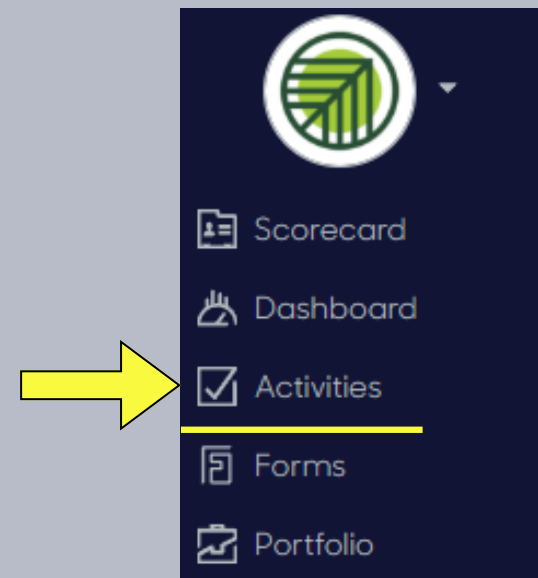




01. LOG IN TO APP.SUITABLE.CO

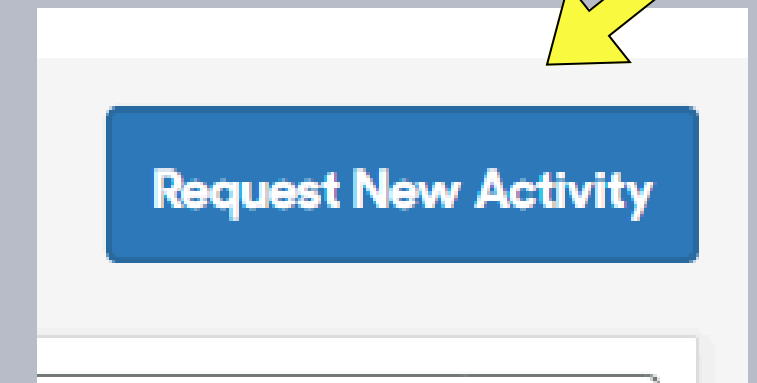
Type in your Suitable username (typically your college email) and password.

02. CLICK ON "ACTIVITIES"



Click on the "Activities" tab in the left side bar.

03. CLICK "REQUEST NEW ACTIVITY"



Click the blue "Request New Activity" button in the top right corner.

04. SELECT ACTIVITY TYPE (EX. EVENT)

Select the activity type you want to create. Most likely you will select "event" to request an event on campus. Then click the blue "Next" button in the top right corner.

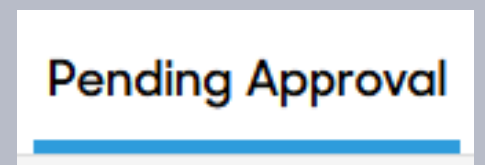
05. ADD EVENT DETAILS

Add details to your event by clicking on each tab across the top (Detail, Validation, Date, Preview) and filling in the relevant information. *Note, events MUST include a location, student orgs, and date and time.

06. PREVIEW EVENT

You can preview what your event request looks like prior to submitting the event for school Administrator approval. When all looks good, click the orange "Approve preview and send for approval" button in the top right corner.

07. VIEW REQUESTED EVENT



Like in step 2, click on "Activities." You can view your recently requested event in the "Pending Approval" tab.