

EVENT PLANNING

On ShockerSync

Student
**ENGAGEMENT
& BELONGING**
Wichita State University

START HERE

The screenshot shows the ShockerSync Test Organization portal. At the top left is the 'SHOCKERSYNC WICHITA STATE UNIVERSITY' logo. A search bar is at the top center. On the top right are icons for a calendar, notifications, and a user profile. The main content area features the 'KER STATE' logo and the title 'ShockerSync Test Organization'. Below this is a paragraph explaining that ShockerSync is a management system for recognized student organizations at Wichita State University. Further down is a 'Contact Information' section with the address '1845 Fairmount St. Wichita, KS 67260-0056', email 'E: student.orgs@wichita.edu', and phone 'P: (316) 978-3022'. An 'All Events' section at the bottom states 'There are currently no upcoming events. [View past events.](#)' A 'VIEW MORE EVENTS' button is located to the right of this text. On the right side of the portal, there are two buttons: 'Manage Organization' (with a gear icon) and 'Contact' (with an envelope icon). The 'Manage Organization' button is highlighted with an orange border, and a large yellow arrow points to it from the right. The text 'Start Here' is written in red next to the arrow.

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Search...

Manage Organization

Contact

Start Here

KER STATE ShockerSync Test Organization

ShockerSync is the management system for recognized student organizations at Wichita State University. This organization portal is used for training purposes.

Contact Information

1845 Fairmount St.
Wichita, KS 67260-0056
E: student.orgs@wichita.edu
P: (316) 978-3022

All Events

VIEW MORE EVENTS

There are currently no upcoming events. [View past events.](#)

ADMIN PAGE












ShockerSync Test
Organization
Primary Contact: Student
Organizations

Total Memberships

1

Organization Tools

-  Roster
-  About
-  Events
-  News
-  Gallery
-  Documents
-  Forms
-  Elections
-  Finance

**Click either
to start the
process**



Help us improve this page

What other information would help you manage your organization?

[LET US KNOW](#)



You have started an event submission, but have not yet completed the process. [Resume or delete your started submission\(s\).](#)

Upcoming Organization Events

0 Upcoming Events
No Events

[CREATE EVENT](#)



There are currently no upcoming events for your organization

CREATE YOUR EVENT

SHOCKERSYNC
WICHITA STATE UNIVERSITY

🔍 Search...

🔍

Create Event

Title & theme of your event.

Basic Details

*Event Title

Wu's Birthday Party

*Theme

Social

*Description

🔗 ↻ B I U ✂ 📄 🖨 ☰ ☷ ☸ 🔗 🌐

Come Celebrate Wu!

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

Student Government Association ✕

Include an event description.

If you are partnering with another RSO, include them here.

CONFIRM TIME, DATE & LOCATION

Time and Place

Complete date and start + end time as required.

*Start Date

16 Oct 2024



*Start Time

07:00 PM



*End Date

16 Oct 2024



*End Time

09:00 PM



LOCATION

ONLINE LOCATION

CLEAR LOCATION

Include event location (even if you don't have a reservation). You can edit later.

+

ANOTHER DATE

EVENT ADDRESS

Include building name.

Use WSU address
If the event is on
Campus.

Click SAVE to continue

Location

16 Oct 2024 07:00 PM - 16 Oct 2024 09:00 PM

Include Map on Event Page

YES
I want to add a helpful Map

NO
I'd prefer to not show a Map

*Location Name
RSC Beggs Ballroom

*Address
1845 Fairmount st

Address 2

City
Wichita

State or Province
Kansas

Map Satellite

Charles Koch Arena Wichita State University
Wichita Museum of Art
Fairmount Coffee Company
FAIRMOUNT
N Hillside St
E 13th St N

CLEAR LOCATION

SAVE CANCEL

Adding a map is very helpful for guests.

EVENT VISIBILITY

CLEAR LOCATION

+ ADD ANOTHER DATE

Event Visibility

*Show To **Refers to ShockerSync: Select "public".**

The Public

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

Event Categories

Select categories

Campus Wide

Perks Special benefits for your attendees

Select perks

Free Stuff

Free Food

Event visibility depends on whether an event is campus wide or a private.

NEXT

RSVP PARTICULARS

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Search...

RSVP

**Select 'anyone' if your event is open to the public.
Select otherwise if it is by invite-only.**

Settings

Fields marked with an asterisk () are required.*

*Who can RSVP

Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.

