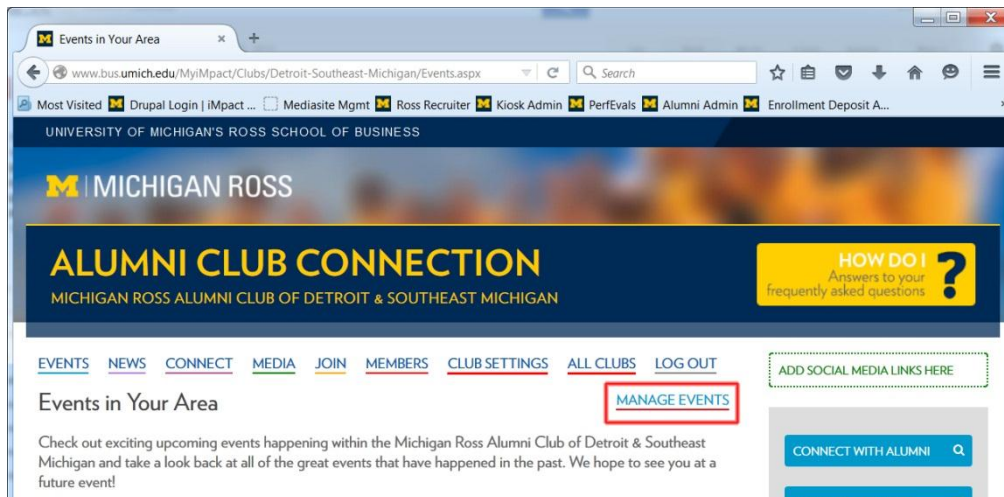


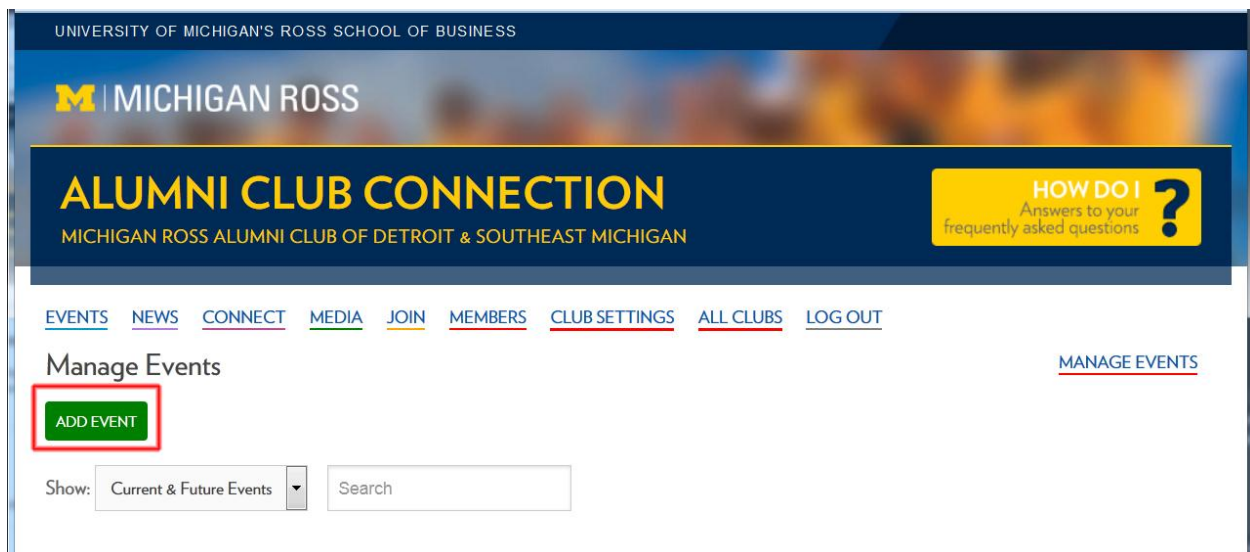
Alumni Clubs – Events

<http://www.bus.umich.edu/MyiMpack/clubs>

Select “Manage Events”



Select “Add Event”



This will jump you to a different looking interface, where you add event information

