



How to create an **EVENT** on CampusLink



DEPARTMENT OF
Leadership
& Campus Life

**Campus
Link**
organizing your campus life.

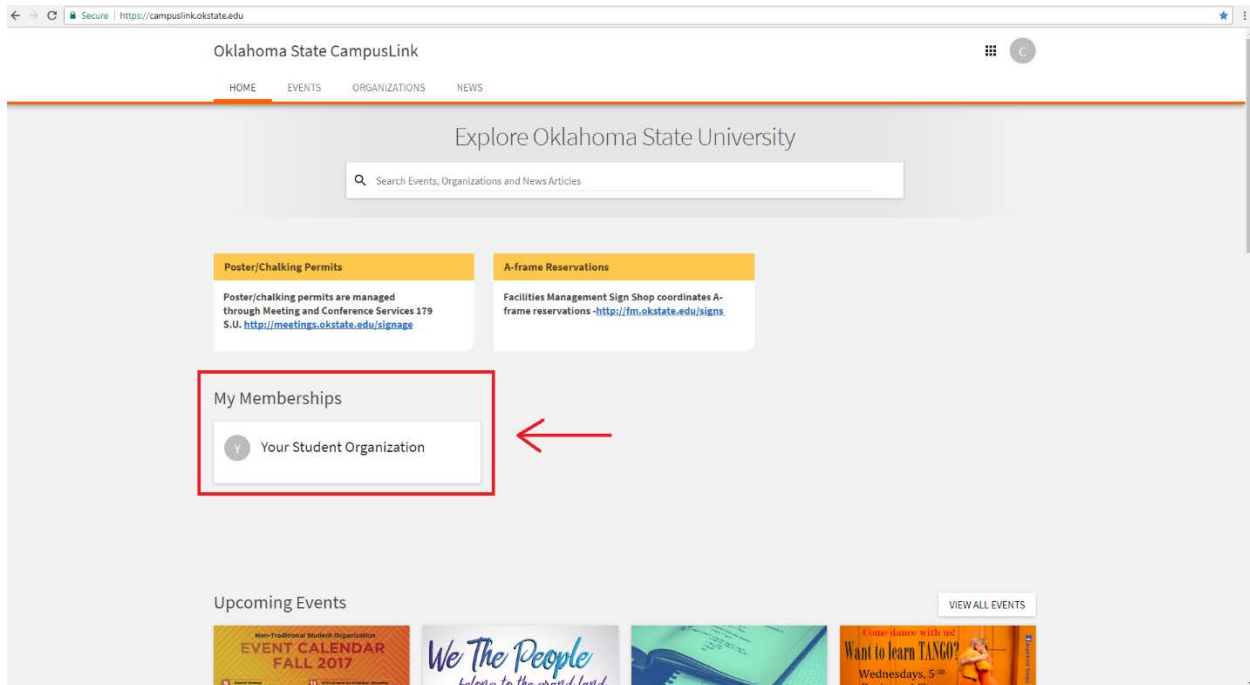
How to Create an Event on CampusLink

If at any time you are having difficulties with the following, feel free to stop by the Campus Life front desk for assistance. Or you may call 405-744-5486 or you may reach us at campuslife@okstate.edu.

