REGISTERING FRATERNITY/SORORITY LIFE EVENTS 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.
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.
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 which 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 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 event you are registering. It will determine the next sections you complete.
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.

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.
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.
If you selected “Chapter Event WITH Alcohol”.

Make sure you answer all of the required questions.
* Are you hosting a BYOB (bring your own beverage) event in your chapter facility?
  - No
  - Yes. By registering a BYOB event you are giving permission to allow Law Enforcement to conduct walk through visits during the event, moreover Officer(s) will be allowed to walk through the common areas and hallways, check identification, view the guest list, and have access to observe overall safety of the event and attendees.

  As an officer of my organization and the individual submitting this event, I have read and understand this statement.

Members may only be listed once either as a chapter officer or as monitors at events. All members named must be present at the event. Attendance of your officers and monitors will be verified by ID scan at the event.

* Chapter Officers Present at Activity (List the names of at least 6 officers):

* Alcohol-Free Monitors Present at Activity (List at least 6 alcohol-free monitors):

* Will you have chaperones at this Activity?
  - No
  - Yes. Provide their names and contact information below (phone and e-mail):

* Will you have hired security at this Activity?
  - No
  - Yes. I understand that the presence of hired security does not absolve the chapter from allowing Law Enforcement walk through visits if the event is BYOB and held in the Chapter facility. Please provide the name of the agency and contact information below (contact name, phone, and e-mail):

* Please use the following space to provide a description of the proposed activity listing, but not limited to, the following information: risk management protocols, exact entrance/exit/entrance intended to be used, alternative food/beverage items that will be provided, other organizations that will be invited to participate, and how the event will be advertised.

* Is this event co-sponsored with another group?
  - No
  - Yes. Please list group(s):

Your Chapter President and Risk Management Officer must approve this request in addition to several other activity reviewers. Please provide their contact information so that we may list them as an event reviewer.
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.

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

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