

Requesting Activation

(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.)

1. On the event dashboard, select the “Configure Event” bullet in the Configure Event box.
2. Make sure the “Event Summary” tab is open and midway down the page click “Request Activation”.
3. This should open an email where you can attach a marketing checklist and/or a budget. If you do not get a pop up email, email events@anr.msu.edu with the event name and event number to start the activation.
4. Send the email.