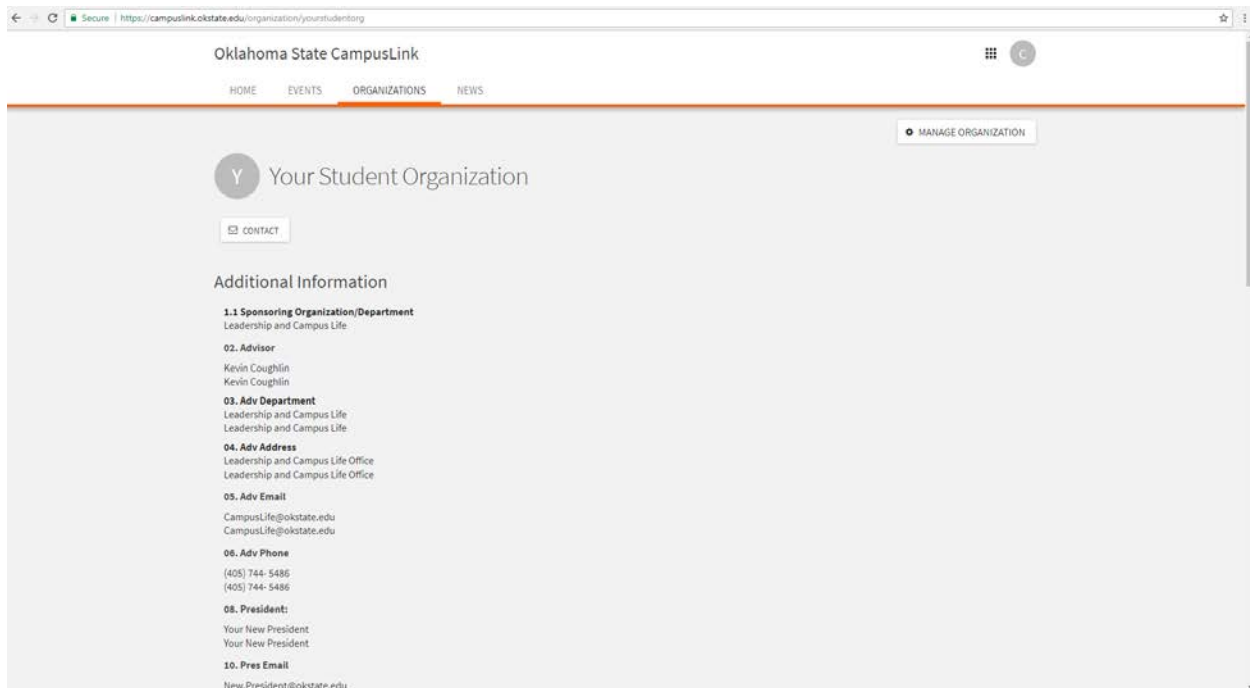
Step One: Find your organization under your membership listings, and click on that organization.

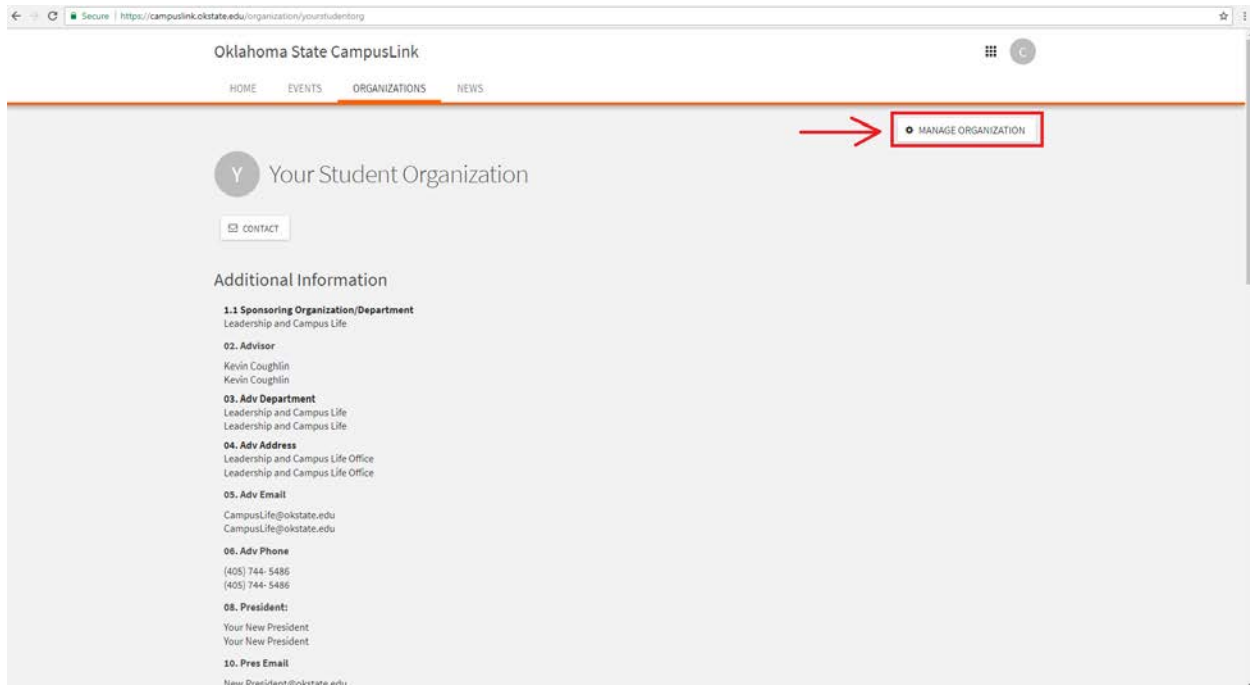
The screenshot shows the Oklahoma State CampusLink website. At the top, there is a navigation bar with tabs for HOME, EVENTS, ORGANIZATIONS, and NEWS. Below the navigation bar is a search bar with the text "Explore Oklahoma State University" and a search icon. The main content area is divided into several sections:

