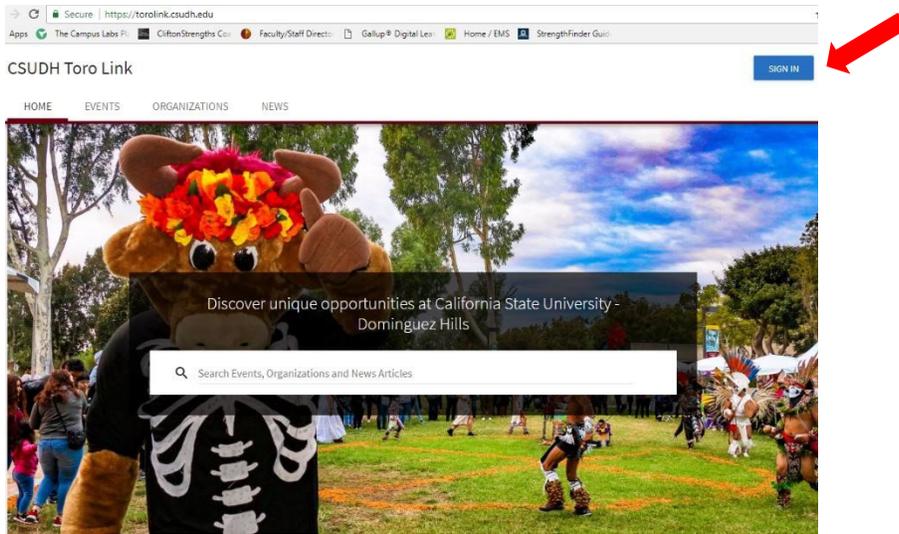
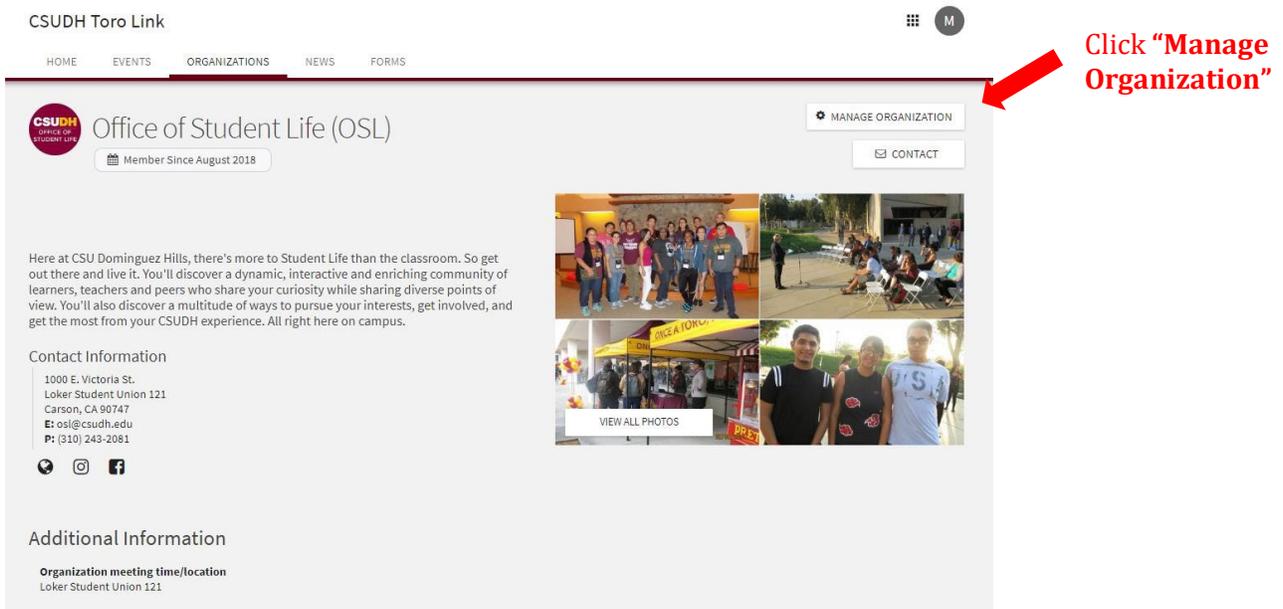


