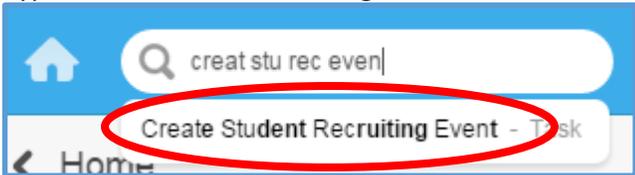


## Creating Student Recruiting Events

### PURPOSE

Any role under Student Recruiting can Create Student Recruiting Events.

### PROCEDURE

Step 1	Login to Workday <a href="https://wd5.myworkday.com/browardcollege/login.flex">https://wd5.myworkday.com/browardcollege/login.flex</a>
Step 2	<p>Type Create Student Recruiting Event and click on it.</p> 
Step 3	<p>Select Create Student Recruiting Event</p> 

Step  
4

### Create Student Recruiting Event

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**Details**

Name \*

Start Date \*     AM

End Date     AM

Time Zone

Type \*

Private Event

Campaign \*

Description

**Name** \* Give your Student Recruiting Event an appropriate name. Please follow the naming convention below in order to clearly view the event in the calendar.

Type of Event	Example of the Title
Community Event	Title should start with the community partner's name Example: YMCA Healthy Living for Life
High School Visit	Start with the name of the High School, and then add HS Example: Piper HS App Day
Program-Specific Event	Identify program name first Example: EMT Orientation, or Nursing Info Session
On-Campus Event	Begin with the campus name Example: Central Campus Quick Start Enrollment Day

**Start Date** \* What date and time will your event start? The event Start Date must fall within your Recruiting Cycle and Campaign Date Ranges.

**End Date** What date and time will your event end? The event end date must fall within your Recruiting Cycle and Campaign Date Ranges. This field is optional.

**Time Zone** This field is optional.

**Type** \* Click the  to choose whether this event is a Campus Event, Career Fair, Community Event, College Fair, High School Visit, or Virtual Event.

**Private Event** Choose if this event is by invite only. If checked, it will not display on the Website. (Currently not using.)

**Campaign** \* Associate your event with the campaign for your campus.

- For example, "Central Campus Student Recruiting Cycle - Central Campus 2015-2016 Campaign."

<p>Step 5</p>	<div data-bbox="289 195 982 562" style="border: 1px solid blue; padding: 5px;"> <p><b>Location and Contact</b></p> <p>Owner * <input type="text" value="search"/> </p> <p>Hosted by <input type="text" value="search"/> </p> <p>Host Contact <input type="text" value="search"/> </p> <p>Attendance Limit <input type="text" value="0"/></p> <p>Location <input type="text" value="search"/> </p> </div> <p><b>Owner*</b> Name of the person who created this event. (You!)</p> <p><b>Hosted by</b> Choose the reporting Campus that is hosting the event.</p> <p><b>Hosted Contact</b> 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)</p> <p><b>Attendance Limit</b> You can set the maximum amount of attendees for your event. This field is optional.</p> <p><b>Location</b> Choose the physical location of your event. If your location is not listed, you can choose "Create" location and then, "Create Ad Hoc Location." This field is optional.</p>
<p>Step 6</p>	<div data-bbox="289 890 898 1077" style="border: 1px solid blue; padding: 5px;"> <p><b>Budgeting</b></p> <p>Budget <input type="text" value="0.00"/></p> <p>Currency * <input type="text" value="USD"/> </p> </div> <p><b>Budget</b> What is the total budget amount for your event? This field is optional.</p> <p><b>Currency*</b> Defaults to USD.</p>

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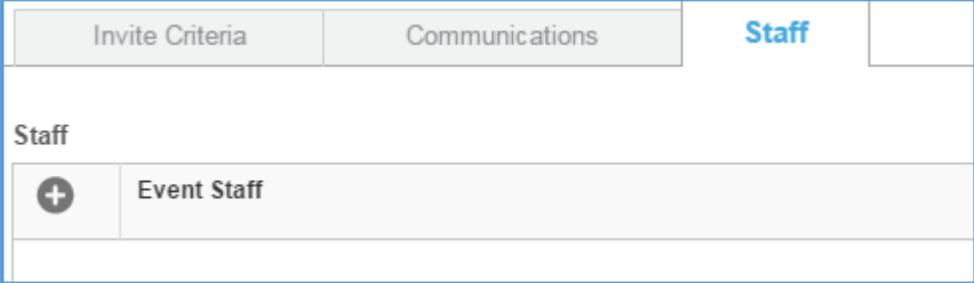
**Step  
7**

This section allows you to choose the Recruitment Academic Unit. You can choose the specific target audience for this event by choosing Academic Level(s), Recruitment Stage(s), Student Tag(s), etc. Most of the fields allow you to make multiple choices within them. This will allow you to reach a wider, yet specific, set of prospects to invite. These fields are optional.

**Step  
8**

All of these fields are optional. In the future when you are doing engagements, this section will allow you to choose the engagement email/item that you would like to send out to prospects. You will also be able to send an email requesting that they register/RSVP for the event. Post-event follow-up allows you to keep in contact with the attendees of your event. In the future, see section: Create Engagement Email.

**(FOR PREVIOUS EVENTS, PLEASE LEAVE THESE FIELDS BLANK.)**

<p><b>Step 9</b></p>	 <p>This section allows you to employ some help for your event. Choose other recruiters or employees who will help run this event.</p>
<p><b>Step 10</b></p>	<p>Click </p>
<p><b>Step 11</b></p>	 <p>Your event needs to be approved by the AVP or Student Recruiting Lead. The Associate Deans will receive a notification.</p>
<p><b>Step 12</b></p>	<p>Click </p>

