

# Virtual Events Checklist



- Add links to virtual meetings (on Zoom, Google Hangouts, etc.) instead of room locations in the event creation form.
  - **Note:** When users receive their confirmation email after registering for an event, the link (in the location field) will be listed. This link is clickable from their email.
- Add links to virtual meetings (on Zoom, Google Hangouts, etc.) front and center in the event description (in the event creation form).
  - **Note:** When users receive their confirmation email from after registering for an event, if they choose to add the event to their personal calendar, the event description will show up as the calendar event's description with the link. This link will be clickable from their email.
- Include 'Virtual' in every event title.
- Add the 'Virtual' Event Tag to every event.
- Encourage event attendees to continue to register as normal (in order to maintain accurate attendance tracking for your group).
  - **Note:** Have staff, group members, etc. scan an event QR code displayed at the beginning of a Zoom meeting, screen-share, etc.
  - **Note:** You can also send out reminder emails about your upcoming event that could include the call-in information in the email, as well as send a push notification about the email to those who have the SaintsConnect app downloaded.
- How to “resurrect” deleted events and make them virtual:
  - Log into Custom platform link.
  - Go to your Group > Click Events > Click Deleted Events.
  - Select the event you want to bring back > Click the 'Undelete' button.
  - Make necessary edits to the event in the event creation form (see best practices above).
  - Click Save.

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## NEED MORE HELP?

1. Explore CampusGroups Resource Articles <http://help.campusgroups.com>.
2. Click “?” on bottom right to access CampusGroups Support.
3. Email campus contacts [SpecialEvents@Flagler.edu](mailto:SpecialEvents@Flagler.edu)

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