Where do I put my opportunity in GobblerConnect?

1. **START HERE**
2. **Event**
   - Yes: Does it start and end within 72 hours?
     - Yes: Does your opportunity have a set start and end time in an on-campus space?
       - Yes
       - No: News Feature
     - No
3. No: News Feature
How do I setup an Event or Happening?

START HERE

Is your opportunity an event?

NO

Use the News Feature

YES

Setting Up an Event

Audience

Can any student attend?

YES

Show To - Anyone in the World

NO

Can anyone in the organization attend?

YES

Show To - Invited by a Host

NO

Show To - Organization Members

Event Categories

Select Relevant Categories

Is the event endorsed by the KAG?

YES

Select the Building

NO

Leave it Blank

Setting: Keystone Experience Location

Is the event endorsed by the KAG?

YES

Select the Building

NO

Leave it Blank

Header Image

Do you have a graphic or a photo from a previous event?

YES

Use It

NO

Use FreelImages.com
How do I review events in GobblerConnect?

START HERE

Is the title in all caps?  
YES  
Change to LowerCase  
NO  
Is the event longer than 72 hours?  
YES  
Is the event longer than 72 hours?  
NO  
DENY  
Do the first 27 characters in the title explain the event?  
YES  
Prompt to Shorten  
NO  
DENY  
Does the event use an on-campus space?  
YES  
Is that space reserved?  
NO  
DENY  
NO  
DENY  
Is the opportunity end within 2 weeks?  
YES  
Does the event have a header image with little to no text?  
YES  
APPROVE  
NO  
DENY