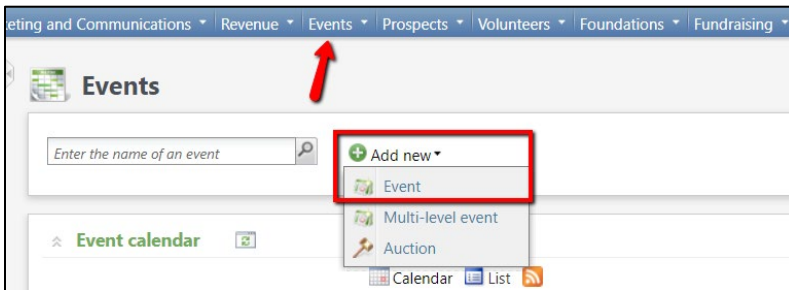


How to Create a Single-Level Event in GAIL

Step 1. From the Events functional area, click *Add new* and choose *Event* from the menu.



Step 2. Name your event beginning with your naming convention and the current year. (Ex. SSW – 2017 Homecoming Tailgate) Then write a brief description about your event.

General

Name:

Description:

Step 3. Choose the category that best describes your event and select your school, college, or unit from the Sites menu.

Category:

Sites:

Site
Law
*

Step 4. Fill in the date and time of your event. (If you are unsure about the start and end times, you can leave this blank and complete the information later.)

Details

Start date: Start time:

End date: End time:

