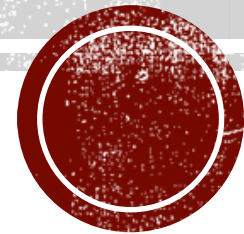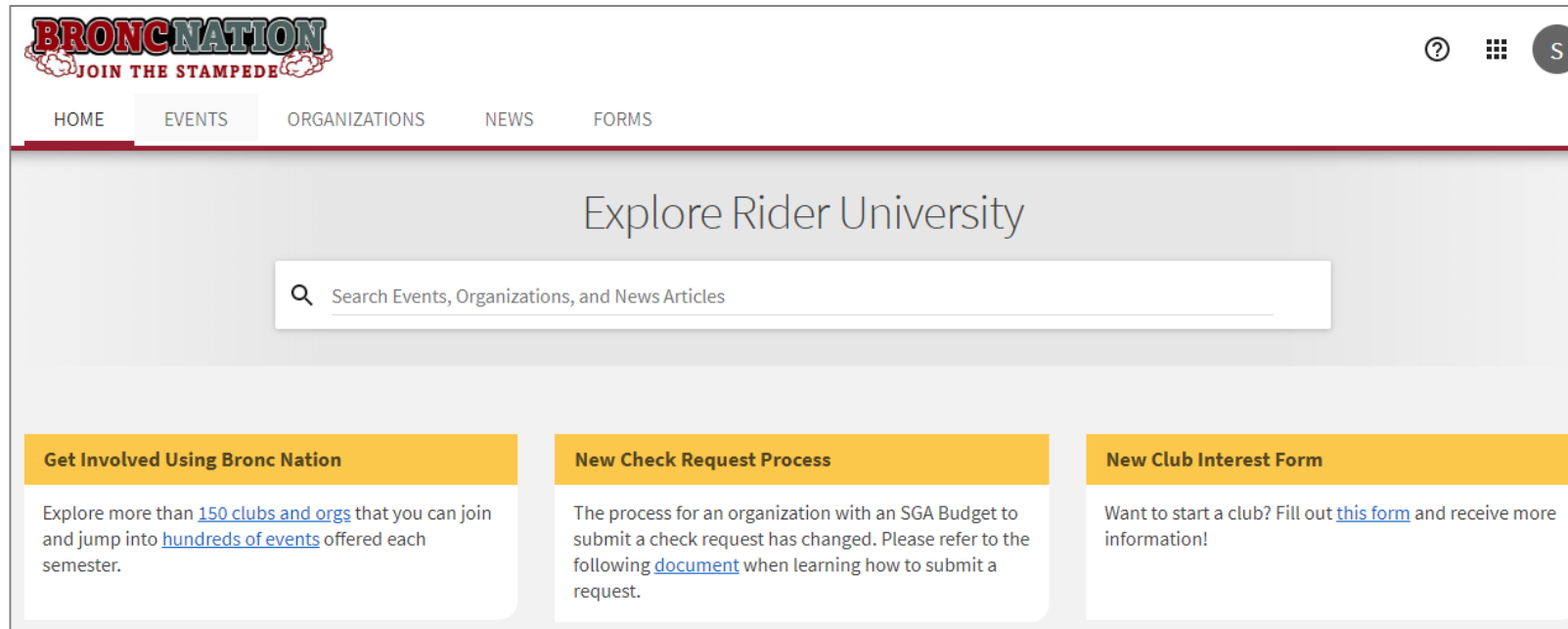# CREATE AND SUBMIT AN EVENT IN BRONCNATION

