



EVENT REQUEST

Campuslife.upstate.edu

Event Request and Room Reservations

- **ALL** activity hosted by a registered student organization at Upstate Medical University **MUST** be approved
 - Including but not limited to: Events, Fundraisers, Charitable Drives, Meetings, Panels, etc.
 - Anything that requires a purchase must be approved through this process
 - Any event or meeting located Off-campus still must be approved through this process
- This process through the Campus Life platform will accommodate all requests
- Room Reservations on-campus will automatically be made, as needed, through this process

re - Upstate Campus Life x New Tab x +

page/

UPSTATE MEDICAL UNIVERSITY | *Campus Life*

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore SUNY Upstate Medical University

Search Events, Organizations, and News Articles

COVID-19 Tests Available
Tests are available for all Upstate students! Sign up now!


Welcome
Welcome to Engage!
Upstate Student Government is pleased to welcome you to our new student organization management platform! All student org business will be done here!

Training
Stay tune for student organization training with Engage!

Memberships

- Accessible Upstate
- AANS American Association of Neurological Surgeons
- AMA American Medical Association
- AMWA American Medical Women's Association
- APSA American Physician Scientists Association
- Anesthesiology Interest Club
- APAMA Asian Pacific American Medical Students' Association
- Association of Native American Medical Students
- Association of Women Surgeons

Taskbar: Calculator, Chrome, Outlook, Teams, PowerPoint



- Explore
- Manage
- Admin

Organization Access

Click the Waffle Next to your Photo
















Choose Manage

Action Center

Manage your organization content and review submissions.

My Memberships

REGISTER

-  Accessible Upstate
-  American Association of Neurological Surgeons
-  American Medical Association
-  American Medical Women's Association
-  American Physician Scientists Association
-  Anesthesiology Interest Club
-  Asian Pacific American Medical Students' Association
-  Association of Native American Medical Students
-  Association of Women Surgeons
-  Behavior Analysis Studies Class of 2022
-  Behavior Analysis Studies Class of 2023
-  Campus Activities Governing Board
-  Cardiology Club
-  Cardiothoracic Surgery Interest Group
-  Cardiovascular Perfusion Class of 2022

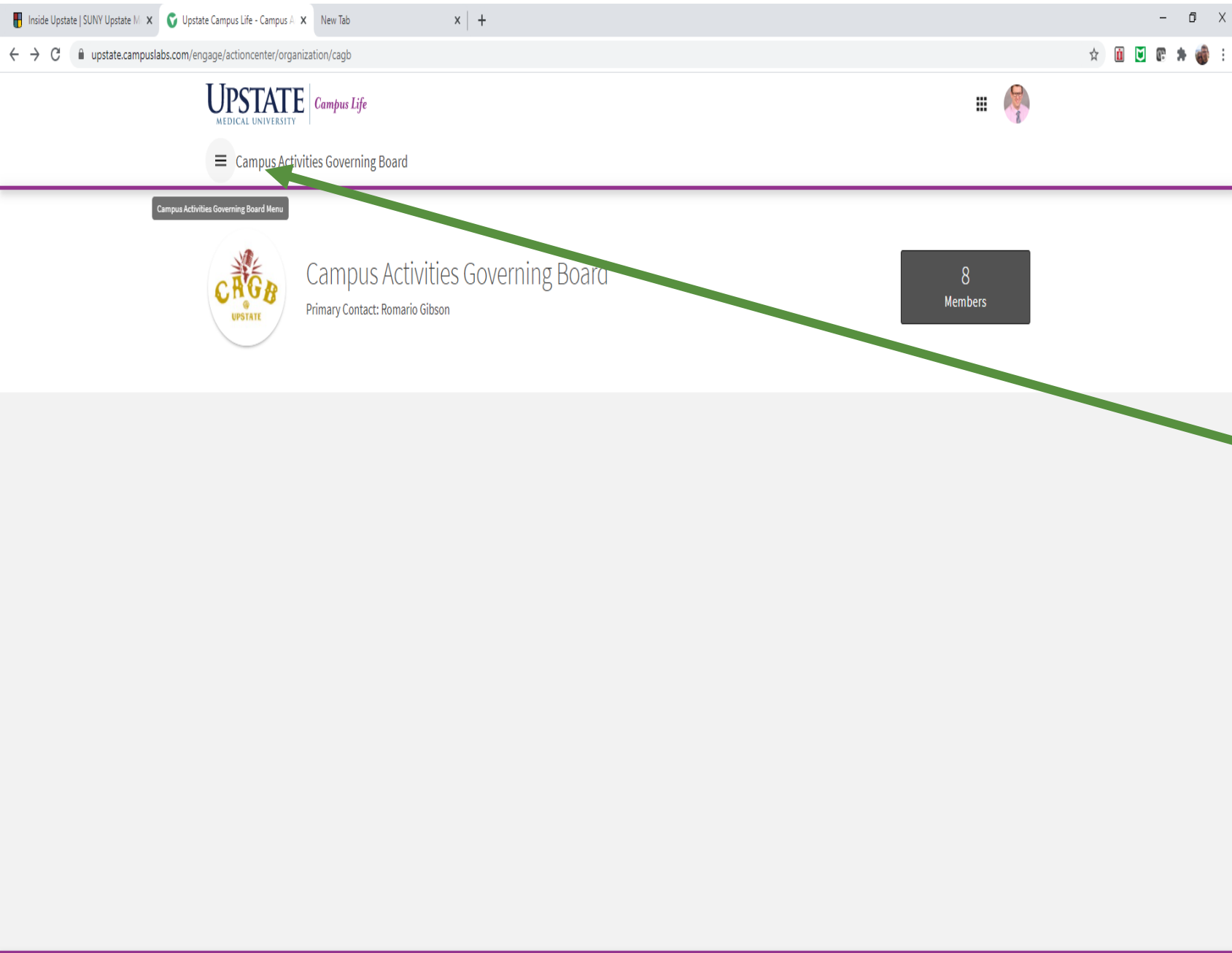
(Showing 1-15 of 94)

