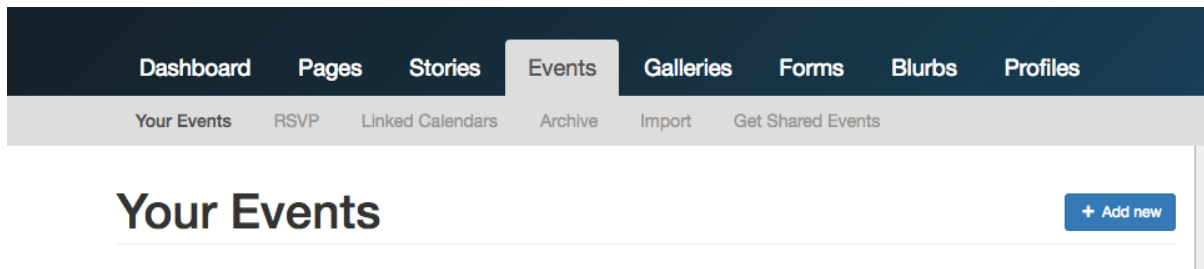


Creating A New Event in Livewhale

From the LiveWhale interface, click the “Events” tab.
Click “+ Add new” button



- Both on campus and off campus events will appear on the Law School Events Calendar and the TV screens.
- For an on-campus event, a reservation **MUST** be made through the [Law School Events office](#). Note: Creating a livewhale event does not secure space on-campus for an event.

The Basics

A screenshot of the 'Enter a title for this event' form in the Livewhale interface. The form is divided into several sections. At the top, there is a large text input field for the event title, followed by a smaller text input field for a short summary. To the left of the title field is a square icon with a plus sign, labeled 'Add/change images'. To the right of the summary field are two buttons: 'Add RSVP' and 'Cancel Event'. Below these are two columns of options. The left column includes a 'Star content' option (to be called out or featured) and a 'Share content' option (to allow borrowing and reuse). The 'Date and time' section has a date and time input field, a 'PDT' button, and checkboxes for 'All Day', 'Add ending date & time', and 'Repeating event'. The 'Location' section has a text input field for the event location and a 'Show all locations' button. The right column includes a 'Post event as' dropdown menu (set to 'Hidden') and a 'Not archived' dropdown. Below that is an 'Event type (or types) for this event' section with an 'Open to the Public' checkbox. At the bottom right is a 'Tags' section with a text input field and a 'Show all tags' button.

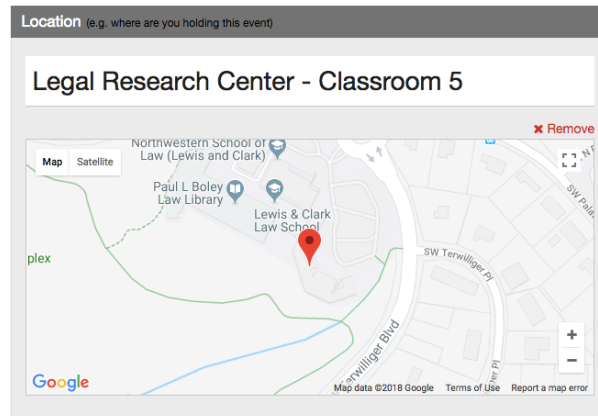
Top:

- Enter the event title in the “Enter a title for this event” space, and a short summary below.
- Tap the “Add/change images“ square [+] to add a photo to the event, or simply drag an image from your computer onto that square.

Left column:

- Enter Date & Time of the Event.

