

Follow this guide to submit your department events!

1. Log-in at torolink.csudh.edu using your CSUDH user name and password.



2. Find your department page and click **"Manage Organization." Please note, only designated staff, faculty and students can create an event.** Each organization can edit permissions in "Roster."



3. Click the 3 bars at the top left of the page. The 3 bars are beside the department page name.



4. Click "Events" from the list and "Create Event."



5. Click blue "Create Event" Button.

CSUDH				## M
■ Office of Student Life (OSL)				
Manage Events			+	CREATE EVENT
Filter Approved V Status All V				Q
Name ÷	Status ‡	Start Date 🝷	Add Attendance	Action
Orientation #2: Student Organization Management, Process and Policies	Approved	9/2/2020 12:00 PM	Add Attendance	C D D
Orientation #1: Student Organization Recognition Process and Policies	Approved	8/27/2020 5:00 PM	Add Attendance	C D D
Orientation #2: Student Organization Management, Process and Policies	Approved	8/5/2020 11:00 AM	Add Attendance	C D D
Orientation #1: Student Organization Recognition Process and Policies	Approved	7/29/2020 11:00 AM	Add Attendance	60
Student Life Connections: Involvement and Student Support Programs Showcase	Approved	7/24/2020 8:30 AM	Add Attendance	C D D
Toro Learning & Testing Center Showcase hosted by the Office of Student Life	Approved	7/22/2020 3:00 PM	Add Attendance	C D D
Orientation #2: Student Organization Management, Process and Policies	Approved	7/21/2020 9:00 AM	Add Attendance	00

6. Complete all fields on the first page with your event details.

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Descriptio	n															
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7. Departments hosting programs **during** Toro Hour are encouraged to tag their event using the "Toro Hour Event" category.



- 8. The **RSVP** and **Post Event Feedback** pages are Optional and can be skipped.
- 9. Choose an Event Cover Photo.
- 10. Review all the event details and click the "SUBMIT" button