SHOW MORE

Select Your Organization

Click on the organization you would like to submit the request.

Only organizations where you are a member will appear on this screen



Open the setting menu

Click the 'hamburger' setting menu in the upper left corner next to the organization name

Then select "Events"

ate Campus Life - Campus A x New Tab x | +

page/actioncenter/organization/cagb/events

UPSTATE MEDICAL UNIVERSITY | *Campus Life*

☰ Campus Activities Governing Board

Manage Events

+ CREATE EVENT

Filter Approved Status All

Name	Status	Start Date	Add Attendance	Action
Welcome Fest 2021	Approved	8/31/2021 4:30 PM	Add Attendance	🔗 📄 🗑️
Bingo Night: Amazing Women in History <small>Co-hosted event managed by SUNY Upstate Medical University Branch</small>	Approved	3/31/2021 7:00 PM		🔗
Esports Tournament: Among Us	Approved	3/27/2021 12:00 PM	Add Attendance	🔗 📄 🗑️

Showing 1 - 3 of 3

Privacy Support © Campus Labs 2021

Create Event

All organization events and the status will be listed on this page

Select the 'Create Event' button in the top right corner

ate Campus Life - Create Eve x New Tab x +

page/submitter/organization/CAGB/eventssubmission/create

UPSTATE | *Campus Life*
MEDICAL UNIVERSITY


HOME EVENTS ORGANIZATIONS NEWS FORMS

Create Event

Basic Details

*Event Title *Theme


*Description



Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

Time and Place



Event Creation

Follow the instructions to create the event

Theme is the Type of Event

Description include a short blurb about the event

Co-Host Add any co-host organizations. Type the name and select the organization

Available Locations Between Jul 20, 2021 12:00 PM — Jul 20, 2021 1:00 PM

Search

Building
Weiskotten Hall

Room Capacity(0 to 349)
0 349

Features

- A/V - USB Webcam
- A/V - Video Projector
- AV - Document Camera
- AV - Flat Panel Display
- AV - Instructor Station
- AV - Internet - Wireless
- AV - LCD Projector
- AV - Microphone (Fixed)
- AV - Microphone (Mobile)
- AV - Screen
- AV - Sound System
- AV - TV
- Board - Chalk
- Computers - PC
- Conference Table

8 Results

Weiskotten Hall

- Swift Foyer**
Building: Weiskotten Hall Capacity: 75
- Weiskotten 1159 - Alumni Auditorium**
Building: Weiskotten Hall Capacity: 210
- Weiskotten 215**
Building: Weiskotten Hall Capacity: 10
- Weiskotten 217 Computer Lab, Located in Basement of Weiskotten Hall.**
Building: Weiskotten Hall Capacity: 18
- Weiskotten 3109**
Building: Weiskotten Hall Capacity: 36
- Weiskotten 3111**
Building: Weiskotten Hall Capacity: 40
- Weiskotten 3113**
Building: Weiskotten Hall Capacity: 40
- Weiskotten Hall Lobby**
Building: Weiskotten Hall Capacity: 150

Location On-Campus

Add Reservation Request
For on-campus reservations you will have the ability to select the specific space you want on-campus

