How to Enter Repeating Events (like Meetings) into RunnerSync

Please note that if and when we return to in-person, on-campus events, requests like this will go through 25Live and will come to RunnerSync automatically. Once that happens, you can fine-tune information like photos, waivers, etc.

1. Go to https://csub.pesence.io (RunnerSync) and log in, then click “Admin Dashboard” from the dropdown menu.

2. Once here, open the sidebar and choose “Create” at the top.

3. When the “Create” window opens, choose “Event.”

4. Choose a descriptive name. “Meeting” is meaningless when there are 125 clubs. This event name indicates the name of the club holding the meeting, and that it will be a repeating meeting.

5. Search for your club name from the list of RunnerSync orgs.
6. Add the details to your event. You will be adding the Zoom information into the "Location" later, but that isn’t a clickable link. Add a link in your description. Include ALL necessary information like event name, club name, time, date and location, so if someone wants to cut-n-paste the info from your event, all info is there. (You can also add a contact email address, which isn’t in this photo.)

7. Don’t be afraid to class it up a bit. Change fonts or sizes, add color or photos, etc.

8. Set the date and time for the first meeting. Put the Zoom link URL in the Location field.

9. Fill out the contact information. If you’ve created an RSVP form, put the link here. This is a good way to collect information in advance of the meeting, like “What issues would you like addressed at this meeting?”
10. Upload a photo. Make a photo, use a flyer, or choose a generic but appropriate image. You can use animated gifs, too.

11. Under “Requested Tags”, highlight every tag you’d like to add to your event. Students can search by these tags to find events like yours. In this case, it’s a virtual club meeting, and the club is associated with the school of NSME. You can tag things like “Free Food”, or “Educational” if you’re having a guest speaker. The Office of Student Involvement (OSI) has to approve your event, and they will verify your tag requests. Some events will meet requirements for various leadership programs and may have additional tags added by OSI.

12. Submit your event request for approval, then return to the sidebar and click “Events.” Find your event. It could be under “Events” or “Requests” and you may have to search for a keyword if the event list is long.

13. Click the three dots to the right and choose “Duplicate Event.”

14. This will take you to an event page that looks just like the other one, but changes you make here won’t change the first event.
15. Change the name of the meeting so you can tell them apart in a list. Add “Meeting #2”, or “Week #2” or “Guest Speaker Dr. Mary Smith.” Don’t forget to make changes to the “About” section or photo if necessary.

16. In most cases, you will leave the time the same and just change the date.

17. Submit the meeting for approval and continue this process until all meetings are entered.

Some other things to remember:

- You won’t use “Checkpoint” to check in students at a Zoom meeting, so after the meeting, make sure you go into your page at csub.zoom.us and download the list of attendees. This will only stay up for a short time to get the list immediately after the meeting. You can add the Zoom attendees as attendees to the RunnerSync event, so they get credit for attending and have a record for future use if necessary.

- For events where you will be able to use Checkpoint, every event will have a unique PIN so you can keep track of which specific event a student attended.

- Publicize your meetings on social media and include a link to the event.