

MavOrgs Events Best Practices

All public events submitted by student organizations to MavOrgs are synchronized to the UTA Events Calendar, the central resource for students, employees, alumni, and members of our community to discover all there is to do at UTA.

Follow these guidelines and best practices to ensure your MavOrgs event is optimized for approval to the UTA Events Calendar and help it reach its intended audience.

Event Title: Be descriptive! Include your organization's name or initials in the title. For example:

- Avoid: Chapter Meeting
- Better: KC Meeting
- Best: Knitting Club Meeting

Description: Make your description at least 15 words and be sure to include the name of your organization. Remember: If your event is open to people not in your organization, you're writing for an audience that may not know who you are or your mission. Make sure the information in your description would make sense to someone outside of your organization. Additionally, include a link to the registration form if there is one.

Event Visibility: Think carefully when selecting who you want your event to 'Show To.' Events tagged for the public are carried over to the UTA Events Calendar; events tagged otherwise are not. Here's a guide for each option:

- The Public: This indicates the event is open for all UTA students and/or employees to attend, as well as UTA alumni and/or the local community.
- Students & Staff at MavOrgs: Use this option when your event isn't necessarily open to all of campus, but you're OK with members of other student organizations knowing about it and/or attending it.
- Organization Members: Choose this when you want the event to only be seen and attended by members of your organization, such as general body meetings or planning meetings.
- Invited users only: This option is for events, meetings, and gatherings that only select individuals can attend, such as executive or committee meetings.