How To Add a Co-Host to Events on UConntact

Step 1: Go to UConntact.uconn.edu and sign in with NetID and password if needed. Click the 9 small squares next to your profile at the top right and click Manage.

Step 2: Choose the organization the event will be posted under the “My membership” section. Click the three lines for the drop down menu at the top left and in that menu select events.
**Step 3:** Either create a new event or select the event you wish to add a co-host to from your organizations events list. If adding to an already created event choose “Change Details” to get to the correct page.

**Step 4:** In basic details you have an option “Additional organizations co-hosting this event” which is where you can type in Jonathan’s Challenge and click to add as co-hosts.
Step 5: Finish adding any details to the new event or confirm the changes for the already created event.

NOTES:

- You will need to sign in with NetID and Password to be able to submit an event
- A member of the organization in UConntact needs to have the correct privileges to add/edit events
- This is a preferred method for tracking attendance and adding Jonathan’s Challenge as Co-Host makes it easy for us to download data on our own.
- Under resources of UConntact Events and Attendance Help are videos on how to track attendance
- https://solid.uconn.edu/mobile-event-pass/ provides steps on how to do mobile event pass attendance tracking
- Under the specific event information is also the Track Attendance option. Multiple methods to identify who shows up to your programs: