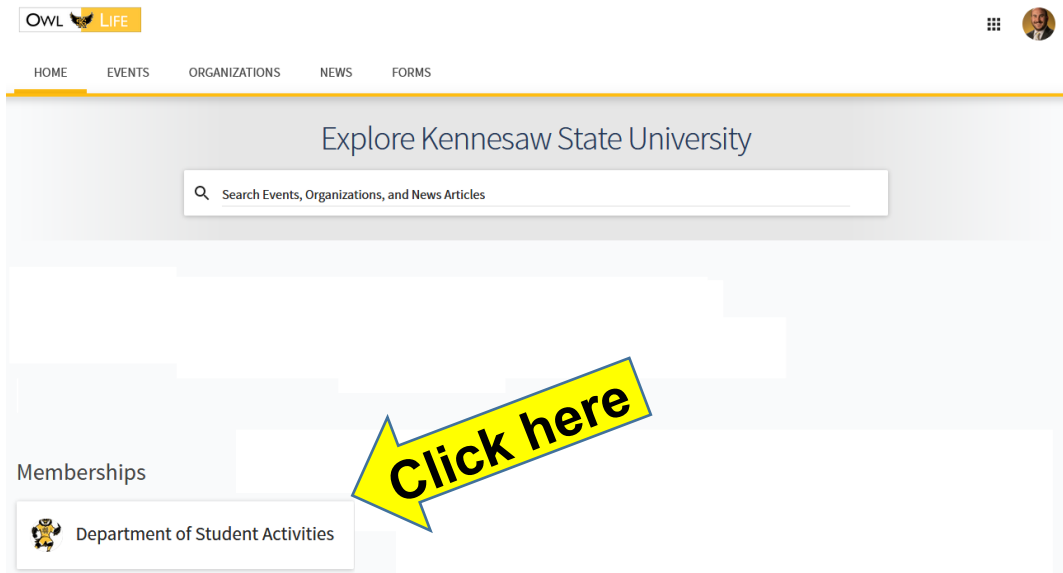


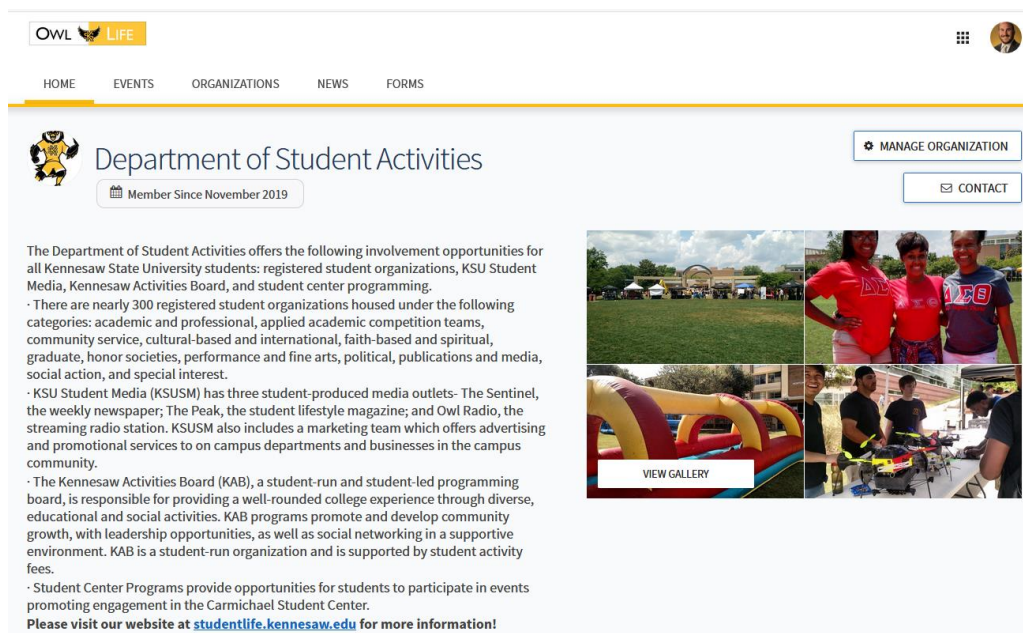
Creating an Event in Owl Life and Collecting RSVPs

