Online Event Submission Instructions

<h1 style="text-align:center">mySOURCE Online Event Form
Submission Instructions</h1>

<h2 style="text-align:center"><u>Frequently Asked Questions</u></h2>

1. What type of events must be registered through the mySOURCE online event form?
All on-campus events (with the exception of recurring/regular organization meetings and information tables) require registration through the online event form. Regular/recurring meetings are meetings that include just members in an informal/general meeting setting and are not advertised to the public.
A meeting is no longer considered 'recurring/regular' if it includes any of the following:

- Events in which guests, vendors, speakers, or any persons or entities from outside of the University of Alabama are invited to campus and/or contracted with by a student organization for an on-campus event;
- Events featuring live or recorded musical entertainment or amplified sound including, but not limited to, band parties;
- Events defined as social events, swaps, formals, theme parties, step performances, band parties, day parties, and other events as specified;
- Events involving 50 or more attendees in addition to the student organization's members;
- Events utilizing any outdoor campus property;
- Events creating potential traffic congestion;
- Events presenting a potential health or safety hazard;
- Events providing food to 50 or more members or guests;
- Events involving sales, fundraising, and/or the value exchange of items or services;
- Events that are open to the public;
- 5Ks, walk/run events, marches, demonstrations, parades, and/or carnivals;
- Events involving minors (Individuals 19 years and under);
- Student organization tailgating requests; and
- Events publicly advertised via signs, luminaries, banners, etc. on UA Grounds.

2. Is my organization eligible to register/advertise an event/program on mySOURCE through the online event registration form?
To register an event with The University of Alabama your organization must be officially registered student organization through mySOURCE and classified as active for the current academic semester. If your organization has existed but is not renewed for the current academic year, or does not have an organization profile on mySOURCE, then you will need to complete that process and be approved prior to submitting.

- In addition to those stipulations, the organization must be in good standing with The Office of Student Conduct and have updated contact information listed in mySOURCE for the officers and advisors. Any organization which does not meet those requirements will not be eligible to host events/programs on campus.
- Only individuals who participate in the Event Smart Workshop will be allowed to submit events/programs on behalf of the organization including presidents and advisors. Any president and/or advisor who wishes to submit events on behalf of the organization should also attend event training. Any member who wishes to submit events on behalf of your organization should also attend training.

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3. How far in advance must events be submitted through the online event registration form?

Events must be submitted at least 7 – 10 business days in advance of the event date. Please remember than business days do not include weekends, holidays, weather/emergency days, or any day that UA is closed for business. Plan ahead!

- Any form that is submitted which does not meet this requirement will subject to denial and the organization may be advised to find a new date/time for the event.
- Organizations can request an expedited event review if their event falls outside of the 7 to 10 business day window. Requests for expedited review will be reviewed on a case-by-case basis.

4. How is my Advisor involved in the event registration process?

By default, the system will include any advisor who is listed on your organization roster as the primary advisor in the event review process. They will receive a notification to review your event submission via email.

5. Where can I locate information about event planning or receive help with navigating this process?

Information regarding events and managing events at UA can be found at http://thesource.ua.edu/event- smart. If you need assistance, then feel free to stop by the Office of Student Involvement (3610 Ferguson Center). To set up a one-on-one consultation contact Amelia Brock at aebrock@ua.edu or 205- 348-6115. Please consider setting up a one-on-one consultation/event planning meeting if any of the following apply:

- This your first time hosting an event.
- You are planning a large event on campus.
- Your event will require participants to perform physical activities.
- You plan to bring minors to campus.
- You are planning a 5K or walk/run.
- You are a new organization.

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Online Event Registration Form Instructions

1. **Attend Event Smart training**
- Event Smart training sessions are held throughout the semester. For more information visit thesource.ua.edu/event-smart.
- At the training, you will swipe your ACT Card and/or sign-in. Plan to stay for about an hour and come prepared with questions about the event registration process.