Hint #1: Your event will **ALMOST** always have an **Offsite Location**

Hint #2: Select your event's Date and Time **BEFORE** adding the Location

Hint #3: There is a step-by-step video in the upper right corner of the screen

Add/Edit Event

www.bus.umich.edu/Calendar/Edit/Default.aspx?club_id=10&referrer_desc=Michigan

[Most Visited](#) [Drupal Login](#) [iImpact](#) [Mediasite Mgmt](#) [Ross Recruiter](#) [Kiosk Admin](#) [PerfEvals](#) [Alumni Admin](#) [Enrollment Deposit A...](#)

[< Return to Michigan Ross Alumni Club of Detroit](#)

[How To ENTER EVENTS](#)

Title* Beilein Meet and Greet

Title Abbreviation Beilein (for digital room sign, when available)

Short Description Come meet John Beilein, Michigan's Basketball Coach, at the Detroit Center Saturday, January 23rd!

Full Description

Come meet John Beilein, Michigan's Basketball Coach, at the Detroit Center Saturday, January 23rd! Kids are welcome, autographs will be signed, and Hors d'oeuvres will be served!

The Detroit Center is located at 3663 Woodward Avenue. Parking is a standard rate of \$7.00 per vehicle. The parking structure entrance is located on Parsons St. between Woodward Ave. and Cass Ave.

Planning Contact* [Brian Greminger](#) [\[Change\]](#) [\[Clear\]](#)

Location [Add Room Reservation](#) [Add Offsite Location](#) [Add Online Location](#) ☐ Location to be determined

Date & Time* 1/23/2016 4:00pm to 5:00pm 1/23/2016 Time Zone: Local [Repeat...](#)

departments, institutes, centers, clubs, people, or organizations **hosting or sponsoring** this event?

Does this event have **speakers or presenters**?

Should this event be promoted to a certain **audience** (students, faculty, staff, media, etc.)?

Is your event especially relevant to certain **career interests**?

[Add Website](#) Will this event require **online registration**, published agendas, program tracks or paper submissions hosted on a **custom website** as for a conference?

[Add Video Options](#) Would you like this event to be recorded for **next day viewing or live-streamed**?

[Edit Web Tags](#) Please help us **categorize** your event to make it easier to find.

Please enter Sponsors...

The screenshot shows a 'Sponsors' modal window. At the top, it says 'Enter all departments, clubs, companies, etc. that are hosting or sponsoring this event:'. Below this is a row of tabs: 'Search', 'Institutes & Centers', 'Departments', 'Clubs', 'Companies' (which is highlighted in orange), and 'People'. Under the 'Companies' tab, there is a section titled 'Add a company/organization:' with a text input field labeled 'Search by name'. A 'Done' button is at the bottom left of the modal. In the background, parts of the event planning interface are visible, including 'Location' options (Add Room Reservation, Add Offsite Location, Add Online Location, and a checkbox for 'Location to be determined'), 'Date & Time' fields (1/23/2016, 4:00pm to 5:00pm, 1/23/2016, Time Zone: Local, Repeat...), and two buttons: 'Edit Sponsors' and 'Add Speakers'.

...and Speakers, especially if they are Ross Alumni or Faculty.

The screenshot shows a 'Speakers' modal window. It says 'Enter all speakers, presenters, etc. for this event:'. Below this is a section titled 'Add a person:' with a text input field labeled 'Search by name, username, email, or id'. A 'Done' button is at the bottom left of the modal. The background shows the same event planning interface as the previous screenshot, with the 'Add Speakers' button now highlighted in green.

Please identify your Audience – this determines how the site is promoted on iImpact and the Ross Public web site.

The screenshot shows the 'Audience' dialog box with the 'General' tab selected. The text 'I would like this event to be visible to:' is followed by a list of checkboxes. The 'Alumni' checkbox is checked. To the right, under 'iImpact user types selected for this event:', 'Alumni' is listed. At the bottom, two checkboxes are highlighted with a red box: 'Do not publish this event in the iImpact calendar' and 'This event is private (requires registration or an invitation)'. An 'OK' button is at the bottom left.

