

HOW TO CO-HOST AN EVENT ON DEHUB

The co-host feature allows events to be hosted by more than one group.

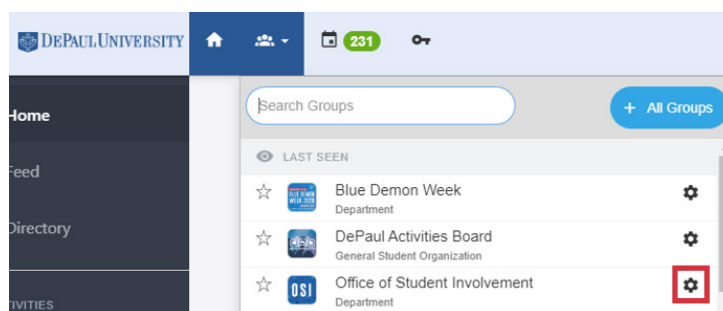
1

Log in to DeHub

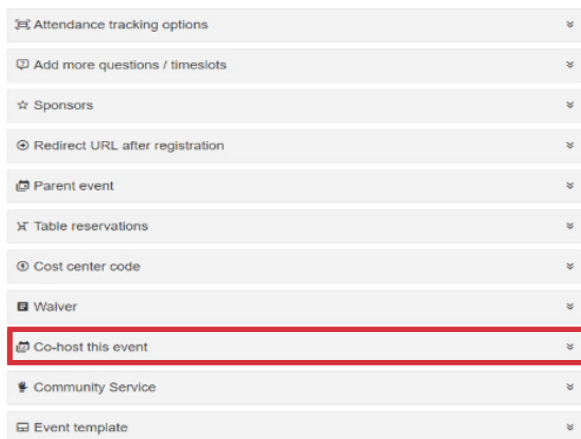
2

Manage your group

- a) Log in to DeHub
- b) Click on the *Groups* icon on the top menu
- c) Select the *Manage* icon on the right



8 Advanced Options



Go to *Create Event*

3

Complete all important event details

4

Click on *Co-Host this event*

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Select the department or organizations with whom you want to Co-Host this event.

Note: Organizations/Departments are sorted by type to make them easier to find.

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If desired, leave a message to these department/organization officers in the bottom textbox

Co-host this event

Select the student organizations you want to **co-host** your event with. The student officers will be informed of your new event and will have the ability to invite their members. They will appear on your event page as **co-hosts**.

- ▼ General Student Organization
- ▼ Law Student Organization
- ▼ Fraternity & Sorority Life Organization
- ▼ Club Sport Organization
- ▼ ResEd
- ▼ Department

Leave a message to the officers (optional):

Note: You can access the organization's officer information by selecting the "X officers" link next to the Group's Name

Digital Engagement Network (12 officers)

Click *Create Event*

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