REGISTERING FRATERNITY/SORORITY LIFE EVENTS ON COLLEGIATE LINK
A STEP BY STEP GUIDE

Go to www.uwyo.edu/rso and click the banner

Click “Sign In”
Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.

To begin the registration, click on the RSO you wish to complete the form for in the “My Organizations” section of your front page.

If you do not see it there, you can search for it by clicking the “Organizations” tab at the top of the page or click your name on the top right, and go to ‘my involvement’.
When you have reached your homepage, start your event submission by clicking on the “Events” tab.

Next, click on the top tab labeled “Create Event.” This will take you to the start of the event form.
As you start the form, make sure you fill out each required section, including name, location, and detailed description of the event.

Input the start and end time for your event.

If you would like to add a Cover Photo for the Event Page, you can do that here.
For type of organization, identify as a Fraternity or Sorority.

Please select the type of organization as it applies to your event registration:

- Fraternity/Sorority

Please select the type of event you are registering for your chapter:

- On Campus Event open to the UW Community/Public
- Chapter Event WITHOUT Alcohol
- Chapter Event WITH Alcohol
If you selected “On Campus Event open to the UW Community/Public”.

Select all of the activities that apply to your event. How you answer this will determine the next section(s) you complete.
For instance, because I selected Breezeway Table and Outdoor Event, I was sent to this page.

In order for your RSO's event to be approved, you must first contact the necessary departments and reserve space or services. This may include: ASTEC, Union Events Office, Central Scheduling, Union Ticket Office, UW Catering, etc.

All parties necessary for your event must be contacted, and this form must be completed before your event will be approved.

If requesting funding from ASUW, this form must submitted no later than Monday at 5pm, Five (5) weeks before the scheduled event.  If NOT requesting funding, this form must be submitted at least ten (10) business days before the event.

* Please verify that your RSO has contacted and been granted services/spaces by the following departments as they apply to your event. Please note that Risk & Safety reviews all events on campus, and must approve any caterers before submitting this form.

- [x] Risk & Safety
- [ ] Wyoming Union Events Office
- [x] Central Scheduling
- [ ] ASTEC
- [ ] Wyoming Information Desk

* Individual to be present and responsible at event (primary contact):

Harry Potter

* Primary Contact Phone:

307-766-6340

* Primary Contact Preferred Email:

CedricStinka@uwyo.edu

* Advisor:

Minerva McGonagall

* Advisor's Contact Email:

McGonagall@uwyo.edu

* What venue(s) will you be using on campus for this event?
  - [x] Wyoming Union
  - [ ] Education Auditorium/Arts & Sciences Auditorium
  - [ ] Academic Space
  - [x] Outdoor Space
  - [ ] Other (please specify space):
This is a continuation of the previous page. Make sure you answer all of the required questions.

- Are you charging an admission fee?
  - No
  - Yes (Please list the amount per admission)

If you are hosting a fundraising event, please describe more details about the fundraising activity.

- Will this event be ticketed?
  - No
  - Yes, and my group will be responsible for ticket distribution
  - Yes, and the Union Information Desk will distribute tickets on behalf of my group

- Do you have any co-sponsors?
  - No
  - Yes (Please list all co-sponsors)

- Are you seeking funding from ASUW for this event?
  - No
  - Yes

- Intended Audience:
  - All University
  - Private Group
  - Public

- Estimated Attendance (per event):

- Do you want the Wyoming Union Marketing Office to post your event on the digital signs in the Union? Please see the required size specifications here.
  - No
  - Yes

- Would you like the Campus Activities Center to list your event on WyoCal?
  - No
  - Yes
Because my Event will require a Breezeway Table in the Union for advertising, I was then taken to this page. Since my group is not holding a fundraiser of any kind, this is simple.

Since my event will be outside, I was then taken to the page asking for details about outdoor activities.
If you selected “Chapter Event **WITHOUT** Alcohol”.

Make sure you answer all of the required questions.

### Event Additional Information Form

**FSL Chapter Event Without Alcohol**

* Required

☐ **I have read, understand, and agree to the following statement:**

The sponsoring organization will comply with applicable state and local laws; the requirements of the City Fire Marshall; University Regulation 240; Chapter risk management policies; and the IFC/Panhellenic Council Social Responsibility Guidelines.

**This form must be submitted at least 3 business days prior to the event.**

* Individual to be present and responsible (primary contact):

* Primary Contact Phone:

* Primary Contact Email:

* Total Number of Invited Guests:

* Total Estimated Attendance:

* Is this event co-sponsored with another group?
  - ☐ No
  - ☐ Yes. Please list group(s):
    
* Your Chapter President must approve this request in addition to the FSL Office. Please provide their contact information so that we may list them as an event reviewer:

  * Chapter President Name:

  * Chapter President UW E-mail:

* Required

☐ **As part of this event registration process, I will also submit the guest list to the Fraternity & Sorority Advisor at least 3 business days prior to the event date.**
If you selected “Chapter Event WITH Alcohol”.

Make sure you answer all of the required questions.
This is a continuation of the previous page. Make sure you answer all of the required questions.
This is a continuation of the previous pages. Make sure you answer all of the required questions and checked all the necessary boxes.

Make sure you email the necessary information to the Fraternity & Sorority Life Advisor.
Once you have completed all the necessary pages (matter the type of event), you will be taken to the Submission page. Click Submit if you think everything is in order. If not, you can go back to any of the sections you feel are incomplete by clicking on them.

You will then be taken to the Submissions page of your “My Involvement” section. You can check the status of your event submission at any time by returning to this page and clicking on the event. You can get back here by:

1. Logging into Collegiate Link
2. Clicking on your name on the top right hand corner of the page to generate a dropdown menu
3. Clicking on “My Involvement”
4. Clicking on the “Submissions” tab

The events will be reviewed by your advisor, the FSL office, and specific people dependent on location, event type, etc.