Select a building or a specific feature to narrow the search and choose the room preferred

ate Campus Life - Create Eve x New Tab x +

page/submitter/organization/CAGB/eventssubmission/create

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

Type here to search for organizations

Time and Place

Add Reservation Request Add Location

*Start Date

20 Jul 2021

LOCATION ONLINE LOCATION

+ ADD ANOTHER DATE

Event Visibility

*Show To

The Public

Allow anyone to self-report attendance

Event Categories

Perks Special benefits for your attendees

Location

🕒 20 Jul 2021 12:00 PM - 20 Jul 2021 01:00 PM

Include Map on Event Page

YES
I want to add a helpful Map

NO
I'd prefer to not show a Map

*Location Name

SAVE CANCEL

Location Off Campus

Add Location Manually

To enter an off-campus location select 'Add Location Manually' and turn off the map feature

Fill in the 'Location Name' and SAVE

Enter 'Fundraiser' or 'Charitable Drive' here for events with no location

ate Campus Life - Create Eve x New Tab x +

page/submitter/organization/CAGB/eventssubmission/create

Time and Place

Add Reservation Request
 Add Location Manually

*Start Date: 20 Jul 2021
 *Start Time: 12:00 PM
 *End Date: 20 Jul 2021
 *End Time: 01:00 PM

+ ADD ANOTHER DATE

Event Visibility

*Show To:

Allow anyone to self-report attendance

Event Categories:
 Perks:

Additional Information

What type of event are you hosting?

Event Visibility and Additional Information

Most events will be shown to the public

Event Category Add the area in which this event falls under

Perks Add any event perks

Additional Information For Fundraisers and Charitable Drives complete this section

RSVP

Settings

Fields marked with an asterisk (*) are required.

*Who can RSVP

Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.

Limit number of available RSVP spots

Allow Guests

Organization Representation

When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

Allow respondents to represent an organization

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

There are currently no Custom Questions
Select a Question Type and then select the Add Question button to start

RSVP

This section allows you to limit RSVP spots, allow people to represent organizations, include instructions, or ask questions for the event.

Complete any or all of this section



Post Event Feedback

Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.

Automatically send Post Event Feedback notification after event
When turned off, users with management access to the event can still send the notification manually from the Manage Event page

Event Ratings

All event attendees can anonymously rate the event on a 5 star scale and leave an optional comment.

Event Evaluation Questions

If questions are added, all event attendees will be able to anonymously answer.

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

There are currently no Custom Questions
Select a Question Type and then select the Add Question button to start

Question Type

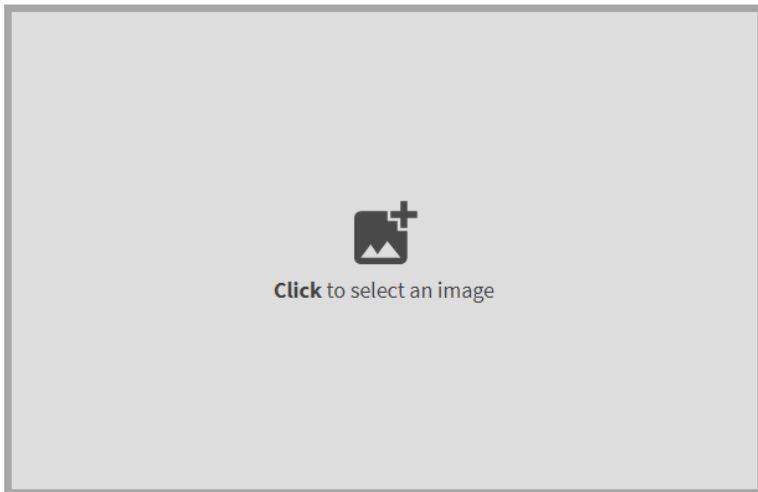
Select a question type

Post Event Feedback

Also not required, but if feedback is preferred for the event, complete the section

Event Cover Photo

Upload Photo



Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

Guidelines for image files

Use the following guidelines to get the highest quality Event Cover Photo.

Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

File Type: JPG, JPEG, GIF, PNG and PDF.

File Size: Use a photo that's no larger than 10MB.

General: Avoid images that have text or logos. *PDF files will not have a preview and can not be cropped.*

[< PREVIOUS](#)[SKIP >](#)

Event Photo

Add a photo here

Can also be added at a later date

Event Submission

- Great Job! You have submitted your event
- Now review your event details and press the submit button
- Once the event is approved – including the room reservation – you will receive an email with said approval
- If your event is not approved for any reason, you will receive an email as to why it was not approved or if additional information is needed

Questions

- Contact the Office of Campus Activities
- CAB room 202, campact@upstate.edu, or 315.464.5618