



How to Add RSO & FSL Events to Involved@SU & CSIL's Daily Email to All Salisbury University Students

1. **Log in** using your SU account to www.involved.salisbury.edu

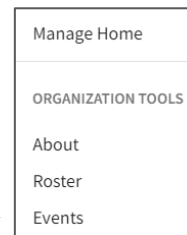
2. **Select the icon** of the organization on the left column of the page you would like to add an event for.

- **Note:** You must be listed as an Executive Board member on your Registered Student Organization or Fraternity & Sorority Life Chapter in Involved@SU to add an event.



3. **Select the "Events" tab** on the Manage Home menu.

Then, select the blue **"Create Event"** button.



4. **Add your event's information** to the form, including the finalized time, date, and location of the event, a photo, and the **Facilities Reservation number** you received on the confirmation email from Facilities Reservations.

- **Note:** Your event **will not be approved** in the Involved@SU platform without the information requested on the form, including the Facilities Reservation number, which is not the building or room number of your event).
- **Open meetings** for your RSO or FSL Chapter may also be added to Involved@SU.

5. **Select the "Yes" button** on the final question at the bottom of the form's first page to have your campus-wide event or meeting added to CSIL's Daily Email sent to SU students.

* Should this event appear in the Event E-mail sent out from CSIL?

**note: only events that are open to all of campus will be allowed to appear in the CSIL email.*

Yes

No

6. **Complete** the remainder of the form to submit your event or meeting for approval.

- **Note:** All events or meetings added to Involved@SU must have an already scheduled Facilities Reservation.