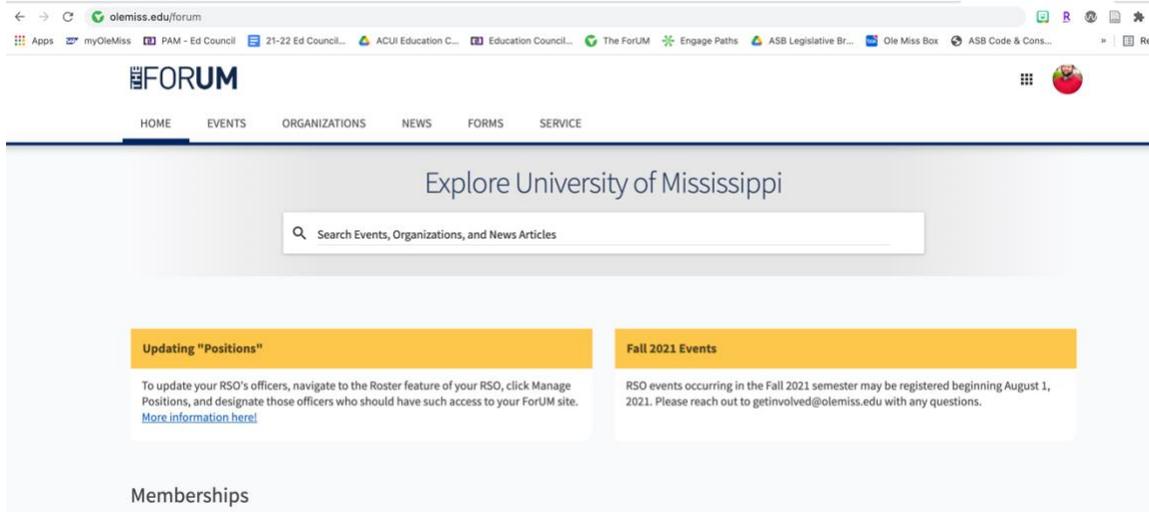
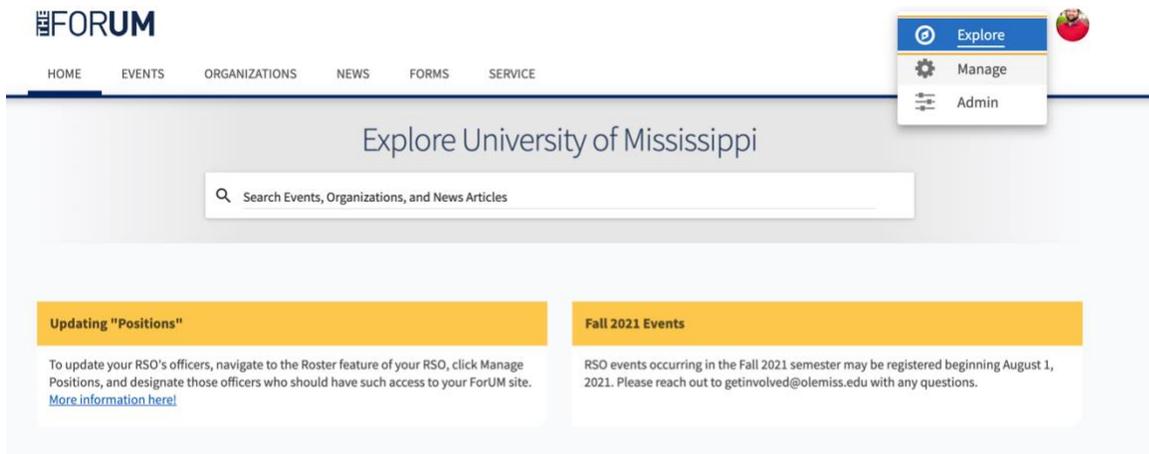


If you have your portal set up and are able to register events follow these steps to get your event on the calendar for the Month of Welcome.

1. Visit olemiss.edu/forum and log in with your myOleMiss credentials.



2. Once logged in, click/tap on the nine square icon next to your profile circle at the top right of the page and then click/tap "Manage."



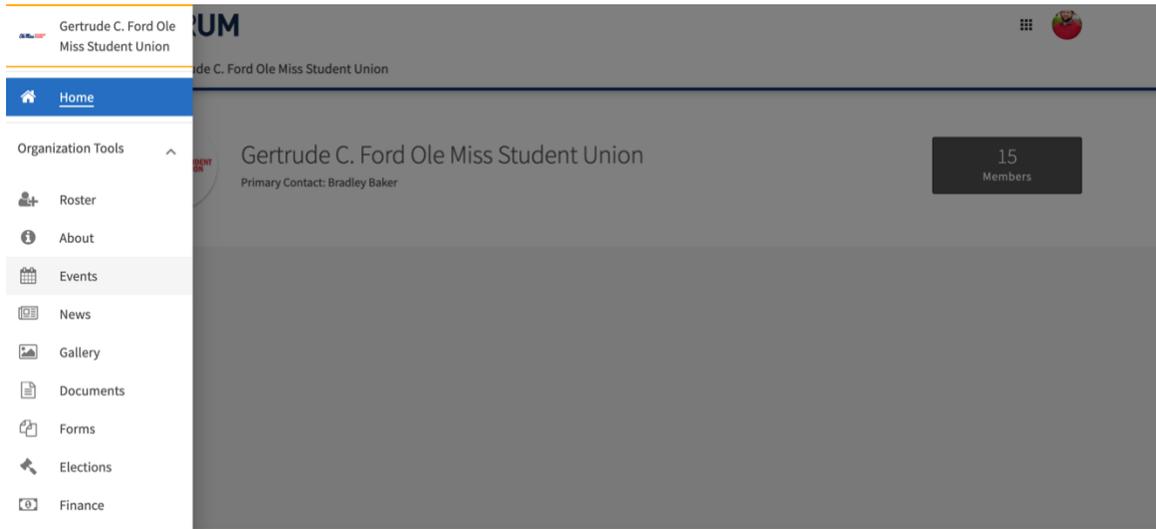
- You will then be taken to your “Action Center” page where all of you “Memberships/Portals.” To get an event added through your portal click/tap on the department/organization you want to add an event to for Month of Welcome.

