REGISTERING AN EVENT ON COLLEGIATE LINK
A STEP BY STEP GUIDE

Go to www.uwyo.edu/rso and click any box. Or to go directly to the Collegiate Link page, type in the URL: https://uwyo.collegiatelink.net/ and skip to the sign in step starting on the next page.

All pages will pull up this box as the header. Click on the RSO banner.
Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.
When you have reached your homepage, start your event submission by clicking on the “Events” tab.

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’.
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 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 an RSO.

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.

To get more information on certain things, you can hover your mouse over top and it will display some more details (Such as those listed here.)
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.
Once you have completed all the necessary pages, 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