Step-by-step instructions on how to publicize your upcoming event in BroncNation to attract campus attendance and even off-campus guests.
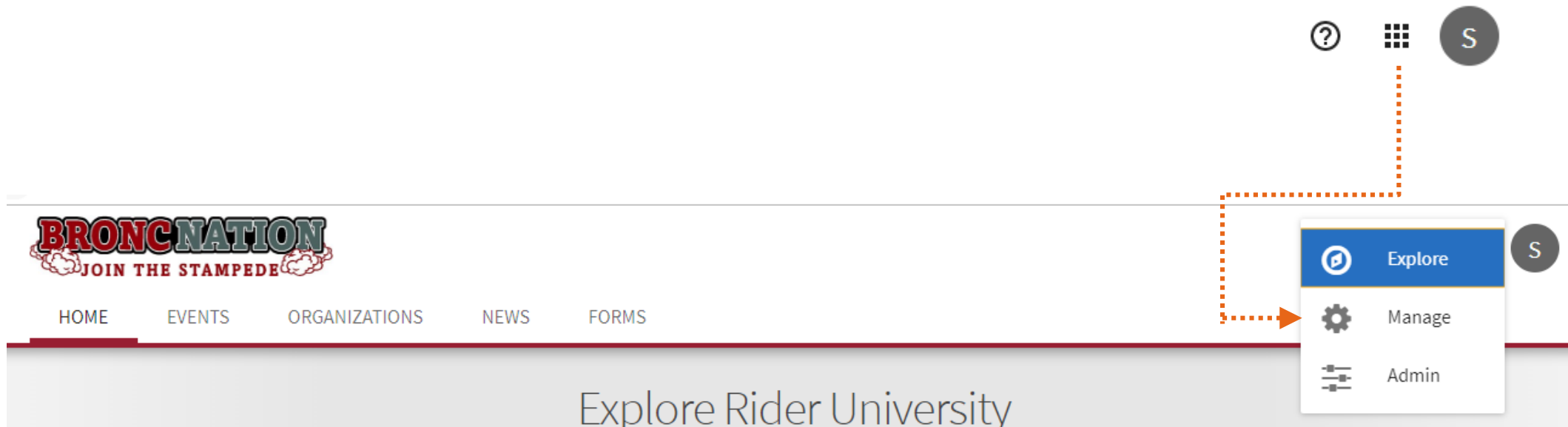
Log in to BroncNation using your Rider Key

- Go to https://broncnation.rider.edu

- Log in with your Rider Key to access the Home page:

Click on the grid icon and select the Manage option

Tip: If you do not see the Manage option please contact Naquasia Ramsey-Sheppard, ramseyshepn@rider.edu, for assistance.

In the Action Center you will see a section called My Memberships. Select the button for your organization/college/school/department.

TIP: You must belong to an organization in BroncNation in order to submit an event. Join your College/School org or Office of Service and Civic Engagement if you don't belong to an organization already.

You will be directed to your organization's BroncNation page
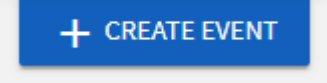
In the upper left corner select the ' ≡ ' symbol to open the left menu, then select Events.

