Approving an Event through Collegiate Link

One of the benefits of being an RSO is getting to be able to host events on campus, and using funding from ASUW as well as taking advantage of our poster-run to advertise for different events. In order to host events, your RSO will need to fill out an event submission form. This form will ask them to identify their advisor so they can be notified to approve the event. This step by step process will show you how to look for and approve events hosted by the RSO you are advising.

You will be sent an email when your RSO submits an event, and the email will be asking you to connect to another link to approve the event. After clicking on that link, the page below should appear. If it does not, please contact our office.

When your RSO submits an event, you will receive an email very similar to this. To review the event submission, click on the link.

Megan Renee Cooper (mcoope14@uwyo.edu) created a submission on 8/13/2015 at 7:46 AM for an event titled "I scream Social". The event submission was requested for the following dates:

- Saturday, August 22 2015, 7:30 PM to 10:00 PM at Wyoming Union Ball Room

If you have the appropriate level of permission, you may view this submission at the following URL:

https://uwyo.collegiatelink.net/organization/quidditchuw/eventssubmissionreview/review/864908

If you are not already signed into Collegiate Link, you will be taken to this page first.
In this box, other reviewers of the event will post their comments for the event, and you may check to see if anything else needs to be done for the event. Every time someone posts to this page, you will receive an email notifying you about the progress of the event.

Enter your normal UWyo login information and you will then be taken directly to the Event Submission Review page.
At this page, you may review the details of the event submitted by your RSO.

Here you will need to approve or deny the event your RSO is submitting. The event cannot be approved without your approval.
If you have any comments about the event, you can add them here. But you must hit the “Approve” button if you wish to approve the event.