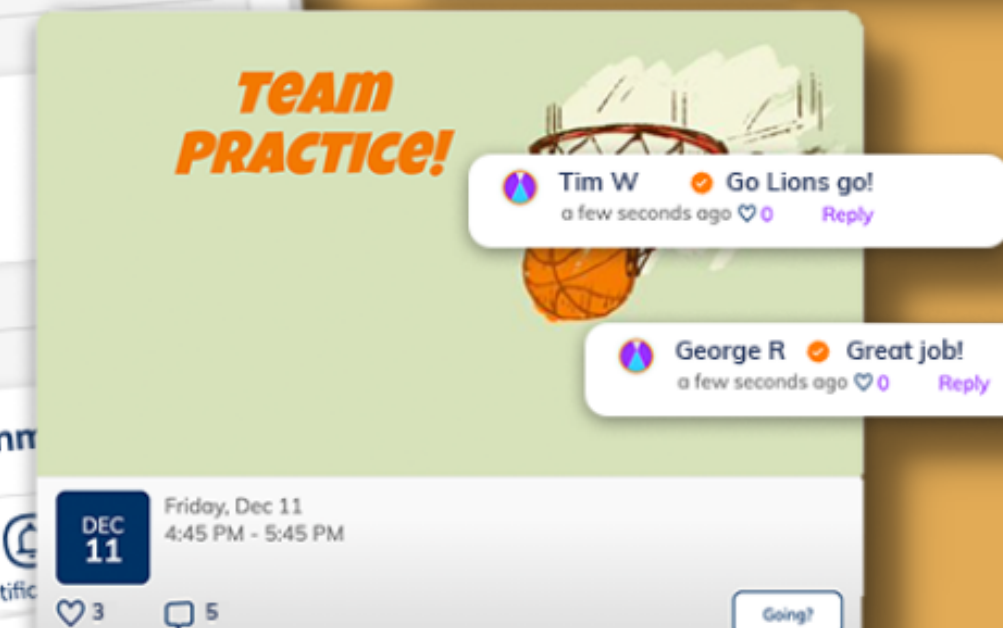
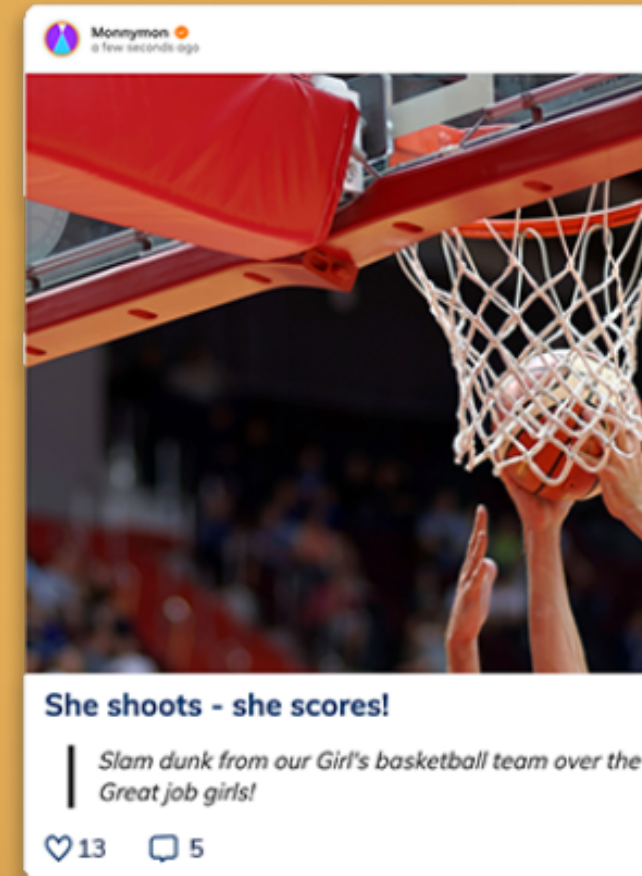
