

Go to the activities tab to request an event

Take advantage of events and high impact practices.

[Request New Activity](#)

Search activity by name, level, or competency

Competencies Types Experience tags Levels

Upcoming All Pending Approval My Requests Expired Completed

Community and Civic Engagement Aug 20, 2023, 8:00 AM EDT
→ Apr 26, 2024, 11:59 PM EDT

0/50

Added by

Health and Wellness Aug 20, 2023, 8:00 AM EDT
→ Apr 26, 2024, 11:59 PM EDT



Select event

Back Next

What kind of activity do you want to create?

The type determines how the activity is presented on the app. It also determines how students earn credit for the activity.

 **Task**
Tasks can be configured to include validations such as self-report, reflection, submission, and administration approval.

 **Event**
Events can be configured to generate a smart code that students can scan to instantly receive credit for the activity.



Add the event's details

Type **Detail** Validation Level and Competencies Date Preview

 Describe the event you are creating.

Let your students know all of the important details about your activity.

(Required) Title * 161 Characters left
Franta Hall: Mid-Semester Floor Meeting

(Required) Description * 4932 Characters left
Mandatory floor meeting for all residents to prepare for fall break.

Link. Provide students with a url to more details. *Optional.* 2000 Characters left
Are there any resources that would be useful when completing this activity?

Link Title. Provide a short title that describes the link. *Optional.* 200 Characters left
All links require a title to describe the resource

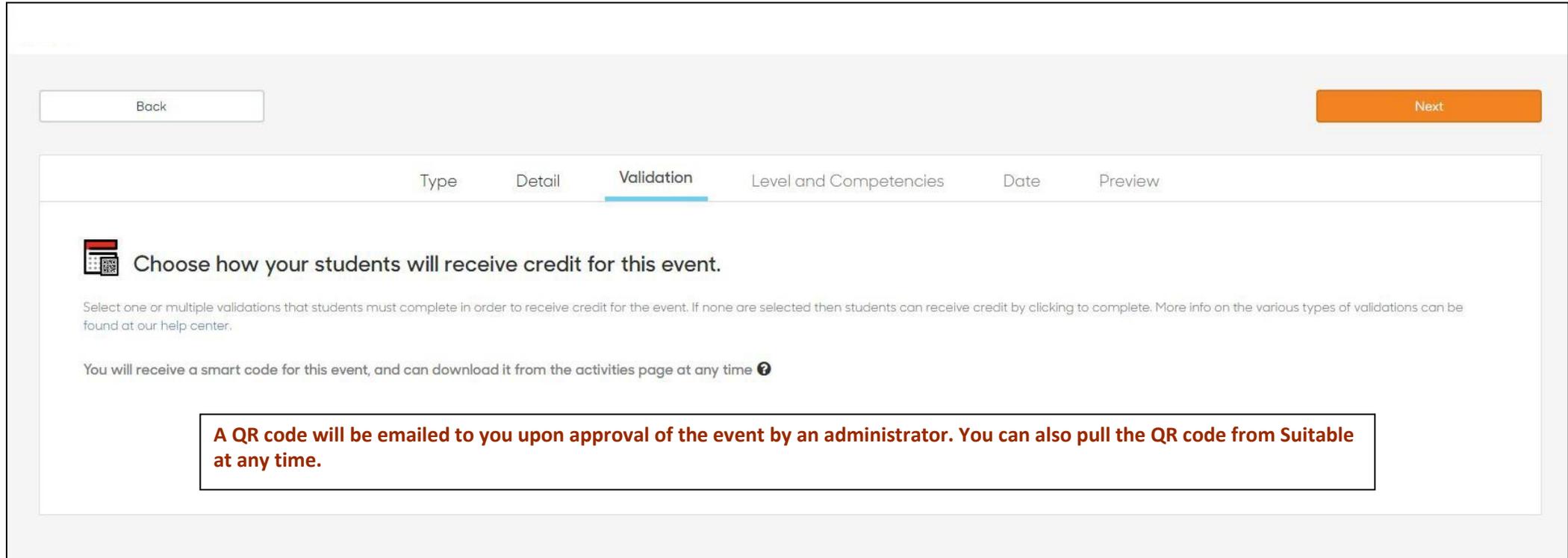
(Optional) Incentive *Optional.* 140 Characters left
Incentives are optional. If you have an incentive to offer your students you can describe it here.

