



Events Guide

MyBaruch allows student organizations to add their upcoming events to share with the Baruch community. By adding your events into MyBaruch, you can increase awareness, track RSVPs and attendance, and inform the Office of Student Life of your set-up needs.

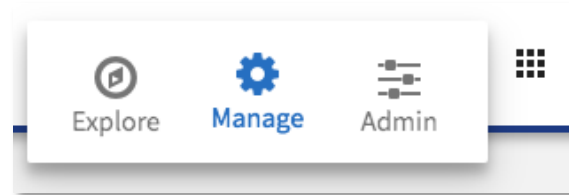
All student organizations are required to add their events in MyBaruch when the event is considered a large-scale program or involves a specific set-up. Only students designated as an officer in MyBaruch have the ability to add events. If you need administrative access, reach out to your E-board members or contact your Student Life Advisor. The steps for adding events are outlined below.

Step One

To add your event, first log into MyBaruch. You can access MyBaruch by visiting <http://baruch.campuslabs.com/engage>. You can log in with your Baruch credentials. These credentials are the same as your login information for Baruch computers or WiFi.

Step Two

Navigate to your Action Center by selecting the Switchboard in the top right corner and clicking "Manage."



Step Three

Once you've reached your Action Center, you should see your organization listed under "My Memberships." Click your organization's name.

Step Four

Now that you're on your organization's management page, select the toolbox icon in the top left corner. When the toolbox opens, click "Events" from the menu.



Step Five

This is where you can manage all of your organization's events. To add an event, click the "Create Event" button in the top right corner. Now, simply follow the instructions in the Event Form. Once you've submitted the form, your Student Life Advisor will receive notice to review your submission. If they have any questions or concerns, they will either message you in MyBaruch (you will receive an e-mail notification) or contact you directly.