How students work with Events in Xello 6-12

College partner & Educator Xello 6-12 5 minutes

In Xello, students can safely view and sign up for upcoming events. They'll be able to view who is hosting the event, which colleges are attending (if applicable), where it's located, and when it's happening. As they sign up for events, they can quickly view the ones they've registered for and revisit event details.

Learn how students

- Explore events
- Sign up for an event
- Cancel their attendance

Related topics

Xello Connect

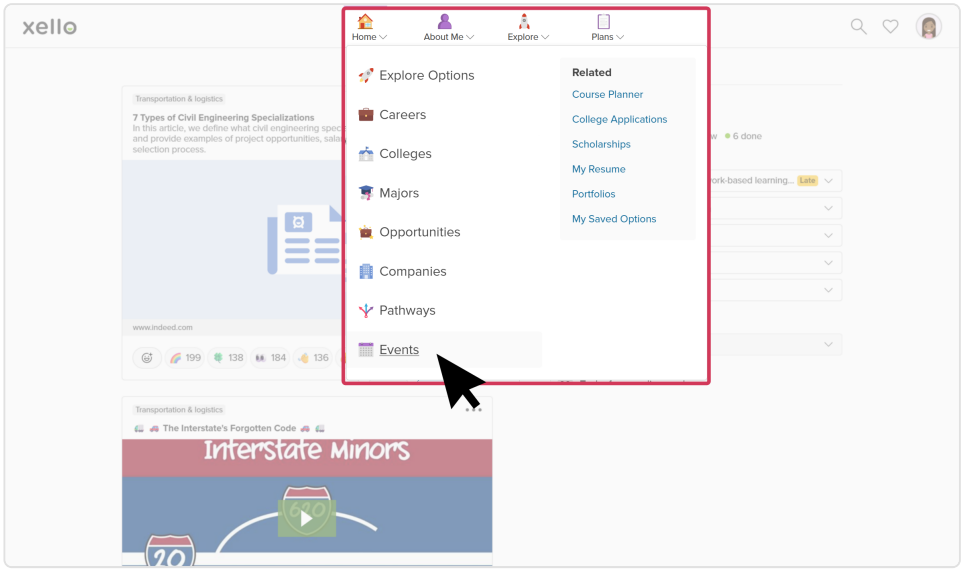
Events in Xello 6-12

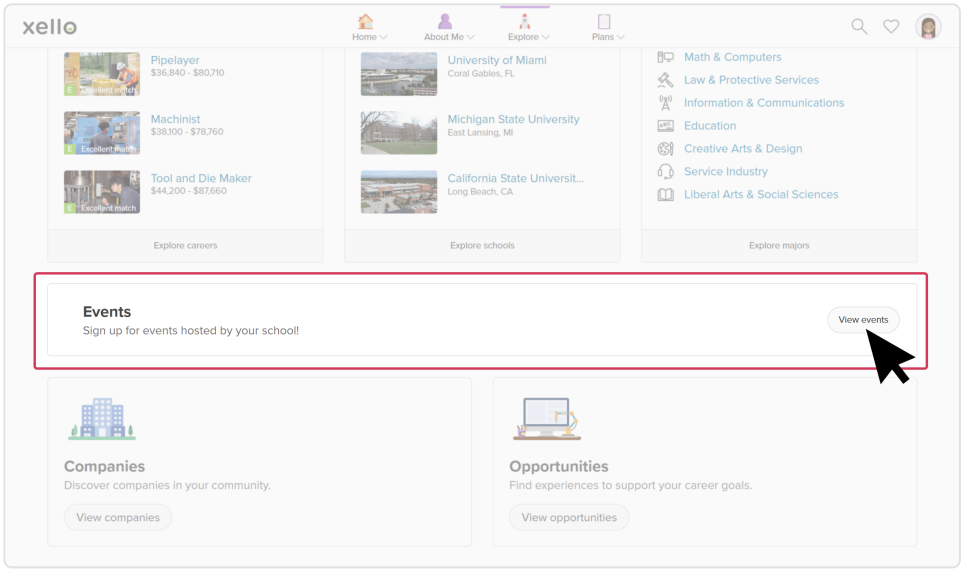
