To create an event my club is attending

1) Go go *http://clubsports.mit.edu/join-a-club*

2) Log in via Certificate
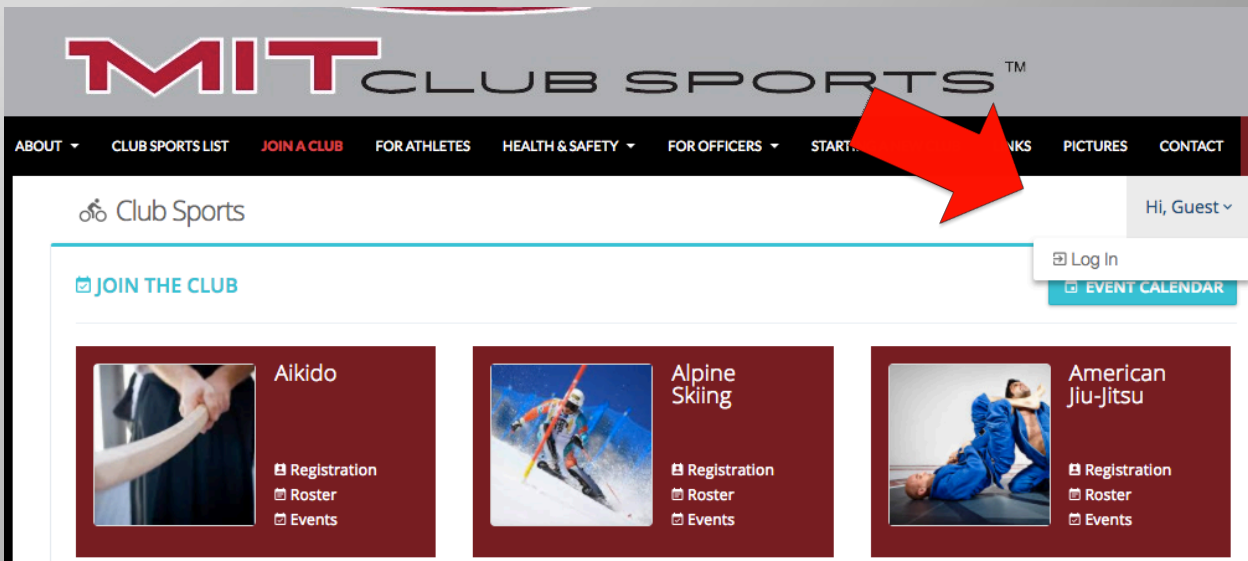
3) Click on Events
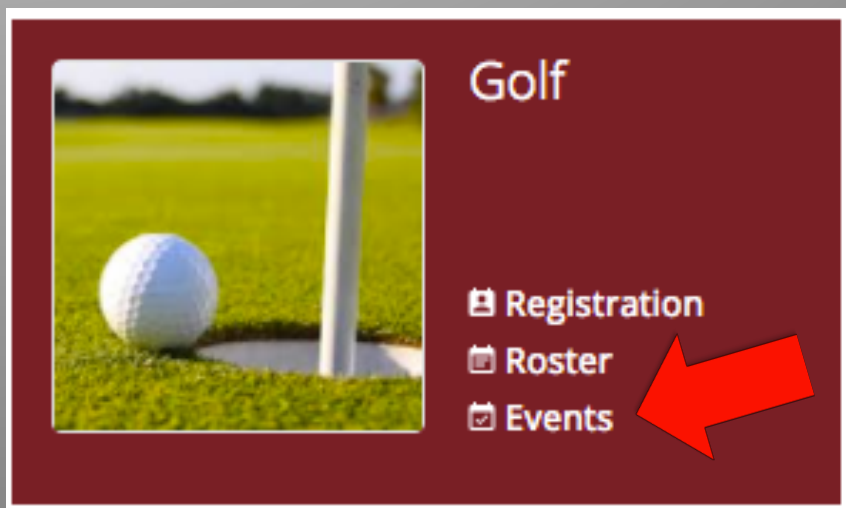
3) Click on Add New Event

📅 HOME › GOLF › EVENTS   📅 ADD NEW EVENT   📇 REGISTRATION   📅 CALENDAR VIEW   👥 ROSTER

4) Fill out the appropriate info

Basic Info

Event type: ○ Game   ○ Tournament   ○ Event
              ○ Practice

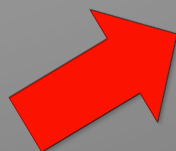Event/Opponent Name: [   ]

Event start: [8/22/2017 9:30am]

Event end: [8/22/2017 11:30am]

Location: ⦿ Home   Space/Field: [   ]
            ○ Away

Notes: [   ]

SUBMIT   CANCEL

5) Click submit

6) The event should be approved by the Club Sports office in
1-2 business days

#	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	08/23	Tournament (A)	Golf tournament: test			PENDING	✎ EDIT ⌄

7) To edit the event, click on 'Basic Info'

#	Date	Event Type	Event Name/Opponent	Space/Field	Submitted	Status	Actions
1	08/23	Tournament (A)	Golf tournament: test			PENDING	✎ EDIT ⌄

✎ Basic Info

👥 Members

🚶 Travel

📊 Report

📋 Summary