THE AMERICAN UNIVERSITY IN CAIRO

Creating Events

1. Log in to AUC Connect https://auc-connect.aucegypt.edu/login_only
2. Click on "AUC Login" button
3. Enter your AUC email and password to login

N.B. To create an account for submitting events on AUC Connect, submit a generic email to auc-connect@aucegypt.edu copying webusersupport@aucegypt.edu

4. Click on your group's icon from "My Groups" component on the homepage
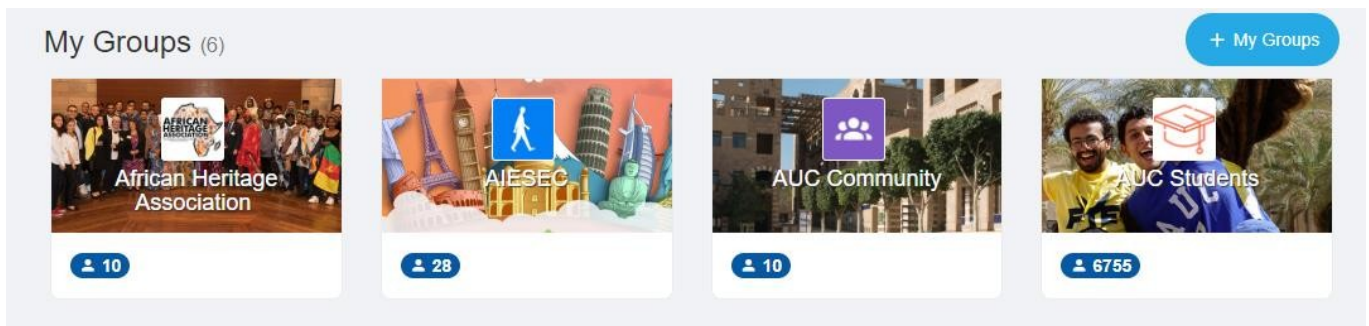
5. If your event is open to the Public or to ALL AUC community, make sure to choose **Public and Community Events** from groups. It the event is open to only a specific AUC constituency, such as students only or faculty only, mark the relevant group.

After you add the events details, please make sure to do the following steps.
Under **who is allowed to register?,** please make sure to choose **everyone**