How students connect with colleges

Create a post in Xello Connect

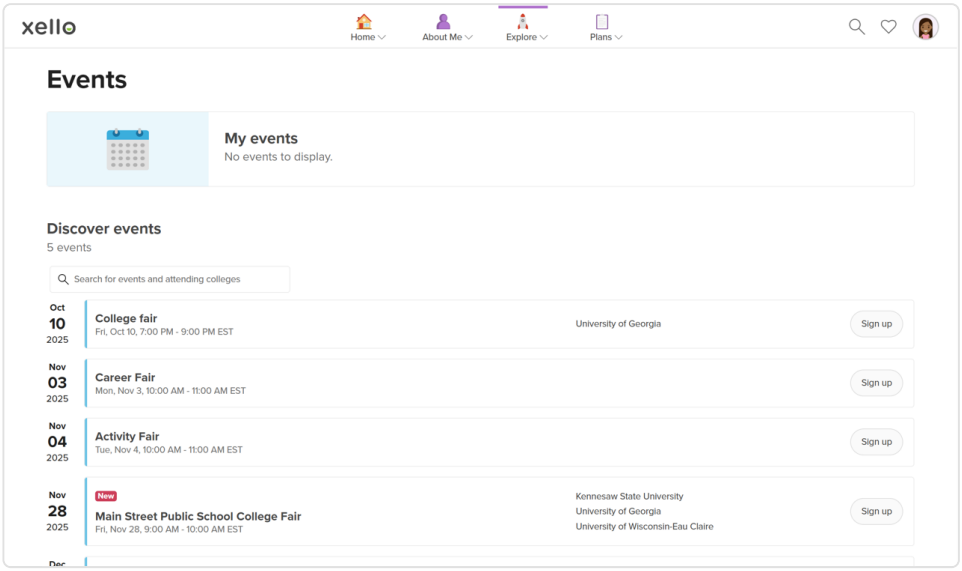
Explore events

Students can access the list of upcoming events in a couple of places. In the top menu, in **Explore**, they'll find **Events** listed. Alternatively, on **Explore options**, they click the **Events** card.

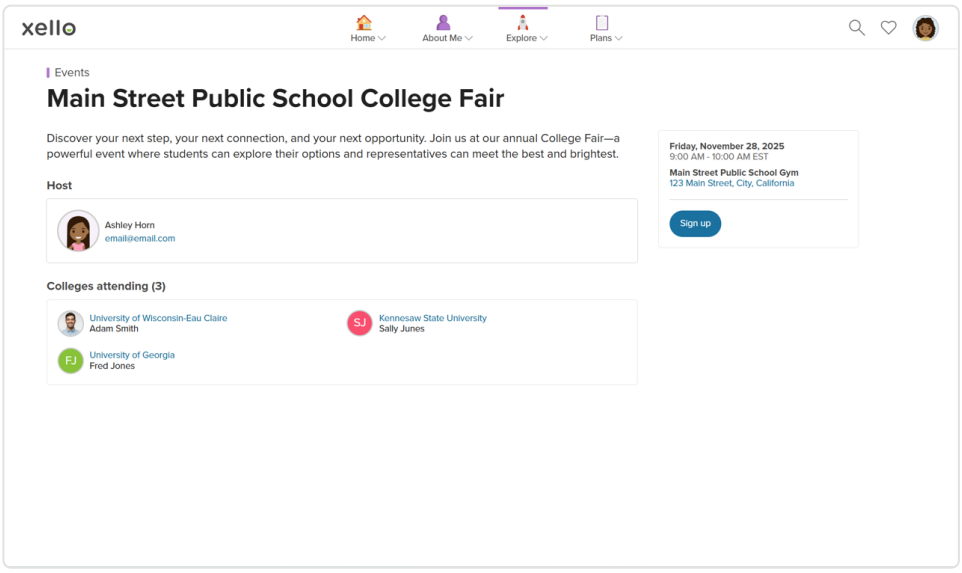




Once they've accessed the **Events** page, under **Discover events**, all upcoming events will be listed. They'll get a quick glance at the date and time, the event title, and which colleges are attending (if applicable).