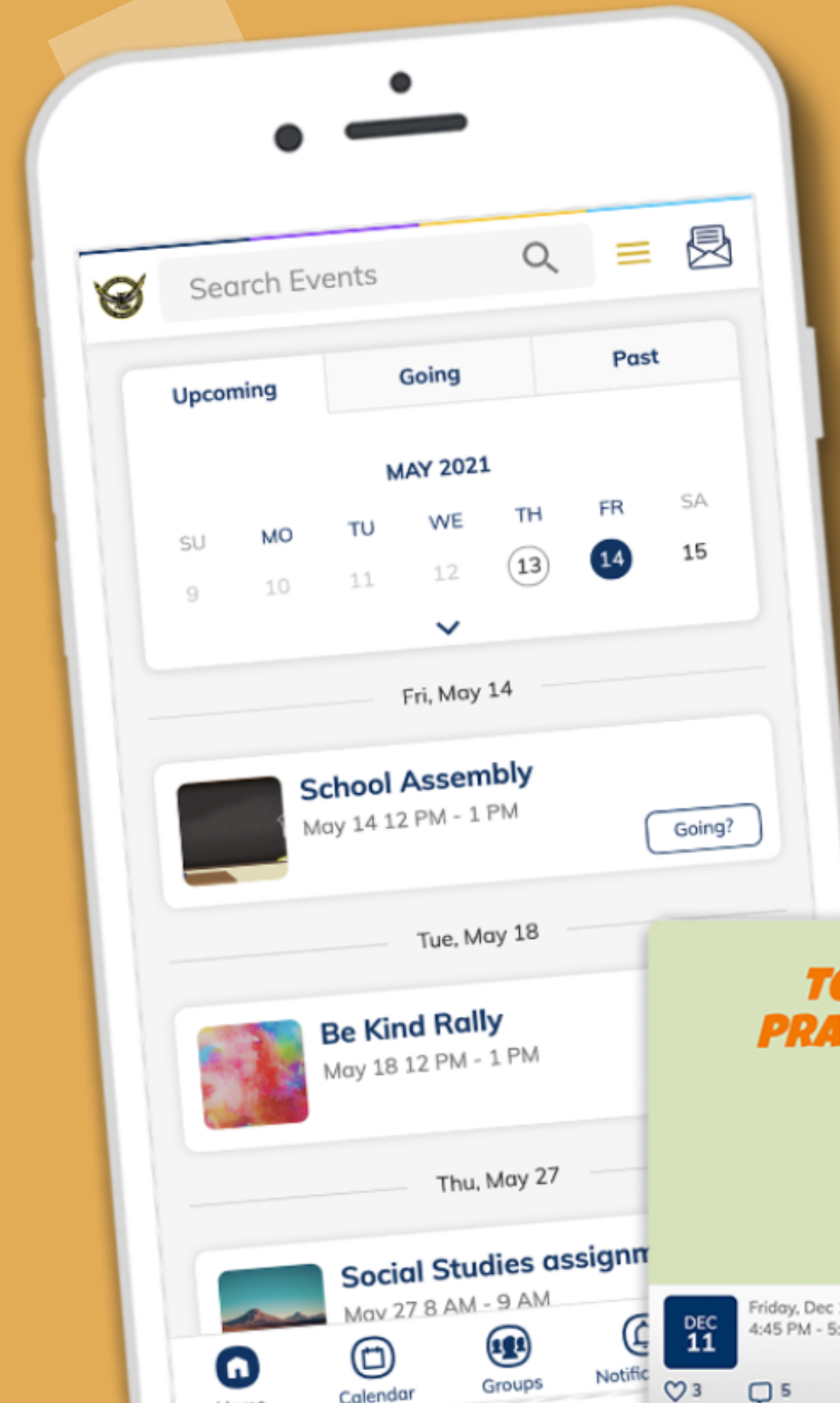