The screenshot shows the FORUM Action Center interface. At the top left is the FORUM logo, and at the top right are a grid icon and a profile picture. The main header features a gear icon and the text "Action Center" with the subtitle "Manage your organization content and review submissions." Below this is a section titled "Administrator Tools" containing a search bar for organizations. Underneath is a "Branches" section with two cards: "Student Organizations" and "University Departments". A "My Memberships" section at the bottom shows three membership cards: "2020 Personality Elections Candidates - ASB Homecoming", "Associated Student Body", and "Gertrude C. Ford Ole Miss Student Union". A "REGISTER" button is located in the top right of the My Memberships section.

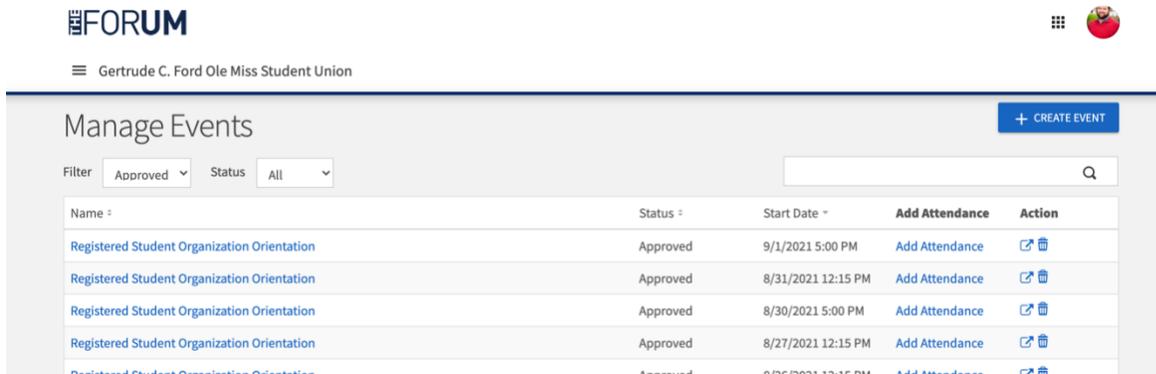
- Once you are on your department/organization home page, click/tap on the three-lined bar at the top left of your screen to pull up your department/organization’s portal menu.

The screenshot shows the portal menu for the Gertrude C. Ford Ole Miss Student Union. At the top left is the FORUM logo, and at the top right are a grid icon and a profile picture. Below the FORUM logo is a three-lined menu icon and the text "Gertrude C. Ford Ole Miss Student Union". A dark blue bar below the menu icon contains the text "Gertrude C. Ford Ole Miss Student Union Menu". The main content area features the Ole Miss Student Union logo, the text "Gertrude C. Ford Ole Miss Student Union", and "Primary Contact: Bradley Baker". On the right side, a dark grey box displays "15 Members".

- Once you have the dropdown portal menu up, click/tap on “Events” to be taken to your department/organization’s “Manage Events” page.



- Once you are at the “Manage Events” page, you will see all events that are hosted/co-hosted by your organization/department. From here you can click/tap on “Create Event” to begin the event creation process.



7. On your “Create Event” page you can put in all of the details about your Month of Welcome Event or any other events you may be hosting. Be sure to fill in the items that are mandatory (noted with a red asterisk).

FORUM

HOME EVENTS ORGANIZATIONS NEWS FORMS SERVICE

Create Event

Basic Details

*Event Title

*Theme

*Description

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

8. If you want to make your event information populate on the [Month of Welcome events page](#) in The ForUM be sure to select “Month of Welcome” under the Event Categories dropdown (you can select as many or as few Event Categories as you would like).

+ ADD ANOTHER DATE

Event Visibility

*Show To

Allow attendance at this event to be shown on the Co-Curricular Transcript

Allow anyone to self-report attendance

Event Categories

Perks Special benefits for your attendees

NEXT >

9. Be sure to select the “Month of Welcome” option to have your event appear on the [Month of Welcome Events Page](#).

The screenshot shows a form titled "Event Visibility". At the top, there is a "+ ADD ANOTHER DATE" button. Below it, a dropdown menu labeled "Show To" is set to "The Public". A list of categories is shown, with "Month of Welcome" highlighted in blue. Other categories include Academic Interest, Art & Film, Athletic & Recreational Sport, Career Readiness, Community Service, Conference & Camp, Cultural Interest, Diversity, Equity, & Inclusion, Faith-based & Spiritual, Fraternity and Sorority Life, Global Interest, Graduate School, Health & Wellness, Official University Events & Deadlines, and Philanthropy & Fundraising. To the right, there is a "Perks" dropdown menu with the text "Special benefits for your attendees" and a "Select perks" button. At the bottom right, there is a blue "NEXT >" button. The footer of the form includes "© Campus Labs 2021".

10. Complete your event registration and be sure to click/tap on the blue “SUBMIT” button at the very end of the form to have your event go through.

Remember, all organizations and departments must reserve their spaces, rooms, facilities, etc. through the appropriate reservation/registration process that is separate from The ForUM. For more information regarding booking and reserving spaces on campus, visit: <https://union.olemiss.edu/spacereservations/> for a list of Union facilities as well as other campus facilities.