

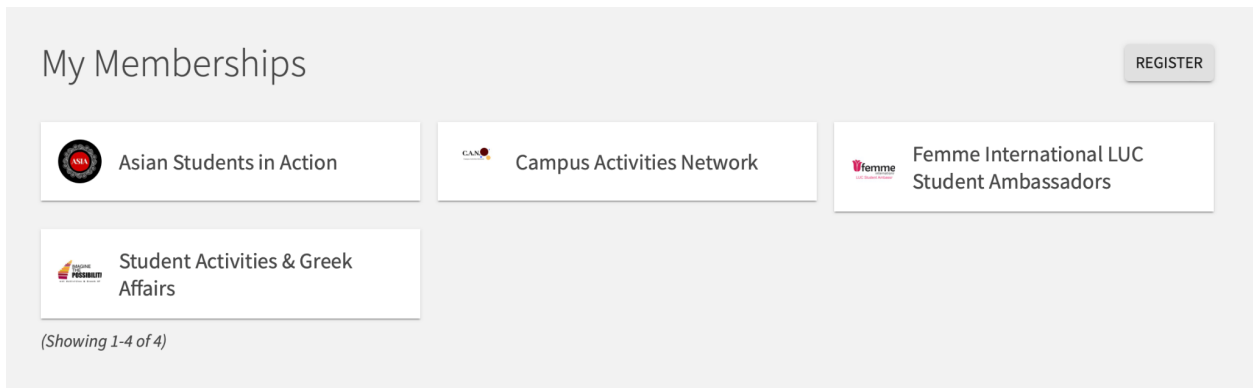
Step 1: Log on to LUCommunity <https://luc.campuslabs.com/engage/>



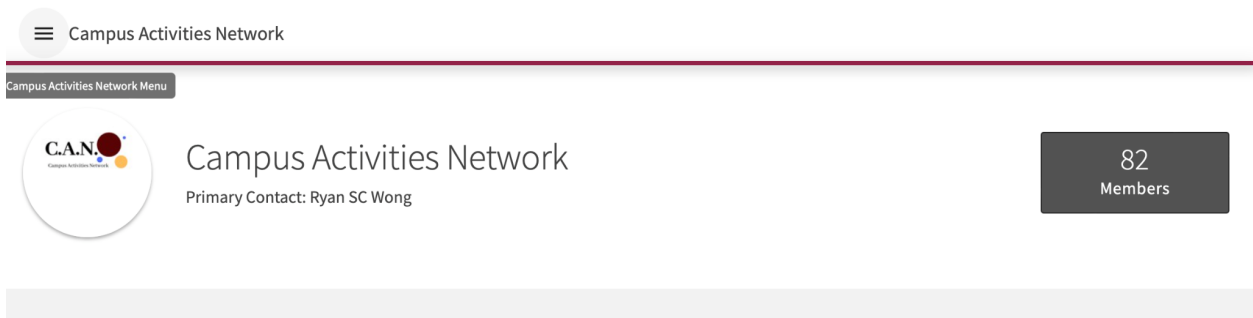
Step: 2 Click on the “square” in the upper right corner and switch to manage mode



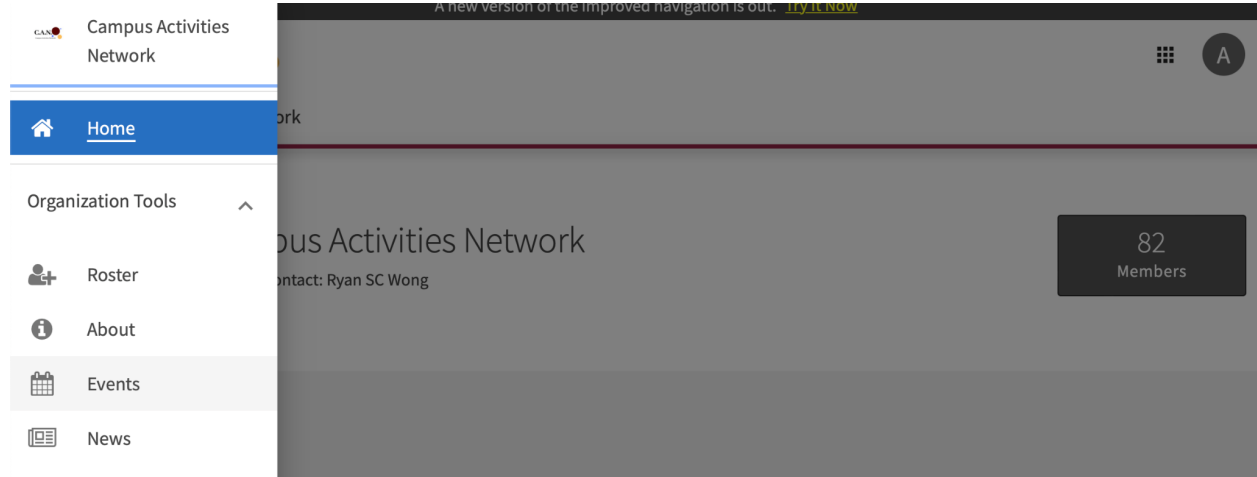
Step 3: This will bring you to the “my memberships” section



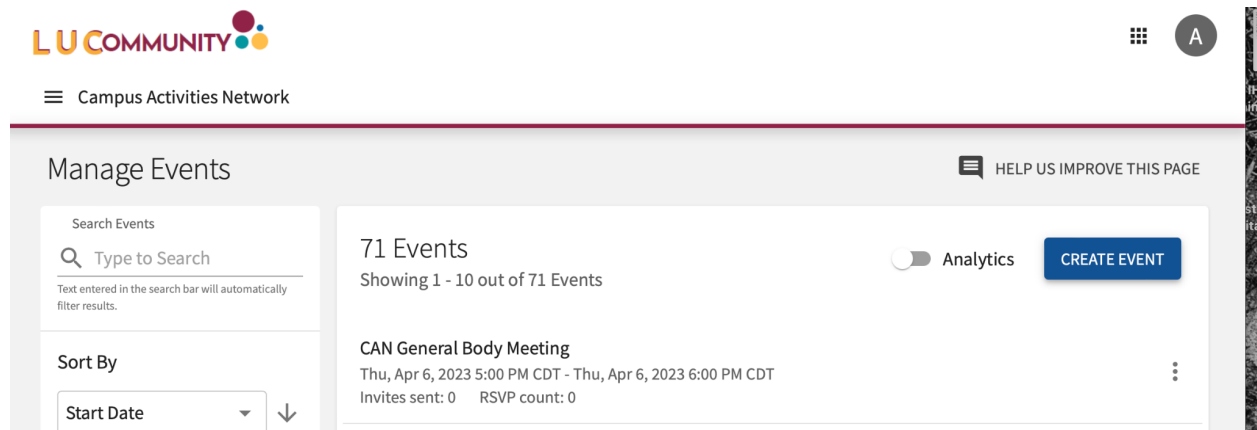
Step 4: Select the organization you wish to submit an event request for. Then click the three bars in the upper left corner.



Step 5: On the drop-down menu select “EVENTS”



Step 6: In the right-hand corner- click the blue “create event” button.



This will take you to the activity request form. For a walkthrough of how to fill out the activity request form please reach out to [can@luc.edu](mailto:can@luc.edu)