# MINGA

# Creating & Promoting Events in Minga

A quick guide to creating and promoting events in Minga.

MINGA 7.0



# 4 Steps to Plan and Coordinate Events

1



## CREATE

Easily create your event listing and invite your guests in Minga.

[This Guide](#)

2



## PROMOTE

Create and schedule promotional posts for your event on the home feed.

3



## CHECK-IN

On-site event check in & out and scan ID cards

[Check-Ins and Ticket Management](#)



4



## REPORT

Event attendance for reporting and on site event safety

# One place for all of your school events



Every event you have at school can be added to Minga so that it is shared in every student, teacher and parents personalized Minga Calendar.

Create events for school colors day, the next big game, prom, half-day Friday - whatever it may be, it can be shared, promoted, managed, discussed and celebrated in Minga.

Get ahead of the school year by adding all of your upcoming events to your Minga calendar.

## STEP 1

# Create your event in Minga

Log in on the Minga App or at [app.minga.io](https://app.minga.io)

Click the Events tab in the navigation menu

Click "Create event"

Fill out your event information. Suggested banner images will appear when you type your Event Title - choose one or upload a custom image.

Toggle 'This is a ticketed event' on to fill out the event ticket details. Here you can link to your online ticketing system and/or inform guests where they can purchase tickets.

Contact your admin for posting permissions if you do not see these options.

Event Title

Event description... (optional)

This is a ticketed event

Hosted by (optional)

Location (optional)

Event Category

**Select Event Day**

**DAY 1**

All day event?

Start date Start time

End date End time

+ Add Additional day

**Event Settings**

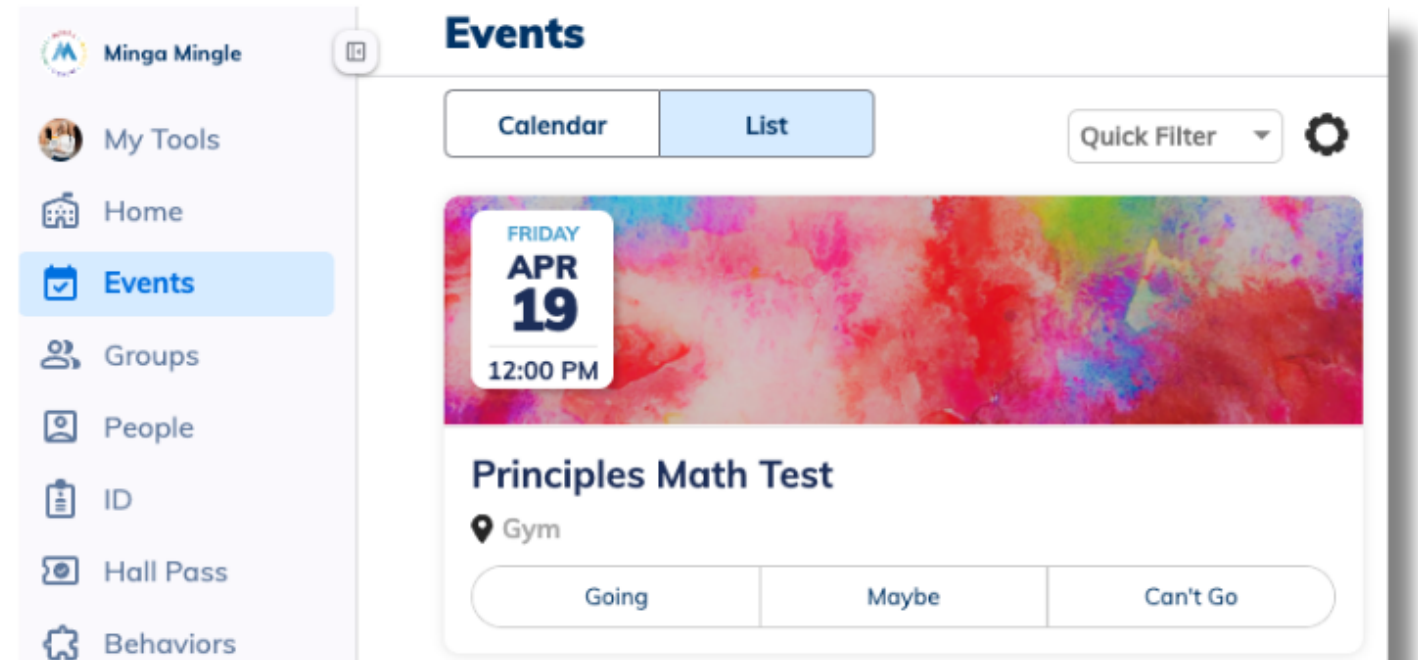
Track event engagement?  
(this will allow members to show their intention to "go" to an event and check-in to an event)