2. **Log In to mySOURCE**
   - Go to mysource.ua.edu.
   - Click the sign-in button (top right, blue box).
   - Enter your myBAMA information.

3. **Go to your Action Center**
   - Click the set of tiles next to your profile icon and select the "Manage" option, which will navigate you to your "Action Center."
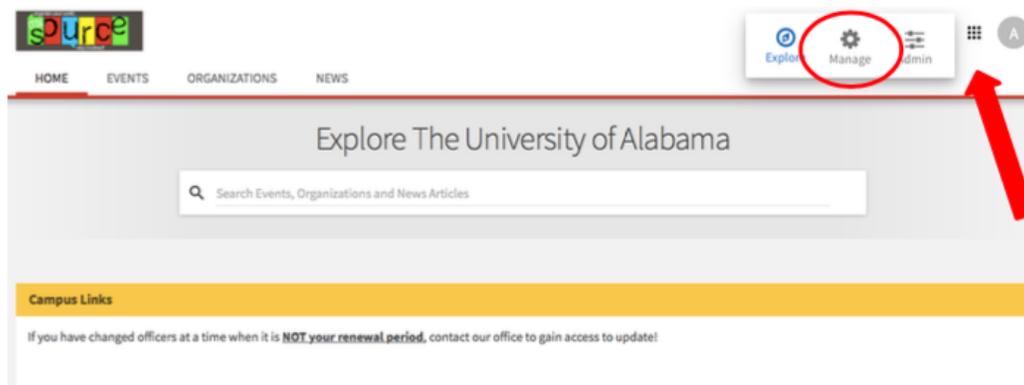
4. **Go to your organization's Management page**
   - Under "My Memberships" click the organization that is hosting the event
   - If you do not see the organization under your memberships then you are not currently listed as a member on that organization's roster. (Check your email to see if you have a pending invitation to join your organization as an Event Smart certified member.)
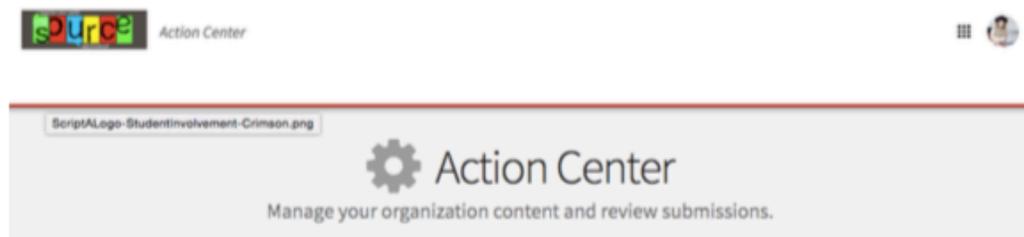
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5. **Click the organization menu in the left corner and go to the "Events" section.**
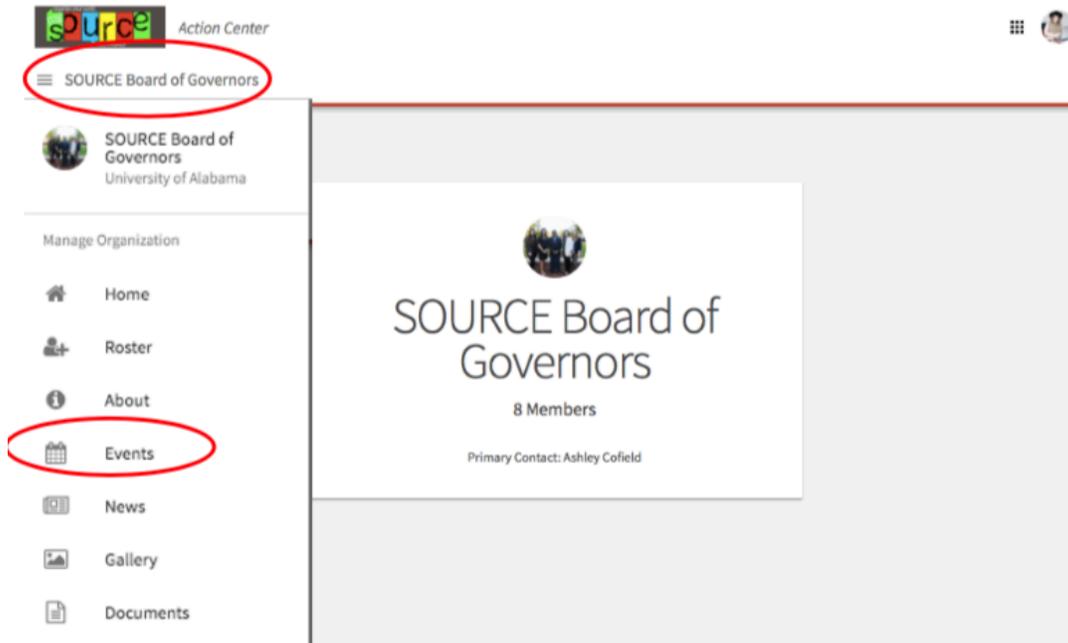
6. **Click the blue "Create Event" button.**
   - This option will only appear for members who are Event Smart certified for the current academic year. (If you have been to training but do not have this option, please contact the Office of Student Involvement.)

