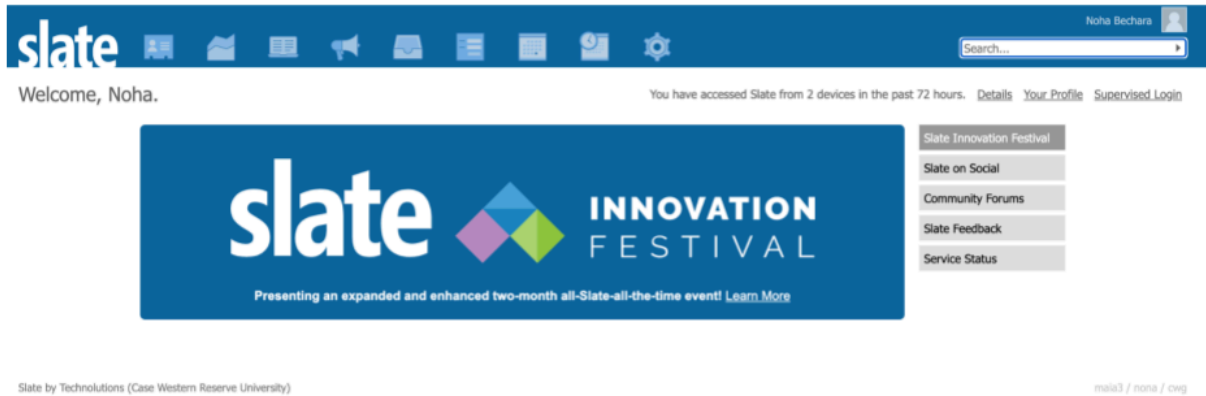


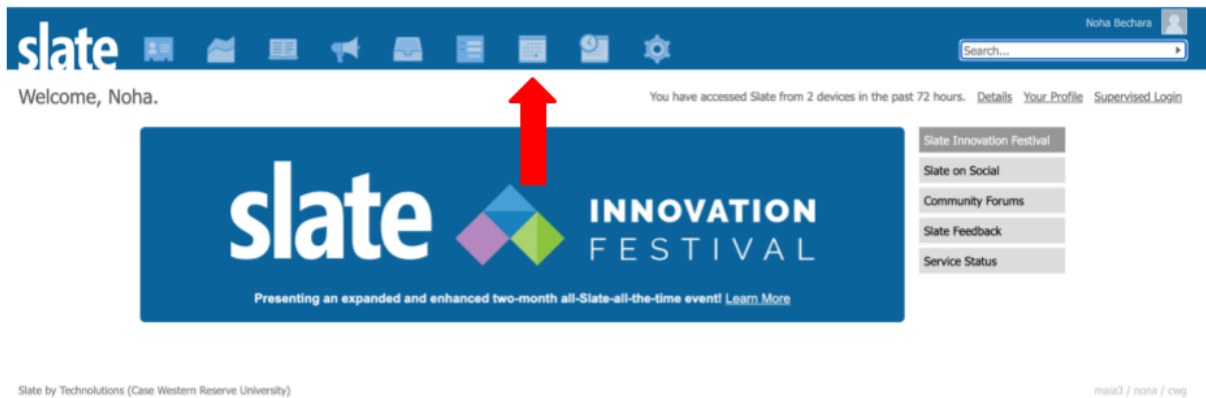
Step 1: Open the Slate homepage



The screenshot shows the Slate homepage. At the top, there is a blue toolbar with the 'slate' logo on the left and a search bar on the right. The search bar contains the text 'Search...'. Below the toolbar, the main content area features a large blue banner for the 'slate INNOVATION FESTIVAL'. The banner includes the text 'Presenting an expanded and enhanced two-month all-Slate-all-the-time event! Learn More'. To the right of the banner is a vertical navigation menu with the following items: 'Slate Innovation Festival', 'Slate on Social', 'Community Forums', 'Slate Feedback', and 'Service Status'. At the bottom of the page, there is a footer with the text 'Slate by Technolutions (Case Western Reserve University)' on the left and 'mia3 / nona / cwg' on the right.

