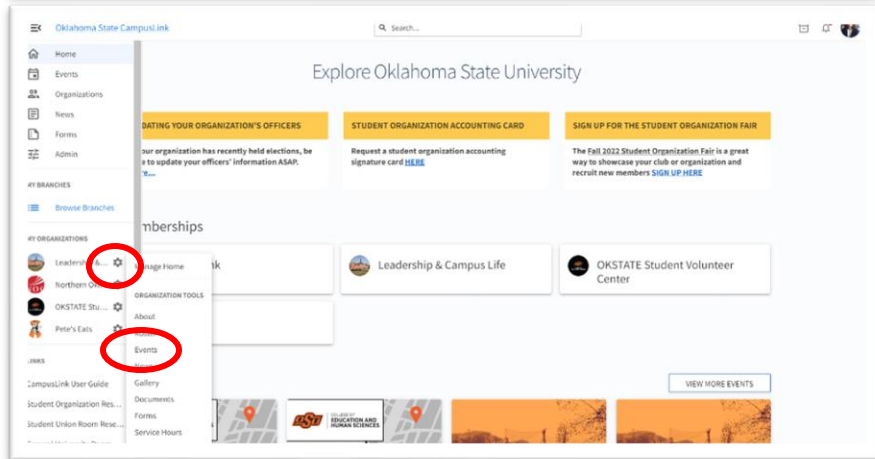
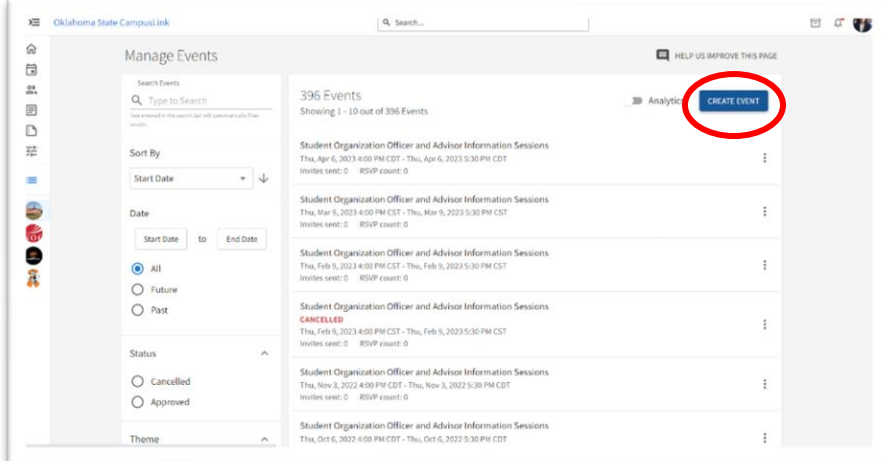


How to create an event for your organization in Campus Link

Sign in to [Campuslink.okstate.edu](https://campuslink.okstate.edu) with your OKEY credentials. Click on the menu icon in the top left corner to access the management functions for your organizations. If you do not see your organizations or if you are an advisor or officer but you do not have a gear icon next to the organization, contact campuslife@okstate.edu



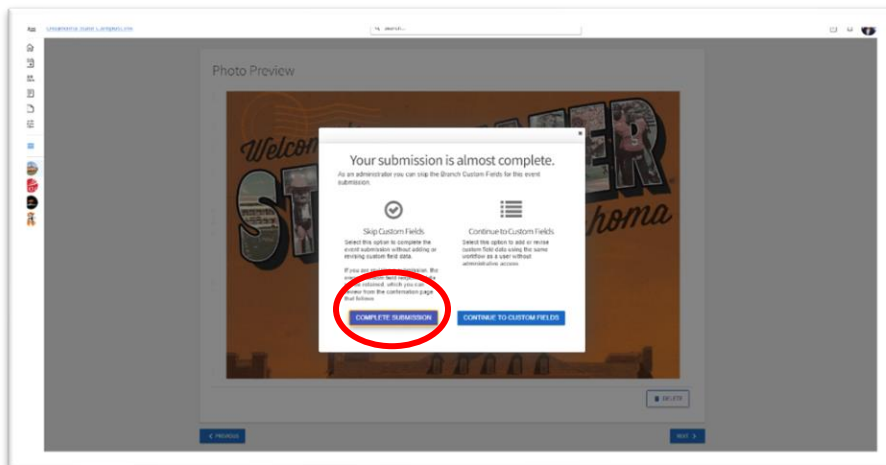
Click the gear icon next to the organization you want to create the event for and select “Events.”



On your organization’s “Events” page, click “Create Event.”

Complete the “Create Event” form.

1. Some fields are required, but most are optional.
2. You can require RSVPs, add custom questions to RSVPs and send post event surveys with custom questions to people whose attendance was tracked within Campus Link*.
3. If you do not upload a flyer or picture a standard photo related to the event’s theme will be added for you.



Once you have completed the event form and added a flyer or photo (optional) for your event click “Complete Submission.”

Once your event submission is complete you will see the “Event Details” page. This will give you information about the event and allow you to edit or cancel the event.

Additionally, you can use features on this page to track your event’s attendance by using an ID card reader (available for loan at 211 Student Union) or the QR code on the event’s page.

***Event attendance tracking instructions are on a separate document.**