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**Process Document**

**CRM – Outreach**

Liverpool John Moores University

**Outreach: Setting up UCAS Fairs**

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**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**