## Follow this guide to submit your department events!

1. Log-in at [torolink.csudh.edu](https://torolink.csudh.edu) using your CSUDH user name and password.



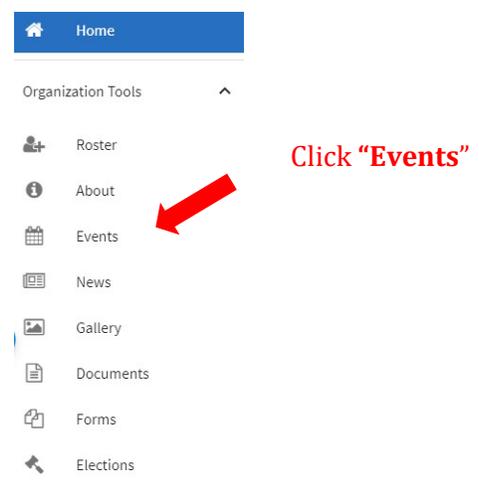
2. Find your department page and click **“Manage Organization.”** Please note, **only designated staff, faculty and students can create an event.** Each organization can edit permissions in **“Roster.”**



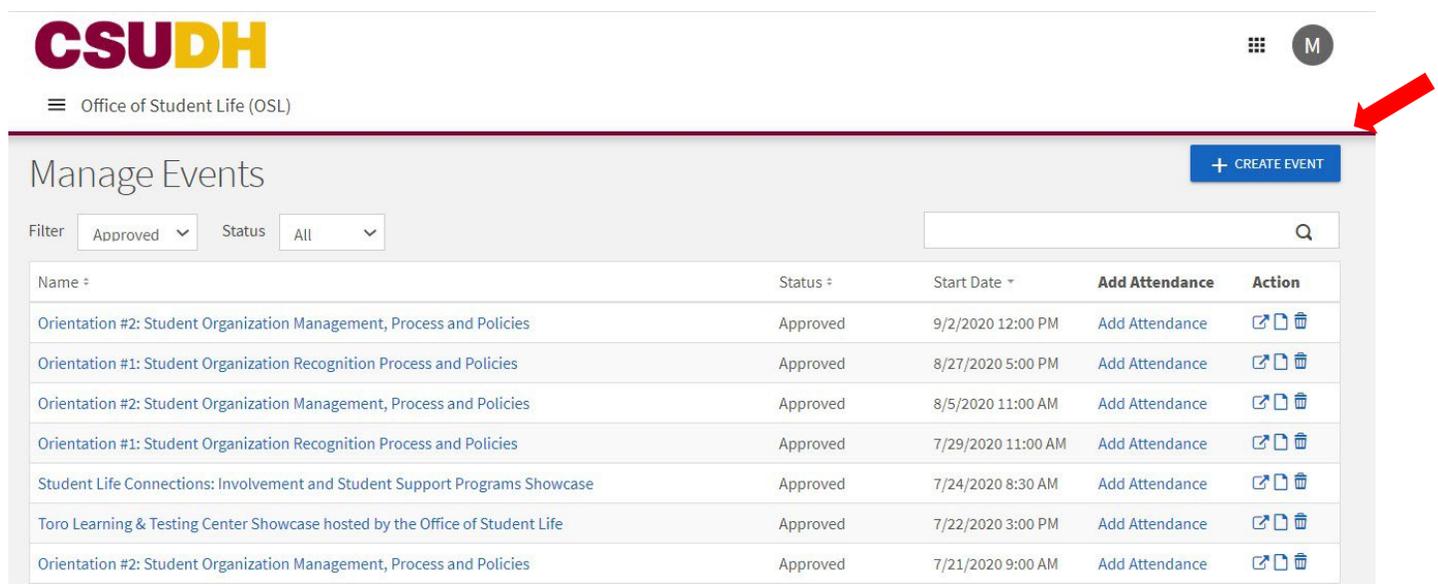
3. Click the 3 bars at the top left of the page. The 3 bars are beside the department page name.



4. Click “Events” from the list and “Create Event.”



5. Click blue “Create Event” Button.



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

## Create Event

Basic Details

\*Event Title  The event title is the official name of the event.

Student Organization Round Table

\*Theme  
Social

\*Description



We invite you to join us in a conversation at the **Student Organization Virtual Roundtable on Wednesday, September 2nd at 3pm!** Our discussion is about how can we help you. In turn, we will share opportunities about hosting virtual events, officer elections, End of the Year Celebrations, and reserving rooms for Fall 2020.

Please RSVP for the event here on [Toro Link](#) and we will send you the virtual Zoom information. If you have any questions, please call the Office of Student Life at 310-243-2081 or email us at [osl@csudh.edu](mailto:osl@csudh.edu)

This description will be posted on the Toro Link main calendar.  
Prior to submission, verify spelling and content.

*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

Type here to search for organizations

Loker Student Union 

Tip: Add a co-sponsor if you are working with another department.

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

Event Categories  Perks Special benefits for your attendees

Select categories

Toro Hour Event

Select perks

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