1. Log in to Owl Life at owllife.kennesaw.edu with your Ned-ID and password.

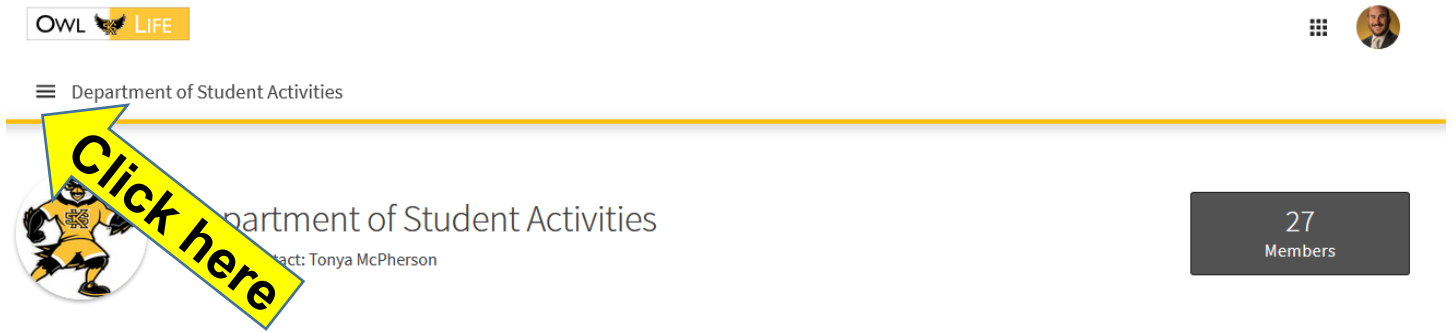
2. Scroll down to the “Memberships” section and click on the name of the organization you want to manage.



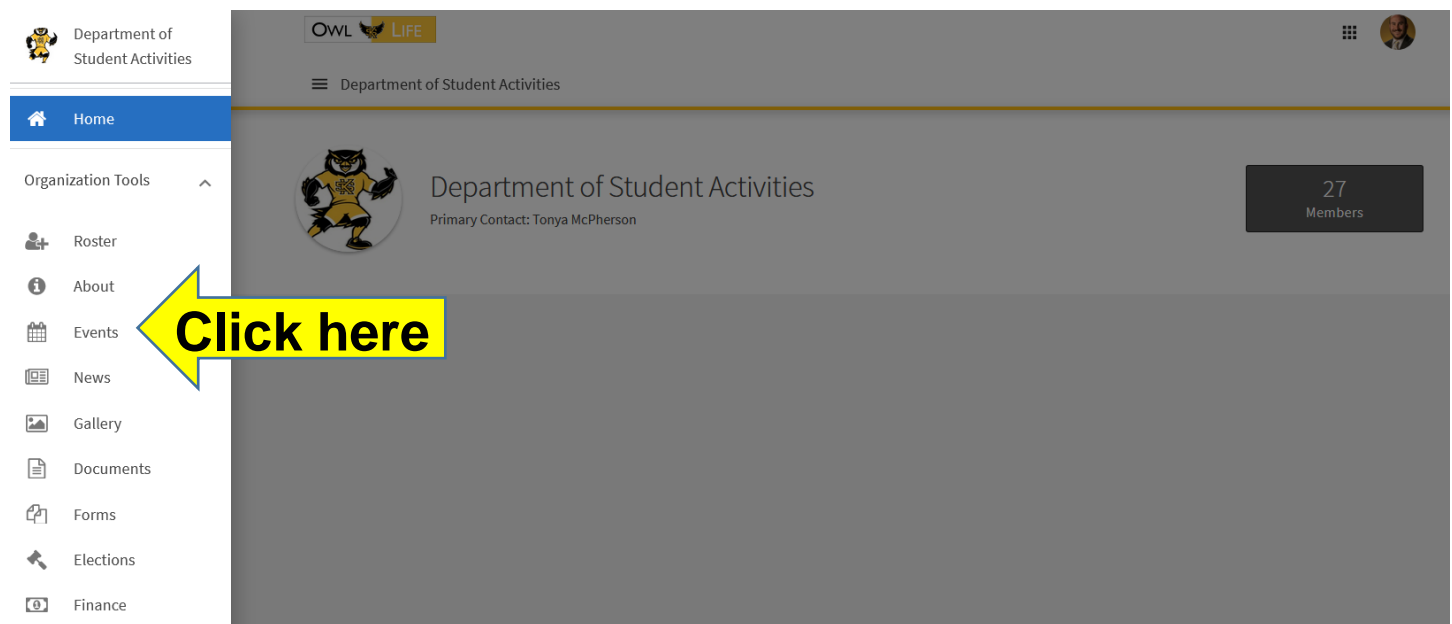
3. Once you are on the organization’s page, click the “Manage Organization” button in the top right corner.