(Required) Is this activity associated with any experience tags? *Optional.*
Tagging activities will help students with searching and filtering
Franta Hall x Floor Meeting x  Tagging the event will allow you to easily search for all your events in the activities tab! x v

Is this activity associated with any employers? *Optional.*



Use the QR code to take attendance at your event



The screenshot shows a web interface with a navigation bar at the top containing 'Back' and 'Next' buttons. Below the navigation bar is a horizontal menu with tabs: 'Type', 'Detail', 'Validation' (which is selected and underlined), 'Level and Competencies', 'Date', and 'Preview'. The main content area features a QR code icon and the heading 'Choose how your students will receive credit for this event.' Below this heading is a paragraph of text: 'Select one or multiple validations that students must complete in order to receive credit for the event. If none are selected then students can receive credit by clicking to complete. More info on the various types of validations can be found at our help center.' Underneath is another line of text: 'You will receive a smart code for this event, and can download it from the activities page at any time ?'. A callout box with a red border contains the text: 'A QR code will be emailed to you upon approval of the event by an administrator. You can also pull the QR code from Sutable at any time.'



Select the level and competency for your event

Back Next

Type Detail Validation Level and Competencies Date Preview

 Select a level and competencies that are appropriate for your event.

Levels and competencies dictate how many points the student will receive upon completion. More info on these terms can be found at our help center.

Points awarded for completion: 10

Select a level:


Level 1


Level 2


Level 3


Level 4


Level 5

Level 1 Involves exposure and activities that give an introduction to this specific competency. The goal of activities at Level 1 is just to give an introduction to the competency, what you might experience as a new person within an organization.

Select at least one competency:

<input type="checkbox"/> Civic and Global Engagement/Responsibility	<input type="checkbox"/> Commitment to Diversity, Equity and Inclusion
<input type="checkbox"/> Communication	<input type="checkbox"/> Critical and Complex Thinking
<input checked="" type="checkbox"/> Leadership	<input type="checkbox"/> Quantitative and Technological Literacy/Agility
<input type="checkbox"/> Self-Development and Professionalism	<input type="checkbox"/> Teamwork and Collaboration

Always select “Level 1” and select just one competency that you feel you and your students will use the most during your event.



Set the date, time, and location of your event

Back Next

Type Detail Validation Level and Competencies **Date** Preview

When does this event start and end?

Select the date and time range that describes when your event begins and ends.
Required for events *

Select a date range for your activity.

