



How To Post an Event

What is this feature?

The **Event** function allows you to post an event on MyBC for OSI approval and advertise to the campus community. This is required in order to host an event on campus through your student organization.

What do you need before you start?

- Event details:
 - date, time, event name
- Talk with your SOFC rep about budgeting
- Do you need tickets through Robsham? Do you need BCPD or Eagle EMS? Are you ordering BC catering?
- Your Room Reservation System (EBMS) event ID Number- *You must have completed the room reservation process before you can submit an event for approval!*
- Any forms you may be utilizing as part of your event need to be completed prior to creating your event.

Step 1: Fill in the event details

- Not only does this include the event logistics, but also a description of the event and an image for the event.
- You will also be able to set how many people can RSVP, if people need to RSVP for your event.
 - **Who Can See this?**
 - ***Public + Website-** *This should always be your default option!* This will automatically post your event and export it to the events page on the OSI website, sharing your event with our BC community. *You must also select Calendar sharing to share on the Student Life calendar for this event to export onto the OSI events page!*
 - **Boston College-** This will make your event visible to the BC community **ONLY IF THEY HAVE A MYBC ACCOUNT**
 - **(Your Portal)@BC-** This will make your event visible only to members of your specific MyBC portal.
 - **Selected Groups-** This will make your event visible only to selected groups of your organization's portal, such as your officers or your freshmen class representatives.

Step 2: Advanced options

- Advanced options can allow you easier ways of gathering feedback from your events or for your members to reflect about that event.
 - **Options:**
 - **Pre-registration Form-** If you are doing a training or session where you need info about the attendee beforehand, this is a useful tool. It will direct people to your form right after they RSVP for your event. You must have this form completed and published, ready to go, before you start.
 - **Post-event Form-** helpful for gathering feedback about an event or to assess the event.
 - **Reflection-** if you'd like your participants to gain some greater understanding from your event, have them complete a reflection via MyBC after the event. This will require them to write their reflection before they gain credit for attendance.
 - **Learning Outcomes-** this will help participants better understand what you wish them to gain from attending the event. These can be helpful when paired with a Post-event form to gauge if your participants have actually learned what you intended.

Step 3: Event Logistics

- This is where you will fill in your Room Reservation System (EBMS) event ID number, your event type, any additional services you will need along with a description, and can upload your publicity.
 - Some of the services are required depending on your event size and location. If you are unsure whether or not you need any of the additional services, please contact the Office of Student Involvement at osi@bc.edu or 617-552-3480.
- You will still need to submit a Posting Approval Request to get your publicity approved and have Eagle Print print your flyers.