BRONC NATION *JOIN THE STAMPEDE* *Action Center*

≡ College of Continuing Studies

C College of Continuing Studies
Rider University

🏠 **Home**

Organization Tools ⌃

👤➕ Roster

ⓘ About

📅 Events

📰 News

🖼️ Gallery

📄 Documents

🗐 Forms

🔨 Elections

✳️ Service Hours

BRONC NATION *JOIN THE STAMPEDE* *Action Center*

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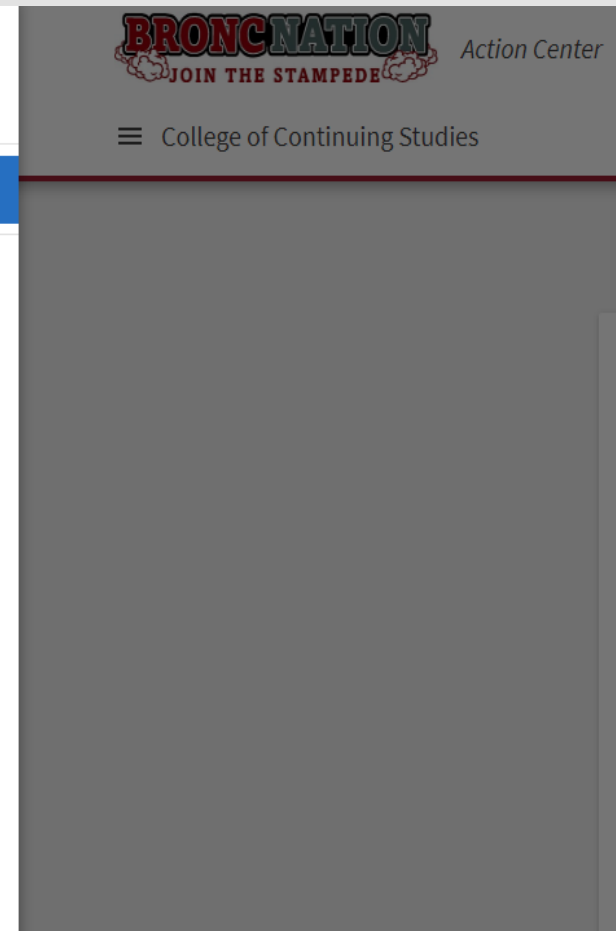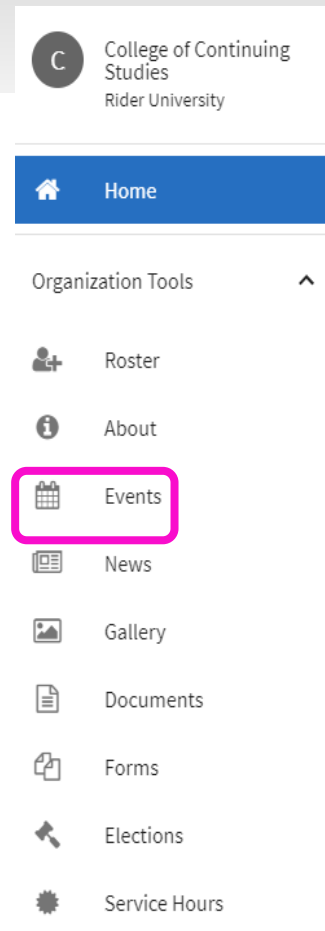
ENTER YOUR EVENT INFORMATION INTO THE FORM

- Select **+ CREATE EVENT** to open an event form.

- Complete the form fields. Those with an ' * ' are required fields.

- The title, date, location, and host organization of the event, along with a photo, are displayed on the Events page in BroncNation. The event can be clicked open, providing the event details and an RSVP.

- *Tip: What you enter in the form is what will be displayed when your event is published in BroncNation, so proof your entries carefully.*

- *Tip: Create an interesting and informative Event Description to attract the audience you desire.*

ENTERING AN EVENT LOCATION

- You must enter the location where your event will be held. **Location approval must be received prior to submitting your event form.**

- You may provide as much or as little information as is helpful.

- *Tip: If off-campus guests are expected you can provide specific details in the location fields. Select* **YES** *at the top to include a Google map along with the event details.*

- Select **SAVE** at the bottom right of the window. Your location display may look like this:

  * Location

  📍 **Rider University Bart Luedeke Student Center**
  NJM Community Room, 2nd floor, 2083 Lawrenceville Road, Lawrenceville, NJ 08648

- To edit the location select **ADD LOCATION** again and make changes, then **SAVE** .

RECURRING EVENTS

- If your event is part of a series or will be offered on multiple dates, you may include all dates and times in one form.

- The event will have one main title repeated for multiple instances, but can have several different dates and/or locations.

- Select + ADD ANOTHER DATE to enter additional dates, times and locations.

- You may enter up to 18 different dates, times and locations for an event in this form. Each instance will become its own event that can be individually edited or changed.

Make the Most of Event Listings

- While the event title and description will remain the same, the date, time, and location of each occurrence can be the same or different as needed.

- Each time you add another occurrence, you must complete the location information for that specific instance.

- You can include a Google map which will display on the event details page, especially helpful for off-campus attendees.

- *Tip: Using Google maps will not reserve a campus location for your event. You must request and receive approval for using the location through <u>25Live</u> before you publicize the event in BroncNation.*

USING GOOGLE MAPS

- Use of a Google map can be an advantage for events that you expect or would like to have off-campus guests attend.

- When you select **YES** to include a map, the event becomes a listing in a mobile app called <u>Corq</u> .

- Corq is available through the App Store or Google Play and is used by our students in conjunction with BroncNation.

