Follow this guide to submit your department events!

1. Log-in at torolink.csudh.edu using your CSUDH user name and password.

2. Find your department page and click “Manage Organization.” Please note, only designated staff, faculty and students can create an event. Each organization can edit permissions in “Roster.”
3. Click the 3 bars at the top left of the page. The 3 bars are beside the department page name.

4. Click “Events” from the list and “Create Event.”

5. Click blue “Create Event” Button.
6. Complete all fields on the first page with your event details.

![Create Event form]

The event title is the official name of the event.

This description will be posted on the Toro Link main calendar. Prior to submission, verify spelling and content.

Tip: Add a co-sponsor if you are working with another department.

7. Departments hosting programs **during** Toro Hour are encouraged to tag their event using the "Toro Hour Event" category.

![Event Categories]

8. The RSVP and **Post Event Feedback** pages are Optional and can be skipped.

9. Choose an **Event Cover Photo**.

10. Review all the event details and click the “**SUBMIT**” button