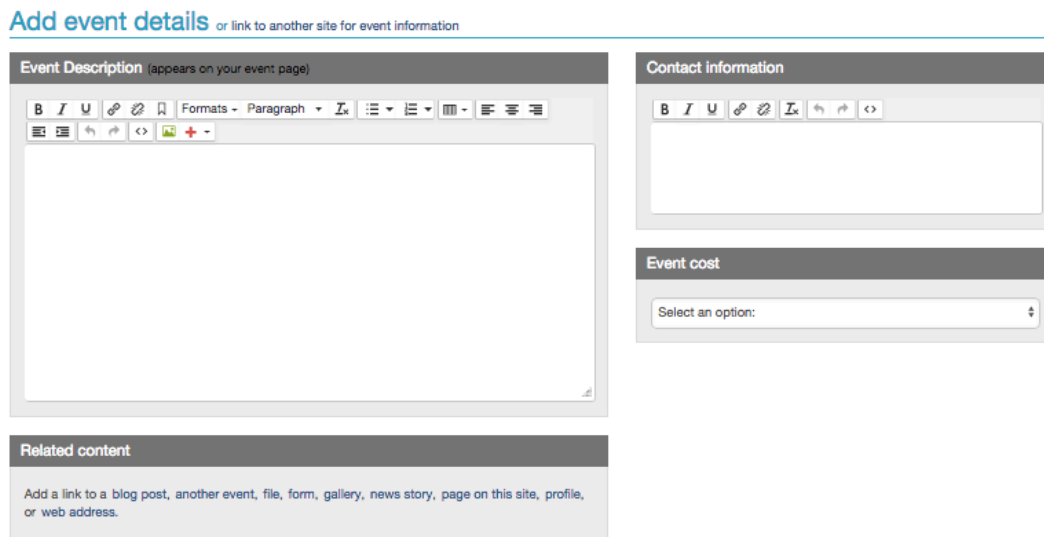
- Enter the Location - For the event to appear on the TV screens you must enter the location. LiveWhale has some preset locations, begin typing into the space provided and locations will be suggested. **You will have to add the specific location (ie. Classroom number or name).**



Right column:

- Events may be posted as **Live** or **Hidden**; Hidden events are never shown on public calendars, and are thus useful for events you’re working on but aren’t ready to promote yet.
- Select the event types that are appropriate for your event. Make sure to check “Open to the Public” for events you do want to promote outside campus.
- **Tags** are descriptive keywords that help categorize the event.
 - If you do not want your event to show up on the TV screens tag **no-screens**.

Event Details



Left column:

- Enter an **event description** of any length.
- **Related content** is a great way to give an event more context. You can link to a webpage or to one of your other events. You may also attach files.

Right column:

- **Contact information** - Specify any relevant contact info for this event. Ex. name, group/org, email address.
- **Event Cost** - fill in the drop down if applicable.

RSVP, if applicable

- Check the box next to RSVP and the following screen will open.

RSVP

RSVP basics

E-mail address of event organizer

Require RSVPs to submit additional form:

Special instructions?

Text for your automated email response
B I U

Notify by email when RSVPs are submitted

Limiting RSVPs

Maximum RSVP attendees

Maximum attendees per RSVP submission

Enable waitlist

Limit to specific email addresses or domains

Examples: jason@livewhale.com, @domain.edu

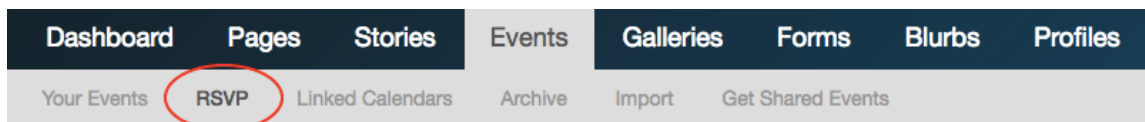
Registration Period

Set a time and date for RSVP start and/or cutoff?

Online payment

[Connect to Stripe to enable online payments.](#)

- Your RSVPS will be stored in Livewhale.



Sharing and Privacy

Sharing and Privacy

Suggest this event to the following group(s):

[Show all groups](#)

Auto-accept as live

You can auto-accept suggestions to these groups: Law: Public Interest Law, Law: Public Interest Law Project, Law: Student Bar Association

Privacy options

Who can see this event on the public web site?

Everyone

This group (Law: Career Services) only

Any logged-in user

Anyone with the link

- Suggest this content to other groups by selecting those groups under the section called “Suggest this item to the following groups”.
 - All law school groups start as *Law:* Example Law: Student Bar Association

Final Tips

- Make sure to save the event; it does not auto save for you.
- **Make sure the event is set to “Live”.**
 - Scroll up and find “Post event as” bar in right hand corner of the screen. “Live” will publish the event immediately. “Hidden” will hide it from the web site until you are ready to publish it.
- If you change the post event from “Hidden” to “Live” (or vice versa) you will need to Save this event again.