



SQ '20 Event Planning

Submitting an event on Blueprint

SQ '20 Event Process

Meet with your Advisor

- Discuss your ideas keeping in mind:
 - Mission of your RSO
 - Accessibility of your event
 - How it facilitates community-building

IF, your event is free or is re-purposing SQ '20 funds...

- Submit the Event Form on Blueprint
- Upload a budget of how funds will be re-purposed

IF, you need additional funding for your event...

- Submit a Funding Request form for SGFC funds
- Then, submit the Event Form on Blueprint.

Advisor Reviews & Approves Event Form Submission.

- If there are comments/questions about your event they will be posted in a discussion on the form.
- Once approved...
 - Your event will be posted on the Blueprints events page.
 - Use the Blueprint Event management features to prepare for your event.

How to Submit an Event Form on Blueprint



Login to Blueprint

Go to the CLI Homepage,
then click "Quick Links"

Or scroll down to "login"

LOGIN Credentials:

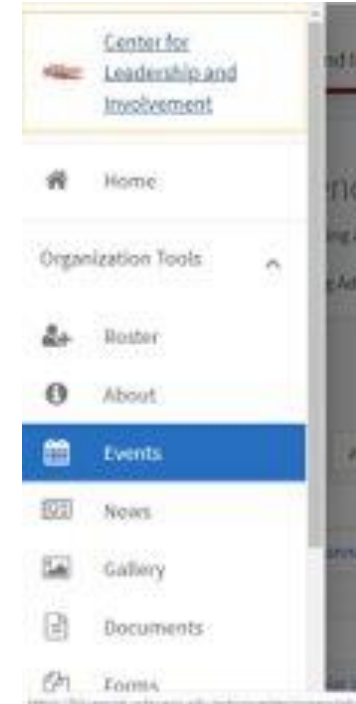
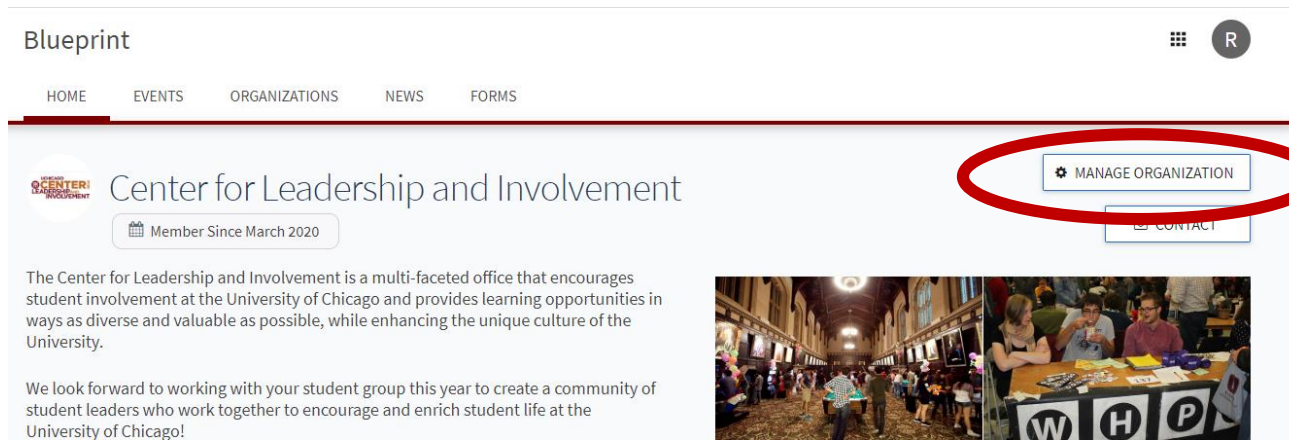
- CNET ID & Password



Direct Link

<https://blueprint.uchicago.edu/>





* Navigating to the organization “management” feature

RSO Management

Click "manage organization"
then, select "Events" from the organization tools.

Blueprint

HOME EVENTS ORGANIZATIONS NEWS FORMS

Create Event

*Event Title *Theme

*Description

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

*Start Date *Start Time *End Date *End Time

Center for Leadership and Involvement

NEW FEATURE
Zoom Event Attendance Upload
The manual upload option for taking attendance at events now supports Zoom participant exports!
You can find this option by clicking Add Attendance on your event below, selecting the File Upload tab, and choosing Zoom as your file type.

+ CREATE EVENT

Manage Events

Filter Status

Name	Status	Start Date	Add Attendance	Action
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Submitting an Event on Blueprint

"Create an Event" then, fill out the form.

Event Management

Think about Event Advertising

- Indicate if the event is Co-Hosted or Re-occurring?
- Tag events by themes, categories, or if there are “perks”
- Events Posted to the RSO homepage
 - Events will be visible to the uChicago community (unless you make your event visible to members-only).

Blueprint

HOME EVENTS ORGANIZATIONS NEWS FORMS


Center for Leadership and Involvement Events

[SHOW UPCOMING EVENTS](#)

The following events have ended.

