## How to Create an Event

The Hub 'Events' tool allows you to manage your organization's events, including event postings, invitations and manage attendance all from one central location.

## To get started:

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	Emory Forward: YELLOW
	Please see the most recent Emory Forward communication regarding ACTIVE changes to the https://www.emory.edu/forward/
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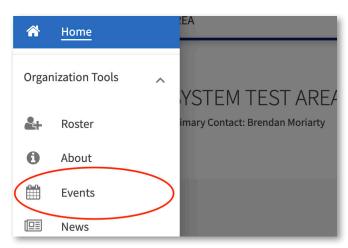
1. Log in to the Hub at <u>thehub.emory.edu</u>, and click on the organization you wish to add an event for underneath 'Memberships'.

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MANAGE ORGANIZATION CONTACT

2. Once on the organization page, click 'Manage Organization' on the top right.



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3. Click the three vertical lines in the upper left-hand corner, and from the dropdown menu select 'Events'. This will take you to the 'Manage Events' page.

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4. To create a new event, click the '+ Create Events' button in the upper right-hand corner. This will take you to the 'Create Event' page.

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5. On the 'Create Event' page, enter the information for your event.

Once your event is posted, students can view your event through the Hub at <u>thehub.emory.edu</u> and through the <u>Corq apps</u> for iOS and Android.

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