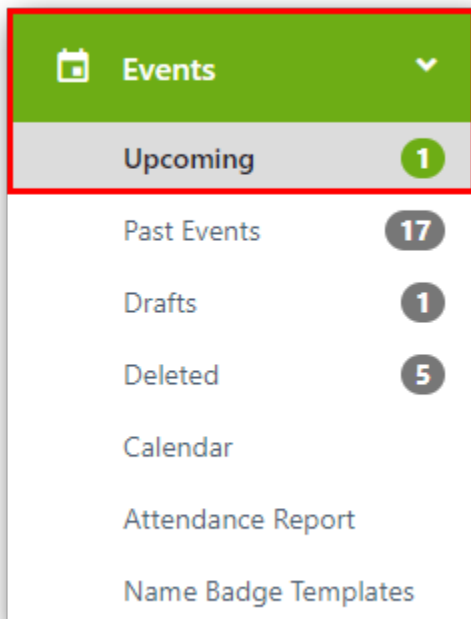




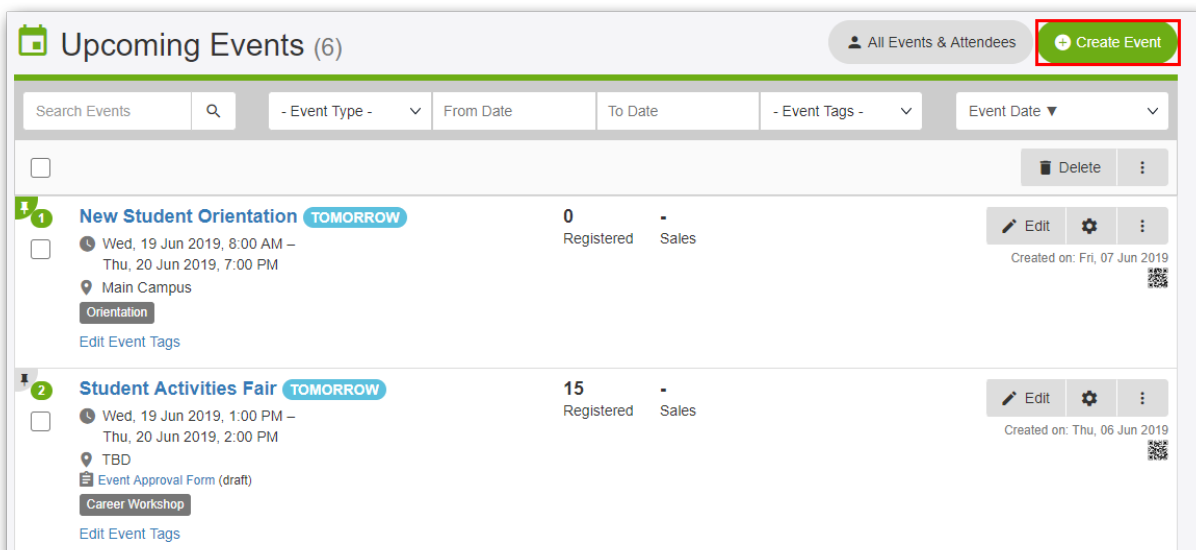
Department of Harvard Athletics & Recreation *Club Sports*

SOCO – How to Create an Event

1. Log in to [SOCO](#)
2. [Manage](#) your group
3. Click on *Events*



4. Click on *Create Event*



5. Choose an Event Template



Department of Harvard Athletics & Recreation
Club Sports

6. Click *Next*
7. Populate the required information
 - a. Please note you only need to fill out any relevant information to your event.
8. Click *Save Draft* or *Create Event* at the bottom of the page
9. Complete and submit the remaining *Request Form*

Please contact the CSO with any questions:

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