Start date End date

MM/DD/YYYY MM/DD/YYYY

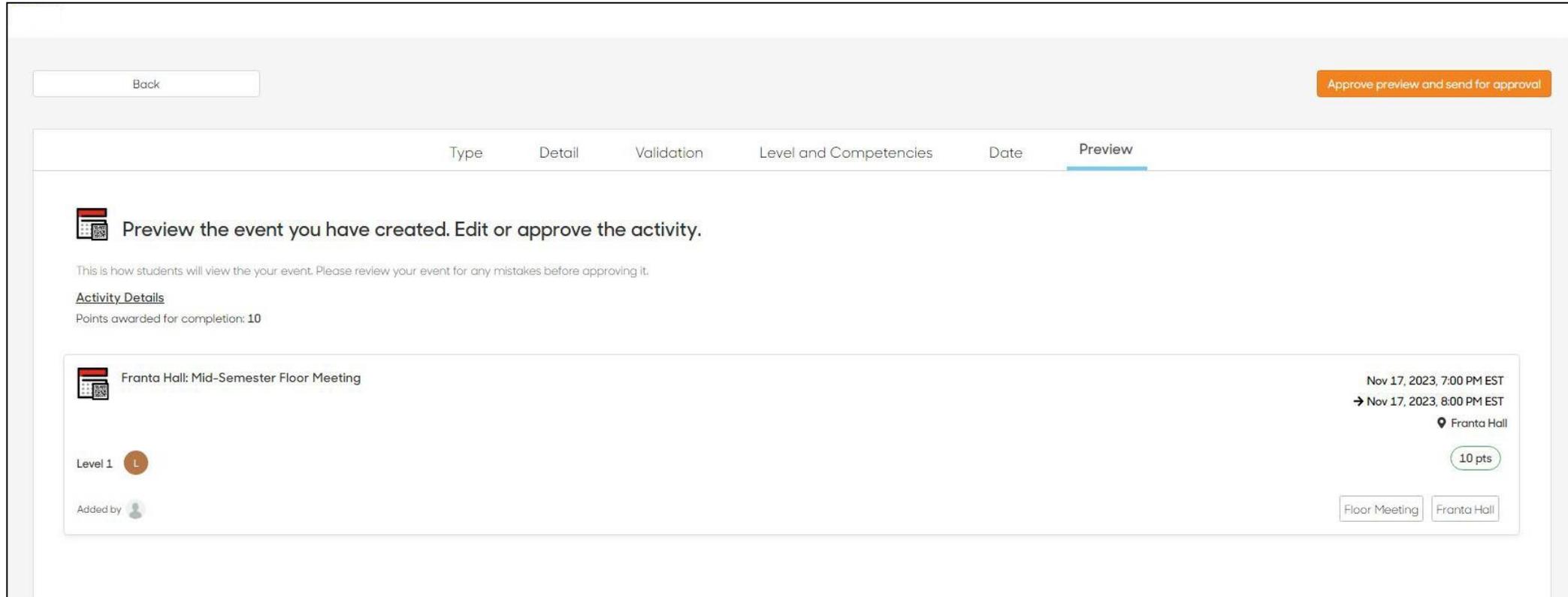
hh : mm AM Eastern (most areas) Clear hh : mm AM Eastern (most areas) Clear

Select a location. *Optional.* 100 Characters left

Don't forget to add the location of your event so that students know where it will be held!



Preview and send for approval by an administrator



Back

Approve preview and send for approval

Type Detail Validation Level and Competencies Date **Preview**

 Preview the event you have created. Edit or approve the activity.

This is how students will view the your event. Please review your event for any mistakes before approving it.

[Activity Details](#)

Points awarded for completion: 10

 Franta Hall: Mid-Semester Floor Meeting

Nov 17, 2023, 7:00 PM EST
→ Nov 17, 2023, 8:00 PM EST
Franta Hall

Level 1 

Added by 

10 pts

Floor Meeting Franta Hall

- Once your event is approved, you will receive the Event Code to your email address.
- Once the event ends, you will receive an Attendance Report to your email address.



