



UNIVERSITY OF
GEORGIA
Graduate School

Office of Recruitment and Diversity Initiatives

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

Page Title
(Name of Event)

Start Date &
Start Time

End Date & End Time

Deadline Date &
Deadline Time

Activation Date &
Activation Time
(When participants
can register for event)

Edit Event

Details Location Description Limits Notes Expenses

Page Title

Internal Name (optional)

Template

Folder /

Status

Date Time until Time

Deadline Time Activation Date Time

Unavailable Message

B I U S | | | | | | Source

This message will appear if registration is not yet live.

Registration for Accepted Students Day Opens Monday, February 15!

Time Zone

Attendance Override

Privacy Do not display on public landing pages.



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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.)

Con Edit Event

Details Location Description Limits Notes Expenses

Online Event Host event using external service

Location Name optional University of Georgia

URL Zoom link

Instructions

B I U S [Rich Text Editor Icons]

Description Tab

Description of
Event
(This description
will be viewed
by participants)

Con Edit Event

Details Location Description Limits Notes Expenses

[Rich Text Editor Icons]

Accepted Students Day is held twice each spring for students who have been accepted into a UGA graduate program. This virtual event is designed to provide an introduction to graduate studies at UGA, important information about university resources from campus partners, and an overview of the next steps to ensure a worry-free transition into your studies here at UGA. Topics covered include:

- Adjustment to graduate studies
- Funding your graduate education
- Housing options
- The City of Athens

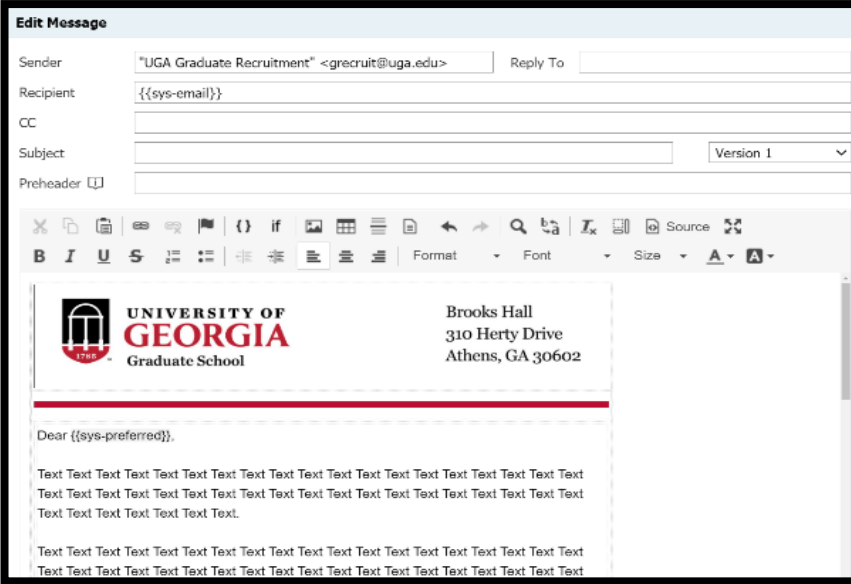
This event also includes a current graduate student panel to answer questions from accepted students about graduate student life at UGA.



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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