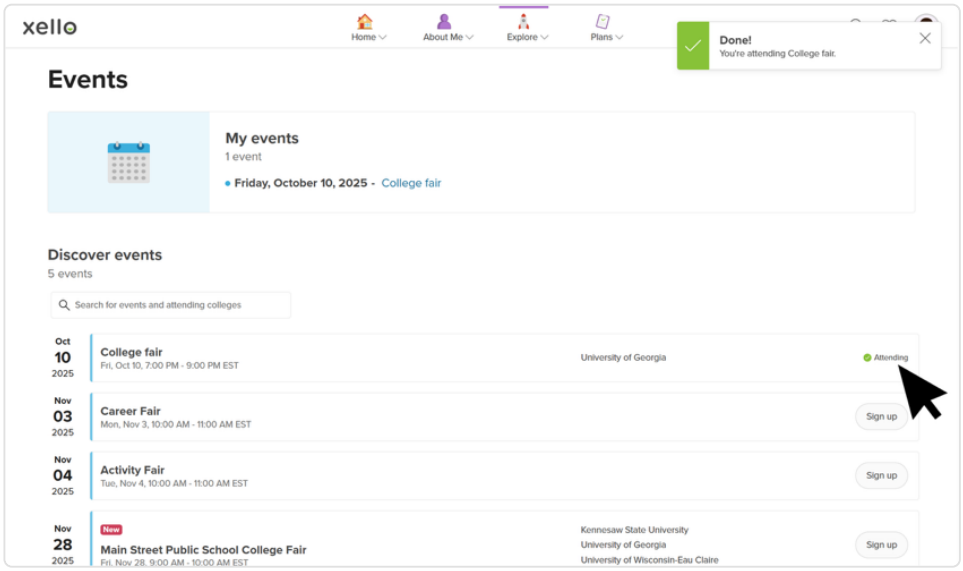
Clicking on the event will open more details, including the description (if one was added), the host and their email address, and if applicable, the colleges attending. Students click the college name to open and explore its profile.

