Creating Events in GradSlate:
Event Template with Visuals for Graduate Coordinators

This Events Template will help Graduate Coordinators visualize how Events are built in Slate and what fields are required to launch an Event. If you are interested in hosting an Event through GradSlate, please follow the steps below:

- Review the Events Template below to learn all required fields needed to create an Event
- Submit a request via the Creating Events in GradSlate Request Form
  - The person submitting the request must be a user who has a Slate account
  - Once the Slate event is created by RDI, the user who has a Slate account will be assigned ownership and Access of the requested Event
Details Tab

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Title (Name of Event)</td>
<td></td>
</tr>
<tr>
<td>Start Date &amp; Start Time</td>
<td></td>
</tr>
<tr>
<td>End Date &amp; End Time</td>
<td></td>
</tr>
<tr>
<td>Deadline Date &amp; Deadline Time</td>
<td></td>
</tr>
<tr>
<td>Activation Date &amp; Activation Time</td>
<td>(When participants can register for event)</td>
</tr>
</tbody>
</table>

**Edit Event**

![Image of Edit Event window](image)

- **Page Title**
  - Accepted Students Day March 2021
- **Internal Name (optional)**
- **Template**
  - Accepted Students Day Template
- **Status**
  - Confirmed/Active
- **Date**
  - Start: 03/23/2021 04:00 PM, End: 03/23/2021 06:00 PM
- **Deadline**
  - 03/22/2021 11:59 PM
- **Unavailable Message**
  - Registration for Accepted Students Day Opens Monday, February 15!
- **Time Zone**
  - (UTC-05:00) Eastern Time (US & Canada)
- **Privacy**
  - Do not display on public landing pages.
- **Save**, **Delete**, **Cancel**

*Office of Recruitment and Diversity Initiatives*
Location Tab

Zoom URL or In-Person Location (Location can be linked via Google Maps)

Instructions Regarding Location (How to access virtual links, parking information, etc.)

Description Tab

Description of Event (This description will be viewed by participants)
Confirmation Message to Registered Participants

Sender
(Email from Department/User)

Subject of Confirmation Message

Description Confirmation Message
(This message will be viewed by Participants after Registration)

Logo

Physical Address

Action Photo
(Dimensions must be 933x367)

Email yspnarke@uga.edu for any questions