☐ Invite all members of this organization and all co-hosts after event approval

☐ Limit number of available RSVP spots

When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

☐ Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

☐ Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question 1: _____

RSVP PARTICULARS CONT'D

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

☐ Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

There are currently no Custom Questions
Select a Question Type and then select the Add Question button to start

Question Type

Select a question type

Text - Single Line

ADD QUESTION

Next

< PREVIOUS

NEXT >

If RSVP is required for your event, you can continue to set that up on this page. Move to the next page if this is not relevant to your event.

POST EVENT FEEDBACK

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Q Search...

Post Event Feedback

Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.

☐ Automatically send Post Event Feedback notification after event

When turned off, users with management access to the event can still send the notification manually from the Manage Event page

Event Ratings

All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions

If questions are added, all event attendees will be able to anonymously answer.

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

There are currently no Custom Questions

Select a Question Type and then select the Add Question button to start

Question Type

Select a question type

Text - Single Line

ADD QUESTION

← PREVIOUS

NEXT →

**Use this section
to send post-
event feedback
to attendees.
Move on if this is
not relevant for
your event.**

POST EVENT FEEDBACK CONT'D

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Search...

Include a summary or instructions about the questions the respondent is about to answer

☐ Add Summary

Question 1

* Add your question text

Did you have fun at Wu's Birthday?

Preview

* Did you have fun at Wu's Birthday?

Add Survey Question

☒ This question is required

☐ Add question description

Question Type

Select a question type

Text - Single Line

ADD QUESTION

< PREVIOUS

Click next to continue

NEXT >

Use this section to create questions for post-event survey. Move on if this is not relevant for your event.

EVENT COVER IMAGE

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Search...

Event Cover Photo

Upload Photo



**Add your event image.
This is ****required****.**

Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

Guidelines for image files

Use the following guidelines to get the highest quality Event Cover Photo.

Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

File Type: JPG, JPEG, GIF, PNG and PDF.

File Size: Use a photo that's no larger than 10MB.

General: Avoid images that have text or logos. *PDF files will not have a preview and can not be cropped.*

< PREVIOUS

SKIP >

EVENT IMAGE CONT'D

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Search...

Event Cover Photo

Photo Preview



Cropping Options

Position X (px)

Moves position of the cropping tool up and down.

0

Position Y (px)

Moves position of the cropping tool left and right.

15

Width (px)

Adjust the width in px of the cropped image. Width must be greater than 25.

613

**Crop image to satisfy
dimension requirements.**



CROP IMAGE

< PREVIOUS

NEXT >

YOU'RE ALMOST DONE!

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Search...

Your submission is almost complete.

As an administrator you can skip the Branch Custom Fields for this event submission.



Skip Custom Fields

Select this option to complete the event submission without adding or revising custom field data.

If you are revising a submission, the original custom field response data will be retained, which you can review from the confirmation page that follows.



Continue to Custom Fields

Select this option to add or revise custom field data using the same workflow as a user without administrative access.

CONTINUE TO CUSTOM FIELDS

< PREVIOUS

Click 'CONTINUE TO CUSTOM FIELDS' to book a space for your event. YOU MUST COMPLETE THIS SECTION if you do not have a space reserved.

ADDITIONAL INFORMATION

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Q Search...

Event Additional Information Form Instructions and Organization

This form must be submitted in its entirety at least ten (10) business days prior to your event. It is recommended that you begin this form AT LEAST fifteen (15) business days prior to your event.

Failure to submit events may result in event cancellation and/or loss of on-campus space reservation privileges.

This form serves as your event space request for all on-campus locations. The appropriate space reviewer will be notified to reserve your desired space with no additional action required from you, provided that you answer all questions accurately and completely.

Off-campus events require that your space is reserved before submitting this form and will require proof of space confirmation. Off-campus events will be reviewed and approved by Student Engagement, Advocacy & Leadership (SEAL).

* What entity will host this event, and be liable for the event, its attendees and any occurrence therein

- ☐ Recognized Student Organization
- ☐ Panhellenic Council Sorority 
- ☐ Interfraternity Council Fraternity 
- ☐ Cultural Greek Council Sorority/Fraternity 
- ☐ National Pan-Hellenic Council Fraternity/Sorority 

< PREVIOUS

NEXT >

Choose your
org's category.

PLEASE READ
CAREFULLY

EVENT CONTACT PERSON

SHOCKERSYNC
WICHITA STATE UNIVERSITY

🔍 Search...