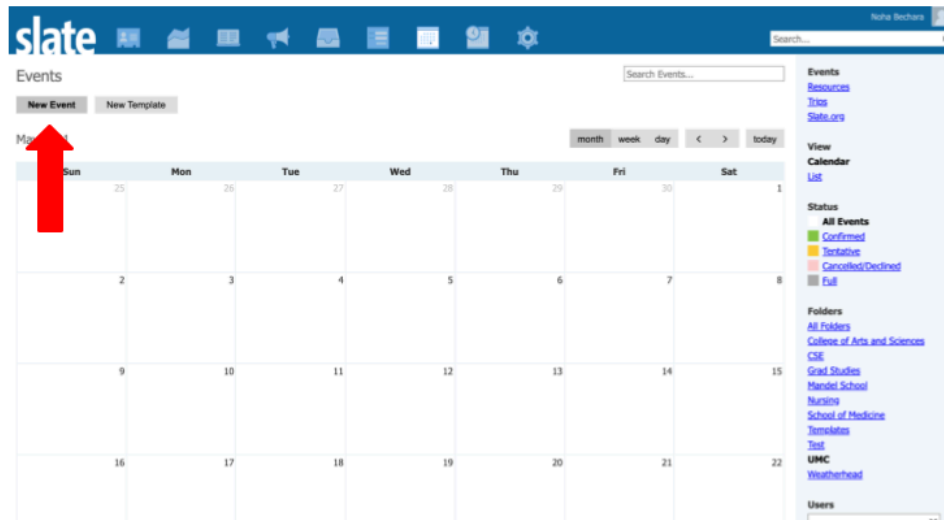
<https://applygrad.case.edu/manage>

Step 2: Click the calendar icon in the top toolbar



This screenshot is identical to the one above, but with a red arrow pointing to the calendar icon in the top toolbar. The calendar icon is a small square with a white border and a blue background, located in the center of the toolbar. The rest of the page content, including the 'slate INNOVATION FESTIVAL' banner and the navigation menu, remains the same.

Step 3: In the calendar section, click the new event



Step 4: Input the event specifics in the "Details" tab

Page Title: Name of the Event

Internal Name: Optional - only appears for internal users

Template: Drop-down menu that pulls in the correct automatic emails for each event type. Choose the correct one based on your school and event type (EX: "CSE Webinar" for Engineering webinars)

Folder: Choose the correct school from the dropdown

Realm: Choose the correct school from the dropdown

Status: Choose "Active"

Recurrence: Check the box and follow the prompts if you have multiple of the same event

Date: Choose the date and time of the event

Deadline: Applies if you have a deadline for sign-up (EX: Hosting an event and need to determine seating. Using this form as a sign-in at an event off-campus, etc.)

Time Zone: Select correct timezone

Privacy: Disregard

User: Select up to two users who will be managers of the event

Trip: [Learn about trips in the Slate Knowledge Base](#)

Admin Notify Email: Email addresses of users who will be managing the event (they will receive email notifications on registrants, cancellations, etc.)

Related Records: Disregard

Step 5: Input the event location specifics in the “Location” tab

WEBINARS

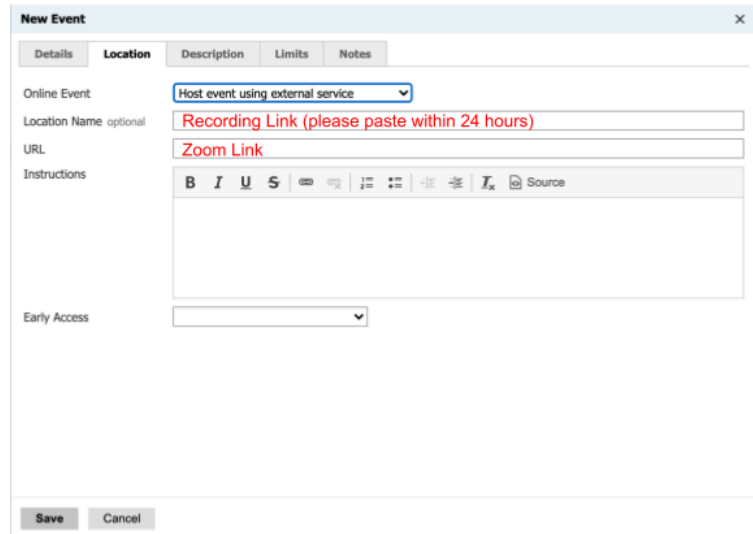
Online Event: Choose “Host event using external service” from drop down menu.

Location Name: If you are using a “with recording” template, paste a [tinyURL](#) link of the recording here within 24 hours after the event so it populates all emails correctly (the normal Zoom URL is too long and gets truncated).

