How-To STUDENT CENTER EAST INFORMATION BOOTH: (for Presidents, Treasurers, and Third officers only)

1. Go to Connect.uic.edu
2. Sign-in using your UIC netid and password
3. Click on the 3x3 grid in the top right corner
4. Click manage
5. Click on your organization
6. Click on the 3 lined drop-down menu on the left side of the page
7. Click events
8. Click "+Create Event"

Filling out the form: Broken down into Form Sections

General Info-

1. Enter the name of your event
2. Select the theme most relevant to your event
3. Add a description that the public/members of your organization will see on your org page (note: do not enter information about the room set up, requests etc)
4. Optional: enter if any other organizations are collaborating
5. Enter the START date of the event
6. The START times
7. Enter the END date of the event
8. Enter the END time
9. Add location. NOTE: do not put the room you wish to receive, just enter "UIC" (I personally think this should be deleted because the room is not guaranteed and other than adding "UIC" it is pointless)
10. Optional: if you have multiple dates that you are requesting for i.e a weekly or monthly meeting, click "+ add another date" and repeat steps 5-8

Event Details

11. Indicate which audience you would like your event to show to
    a. Optional: Allow attendance to show on co-curricular
12. Optional: Select event categories and Perks

RSVP Settings

13. Indicate who can RSVP to your event
    a. Optional: Limit the number and/or allow guests
14. Optional: Upload a photo to draw in attention to your event

Space Request Process: Student Center East Information Booth

15. Select **Student Center East Information Booth**
16. Enter the full name of your registered student organization (NOTE: NO ACRONYMS)
17. Please enter the FULL name (first and last) of the event contact (UIC personnel only)
18. Enter the contact person's UIC's Email
19. Enter the contact person's phone number
20. Alternate Dates: Please insert an alternative date for your event, this allows for flexibility in scheduling
21. Describe the purpose and goals of the information booth
22. Indicate if you will be fundraising at your booth
23. Indicate if you will have food and/or beverages at your booth

What Now?

24. Read each statement carefully and click "I agree and understand the statement below"
25. Review your event submission before submitting
26. SUBMIT!