- If you do not wish to include a map, select No in the form.
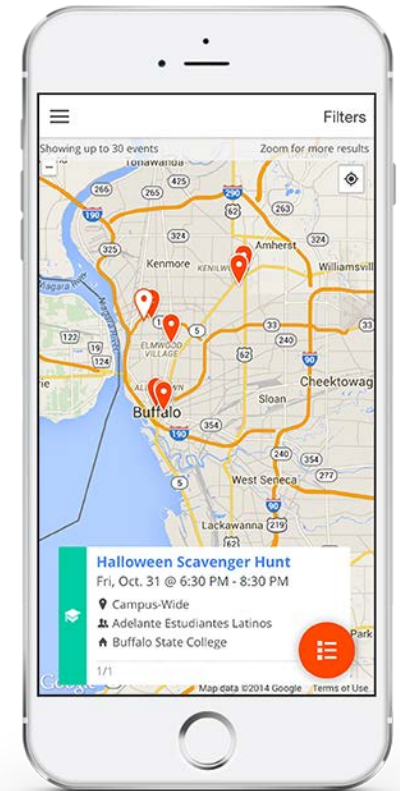
Event Details

- Event details section allows you to control who is able to see your event information.

- Options include:
  - <u>The Public</u> - your event is visible to anyone in the world
  - <u>Students and staff</u> - only visible to users who are logged in to Rider's BroncNation platform
  - <u>Organization members</u> - only visible to members of the organization associated with the event (i.e., the organization you selected from My Memberships back on page 4)
  - <u>Invited users only</u> - only visible to those who you invite to the event

- Check the box for Involvement Record, but not for self-reporting.

EVENT CATEGORIES AND TAGS

- 'Tags' can be used to assist first year students to categorize events.
  - To earn one point for the New Student Engagement Experience, the six events they attend must be distributed over at least two different category types:

➢ Sporting Events/Intramurals	➢ Lecture/Workshop/Shared Read
➢ Art Performances	➢ Health/Wellness/Spirituality
➢ Diversity Event	➢ Campus Traditions Event

- ALL campus events are eligible for first-year students (freshmen and first-year transfers) to use for the New Student Engagement Experience.

- **Always** select the New Student Engagement Experience as a tag for every event you create in BroncNation!

Selecting Tags

- In addition to a tag for the New Student Engagement Experience, the six categories of campus events are listed as tags.

- Each 'tag' contains examples of campus events that exhibit the spirit of the category.

- The 'tag' is not limited to only the examples listed.

- Select one or more 'tags' that pertain to your event. For example, a lecture on sports medicine could easily fit several tag categories.

- *TIP: Be aware that a 'tag' does not guarantee that students will earn points for attending the event. Students must complete the criteria and procedure outlined on the <u>Engaged Learning Program</u> website to earn points.*

SELECT PERKS

- Everyone loves free stuff!

- Under Perks, you can indicate if you will be providing free food or free stuff.

- If you will not be providing anything to attendees do not make a selection.

- If you select a perk, but then want to remove it click the ❌ .

Perks   Special benefits for your attendees

Select perks

Free Stuff ❌   Free Food ❌
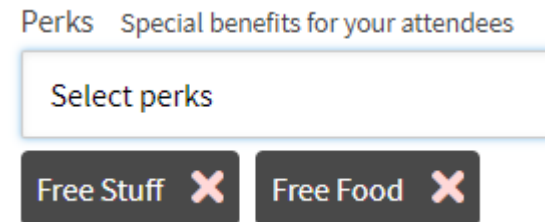
SETTINGS – RSVP'S, ORGANIZATION REP.

- You must select an option for RSVP's:
  - Anyone who wants to can respond
  - Only invitees can respond
  - No one can respond

- If selecting *Anyone* or *Only Invitees* you have the ability to limit the attendees to a specific number, based upon the size of your reserved space.

- You also have the ability to allow guests to bring a friend.

- If selecting *No One Can Respond*, the above options are disabled.

- Organization Representation – check the box if you would like to allow students to attend as an organization representative.

Settings

* Who can RSVP

Anyone

☑ Limit number of available RSVP spots

Maximum number of RSVP spots allowed

200

☐ Show remaining RSVP spots to public

☑ Allow Guests

☐ Limit number of guests per RSVP

☐ Count guests against remaining RSVP spots

RSVP QUESTIONS

- You may enter one or more questions that respondents may answer when registering their attendance. You many make it optional or mandatory to respond.

- Enter a summary of what is being asked of them, then select the layout you desire for the responses.

- Example:

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

- Check Add Summary to create a question.

CREATE A QUESTION

- Checking Add Summary opens a text box where you enter your first question.