Audience

I would like this event to be visible to:

General Recruiting Admitted Prospective Clubs

☐ Public
☐ Media
☐ Ross Community
☐ All Current Students
☐ Executive Education
☐ Faculty
☐ Staff
☒ **Alumni**

Undergraduate
☐ BBA Sophomore
☐ BBA Junior
☐ BBA Senior
☐ Minor in Business: Sophomore
☐ Minor in Business: Junior
☐ Minor in Business: Senior
☐ BBA Preferred Admits

Graduate
☐ Full-time MBA: First Year
☐ Full-time MBA: Second Year
☐ Tauber MBA: First Year
☐ Tauber MBA: Second Year
☐ Weekend MBA: First Year
☐ Weekend MBA: Second Year
☐ Evening MBA
☐ Executive MBA
☐ MAcc
☐ MSCM: First Semester
☐ MSCM: Second Semester
☐ Master of Entrepreneurship
☐ Master of Management
☐ PhD

iImpact user types selected for this event:
• Alumni

☐ Do not publish this event in the iImpact calendar ⓘ
☐ This event is private (requires registration or an invitation)

OK

And if you want to create an integrated web site / registration page for your event, select “Create a web site for my event”

The screenshot shows the 'Website' dialog box. It asks 'Do you already have a website for online registration? If so, enter the URL below:' with a text input field. Below that, it asks 'Would you like to create a website for your event for online registration and/or paper submission?' with a checkbox. The checkbox 'Create a website for my event' is checked and highlighted with a red box. An 'OK' button is at the bottom left.

Website

Do you already have a website for online registration? If so, enter the URL below:

e.g. <http://www.bus.umich.edu/Register>

Would you like to create a website for your event for online registration and/or paper submission?

☒ **Create a website for my event**

OK

Date & Time* 1/23/2016 4:00pm to 5:00pm 1/23/2016 Time Zone: Local Repeat...

When done, select Save Event at the bottom of the page. You'll get a confirmation window, with the option to email the info to the Event Contact

sponsoring this event?

Save Confirmation

Please enter any information you would like included in the email confirmation:

☒ Send confirmation email to contact

Save Event

Cancel Save

Publish Date: Immediate

Company Host: Enter name or username

Internal Memo:

Event Type*: Event

Save Event

Finally, you'll get a confirmation screen, repeating your information choices.

Hint # 1: You can create your Event Website with registration site now, or later

Hint # 2: You can **clone events**, going back to change Date and Time

Hint #3: You can even **clone Event Websites**, but you'll need the cloned / new Event Number highlighted below

Add/Edit Event

www.bus.umich.edu/Calendar/Edit/Default.aspx?club_id=108&referrer_desc=Michigan

< Return to Michigan Ross Alumni Club of Detroit

Your changes have been saved. An email confirmation has been sent to the contact.

[Create Your Event Website Now!](#)

How your event will be displayed on iMact and Kiosks:

Beilein Meet and Greet #13300866

Saturday, January 23, 2016 4:00 PM - 5:00 PM
Detroit Center

Come meet John Beilein, Michigan's Basketball Coach, at the Detroit Center Saturday, January 23rd! Kids are welcome, autographs will be signed, and Hors d'oeuvres will be served!

The Detroit Center is located at 3663 Woodward Avenue. Parking is a standard rate of \$7.00 per vehicle. The parking structure entrance is located on Parsons St. between Woodward Ave. and Cass Ave.

Sponsor: Michigan Ross Alumni Club of Detroit & Southeast Michigan

Contact: [Brian Greminger](#)

Audience: Alumni

Career Interest: None specified

Event Categories: None Specified

Location & Equipment Details:

Saturday, January 23, 2016

Display room with event info **Offsite: Detroit Center** 4:00 PM - 5:00 PM
3663 Woodward Avenue
Detroit, MI

Capacity: 5

Information for Editor/Administrator:

Title Abbreviation: Beilein (Applies only to rooms with an electronic room sign)

Planning Contact: Brian Greminger

Created by Brian Greminger on 10/6/2015 at 3:30 PM, Updated by Brian Greminger on 10/6/2015 at 3:45 PM

Information for Administrator only:

Internal Memo:

[Edit Event](#) [Clone Event](#) [Delete Event](#)