

Creating Student Recruiting Events

PURPOSE

Any role under Student Recruiting can Create Student Recruiting Events.

PROCEDURE





	Create Student R	ecruiting Event	
	Details		
	Name *		
	Start Date */_/	AM 💌	
	End Date	AM 🔻	
	Time Zone search		
	Type * search		
	Private Event		
	Campaign * search		
	Description		
<u> </u>	<u>Name</u> * Give your Student	Recruiting Event an appropriat	te name. Please follow the
<u>r</u>	<u>Name</u> * Give your Student naming convention below	Recruiting Event an appropriation order to clearly view the event	te name. Please follow the ent in the calendar.
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Step	Location and Contact						
5	Owner *	search	<⊞				
	Hosted by	search	<⊞				
	Host Contact	search	<⊞				
	Attendance Limit	0					
	Location	search	<⊞				
	Owner* Name of the person who created this event. (You!)						
	Hosted by Choose the reporting Campus that is hosting the event. Hosted Contact If you choose to have external associations or other institutions host						
	your event, you can place their contact person here. You must associate this person with institution first. (Currently not using)						
	Attendance Limit You can set the maximum amount of attendees for your even field is optional. Location Choose the physical location of your event. If your location is not liste can choose "Create" location and then, "Create Ad Hoc Location." This field is optional.						
Step 6	Budgeting						
	Budget 0.00						
	Currency * USD						
	Budget What is the	total budget amount for your e	event? -	This field is optional.			
	Currency * Defaults to USD.						
Step 6	Can choose "Create" Budgeting Budget O.00 Currency * USD Budget What is the Currency * Defaults	total budget amount for your e	Hoc Lo	Cation." This field is optional.			

Continued on next page...



Step	Invite Criteria	Communications	Staff				
7	Select Recipients who have EACH of the following attributes:						
	Recruitment Academic Unit	search					
	Recruitment Academic Level	search					
	Recruitment Stage	search					
	Student Tag	search					
	Educational Institution	search					
	Educational Interest	search					
	Earliest Anticipated Start Date	// ===					
	Latest Anticipated Start Date	// (**)					
	Recruiting Region	search					
	Advanced Engagement Recip	bient Filter search					
	enter your comment	t					
	This section allows	you to choose the R	ecruitment Academ	ic Unit. You can choose the			
	specific target audie	, ence for this event b	y choosing Academ	ic Level(s), Recruitment			
	Stage(s), Student Ta	g(s), etc. Most of t	he fields allow you t	o make multiple choices			
	within them. This w	ill allow you to reac	h a wider, yet speci	fic, set of prospects to invite.			
	These fields are opt	ional.					
Step	Invite Criteria	Communicatio	ons Staff				
0	Invite Details						
	Invite Item search	{	3				
	Start Date / /	÷					
	Stop Date//	[]] ⁰					
	Registration Conf	Irmation Details					
	Registration Item search <>						
	Follow Up Item searc	:h	<				
	Send After 0						
	Date Interval selec	tone	•				
	All of these fields ar	e optional. In the f	uture when you are	doing engagements, this			
	section will allow yo	ou to choose the en	gagement email/ite	m that you would like to			
	send out to prospec	ts. You will also be	able to send an ema	all requesting that they			
	TERISTER/RNVP TOP TO		10000 M				
	the attendoor of vo	ur event. I ost-event	re see section: Cro	ate Engagement Email			

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Step	Invite Criteria		Communications	Staff				
9	Staff							
	Event Staff							
	This section allow	This section allows you to employ some help for your event. Choose other recruiters or						
Step 10	Click	Click						
Step 11	Up Next Do Another Image: Approval by Student Recruiting Manager- AVP Create Student Recruiting Manager- AVP				tother Student Recruitin	ig Event		
	Your event needs Deans will receiv	Your event needs to be approved by the AVP or Student Recruiting Lead. The Associate Deans will receive a notification.						
Step 12	Click							

