

What is the process to schedule a Campus Connection?

Below are instructions to schedule a Campus Connection.

Are you a new Campus Connection host?

- If **Yes**, complete Steps 1 - 5
- If **No**, complete Steps 2 - 5

Follow the steps below

1. Contact Human Resources to set up a Campus Connection "course" in [Workshops.appstate.edu](https://workshops.appstate.edu) with the following information.
 - a. Brief description letting participants know what to expect
 - b. Maximum and minimum headcount
 - c. Specific location instructions
2. Add the scheduled [section to Workshops](#) (from step 1)
3. Add the date and time that you would like to host a CC on **your own** calendar.
 - a. **Note:** Refer to this [neo calendar](#) when scheduling
 - b. Title Event: "*Department Name* - CC"
 - c. Consider varying CC start times to accommodate all shifts employees may work.
4. Add neo@appstate.edu to your calendar invite
5. [Mark attendance in Workshops](#) after the event.

★ Help spread the word that Campus Connections are open to ALL employees!

End of Instructions