Search Events

Ended 2 months ago




Stress Relief Day

Wednesday, January 22 at 11:30AM CST
McCormick Tribune Lounge

Center for Leadership and Involvement

Ended 3 months ago




Winter Welcome: RSO Fair & Festival 2020

Thursday, January 9 at 4:00PM CST
Ida Noyes

Center for Leadership and Involvement

Ended 5 months ago




Stress Relief

Wednesday, November 6 at 11:30AM CST
McCormick Tribune Lounge

Center for Leadership and Involvement

Ended a year ago




Snack & Chat

Friday, January 25 at 12:00PM CST
Reynolds Club- Suite 018

Center for Leadership and Involvement

Ended a year ago




Stress Relief Day

Wednesday, January 23 at 11:30AM CST
Reynolds Club- McCormick Tribune Lounge

Center for Leadership and Involvement

Ended a year ago



MAROON MONDAY

Monday, January 14 at 11:30AM CST
Reynolds Club- McCormick Tribune Lounge

Center for Leadership and Involvement

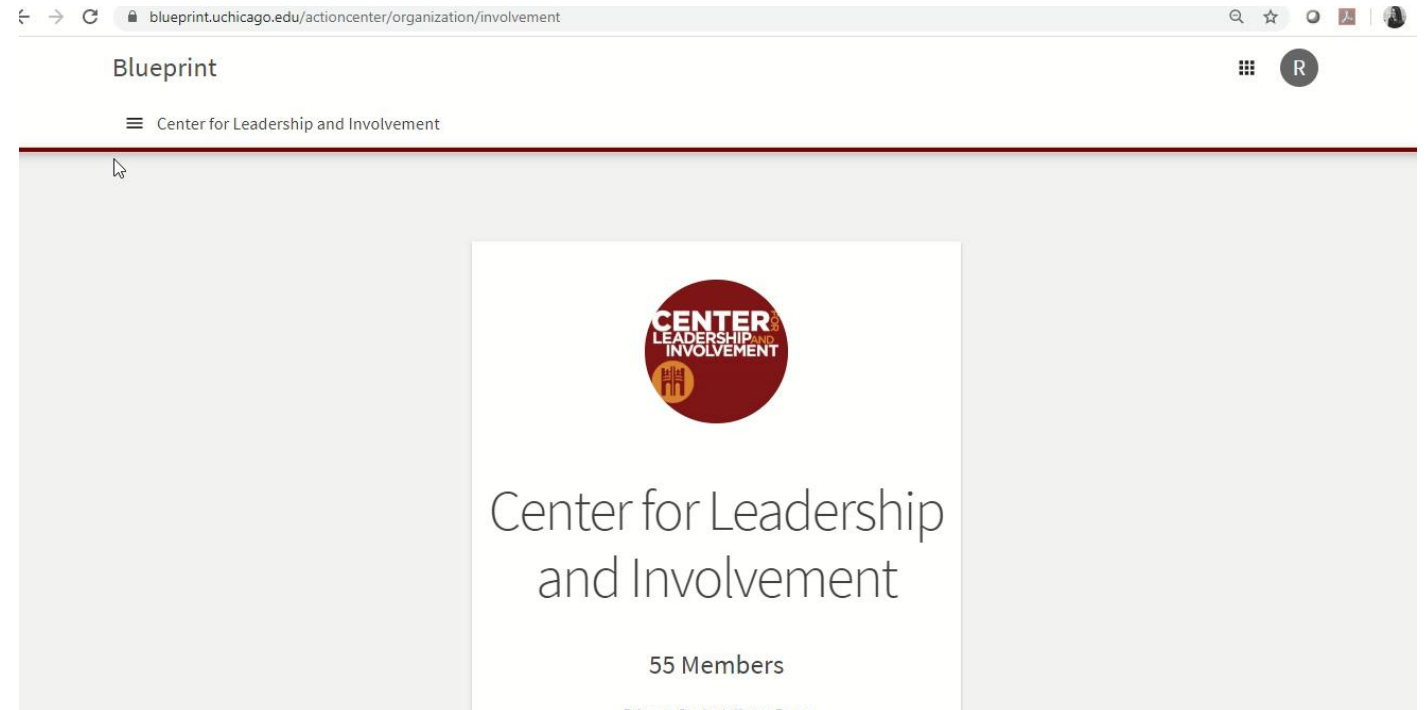
2) Event Management

Event Management

- Track event participation via RSVPs, invites, attended, etc.
- Create an RSVP questionnaire (i.e. info on special accommodations)

Post-Event Feedback

- Easily collect feedback via an automated event survey



Roster Management for Event Participation

Update your roster list of members and officers to streamline communication for your events.

Using your roster you can invite specific people or groups (people coded by positions) to RSVP and attend your event.

The screenshot shows the 'Blueprint' interface for 'Center for Leadership and Involvement'. The main section is titled 'Roster' and includes several action buttons: 'MESSAGING', 'MANAGE POSITIONS', 'INVITE PEOPLE', and 'EXPORT ROSTER'. Below these buttons is a profile card for 'Primary Contact Karen Pryor'. The 'Manage Roster' section features tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE' (with a red badge showing '34'), and 'TERMS AND CONDITIONS'. There are also buttons for 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS', along with a search bar. At the bottom, a table displays roster members with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. One member is listed: Arila Abdulwahid.

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Arila	Abdulwahid	

Communication for Event Participation

Message: send emails or, if a user entered their phone number they can receive SMS notifications.

- You can also send SMS messages to members.

News: post info about RSO news, updates, or advertise other opportunities for members.

- News articles posted will automatically be emailed to all members listed on the RSO Roster.

Photo Gallery: post event photos, flyers, or other images that might be relevant to your RSO as another way to connect with the community.

The screenshot shows a web application interface. At the top, the word "Blueprint" is displayed in the upper left corner, and a user profile icon with the letter "R" is in the upper right. Below this, a navigation bar contains a hamburger menu icon and the text "Center for Leadership and Involvement". A dark red horizontal line separates the navigation from the main content area. Below the line, a grey bar contains the text "Center for Leadership and Involvement Menu". The main content area features a large white card with a circular logo at the top center. The logo is dark red with the text "CENTER LEADERSHIP AND INVOLVEMENT" and a small icon of a building. Below the logo, the text "Center for Leadership and Involvement" is written in a large, dark grey font. At the bottom of the card, the text "55 Members" is displayed in a smaller, dark grey font.