Presidents, Treasurers and Event Planners are able to Create Events within TitanLink.

- Events must be made on behalf of an organization.
- Creating an Event in TitanLink generates a request to reserve space, this is not approved until you receive confirmation from the coordinating University Office for the location.
- Requests for Student Life & Leadership Spaces will be automatically marketed in TitanLink upon approval.
- Other spaces can be marketed in TitanLink, but organizations must still work with the coordinating University Office to receive a reservation confirmation.
- Events Reservation Requests must be submitted at least seven (7) business days in advance and a maximum of one (1) semester prior. Event requests take seven (7) business days to review and determine if additional advisement requirements are needed.
- Events such as, but not limited to, cultural shows, festivals, fairs, class projects and the like, may require a Special Event Consultation with University staff.
Steps

1. Visit [www.fullerton.edu/TitanLink](http://www.fullerton.edu/TitanLink)

2. Sign In to TitanLink using your Fullerton Portal username and password

3. Select the Organization in which you are a President, Treasurer, or Event Planner that you would like to create an Event for
4. Choose “Events” for your Organization

5. Select “Create Event”
6. **Complete Event Information**
   a. **Provide a Title for your Event**
   b. **Select an appropriate theme for your event.** This feature creates a visual theme on the Event page.
   c. **Provide a detailed description.** This description will be utilized as the public information others can see about your event.
   d. **Select a Start Date, Start Time, End Date, and End Time.**

**Create Event**

* **Event Title**
  Untitled event

* **Theme**
  Not Selected

* **Description**

* **Start Date**
  05 Aug 2015

* **Start Time**
  12:00 PM

* **End Date**
  05 Aug 2015

* **End Time**
  01:00 PM
e. Select a Location for your Event. You may add a map if you choose, but you must input an address if you do. Some campus locations are available within the system (i.e. Titan Walk Table). Click “Save” when finished.

7. Choose “Add Another Date” if the Event will occur over multiple dates.
8. Complete the Event Details. Then select “Next”

Event Details

* Show To
Students & staff at California State University – Fullerton

* Who can RSVP
Anyone

Maximum # of RSVP spots allowed

☐ Count guests against remaining RSVP spots

☐ Show remaining RSVP spots to public

☐ Allow anyone to self-report attendance

Event Categories
Select categories

Perks Special benefits for your attendees
Select perks

a. Select who the Event is visible to:
   i. Students & Staff at CSUF (Default) – Must log in to TitanLink in order to view these Events
   ii. People invited by host – Must be logged in and receive an invitation from host. Event Creator must create a list of attendees by email or through TitanLink roster
   iii. Organization Members – Must be logged in and have accepted being a member of the particular organization
   iv. Anyone in the world – No log in required. Visible to the public
b. Determine who can RSVP
c. If RSVPing, option to decide a maximum number of attendees for an event and subsequent options
d. Allow anyone to self-report attendance on Titan Pride Record
e. Select an appropriate category to allow for filtering in Events Calendar
f. Select appropriate perks to inform attendees

9. **Upload a Cover Photo**

![Event Cover Photo]

A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your event.

**Picture Uploader**

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

[PREVIOUS] [SKIP]

10. **Answer Additional Questions Depending on Event Request**

Depending on the details of your request, you will be prompted to answer questions related to the event. Please be sure to read instructions thoroughly and carefully in order to ensure an accurate submission.
11. Review Event Submission. Click “Submit”

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form.

Submission

Event

8/5/2015 12:00 PM - 8/5/2015 1:00 PM
Titan Walk Table

Details
Cover Photo

Allow attendance at this event to be shown on the Titan Pride Record

This submission will be auto-approved.

SUBMIT

CANCEL