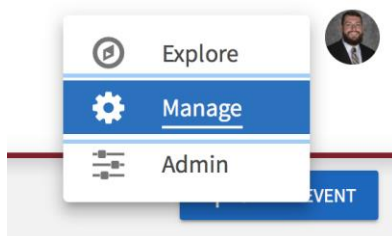


How to Add RSO/FSL Events to the Daily Email via Involved@SU

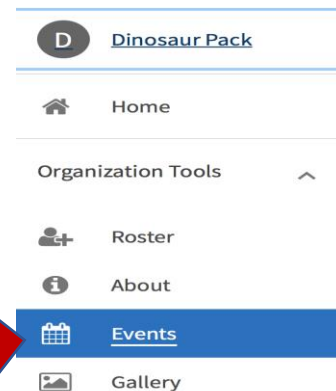
If you are a department wishing to add events to the daily E-Mail, you **MUST** have a REGISTERED organization on Involved@SU.

CONTACT TO REGISTER: Joe Benyish, Coordinator of Student Life.
E-Mail: jwbenyish@salisbury.edu Phone: (410) 543-6125

1. Login to Involved.Salisbury.edu
2. Select “Manage” tab in top right next to your profile. Must be a **REGISTERED** organization that you are creating event for.



3. Click the drop-down menu on the left side of web page.



4. Select the events option.
5. Click “Create Event” and enter event information as prompted. At the bottom of the webpage, select “Yes” when asked “Should this event appear in the Event E-Mail sent out from CSIL?”

*Should this event appear in the Event E-mail sent out from CSIL?

**note: only events that are open to all of campus will be allowed to appear in the CSIL email.*

- Yes
 No

6. Complete the next few pages of information for the event, and it will be featured in our new daily E-Mail!