URL: Paste Zoom URL link into box

Instructions: Optional - paste Zoom webinar information into box (password, alternate Zoom link, phone numbers to call in—usually provided by Zoom when an event is created.)

Early Access: Optional - allows you to choose how early a registrant can enter the webinar.

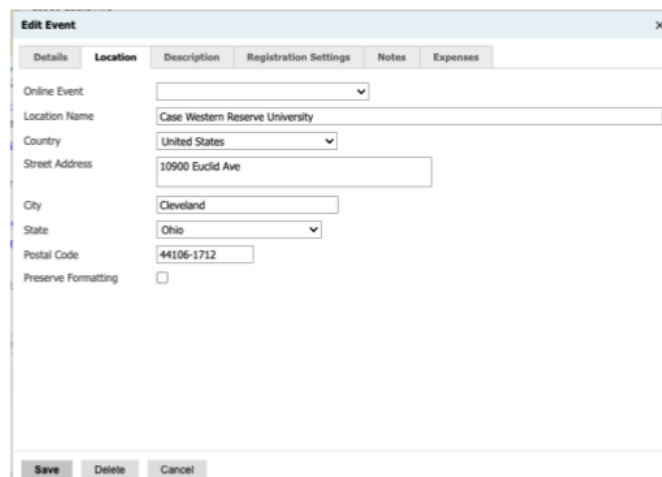


The screenshot shows the 'New Event' form with the 'Location' tab selected. The 'Online Event' dropdown is set to 'Host event using external service'. The 'Location Name' field contains 'Recording Link (please paste within 24 hours)'. The 'URL' field contains 'Zoom Link'. The 'Instructions' field is empty and has a rich text editor toolbar above it. The 'Early Access' dropdown is also empty. At the bottom, there are 'Save' and 'Cancel' buttons.

Step 5: Input the event location specifics in the “Location” tab

IN-PERSON

Add the name of the location and the address will auto-populate. This can be edited and adjusted if the auto-populated address is incorrect.



The screenshot shows the 'Edit Event' form with the 'Location' tab selected. The 'Online Event' dropdown is empty. The 'Location Name' field contains 'Case Western Reserve University'. The 'Country' dropdown is set to 'United States'. The 'Street Address' field contains '10900 Euclid Ave'. The 'City' field contains 'Cleveland'. The 'State' dropdown is set to 'Ohio'. The 'Postal Code' field contains '44106-1712'. The 'Preserve Formatting' checkbox is unchecked. At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons.

Step 6: Input the event description in the “Description” tab

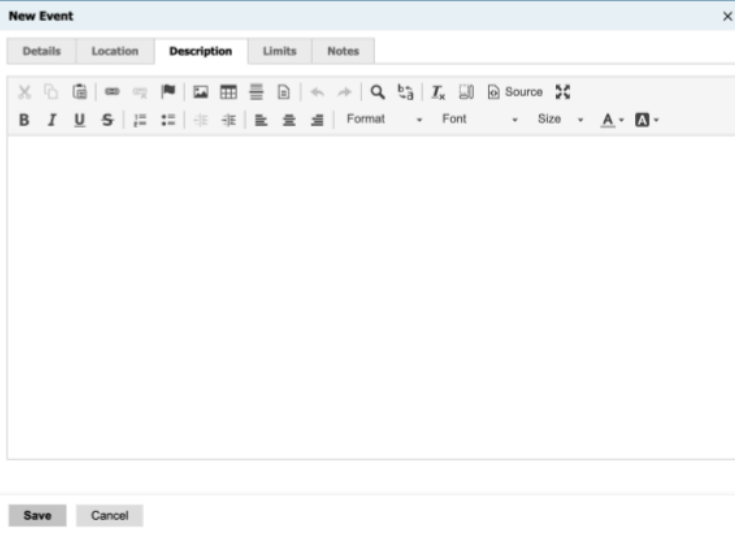
Include event details, panel or speaker information, Q&A etc.

The copy you place in this section will appear at the top of the registration form, so be as specific as you'd like.

Tip: Use the same copy as your event invitation or website blurb.

Things to note:

- Do not change the font. All of our forms are formatted to follow CWRU branding guidelines.
- There is no need to add the date and time of the event to this section as it will already be listed above it.



The screenshot shows the 'New Event' form with the 'Description' tab selected. The form has a header with tabs for 'Details', 'Location', 'Description', 'Limits', and 'Notes'. Below the header is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and source. The main text area is empty. At the bottom, there are 'Save' and 'Cancel' buttons.

