

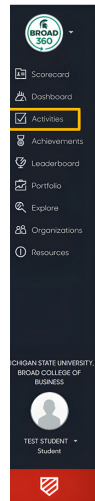
BROAD360

STUDENT ORGS

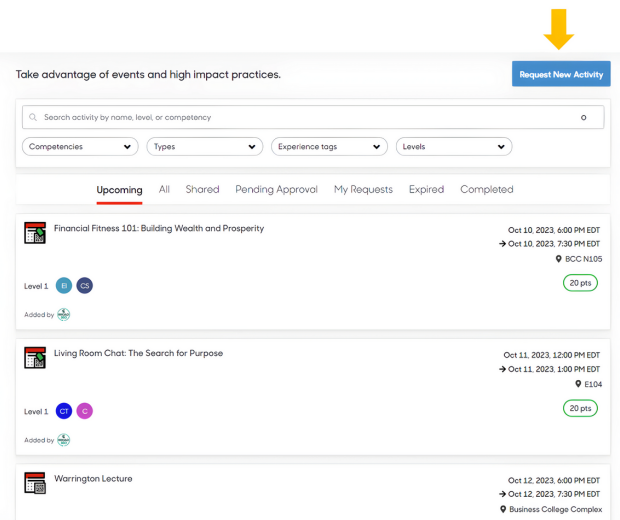
GUIDE

1. HOW TO REQUEST YOUR EVENTS ON BROAD 360:

- When you log into Broad360, you'll find the "Activities" tab on the main dashboard. Click on it to begin the process of requesting a new activity.
- This is where you'll outline the basic details of your event and submit it for approval.



Broad 360



Describe the event you are creating.

Let your students know all of the important details about your activity.

Title *

What is your activity called? Be as clear as you can.

Description *

B I  

Link. Provide students with a url to more details. **Optional.**

Are there any resources that would be useful when completing this activity?

Link Title. Provide a short title that describes the link. **Optional.**

All links require a title to describe the resource

Incentive **Optional.**

Incentives are optional. If you have an incentive to offer your students you can describe it here.

Is this activity associated with any experience tags? **Optional.**

Tagging activities will help students with searching and filtering

Make sure to provide accurate information as this will be the first impression potential attendees have of your event.

2. ENTER EVENT DETAILS

- In the event creation form, you'll need to fill in details such as the event title, description, and tags.
- Tagging your organization in the "Experience Tag" field ensures that your event is associated with your organization, making it easier for members to find.

BROAD360

STUDENT ORGS

3. SELECT THE LEVEL AND COMPETENCIES FOR YOUR EVENT:

- Consider the nature of your event and select the appropriate level and competencies that align with its content and objectives.
 - Level 1 = events that provide exposure to a topic
 - Level 2 = events that include hands on activity and/or networking opportunities








Select a level and competencies that are appropriate for your event.

Levels and competencies dictate how many points the student will receive upon completion. [More info on these terms can be found at our help center](#)

Points awarded for completion: 0

Select a level:

 Level 1	 Level 2	 Level 3	 Level 4	 Level 5
---	---	---	---	---

Select at least one competency:

<input type="checkbox"/> Career & Self-Development	<input type="checkbox"/> Communication
<input type="checkbox"/> Critical Thinking	<input type="checkbox"/> Equity & Inclusion

A rubric will be developed to help you select the most appropriate level for your event.



When does this event start and end?

Select the date and time range that describes when your event begins and ends.

Required for events *

Select a date range for your activity.

Start date

↑	↑				
hh	:	mm	AM	Eastern (most areas)	Clear
↓	↓				

Select a location. **Optional.**

100 Characters left

Tip: Everyone at Broad can see all events, if you are more of an exclusive org, using level badges is a way to set boundaries who can attend/rsvp for an event

4. SET THE DATE, TIME, AND LOCATION

- Choose a suitable date, time, and location for your event. Make sure it doesn't clash with other important events or exams.
- If your event requires RSVP, be sure to include this option to manage attendance effectively.

BROAD360

STUDENT ORGS

5. PREVIEW AND SEND FOR APPROVAL:

- Before finalizing, take a moment to preview your event details to ensure everything is accurate and well-presented.
- Once you're satisfied, submit the event for approval. Upon approval, you'll receive a QR Code via email, which will be used to track attendance.

Financial Fitness 101: Building Wealth and Prosperity



Direct completion link:

<https://app.suitable.co/#/getcredit/256110/7AtpyYfiD9nWxWXD>

Close

Download



Type Detail Validation



Preview the event you have created. Edit or approve the activity.

This is how students will view the your event. Please review your event for any mistakes before approving it.

[Activity Details](#)

Points awarded for completion: 10



Volleyball Tournament

Level 1 T

Added by

6. ATTENDANCE TRACKING:

- Encourage attendees to scan the QR code upon arrival to register their attendance.
- After the event, you'll receive an attendance report via email, providing valuable insights into the success of your event and attendee engagement.