Event Additional Information Form Contact Information

*Event Planner Contact Name:

*Event Planner Contact Email:

*Event Planner Contact Phone Number:

VERY IMPORTANT:
The event planner is
the primary contact
for your event. ONLY
this individual will
be contacted by
events services or
should contact event
services to make
changes to your
reservations.



NEXT >

Event Additional Information Form

Event Type/Location

* What type of event is this?

- ☐ Member Only Event (social/fun event closed to non-members)
- ☐ Organization Business Meeting
- ☒ Public Event (open to anyone to attend)
- ☐ Fundraiser
- ☐ Tabling Event (in RSC or other locations)
- ☐ On Campus Run/Walk

Select your event type.

* Where will your event be hosted?

- ☒ Rhatigan Student Center
- ☐ CAC Theater
- ☐ Academic Building
- ☐ Housing & Residence Life Facility (Shocker Hall, The Flats, or the Suites)
- ☐ Heskett Center
- ☐ Grace Memorial Chapel
- ☐ Shocker Athletic Facilities (Charles Koch Arena, Practice Gym, Champions Club, Eck Stadium, Cessna Stadium)
- ☐ Fine Arts Venues (Duerksen Fine Arts Center, Wiedemann Hall, Wilner Auditorium)
- ☐ Marcus Welcome Center
- ☐ Outdoor Location - Grassy On-Campus Areas ([click here to see a map of reservable outdoor spaces](#))
- ☐ Outdoor Location - Athletic/Intermural Field & Outdoor Courts
- ☐ Hughes Metropolitan Complex ([Click here to see space options/capacities](#))
- ☐ Innovation Campus (Steve Clark YMCA, JBC, P2, etc.)
- ☐ Fraternity/Sorority Chapter Facility
- ☐ Off-Campus
- ☐ Virtual

Select the location for your event.

* Do you already have the space reserved?

- ☐ Yes
- ☒ No

Select "No" if you do not have a space confirmed.

Click next to move on

RSC AVAILABLE SPACES

Event Additional Information Form Rhatigan Student Center

* Where in the RSC would you like to host your event?

- ☐ Meeting Room ([See chart for meeting room options/capacities](#))
- ☐ Beggs Ballroom
- ☐ Information Table (1st Floor)
- ☐ East Patio
- ☐ East Courtyard
- ☐ North Patio
- ☐ Office of Diversity & Inclusion
- ☐ Student Engagement, Advocacy & Leadership
- ☐ Shocker Sports Grill & Lanes

Select a location for your event. Please note, availability is not guaranteed. You will need to be flexible with your event space requirements.

< PREVIOUS

Click next to move on

NEXT >

ACADEMIC BUILDING SPACES



Search...

Select a location for your event. Please note, availability is not guaranteed. You will need to be flexible with your event space requirements.

Event Additional Information Form Academic Buildings

* Which Academic Building would you like to reserve?

- ☐ Ablah Library
- ☐ Ahlberg Hall
- ☐ Beggs Hall
- ☐ Corbin Education Center
- ☐ Devlin Hall
- ☐ Elliot Hall
- ☐ Engineering Building
- ☐ Geology Building
- ☐ Hubbard Hall
- ☐ Jardine Hall
- ☐ Jabara Hall
- ☐ John Bardo Center
- ☐ Lindquist Hall
- ☐ McKinley Hall
- ☐ Neff Hall
- ☐ Partnership 2 Building
- ☐ Wallace Hall
- ☐ Woolsey Hall

next

< PREVIOUS

NEXT >

EVENT ATTENDANCE

Q Search...

Event Additional Information Form

Space Details

*How many people do you estimate will attend this event?

Do you have a specific space you would like to reserve for this event? **If yes, enter the building name and room number below.** If no, leave this blank and a room in the selected building will be selected for you based on the information you provide.

< PREVIOUS

Click next to move on

NEXT >

Estimate attendance

If you have an event space
confirmation number, insert it
here:

SETUP/TEAR DOWN

Event Additional Information Form

Setup/Tear Down Time

Estimate how much time you need to set up and tear down

* How much time to you need to setup your event (time in the space prior to your event start time)?

- ☐ 30 minutes
- ☐ 1 Hour
- ☐ 2 Hours
- ☐ More than 2 Hours

Provide event start and end time

* Event Start Time:

* Event End Time:

* How much time do you need to tear down/clean up your event (time in the reserved space after your event end time)?

- ☐ 30 minutes
- ☐ 1 Hour
- ☐ 2 Hours
- ☐ More than 2 Hours

[< PREVIOUS](#)

Click next to move on

[NEXT >](#)

EVENT SET UP NEEDS

Select room set
up requirements.