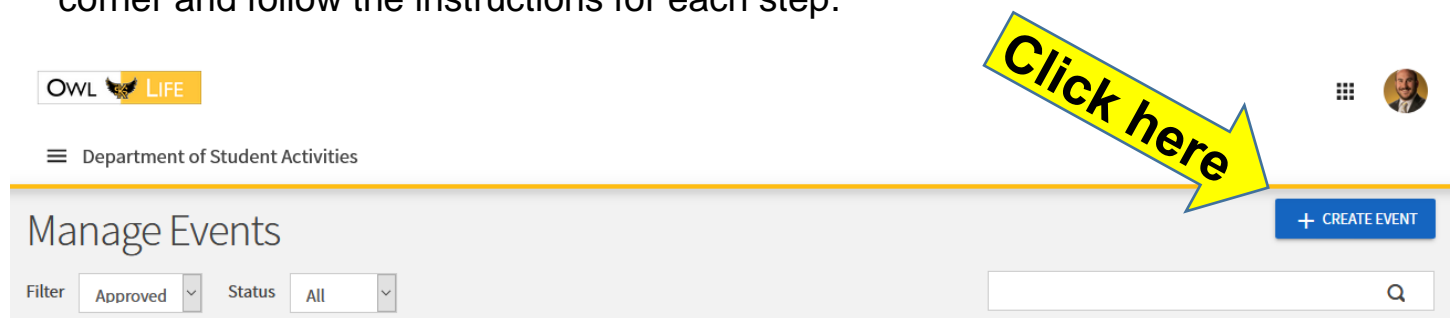
4. Another tab will open. Click on the three horizontal bars in the top left corner.



5. From the drop-down menu, select “Events.”



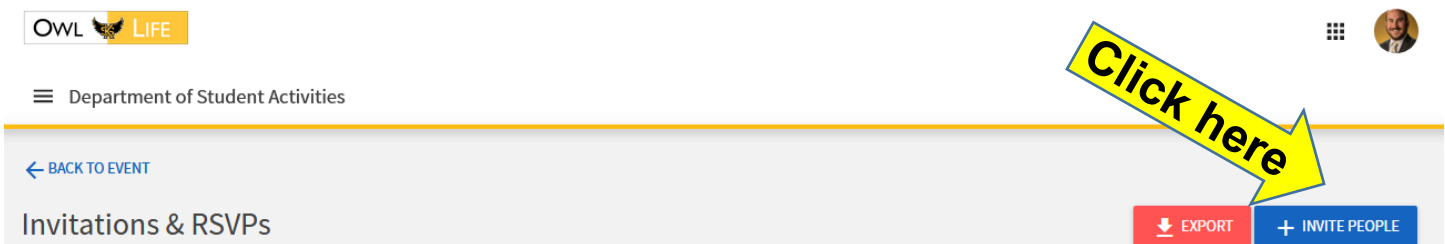
6. To create a new event, click on the blue “Create Event” button in the top right corner and follow the instructions for each step.



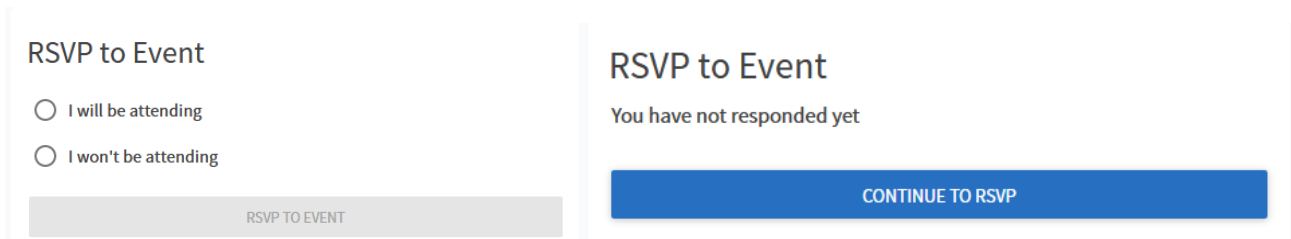
7. Once your event is created and approved, click the blue “Invitations & RSVPs” button in the top right corner to send personalized RSVPs.



8. Click the blue “+ Invite People” button in the top right corner. Follow the instructions for “Invite Users” or “Invite by E-Mail.”



9. Attendees may also RSVP by visiting the Event in Owl Life and clicking the “RSVP to Event” or “Continue to RSVP” option.



If you have any questions, please email RSOsupport@kennesaw.edu.