

How-To Outdoor Space: (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 time
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

15. Select **UIC Outdoor Space Request**
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. Alternative Dates for Scheduling: Please insert an alternative date and time for your event, this allows for flexibility in scheduling. Please use the format of Month/Date/Year- Day of week Start Time-End Time
21. Alternative Dates for Inclement Weather: Please insert an alternative date and time for your event, this allows for flexibility in scheduling. Please use the format of Month/Date/Year- Day of week Start Time-End Time
22. Enter the estimated number of attendees
23. Indicate if there will be attendees with disabilities that require accommodation
24. Indicate if this is for a campus demonstration or outdoor rally
25. Select all that apply to your event:
 - a. Audio Visual
 - b. Catering
 - c. Equipment
 - d. Electricity
 - e. Security
 - f. Other
26. Select equipment and indicate the quantities:
 - a. Rectangle Tables
 - b. Round tables
 - c. Chairs
 - d. Garbage cans
 - e. Recycling receptacles
27. Indicate if your event will include a guest speaker (volunteer or paid)
 - a. If yes, provide bio and links to the speakers/performers
28. Create and upload an event diagram/map that details the following:
 - a. Where activities or catering will be
 - b. Where you would like the tables, chairs, and equipment

- c. Where you need power
- 29. Upload an event schedule that details the following as applicable:
 - a. Set-up time
 - b. Vendor arrivals
 - c. Event start time
 - d. Event timeline
 - e. Event end time
 - f. Clean-up time
 - g. Student organization contacts
- 30. Indicate if you will be collaborating with an organization outside of UIC
 - a. If yes, input their name

What Now?

- 31. Read each statement carefully and click “I agree and understand the statement”
- 32. Review your event submission before submitting
- 33. SUBMIT!