Event Submission Guide

Per UW Regulation 8-234, RSO’s must register their events with the Wyoming Union. This process is done through Collegiate Link. The policy also dictates that your registration receives approval ten (10) business days before the date of the event; This includes securing the location, time, and date, as well as any other necessary reservations. However, if you are requesting ASUW funding, your request must be submitted at least 5 weeks in advance (see below or contact ASUW Funding Board for more information). Depending on the requests of the event, please know the process can take a few days for involved parties to review and approve the event. This document was created to give you step by step instructions on how to submit an event via Collegiate Link.

Information to Prepare Prior to Submission:
- Make sure you have contacted the appropriate departments to reserve space or services PRIOR to completing the event registration. Some of these entities include: ASTEC, Union Events Office, Central Scheduling, Union Ticket Office, UW Catering, etc.
- Make sure you have your advisor’s full name and UW email.
- Plan the start and finish time for your event.
- Title and full description of the event.
- If you want a flyer to be advertised electronically (note: event must either be a special event or held in the Union), make sure you have your RSO’s flyer ready to upload. It is easiest to upload your flyers as a jpg or PDF. Please ensure the image is high resolution. Once uploaded and approved, the CAC will then be able to put your flyer on the Union digital signage. Note: Your RSO’s FULL name must be on the flyer and the flyer may not promote consumption of alcohol.

Requesting ASUW funding:
- This section in the event submission must be submitted no later than Monday at 5pm, 5 weeks before the scheduled event.
- You need to have a budget in mind when you complete the funding form (this form will become available to you as you go through the event registration process). Your event will NOT be heard by Funding Board until all parties/departments involved with the event approve the event via Collegiate Link. ASUW Funding requests are the last step in the process prior to being approved by the CAC.
- Additionally, a member of your RSO must attend an Event Planning Session. These sessions are MANDATORY for any group planning to submit ASUW funding this school year. The Event Planning Session will be included in the RSO Symposium, but for new RSOs or groups looking for a refresher, additional dates are posted at www.uwyo.edu/rso.

Information to Be Aware Of:
- Each department that is listed to meet the needs of the event will confirm that you have reserved their services or make comments on the event for additional information that is needed for their area to approve the event (i.e. event setup requests from the Union Events office, waiver/insurance needed to be provided to Risk Management, etc.).
- In addition to Risk Management and other departments involved with your event, your advisor must approve the event.
- In order to have your posters go out on the CAC poster run, your event has to be first registered and approved through Collegiate Link.
- If an error occurs with your submission (wrong date, need the change the flyer, etc.) please look at the end of this packet to see how you can change details to your event after you have submitted.

For additional information, please consult the Event Planning Guide and/or Complex Event Planning Checklist and Eve to guide your process with planning an event.

Last Updated: 7/27/2016
REGISTERING AN EVENT ON COLLEGIATE LINK
A STEP BY STEP GUIDE

Go to www.uwyo.edu/rso and click the banner or go directly to https://uwyo.collegiatelink.net/

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 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.
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