**[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjZuerSu4nXAhWGchQKHbT9CwIQjRwIBw&url=https://www.eventbrite.co.uk/o/liverpool-john-moores-university-roscoe-lectures-3233158788&psig=AOvVaw2rEDE_dQz3fMXV7J1A9n9g&ust=1508941556822069)**

**Process Document**

**CRM – Outreach**

Liverpool John Moores University

**Outreach: Setting up UCAS Fairs**

Version 0.1. November 2018

Author: Debbie Smith Business Support Team

**Setting up a UCAS Fair**

**Events Management > Events > New**

**Set up as below:**

Name: Must be **EXACTLY** as named on UCAS. If in doubt, use the UCAS Poster behind Peter’s desk. i.e Kent & Medway *then* UCAS 2016

This is vital for the UCAS scanner data to match up to the correct event when it is uploaded

* **Current Status: Registration Open**
* **Campaign Code – *automatically generated once event has been saved***
* **Campaign Type – Event**
* **Event Type – Fair**
* **Event Start Date – as advertised via UCAS**
* **Event End Date – as advertised via UCAS (don’t worry about start and end times)**
* **Faculty Contact – insert the name of one member of the team who will be in attendance**