Require code for check-in?  
(members will have to enter code to successfully check-in to an event)

Add additional days for recurring events

## STEP 2

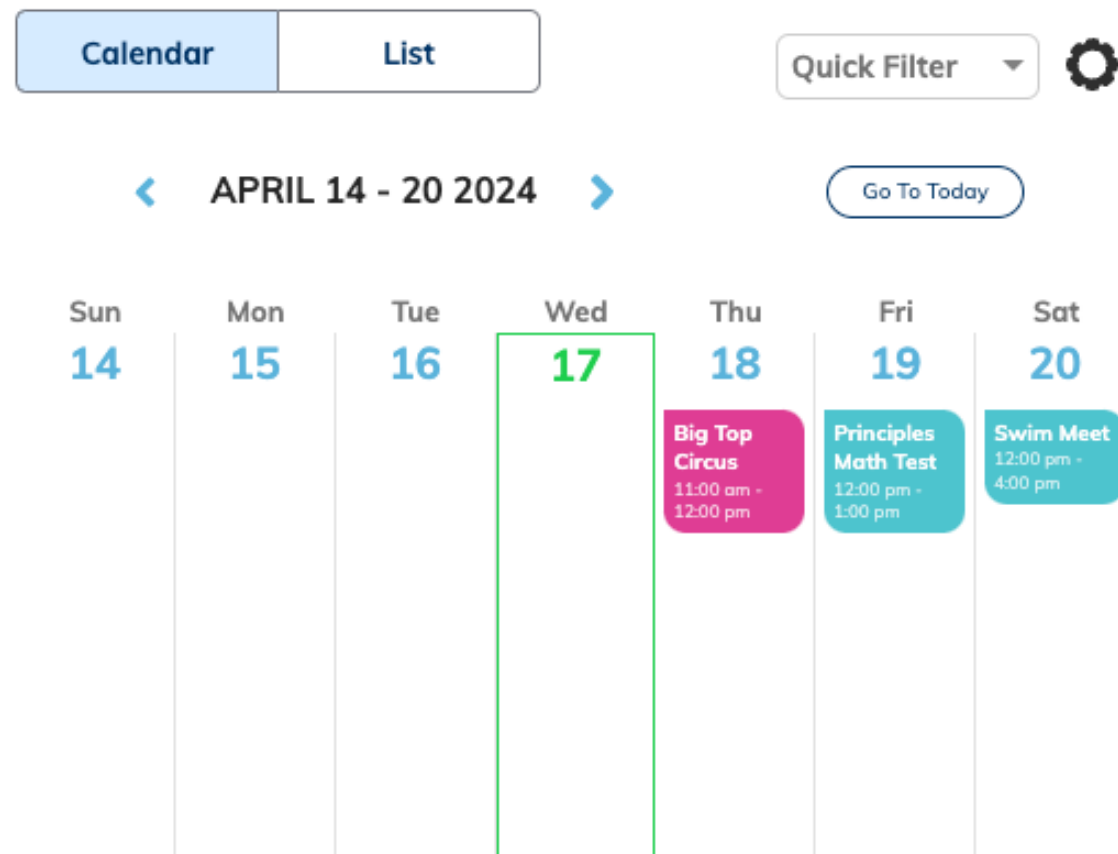
# View your event on the calendar



To view your new event, click Events in the left navigation menu on your browser, or the lower navigation menu in the app.

View events in the Calendar view or List View.

To view past events, click the Settings gear  and select Past Events > Apply





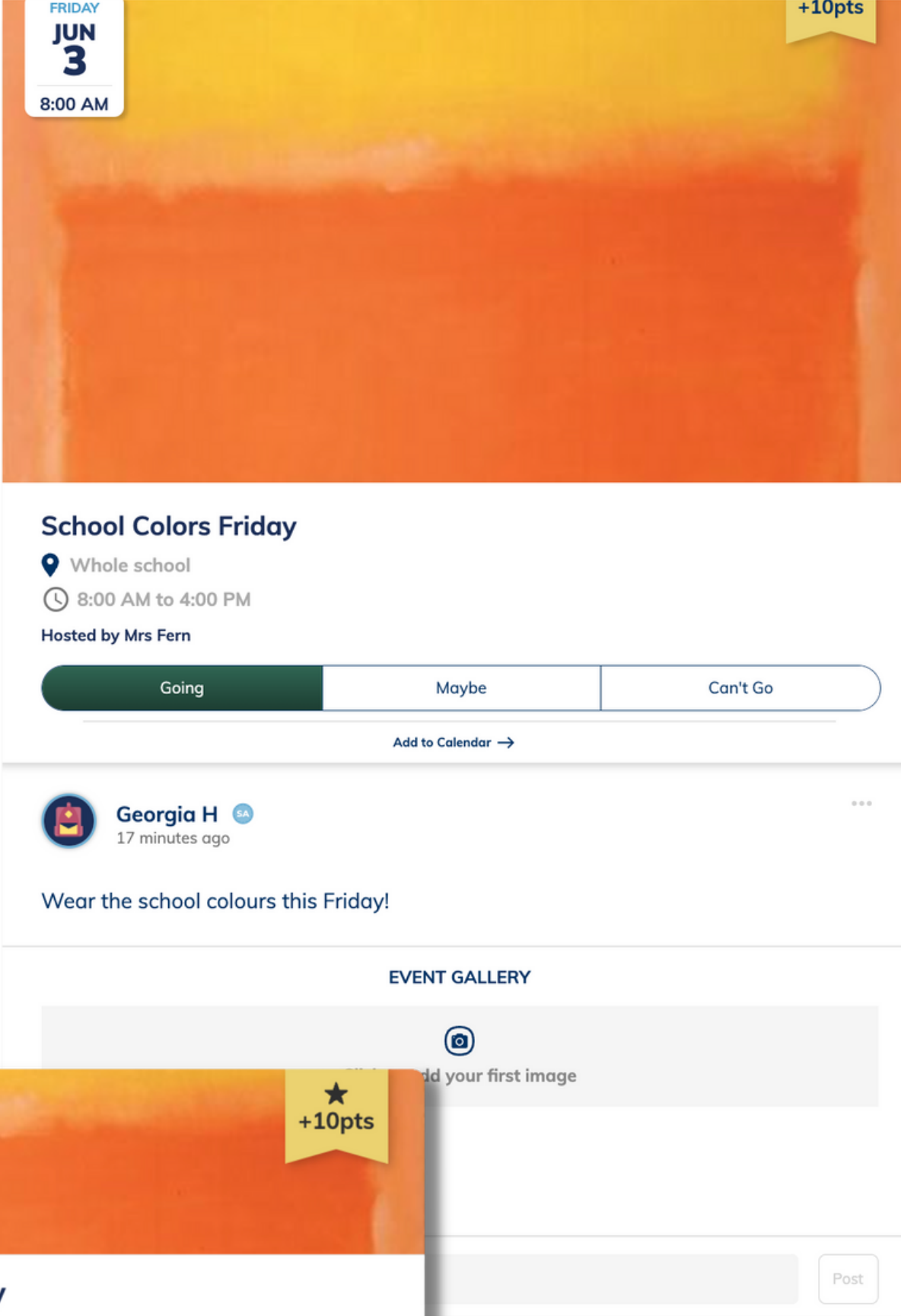
## STEP 3

# Edit your event

To make any changes to your event. Click on the event listing from the home feed or the events page.

Click the three dot menu and select Edit, Delete or Cancel.

Cancelling the event will keep the event post visible with an 'Event Cancelled' notification.



The screenshot shows a Facebook event page for "School Colors Friday". The event is scheduled for Friday, June 3, at 8:00 AM, and is hosted by Mrs Fern. The event is currently set to "Going". A blue arrow points to the three-dot menu icon in the top right corner of the event post, indicating where to click to access editing options.