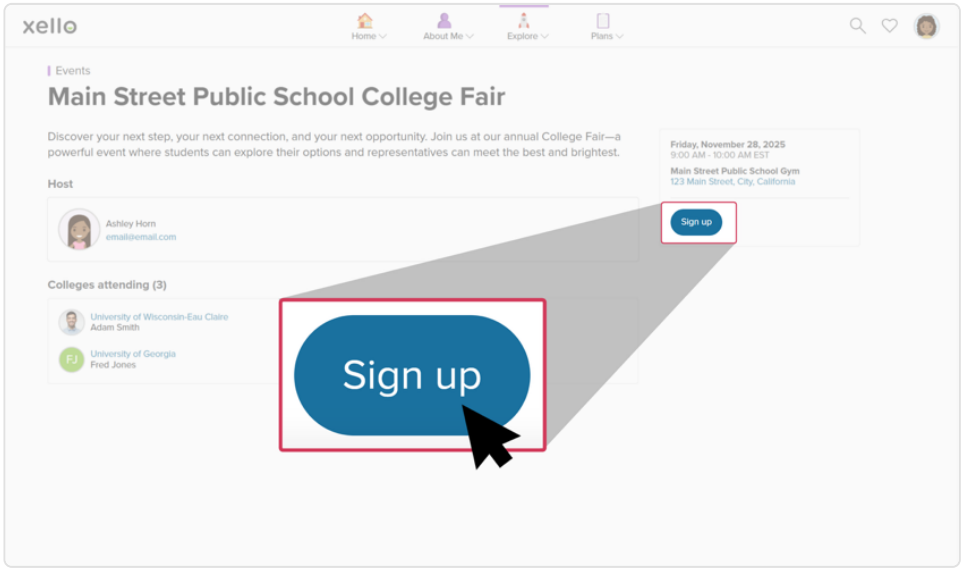


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Sign up for an event

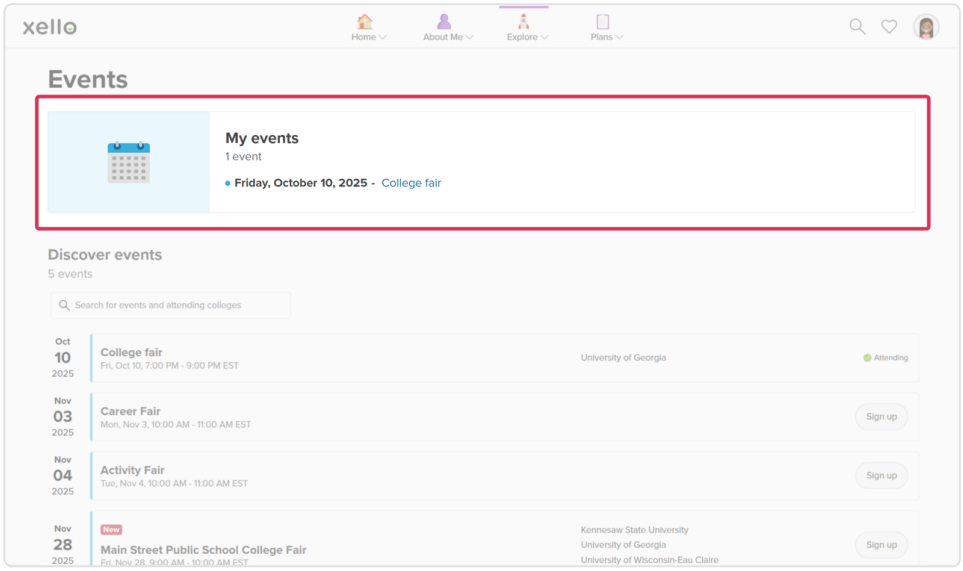
Once a student has found an event they're interested in, they can sign up for it either directly from the **Events** page by clicking **Sign up**. Or, while on an event's details page, they click the **Sign up** button.





A green banner will let them know it was successful.

Once they've registered, they can then find it listed on their **Events** page so they can easily view their upcoming events.



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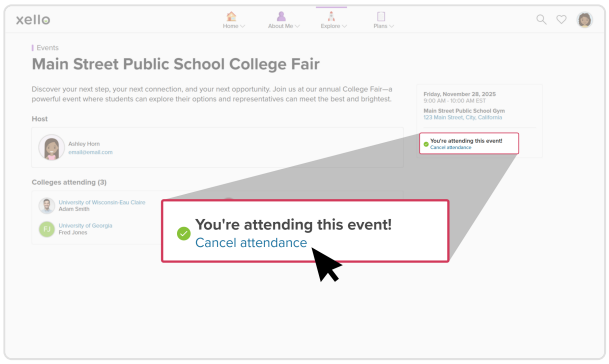
Cancel their attendance

If a student no longer wants to attend an event they've registered for, they can cancel their registration.

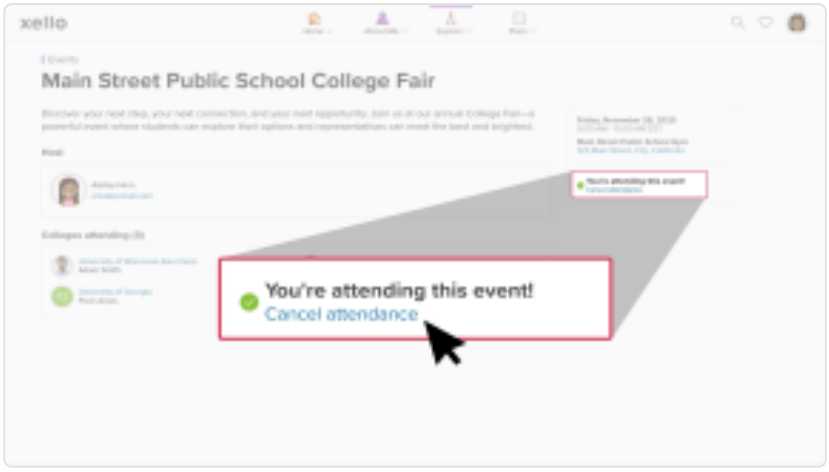
How students cancel their attendance:

1. They open **Explore** and click **Events**.
2. In the **My events** card, they find the event they want to cancel and click the title to open the event details page.
3. In the section with the date and address, they

click **Cancel attendance**.

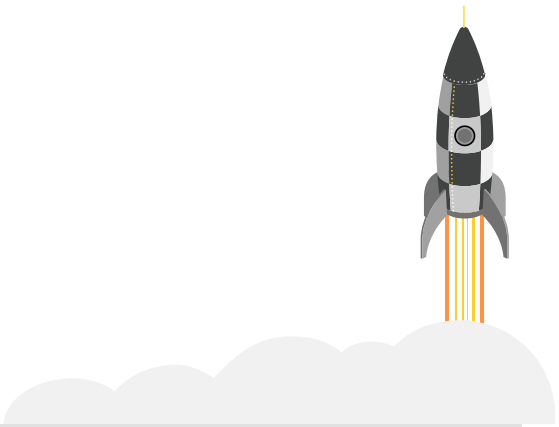


Click to enlarge



- A green banner will indicate they're no longer attending the event.

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