How to Submit an Event on the Nest

1. Go to the Nest (Nest.cua.edu)
2. Click on your organization page from the Explore page under My Memberships
3. Click "Manage Organization" in the upper right corner of your organization page
4. Access the Organization Menu by clicking the icon next to your organization's name
5. Click "Events" within the organization menu
6. Click on blue button labeled "Create Event"
7. Fill out the information requested
   - Name, Theme, Description, Start Date and Time, End Date and Time
   - Location: TBA is fine if you have not selected a location yet, but if you select a location, you must already have it reserved in events.cua.edu
   - Show To: Who you want to be able to see event. "Anyone in the world" allows anyone to see your event without needing to log into the Nest, so all students can view it.
   - Who can RSVP: Who is allowed to RSVP to the event (if applicable)
   - Maximum number of RSVP spots allowed (if applicable)
   - Event Categories: Pick an event category that best goes along with your event (if applicable)
   - Perks: Special benefits for attendees (ex. free food) (if applicable)
   - For questions or accommodations: Name and email address of contact
   - You can also choose to have your event advertised on the Pryz Display Screens
   - You can choose to upload a picture to advertise your event on the Nest. Do not upload a copy of a detailed flyer as this will not be readable on the Pryz screens or on the Nest. It is better to use a small logo or picture.
8. In order for your event to be approved, you must first have the space reservation confirmed on events.cua.edu. If you do not have one booked, just put TBA and make an update once your space has been approve. To submit a space reservation, go to events.cua.edu and click "Submit a Request" and fill out the information. You will receive a confirmation email when the space has been reserved.