Step 7: Registration Settings (Previously “Limits”)

The Limits tab allows for customization of the message displayed when the registration capacity has been reached or when only waitlist registration is available.

Registrant Limit: Helpful if your event has capacity limits. Defaults to 100 but you can adjust based on your needs

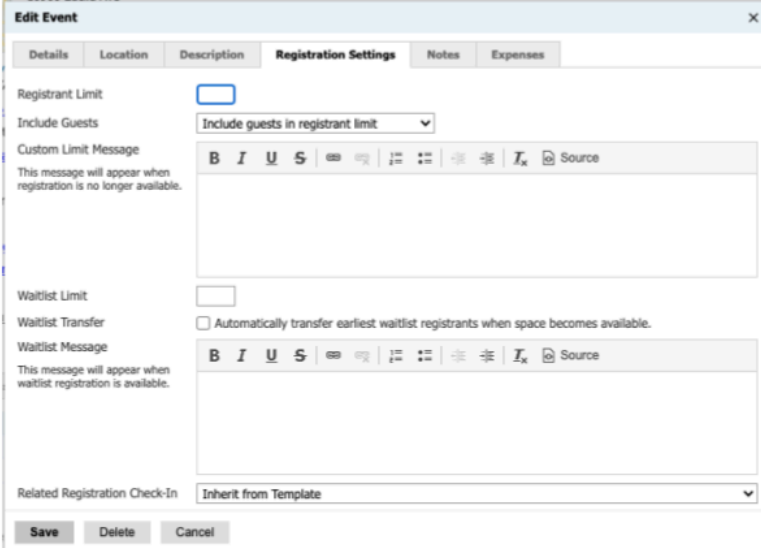
Custom Limit Message: You can use this section to personalize your messaging if the limit has been met. Otherwise, there is default messaging provided by Slate

Waitlist Limit: You can use this section to set the waitlist limit (how big the waitlist can be).

Waitlist Transfer: Check this box if you want Slate to automatically transfer waitlist registrations over to confirmed

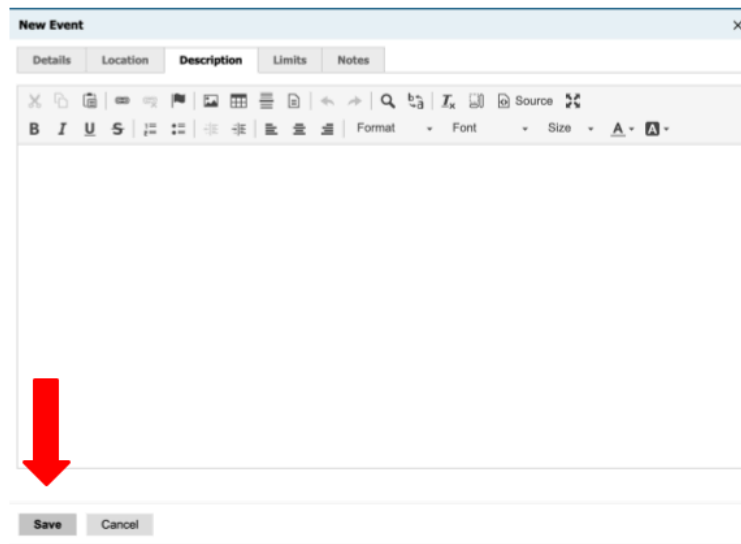
Waitlist Message: You can use this section to personalize your messaging if the waitlist is available. Otherwise, there is default messaging provided by Slate

More info: [Slate Knowledge Base](#)



The screenshot shows the 'Edit Event' form with the 'Registration Settings' tab selected. The form has a header with tabs for 'Details', 'Location', 'Description', 'Registration Settings', 'Notes', and 'Expenses'. Below the header are several fields: 'Registrant Limit' (input field), 'Include Guests' (dropdown menu), 'Custom Limit Message' (rich text editor), 'Waitlist Limit' (input field), 'Waitlist Transfer' (checkbox), 'Waitlist Message' (rich text editor), and 'Related Registration Check-In' (dropdown menu). At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons.

Step 8: Click "Save"



The image shows a software window titled "New Event" with a close button (X) in the top right corner. Below the title bar are four tabs: "Details", "Location", "Description", and "Notes". The "Description" tab is currently selected. Below the tabs is a rich text editor toolbar containing various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area. At the bottom of the window, there are two buttons: "Save" and "Cancel". A large red arrow points downwards from the left side of the text area towards the "Save" button.