**FRIDAY JUN 3 8:00 AM** **+10pts**

### School Colors Friday

📍 Whole school  
🕒 8:00 AM to 4:00 PM  
Hosted by Mrs Fern

Going Maybe Can't Go

Add to Calendar →

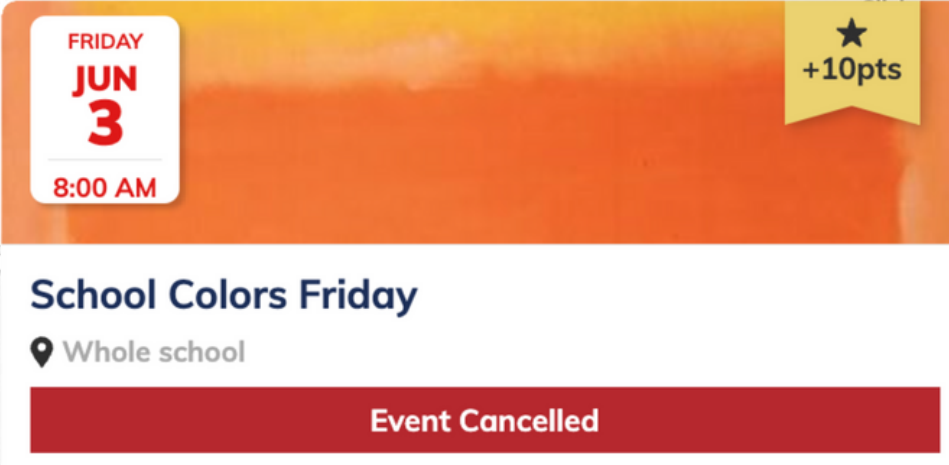
**Georgia H** SA  
17 minutes ago

Wear the school colours this Friday!

**EVENT GALLERY**

📷 Add your first image

Post



This screenshot shows a notification overlay for the "School Colors Friday" event. The notification is titled "Event Cancelled" and includes the event details: "FRIDAY JUN 3 8:00 AM" and "+10pts".