After approval by an administrator

Take advantage of events and high impact practices. Request New Activity

Search activity by name, level, or competency

Competencies Types Experience tags Levels

Upcoming All Pending Approval My Requests Expired Completed

 Club Meeting Nov 27, 2023, 11:00 AM EST
→ Nov 27, 2023, 12:00 PM EST

Level 1 

Added by 

Copy Activity
Pull Completion Report
Get Smart Code

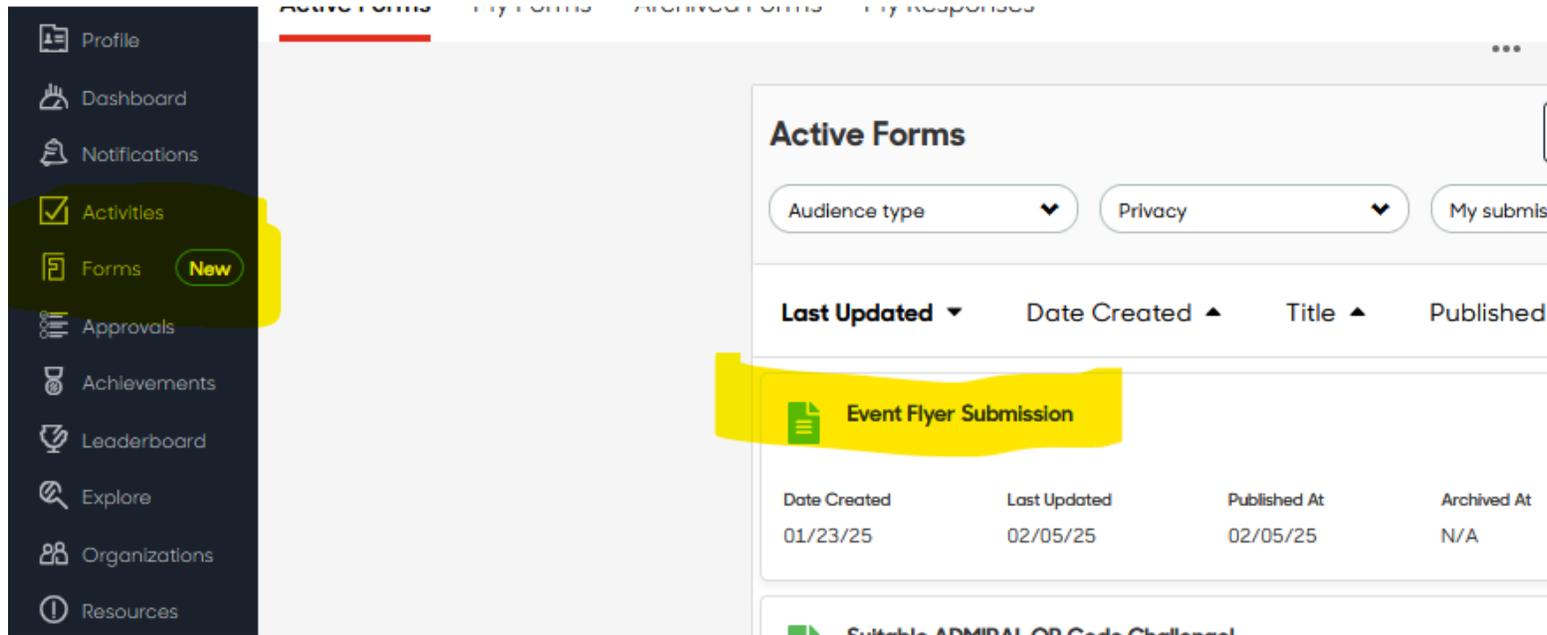
Economics Club

- You can pull the QR code at anytime by going to the activities you have submitted. Then click the 3 dots to the right and “Get Smart Code”.
- After your event, you are able to download an attendance report by clicking “Pull Completion Report”.



Want your event/meeting publicized?

- Click "Forms" on your side bar. Here you'll find the "Event Flyer Submission" form where you can upload your flyer.
- Make sure your flyers are horizontal and that your event is added to ADMIRAL.
- A three day notice is appreciated to be sure we have time to process.



The screenshot displays the ADMIRAL interface. On the left, a dark sidebar contains navigation items: Profile, Dashboard, Notifications, **Activities**, **Forms** (with a 'New' badge), Approvals, Achievements, Leaderboard, Explore, Organizations, and Resources. The 'Forms' item is highlighted with a yellow background. The main content area shows the 'Active Forms' section. At the top, there are filters for 'Audience type' and 'Privacy', and a 'My submissions' button. Below the filters is a table with columns: 'Last Updated', 'Date Created', 'Title', and 'Published'. The first row of the table is highlighted in yellow and contains the following data:

Last Updated	Date Created	Title	Published
		Event Flyer Submission	
	Date Created	Last Updated	Published At
	01/23/25	02/05/25	02/05/25
			Archived At
			N/A

