

# A Breakdown of the Bridge Breakdown Workshop

## THE MOST IMPORTANT CONSIDERATIONS

**LOOK THROUGH YOUR GROUP'S DASHBOARD AND SEE WHAT FEATURES COULD BE OF USE TO YOUR CLUB**

This could include emails, forms, stores (for fundraising or selling merch), files, etc.

**CREATE YOUR EVENTS EARLY TO GIVE AMPLE TIME FOR WORKFLOW APPROVAL/EDITS**

Remember, every time you submit an event, your moderator will need to approve it. Depending on the type of event, additional “teams” to approve your event include Student Engagement, Event Services, CCSJ, Weekend Programming, etc.

**FLESH OUT YOUR EVENTS WITH EVENT TAGS AND IMAGES TO IMPROVE DISCOVERABILITY**

Include a variety of event tags to help describe your event. Users can filter by a specific kind of event (ex. networking opportunities, music, movie, games, weekend programming, etc.)

**USE QR CODES TO PRE-REGISTER AND CHECK STUDENTS IN**

This gives you an idea of attendance ahead of time and helps to improve your own (and OSE's) data collection.

**REACH OUT TO [BRIDGE@LOYOLA.EDU](mailto:BRIDGE@LOYOLA.EDU) WHEN:**

- 1. YOU NEED TO EDIT A COMPONENT OF YOUR EVENT (EX. ADDING A FLYER AFTER THE EVENT HAS BEEN APPROVED)**
- 2. YOU NEED TO ADD/REMOVE OFFICERS FROM YOUR CLUB**
- 3. IF YOU HAVE ANY QUESTIONS PERTAINING TO THE BRIDGE**