



## How to Create an Event

1. Sign in at [falconsconnect.uwrfl.edu](https://falconsconnect.uwrfl.edu) and click on your org under Memberships

### Memberships

2017-2018 Admitted Students	Crabtree Hall
Johnson Hall	Office of Student Involvement

Office of Student Involvement  
Member Since August 2019

The Office of Student Involvement provides students with opportunities for involvement that range from leadership development to fraternity/sorority life, diversity education and service.



2. Click on Manage Organization



3. Click on this button in the top left corner to open your organizations menu

4. Click the settings button next to your orgs name, then click on Events

5. Press the Create Event button and fill in the required fields.

6. To make your event Falcon Five, select Falcon Five in categories