Provide additional
set up requirements
if needed.

Select technical needs

Event Additional Information Form Setup Needs

* How would you like the room setup?

- ☐ Classroom Style Seating
- ☐ Conference Style (square format)
- ☐ Theater Style Seating
- ☐ Rounds
- ☐ Not Sure

Enter any additional setup needs you have here (check-in tables, podium, catering tables, etc.):

* Do you need any of the following technical audio/visual equipment? (Select all that apply)

- ☐ Projector
- ☐ Screen
- ☐ HDMI cable
- ☐ Microphone
- ☐ Other (enter details below)

☐ None

< PREVIOUS

Click next to move on

NEXT >

RISK ASSESSMENT QUESTIONS

Event Additional Information Form Risk Assessment

* Will there be more than 100 people in attendance at your event?

- ☐ Yes
☐ No

* Will there be alcohol served at the event?

- ☐ Yes
☐ No

* Does your event involve anything with a grill, open-fire or flame?

- ☐ Yes
☐ No

* Will food be provided at the event?

- ☐ Yes
☐ No

* Will you be collecting cash or credit card payments at the event?

- ☐ Yes
☐ No

* Will this event have either an inflatable or interactive ride? If yes, a SEAL Staff member will reach out to you. Please wait until that communication **before** signing any contract for an inflatable or interactive ride.

- ☐ Yes
☐ No

< PREVIOUS

Click next to move on

NEXT >

EVENTS WITH FOOD

Event Additional Information Form Events with Food

*Who will be providing your food/catering?

If you selected [WSU approved catering source](#), what is the name of the caterer?

*How many tables will you need for your food/catering?

< PREVIOUS

Click next to move on

NEXT >


**If you are providing food
at your event, please fill
out the information**

EVENT FINAL REVIEW

Review Event Submission

If you have reviewed and completed the necessary steps below, please submit your Event for posting. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been posted but it may take a few minutes to appear in Search Results.

Comments




Please review your event submission. Make sure you have the correct date, time and set up needs completed.


Submission

10/7/2024 12:00 PM - 10/7/2024 1:00 PM


rsc

Details


 Cover Photo


 Instructions and Organization


 Contact Information

 Event Type/Location

 Space Details

 Setup/Tear Down Time

 Setup Needs

 Risk Assessment

 Events with Food

 Student Engagement, Advocacy & Leadership Equipment Checkout/Loan Agreement

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

This submission will be auto - approved



Click submit to complete the process.

Once you submit, any changes made after will restart the application approval process.

PROCESS COMPLETED

Your event has been created.

[← Back to Events List](#)

Event Details

CHANGE DETAILS

CANCEL EVENT



[View Event](#)

[Submissions](#)

Wu's Birthday Party



Host Organization
ShockerSync Test Organization



Location
WSU



Begins
Monday, October 07, 2024 at 12:00 PM CDT



Ends
Monday, October 07, 2024 at 1:00 PM CDT

0.0



Event Rating

STATUS

Approved

VISIBILITY

The Public

RSVP SETTING

Anyone

EVENT ATTENDANCE

TRACK ATTENDANCE

INVITATIONS & RSVPs

0

Invitees

0

Attended

0

Absent

0

Excused

ACCESS CODE

XDM6QGR

COPY

ATTENDANCE URL

<https://wichita.campuslabs.com/engage/ev>

COPY URL

VIEW QR CODE

Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

TIME TO MARKET YOUR EVENT!

SHOCKERSYNC
WICHITA STATE UNIVERSITY

Search...



Explore Wichita State University

All Events



Wu's Birthday Party

Monday, October 7 at 12:00PM CDT
wsu

ShockerSync Test Organization

FOOD FOR FINES OCTOBER 7TH THROUGH 11TH



STUDENT GOVERNMENT ASSOCIATION

Food for Fines

Monday, October 7 at 12:00PM CDT
RSC 219

Student Government Association



Traditions Committee Meeting

Monday, October 7 at 3:00PM CDT
Rhatigan Student Center, Room 238

Hosted by 2 organizations

PSYCHOLOGY GRADUATE PREP WORKSHOP

October 7th | 5:00pm

Rhatigan Student Center | RM: 256 (Edmiston)

Psychology Club - Graduate Prep Workshop

Monday, October 7 at 5:00PM CDT
RSC - Room 256 (Edmiston Room)

Psychology Club

[VIEW MORE EVENTS](#)

**For additional questions,
Contact student.orgs@wichita.edu**