

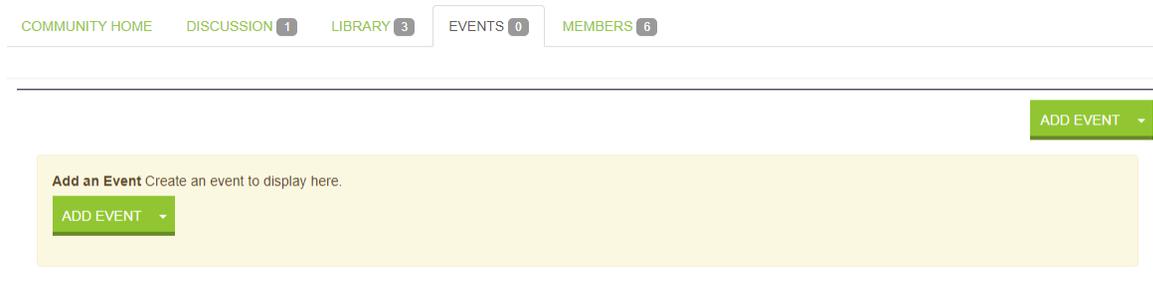


## Posting Community Events

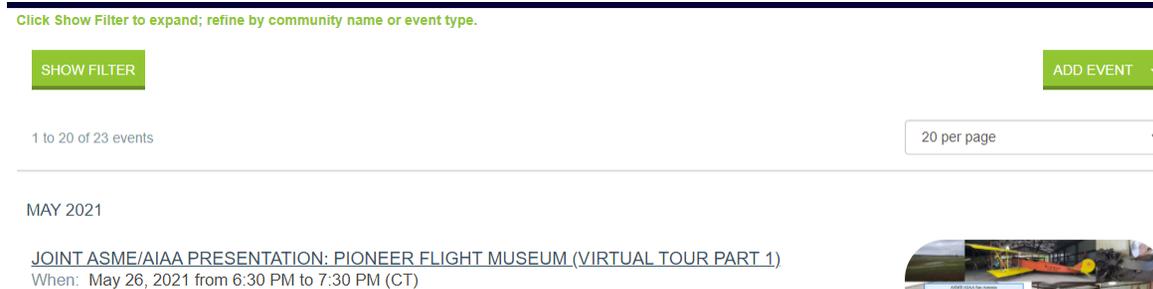
**The Basics:** In every Engage community, users with “Community Admin” permissions have the ability to post events. There are seven “event types” and you must choose one when creating the event. Add events by viewing the Events tab from your community homepage, or from the main Upcoming Events calendar from the Engage homepage. You will have the opportunity to associate the event to your community either way.

### Adding a New Event:

#### Option 1—from the community homepage



#### Option 2—from the main Engage calendar



**Be sure to enter the event title and select the event type before doing anything else.**

## Event Types:

1. Award/ Scholarship/ Submission Deadline
2. Public Event Announcement
3. Public Event Announcement (RSVP Required)
4. Restricted Event (Register through Engage)
5. Restricted Event Announcement
6. Restricted Event Announcement (External Registration)
7. Restricted Event Announcement (RSVP Required)

Event Types 1-3 will display within your community homepage *as well as* in the main Upcoming Events calendar from the Engage homepage (<https://engage.aiaa.org/events/calendar>), and are visible to anyone with access to Engage. To create an event that should only be promoted to your community (section/ committee/ other) members, please choose one of the Restricted Event options. These events will not be displayed on the Engage homepage events calendar.

## Best Practices:

- Provide as much detail as possible in the event description—be thinking about “who is the target audience, who would benefit from attending, how will they find out how to attend, when will they be next contacted, what do they need to know before attending?”.
- If you are planning a Zoom meeting/call, please do not provide the Zoom link within the event description or external link field. Use one of the RSVP/Registration-required event types and send the Zoom link to those who RSVP/Register only. Alternatively, you can link out to an external registration (through Zoom or other systems). **Note:** The location field is *not* required. If you select “online” it will require you to include a URL. If you will be sending out the Zoom link prior to the meeting, just leave the location field blank.
- Always include a unique event image to help your event stand out in the upcoming events calendar.
- Meetings related to official committee/section business should be posted as one of the restricted event types.
- Insert contact information for whomever is the most appropriate POC for the event (it does not have to be the person creating the event listing).
- Utilize the “invite all community members when saved” option at the bottom of the event creation form. **Note:** You only have one chance to do this. If you go back in to edit the event later, you will not see this option. Practice on officially rostered communities before using this feature in your broader (or public) communities.
- And last, but not least, if you need any assistance, please don’t hesitate to contact the Online Communities Manager, Luci Blodgett (lucib@aiaa.org).