

Staff & Faculty Guide: Events & Workshops

How do I post an Event or Workshop?

Create a Simple Event:

“Simple” events are set up to provide basic information or can be taken further with one-click registration.

1. On the left navigation bar, click ‘Events & Workshops’
2. Click the blue ‘Add an Event’ button, choose ‘Add a Simple Event’
3. Fill in the event details. Click the Save button when the details are complete
4. Your event will be placed into pending state, and will be reviewed for approval within 3 business days

Create an Advanced Event:

“Advanced” events introduce the ability to charge for events and create a customizable registration form (i.e.: who, when, where).

1. On the left navigation bar, click ‘Events & Workshops’
2. Click the blue ‘Add an Event’ button, choose ‘Add an Advanced Event’
3. Fill in the event details. Click the ‘Save’ button when the details are complete
4. If you have questions about the form, please contact us at career360@smu.ca
5. Your event will be placed into pending state, and will be reviewed for approval within 3 business days

Still Have Questions?

Please contact Career Services at career360@smu.ca for any further questions and assistance.

4th Floor, Student Centre | smu.ca/career360 | career360.smu.ca