Under **who can see this event?** Also, make sure to choose **everyone**
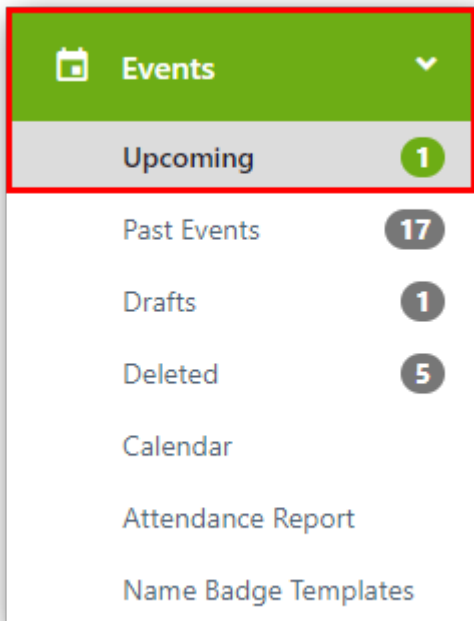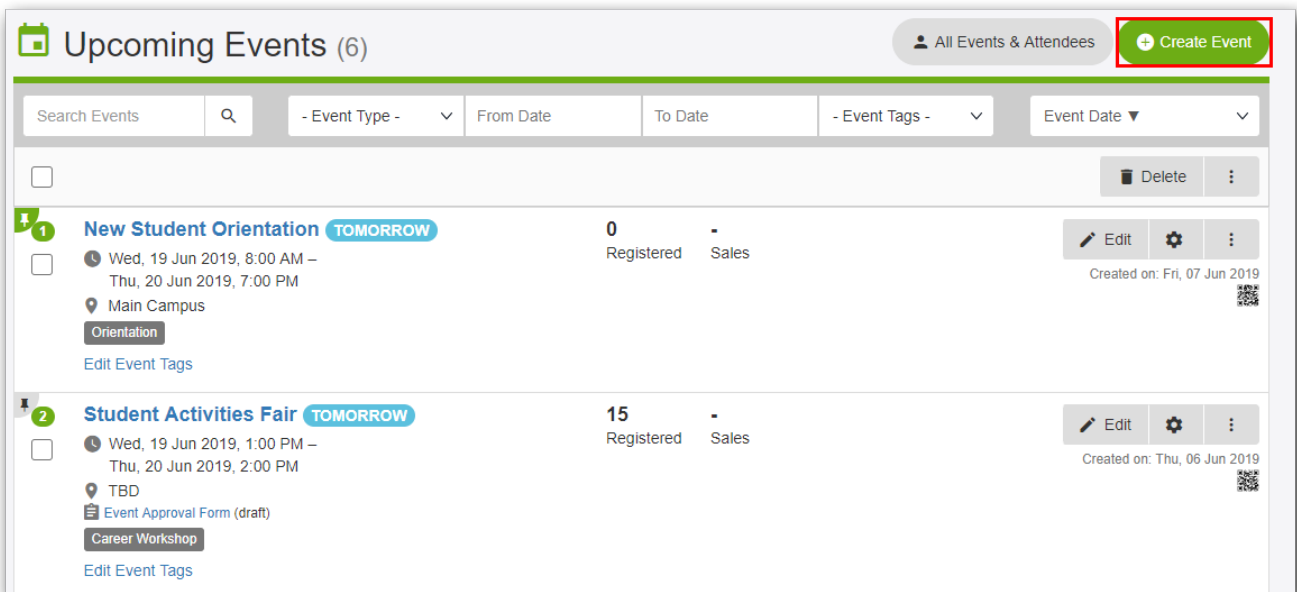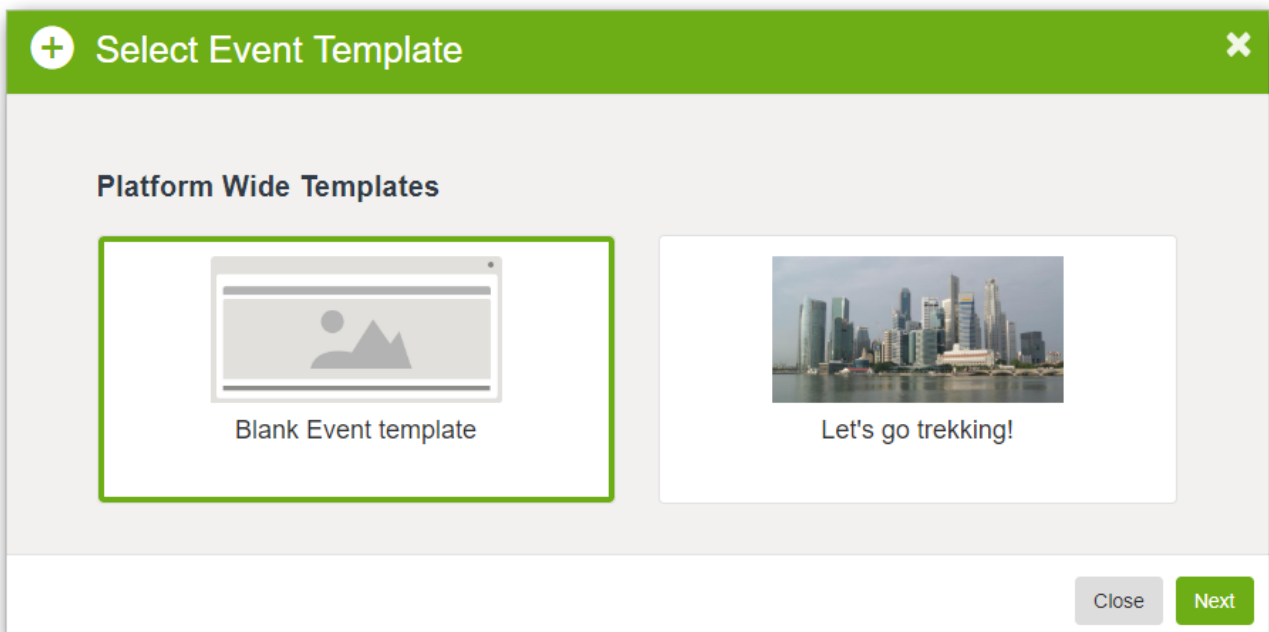

6. Click on Events

N.B. To create an account for submitting events on AUC Connect, submit a generic email to Nermine Hashem nhashem@aucegypt.edu copying   webusersupport@aucegypt.edu

7. Click on Create Event

8. Choose an Event Template
9. Click Next

10. Fill in the required information
11. Click Save

12. For Event Image, please take care that there are two fields for images: a promotional image and a flyer image. In general, event images represent the event and expected experience. Therefore, the image should reflect the event appropriately.