7. **Fill out the event request and then hit submit.**
   - At this step, you will fill out the details of the event.
   - An event can require extra steps (both inside and outside of the registration form) depending on what type of event you are hosting and when/where it is located.

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Things to Note

1. **Page One: Event Details**
   - Act as if this is a PUBLIC page.
   - All Information on this page has the potential to be in public view depending on how you respond to the "Type" (or privacy) question. Your privacy options are:
     - Campus Only: Only individuals on campus who can login to mySOURCE will be able to view the event and access event details.
     - Invitation Only: Only individuals you invite via online will be able to access event details.
     - Organization Only: Events that are closed and specific to the Student Organization. Includes social events including swaps, band parties, and other events at Fraternity/Sorority Houses.
     - Public: Anyone can see your event, which will appear on the mySOURCE home page, even to those who visit the site without a myBAMA login.

2. **Skip Logic and the "Check All That Apply" Section**
   - The first few pages of the form are required for all organizations. These pages ask about the "Who, What, When, and Where" details of your event. There are many other optional pages that will or will not be required depending upon the type of event you are planning.
   - At the bottom of the "Event Details: What" page, pay special attention to the "Check All that Apply" section. Your answers in this section will determine whether the correct pages of the mySOURCE Online Event Form Submission Instructions form appear. Remember that omitting the details of your event will slow down your event approval.
   - See all of the options below:

* ADVERTISING *(Check all that apply.)*
- ☐ We wish to advertise **OUTSIDE** using **YARD SIGNS** or **BANNERS** on campus.
- ☐ We will advertise **INSIDE** on campus and/or **ONLINE**.
- ☐ We are requesting to use a University logo or trademark ⓘ
- ☐ N/A

* ENTERTAINMENT *(Check all that apply.)*
- ☐ Music (DJ, Band, Instrumental, Choir)
- ☐ Performance (Theater, Dance, Comedy)
- ☐ Inflatables/Amusement Devices ⓘ
- ☐ A licensed contractor will build/erect a structure.
- ☐ N/A

