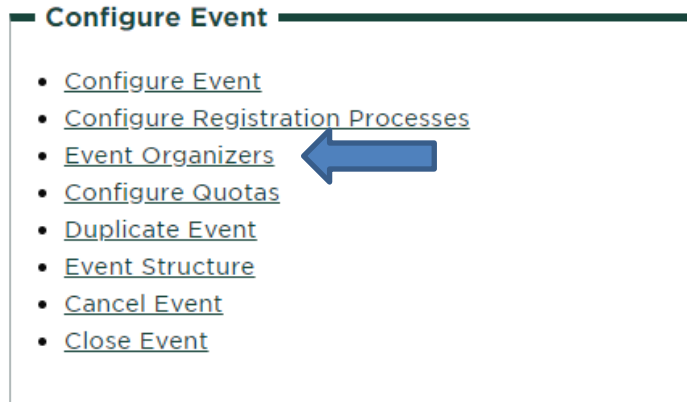


EMS – Adding an Event Organizer

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)



Here you can add others to access your event. By clicking “Add Event Organizer,” use the drop down to find the other staff you would like to add. When selected, click “Add Organizer.” You can add as many people as you would like.

If you would like to add someone that does not appear on the list, verify that they have ANR username and password, different than the MSU username and password. Typically the ANR and MSU usernames are the same, but the passwords are different.

- a. If they have an ANR username and password, have them login at www.events.anr.msu.edu. Since it will be their first time, they will be prompted to complete a profile. Click Yes. Have them enter the required information and update. They will now appear in the drop down list so you can add them.
- b. If they do not have a ANR username and password, their supervisor will need to complete a Computer Access Form (https://www.canr.msu.edu/od/human_resources/internal_hiring_procedures_forms/) requesting an ANR username and password to access the Events Management System. Once the access is granted they will follow the steps in (a).

If there are Event Organizers on the list that you would like to delete, click the Delete option for the individual in the Action column. You will get a pop up confirming you would like to delete the individual. Click Yes and they will be removed.