- For public events, the event image will appear on AUC-Connect, website and other promotional material and newsletters.
- Event image should display the event speaker photo or speakers (as a collage), or the theme/topic of the event. Personal photos of the speaker(s) should not be the plain passport-type photos as these are extremely unattractive.
- Ensure images are approved by the speaker(s) and are not copyrighted (for theme/topics images)
- Image dimensions/ratio should be 4:3 (horizontal or landscape image) This image dimension will work best for AUC-Connect, website and newsletter platforms.
- Avoid using the event e-flyer as the event image. This will result in having the event submission rejected (not published).
- Avoid images with text or logos. Any text or logos can be added to the event details.
- Avoid low resolution or bad quality images as this does not reflect well on your event.
- Avoid leaving the event image empty. This will result in having a generic AUC photo which is not unique to your event. All events without images will display the exact same default image. Therefore you will be losing potentially interested guests.
- Image file types/formats can be JPEG, BMP, PNG
- Images should not vertical
- Minimum width of image should be 760px, it should be cropped into 380px high and 760px wide rectangle

13. For event description: make sue to add a descriptive write-up to encourage users to attend your event. Avoid repeating the same information mentioned in the flyer.

14. Click on (Submit) button
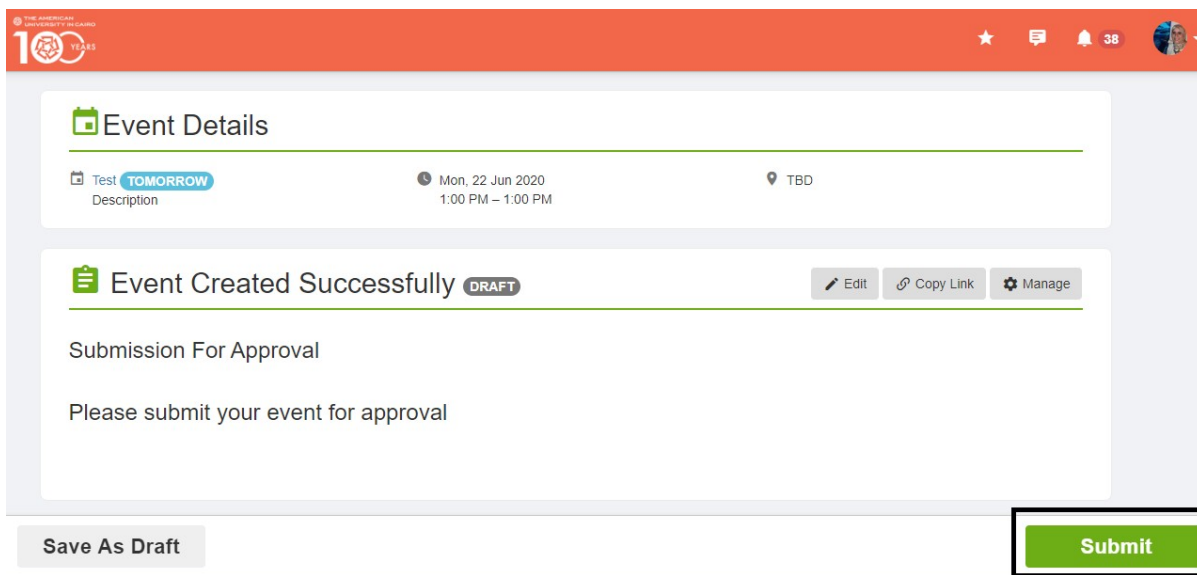
15. You can edit the event any time after it's created by clicking on (Edit) button beside the created event from the Admin events Listing page or events details page
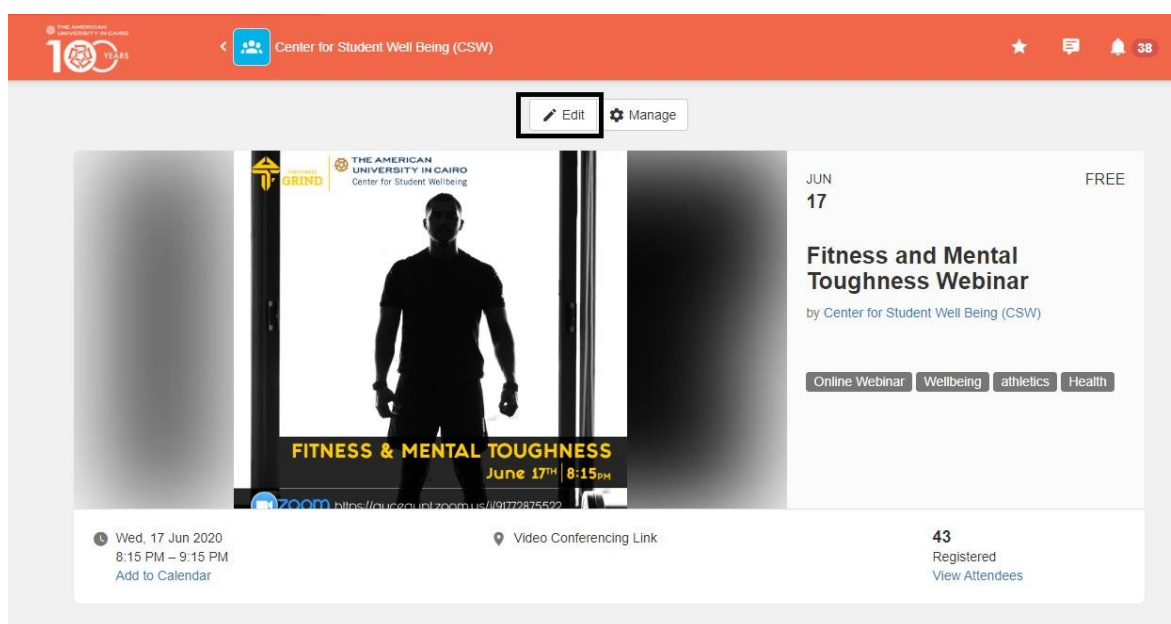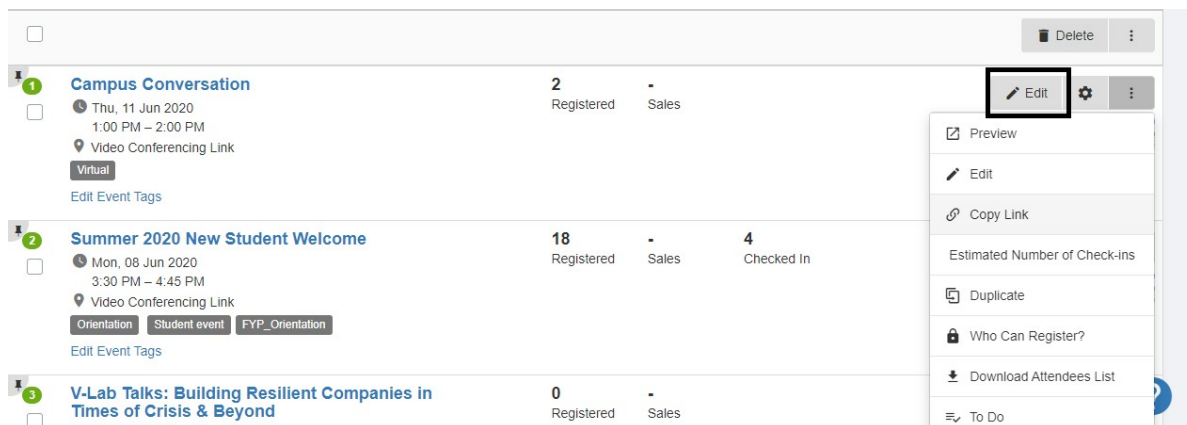
Notes:

1. Event type and tags appears in the events details page and are used as filters in the events listing page
2. Adding organization team members will allow them to manage and check-in attendees
3. Event photo is the photo that will appear in the homepage and the events listing page "https://auc-connect.aucegypt.edu/events" so upload it with the recommended proportions and after creating the event make sure it looks good on those pages
4. If you need to limit people to register only once, you have to enter 1 in the Attendance Limit "Tickets Limit" part
5. You can add questions to be answered or timeslots to choose from while registration
6. You can add an event waiver that attendees should sign before registering to an event
7. You can choose to create the event as a template and use it every time you create a similar event
8. Events details page will include all the events added information and the attendees list if you chose to show it while creating the event and options to share the event through (Facebook, Linked In, Twitter, Whatapp, Email) or add it to your calendar