3. **Checking Event Status**
   - Select your profile icon
   - Click "Submissions" in the pop-up menu
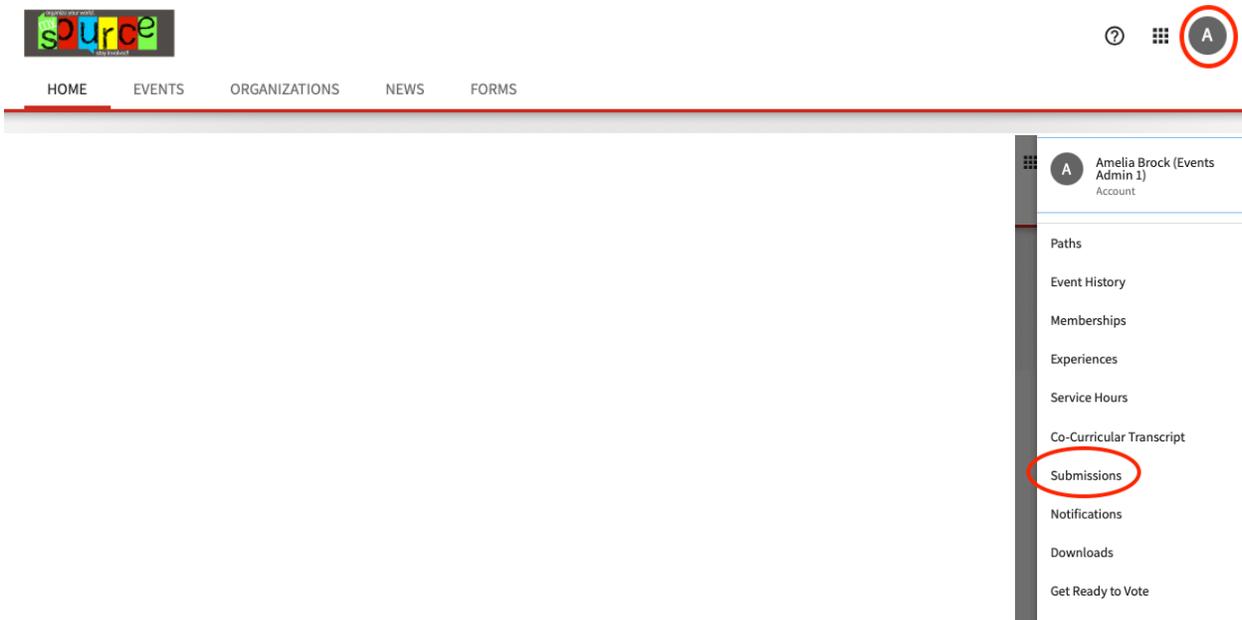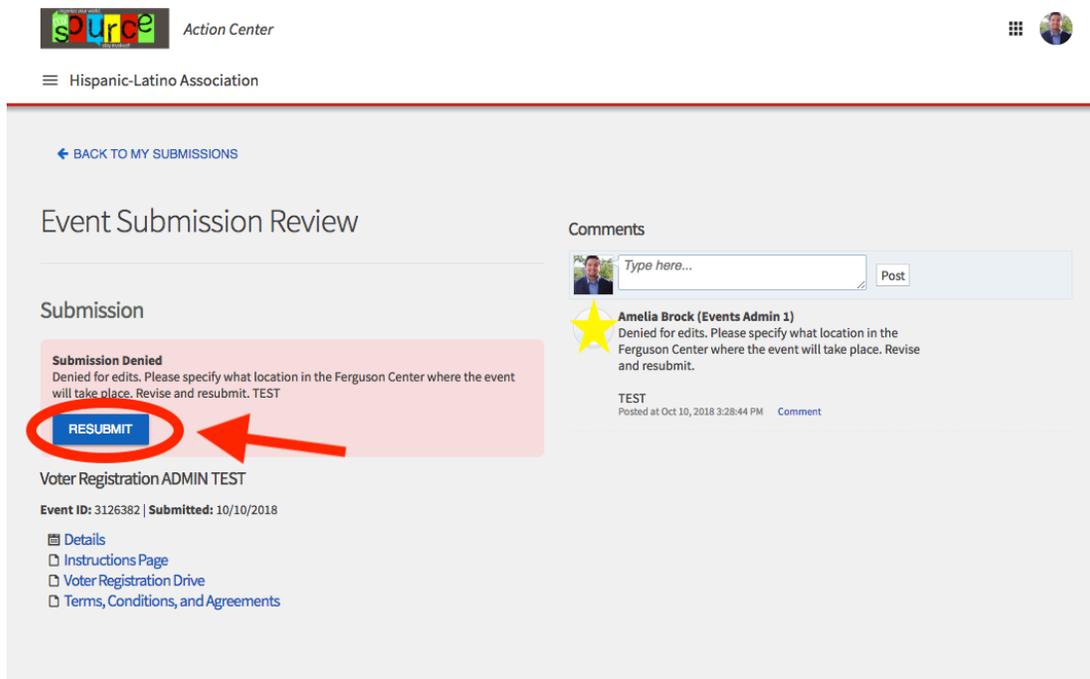