**FRIDAY JUN 3 8:00 AM** **+10pts**

### School Colors Friday

📍 Whole school

**Event Cancelled**

## STEP 4

# Promote your event

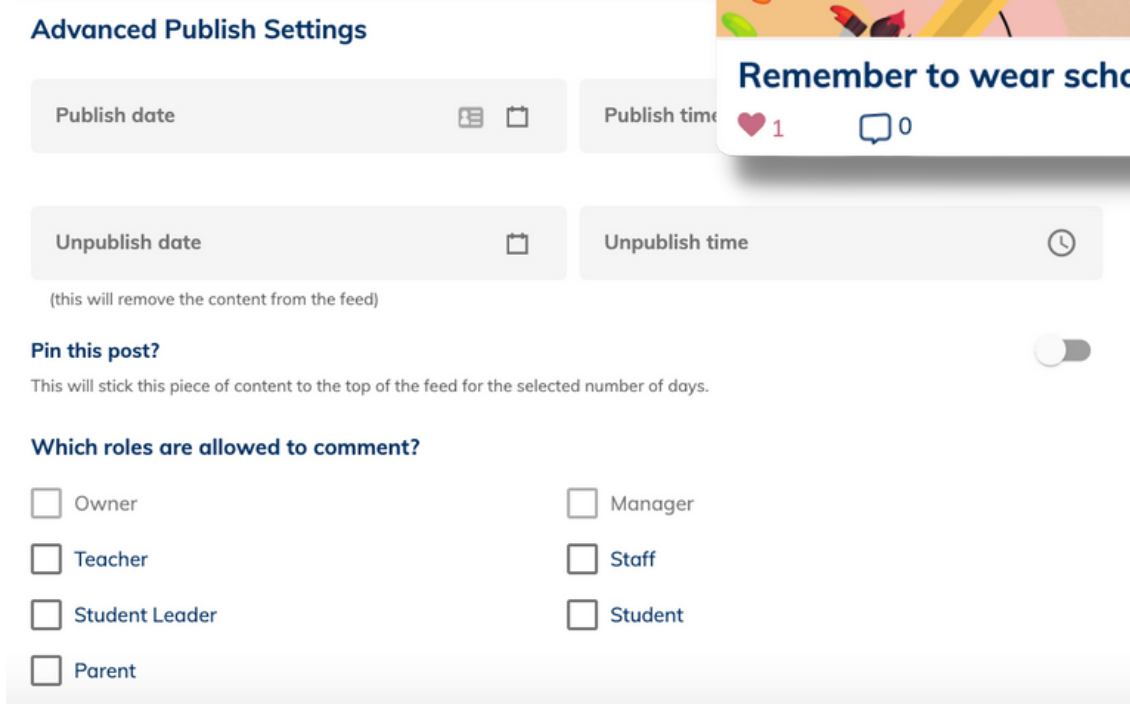
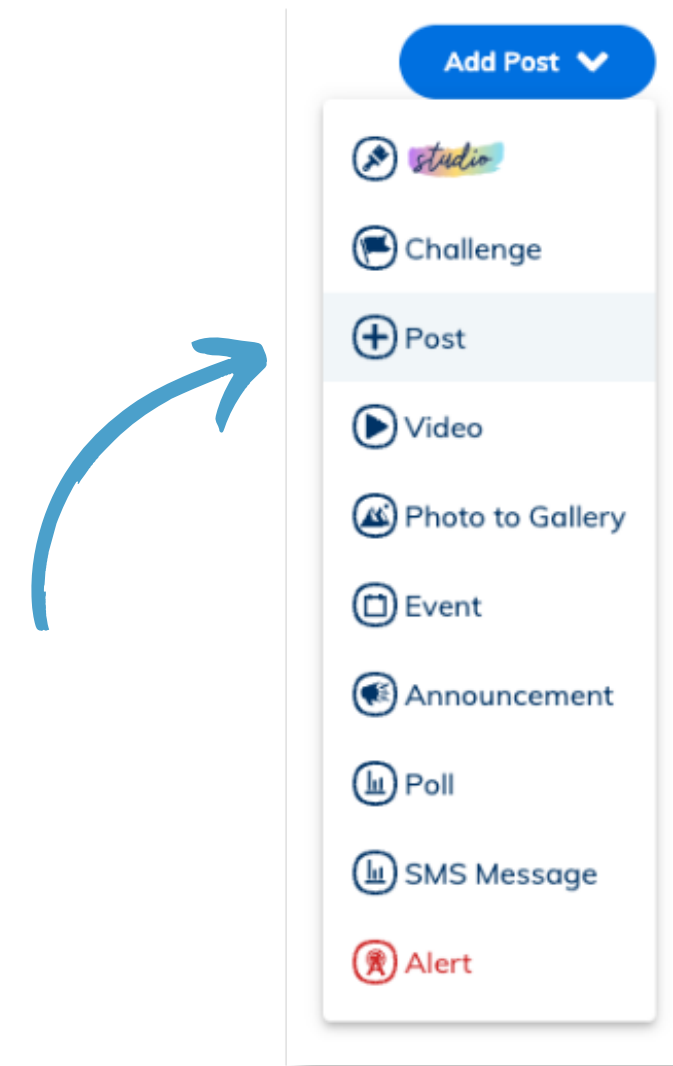
Your event listing will live in your Minga Calendar and will also post onto your Minga main feed 7 days before the event.

Create posts to remind students to buy tickets and attend the event. *Ask your student leaders to help create and share awesome event posters!*

Use Advanced Publish Settings to schedule posters in advance by setting the publish and unpublish dates for the Minga feed.

Pin your post to the top of the feed to get maximum engagement.

Create a Post



## STEP 5

# Invite students to your event







Whether you are inviting the entire school or just one grade, the Event Management console within your event allows you to send invitations to people within your Minga.

- Click on your event from the Minga Calendar
- Click on "0 Invited"
- Click Invite
- Select your list of people to invite;
  - Upload a list of student ID numbers
  - Search for specific students by name
  - Or, Filter by Grade, Role or Group
- Students will receive an invite notification and will be asked to RSVP

