Quick Overview of Steps

Log into Mason360: https://mason360.gmu.edu/

- Go to YOUR RSO Group Page (RSO Lead Team group page is used as an example)
- Click on your RSO’s Blue “+ Create” Button (see below)
- Click “Event” in pop up Window

SELECT EVENT TEMPLATE

- Kiosk/Tabling/Drop-off Events: Click on “No Registration Template”
- All Other events: Click on “With Registration Template”

WHAT

- Fill in your information. Make this as robust as possible so students know what the gathering is:
  - TIP: “Detailed Description” can make your text bigger, add images, etc to your event submission for PC viewing. However, keep the basic “description” information as current as possible as that will be listed in the mobile app display of your event.

ORGANIZING TEAM

- This can be left alone as it is already filled in

WHEN

- Make sure your days and times coincide with your reservation! Give yourself time for pre-event setup and post-event clean up. 25Live also asks you to make sure you give yourself extra time.

WHERE

- Fill in as appropriate
- Please refrain from clicking the TBD button. We will not approve an event/gathering if we don’t see a location.

PHOTO & FLYER

- “Upload an Event Photo” is for the small image next to your event listing in Mason360.
- “Upload a Flyer” showcases your flyer, but it is viewed as a LARGE image and potentially takes over your event page. Be careful with the size of the image.

MORE DETAILS

- Fill out as necessary:

ACCESS & DISPLAY OPTIONS

- Choose Registration and Viewing Privileges carefully

REGISTRATION OPTIONS

- “Edit” RSVP
- Add “Head Count” in “Quantity Available”
  - Makes sure your tickets are the same amount as your 25Live “Head Count”:
- Scroll down and SAVE the pop-up window!
CREATE EVENT (THIS DOES NOT SUBMIT!! KEEP GOING)

• Click on “Create Event” To Fill Out the 2nd Page (If you leave without filling in page 2, this does not get submitted to our team and we DO NOT see it to approve. Your event will be labeled on your end as “Approval in Draft”).

RSO EVENT APPROVAL REQUEST FORM

Page 2 Questions

• TIP: Make sure you give us the 25Live reference Number (IE “2021-ABCDEF”). This helps us approve quicker.
• Fill out the rest of the questions.

PRESS SUBMIT

Your RSO Event will be listed in “Upcoming Events” Section:

INSTRUCTIONS WITH IMAGES

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MORE DETAILS

- Fill out as necessary:
ACCESS & DISPLAY OPTIONS

- Choose Registration and Viewing Privileges carefully
REGISTRATION OPTIONS

- “Edit” RSVP:

<table>
<thead>
<tr>
<th>Option</th>
<th>Price</th>
<th>Registrations Starts</th>
<th>Registrations Ends</th>
<th>Total # of Items for Sale</th>
<th>Waiting List Activation</th>
<th>Items Sold</th>
<th>Waiting List</th>
<th>Manage</th>
<th>Close Event Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSVP</td>
<td>$0</td>
<td>-</td>
<td>-</td>
<td>No Limit</td>
<td>OFF</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Add “Head Count” in “Quantity Available”

- Scroll down and SAVE the pop-up window!

- Your tickets will now be the same amount as your 25Live “Head Count”:

**25Live** Head Count Location: Under GENERAL, look for “Head Count” (attendee maximum and INCLUDES RSO Event Coordinators and any non-Mason attendees/performers):
CREATE EVENT (THIS DOES NOT SUBMIT!! KEEP GOING)

- Click on “Create Event” To Fill Out the 2nd Page (If you leave without filling in page 2, this does not get submitted to our team and we DO NOT see it to approve. Your event will be labeled on your end as “Approval in Draft”.

RSO EVENT APPROVAL REQUEST FORM

Page 2 Questions
• TIP: Make sure you give us the 25Live reference Number (IE “2021-ABCDEF”). This helps us approve quicker.
• Fill out the rest of the questions.

PRESS SUBMIT
Your RSO Event will be listed in “Upcoming Events” Section:

PREVIEW OF EVENT