   - Go to the "Events" tab
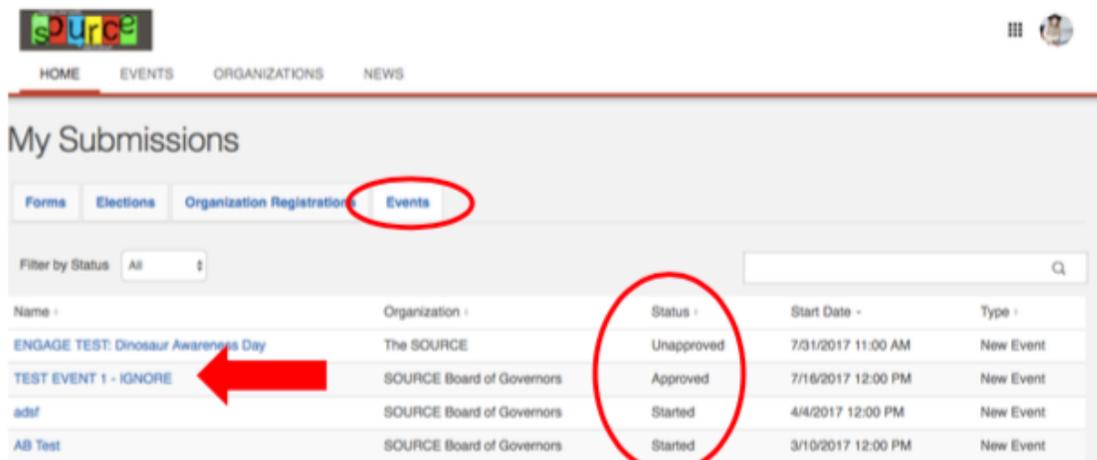
- The "Status" section will show you if the event has been approved. If the status says "Unapproved" then the event is still pending. If the status says "Started" then you have not yet submitted the event. Click the event name to see your application and any comments.
- Check event wall for comments frequently after submitting the event. Make sure to call or email any administrators who have questions about your event.

4. **Event Resubmission**
   - Please note that if your event has a "Denied" status it is most often not completely denied but needs to be altered to comply with UA policy.
   - Read the event wall comments to find out why your event was denied. You can edit and resubmit the same event application and do not need to create a whole new application.

- If your event has been denied, do the following to edit the event and then resubmit.
  - Use the steps above to navigate to the event through your "Submissions tab."
  - Click on the title link that needs to be updated.
  - Notice the comment in red that points out what details you need to change.
  - Click "resubmit"
  - The event will appear as an application so you can edit the details on any page. Continue to click "next" until you have updated every page of the application that needs new information.
  - When you are finished, click resubmit.

5. **Approval!**
   - Once your event is approved you will receive an approval email.
   - Make sure to print your approval certificate to have on hand at your event.

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- o Use the instructions on page 4 to go to your organization's Management menu and click the events tab.
- o You should see a list of events. Click on the approved event and then click "View Certificate."
- o Print the approval certificate.