

# UMassAmherst Student Affairs Technology Services

## Campus Pulse Event Submission Process for Campus Departments and Non-RSO Programs

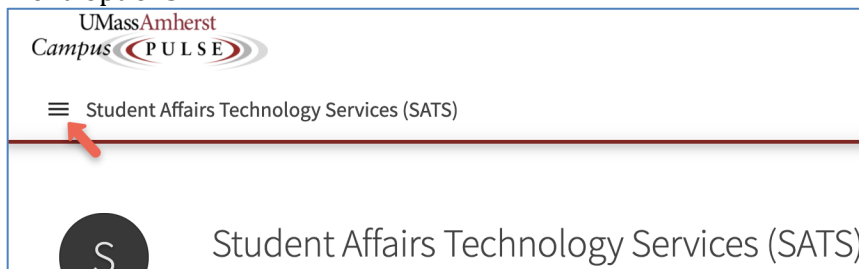
This is the process campus departments and programs that are not Registered Student Organizations (RSOs) can follow to submit events to the Campus Pulse event calendar. If your department or program does not already have an organization in Campus Pulse, please contact the Student Organization Resource Center (SORC) at [sorc@sacl.umass.edu](mailto:sorc@sacl.umass.edu) or contact Scott Campbell in Student Affairs Technology Services at [sjcampbe@umass.edu](mailto:sjcampbe@umass.edu).

### Submit an Event for a Campus Pulse Organization

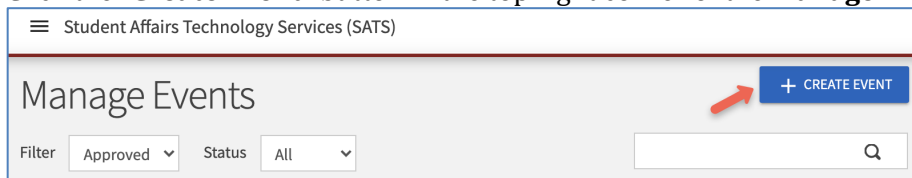
1. Go to your organization's home page in [Campus Pulse](#).

If you can't find your organization's home page, look for a link under the "**Memberships**" section of the home page of Campus Pulse after logging in with your Net ID and password.

2. Click the **menu icon** in the top left corner of your organization home page and select **Events** from the list of menu options.

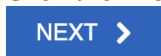


3. Click the "**Create Event**" button in the top right corner of the **Manage Events** page.



4. Enter your **Event information**.
  - a. Basic Event Details
  - b. Time and Place
  - c. Event Visibility (who can see the event listing)
  - d. Additional Information

5. Click the "Next" button.



6. Select your **Event RSVP** settings.

7. Click the "Next" button.



8. Select your **Post Event Feedback** settings (optional).

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9. Click the “Next” button.

NEXT >

10. Upload a **photo** for your event listing (optional).

11. Click the “Next” button.

NEXT >

12. In the “**Sponsoring/Hosting Identity**” list, select “**University Office/Entity NOT under SEL....**” (the second to last option).

University Office/Entity NOT under SEL (Student Engagement & Leadership Collaborative); for example, Area governments & Res Life entities, CMASS, Cultural Centers, Stonewall Center, Center for Health Promotion, NSO, UHS, Career Services, Center for Counseling). *Such entities are responsible for all aspects of their own event development, including securing space.*

I don't know. --> Call us to find out - (413) 345-0320

Glossary of Terms

You may run into terms on this form that you are unfamiliar with, such as the acronyms above. If you would like to see a glossary of terms, click [here](#).

Problems

If you find problems with this form, please contact Melinda Nielsen at [mnielsen@umass.edu](mailto:mnielsen@umass.edu) or (413) 345-0320. This includes if you think something needs to be added to the glossary.

< PREVIOUS

NEXT >

13. Click the “Next” button.

NEXT >

14. Review any additional information provided regarding event regulations.

15. Click the “Next” button.

NEXT >

16. Indicate if your event is in-person, virtual, hybrid, or other.

17. Click the “Next” button.

NEXT >

18. Review your Event Submission and click the “**Submit**” button.

SUBMIT