**Event Management**

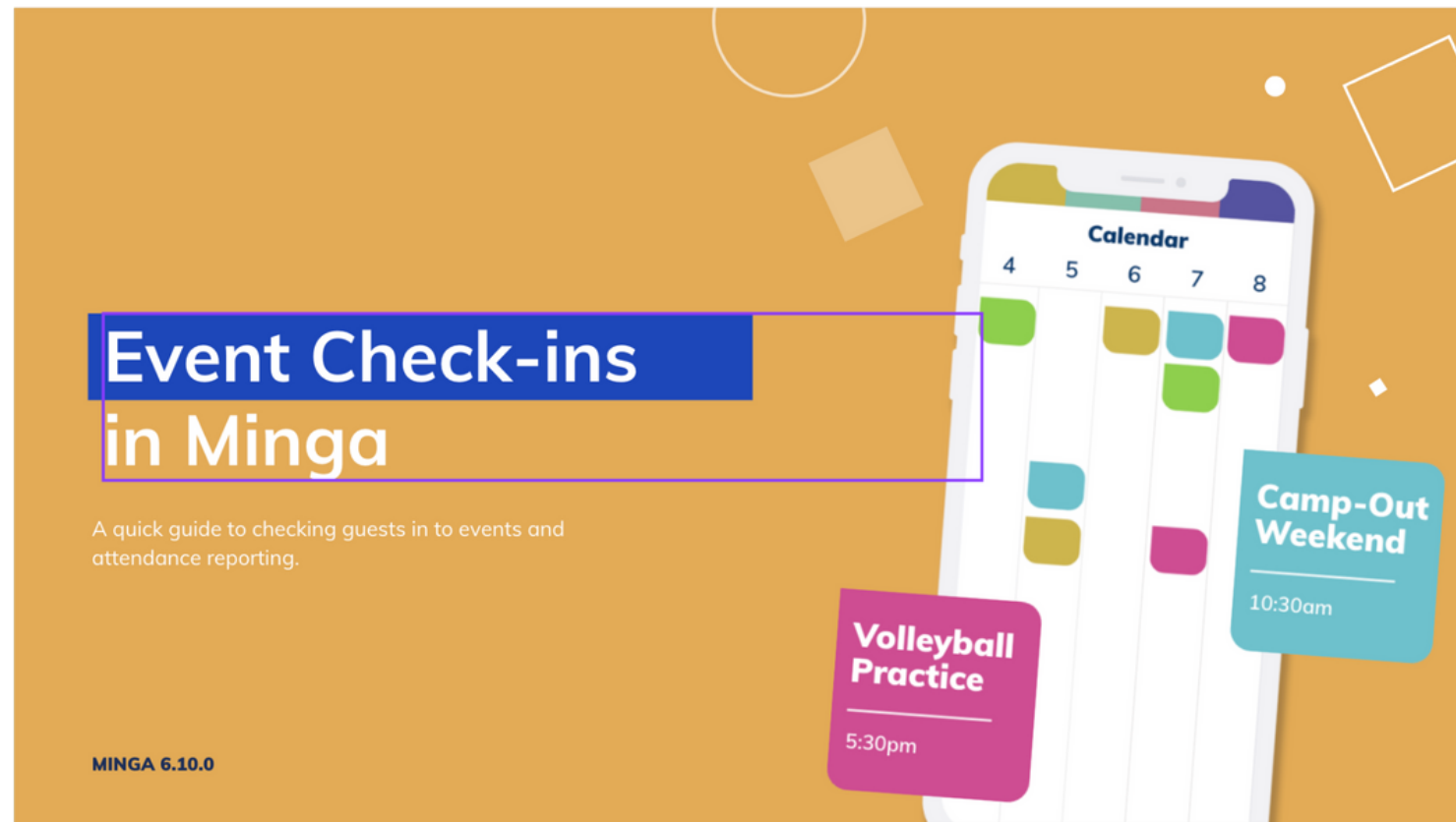
[Check in](#) [Check out](#)

**Event managers** [Add](#)

 <b>0</b> Invited	 <b>0</b> Going	 <b>0</b> Tickets
 <b>0</b> Checked in	 <b>0</b> Checked out	 <b>0</b> Not checked in



# Now let's manage your event!



Now that you have created and promoted your event it's time for Minga to help you with on-site event management.

Find out more about managing tickets, checking students in and out by scanning their Minga Digital IDs, and pulling attendance reports in our Event Management guide below.

[View Guide](#)



# Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