  ☑ Add Summary

  Summary Text

  > Please respond to the following question:

- Next you select how your responses will be formatted.

  Question Type

  Select a question type
  - Text - Single Line
  - Text Area - Multiline
  - Radio Button
  - Checkboxes
  - Dropdown

CREATE YOUR QUESTION AND RESPONSES

- Click **ADD QUESTION** to open text boxes to complete. Add your question and response choices. A Preview will be created.

Question 1   ⋮

* Add your question text

| What is your current status? |

* Add question answer(s)

Place one answer per line

Freshman
Sophomore
Junior
Senior

Preview

* What is your current status?

○ Freshman

○ Sophomore

○ Junior

- To remove a question, click ⋮ and select Delete.

ADD AN EVENT COVER PHOTO

- Add a photo that will draw attention to your event.

- Be imaginative. Sometimes a photo that depicts an action or event is more eye-catching than a portrait.

- Photos must meet these guidelines:

  Image size guidelines: 1024px by 600px or larger
  File size limit: 10MB
  Supported file types JPG, JPEG, GIF, PNG, and PDF

- Select Choose File to upload a photo from your computer or the web.

- If you do not upload a photo, a default photo will be chosen for your event based upon the theme you selected at the beginning of the form.

- If no photo is uploaded, select SKIP > ; otherwise select NEXT > .

EVENT REGISTRATION REMINDERS

- A page of helpful reminders is provided to make sure that every detail of your event is considered:
  - Reserving your space (25Live)
  - Media Services
  - Catering Services
  - Contact information if you have questions about the form you have just completed.
- After you have considered all of the reminders, select **NEXT >** .

ADDITIONAL EVENT INFORMATION

- Indicate a choice for the following by selecting the appropriate radio button:
  - Sponsoring Group Type
  - Event Location
  - Event Type
- Select **NEXT >** .
- Answer four Event Detail questions.
- Select **NEXT >** .
- Review your submission form responses.
- Check ☑ the question regarding the Involvement Record.
- Select **SUBMIT** . You will receive an auto-response email approval.

CUSTOM FIELDS OPTION

- After clicking Skip or Next, a box will open providing you with two options.

- Complete Submission– publishes and displays your event information

- Continue to Custom Fields – provides additional event planning information with links, such as making a room reservation, media services you may need, or ordering catering.

- Select Next.

- You are provided with a series of questions where you indicate a response.

- Faculty and staff: you do not need to meet with Camus Life (see below):

> To complete the last step of the Student Event Registration Process, click **here** to schedule a meeting with the Coordinator of Campus Life AT LEAST 2 business after this event submission.
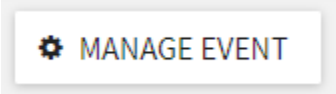
- Select Next.

Review Your Submission

- This is an opportunity to review all of your information before you submit it to be published.

- Each page you completed may be clicked to open for review.

- Once you are pleased with your event details, click Submit.

- If you don't want to submit the event click Cancel.

- A BroncNation page opens that contains all of the information you entered in the form. This is what BroncNation users will see when they look at your event.

- Someone will review and approve your event to be posted in BroncNation

VIEW YOUR EVENT SUBMISSION IN BRONCNATION

- On the BroncNation home page select the EVENTS tab.

- Your event will display on the page.

- You may need to use Search Events to locate your event if many are submitted around the same time.

- You can scroll down the page to find your event.

- Click on your event to see the complete event display.

- At the top right select ⚙ MANAGE EVENT to see Event Details and to make changes to the content.

Green Film Series: Growing Cities

📅 Wednesday, September 4 at 7:00PM EDT

📍 Sweigart Auditorium 115

♻ Office of Sustainability

QUESTIONS OR PROBLEMS?

- For questions about using BroncNation to advertise your event, to borrow a swipe card reader, or any problems with the event form, please contact Naquasia Ramsey-Sheppard for assistance at ramseyshepn@rider.edu or 609-896-5000 x7128

- For questions about using BroncNation in general please contact Allie Koury for assistance at kourya@rider.edu or 609-896-5000 x7106

- For questions about the Engaged Learning Program please contact Sandy Ober for assistance at ober@rider.edu or 609-896-5000 x7055