- Poster/Chalking Permits:** A yellow header box with text stating "Poster/chalking permits are managed through Meeting and Conference Services 179 S.U. <http://meetings.okstate.edu/signage>".
- A-frame Reservations:** A yellow header box with text stating "Facilities Management Sign Shop coordinates A-frame reservations - <http://fm.okstate.edu/signs>".
- My Memberships:** A section with a "Y" icon and the text "Your Student Organization".
- Upcoming Events:** A section with a "VIEW ALL EVENTS" button and three event cards: "Non-Traditional Student Organization EVENT CALENDAR FALL 2017", "We The People *belong to the shared land...*", and "Want to learn TANGO? Wednesdays, 5^{PM} Business Class".

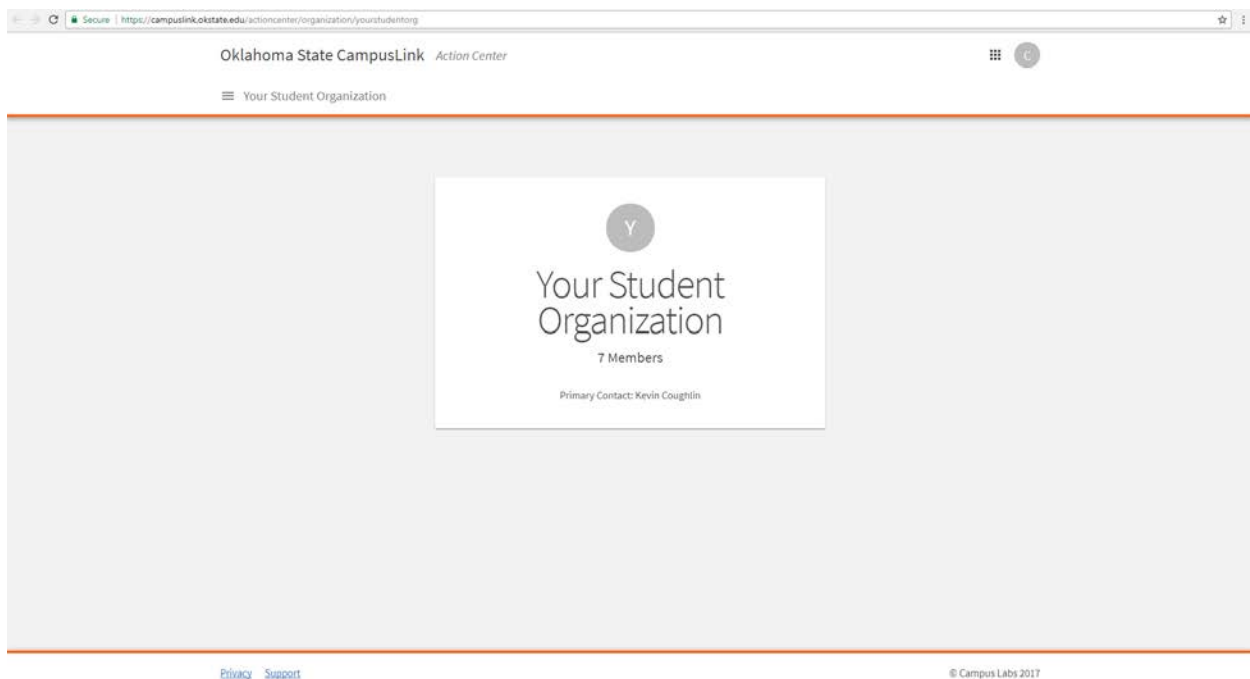


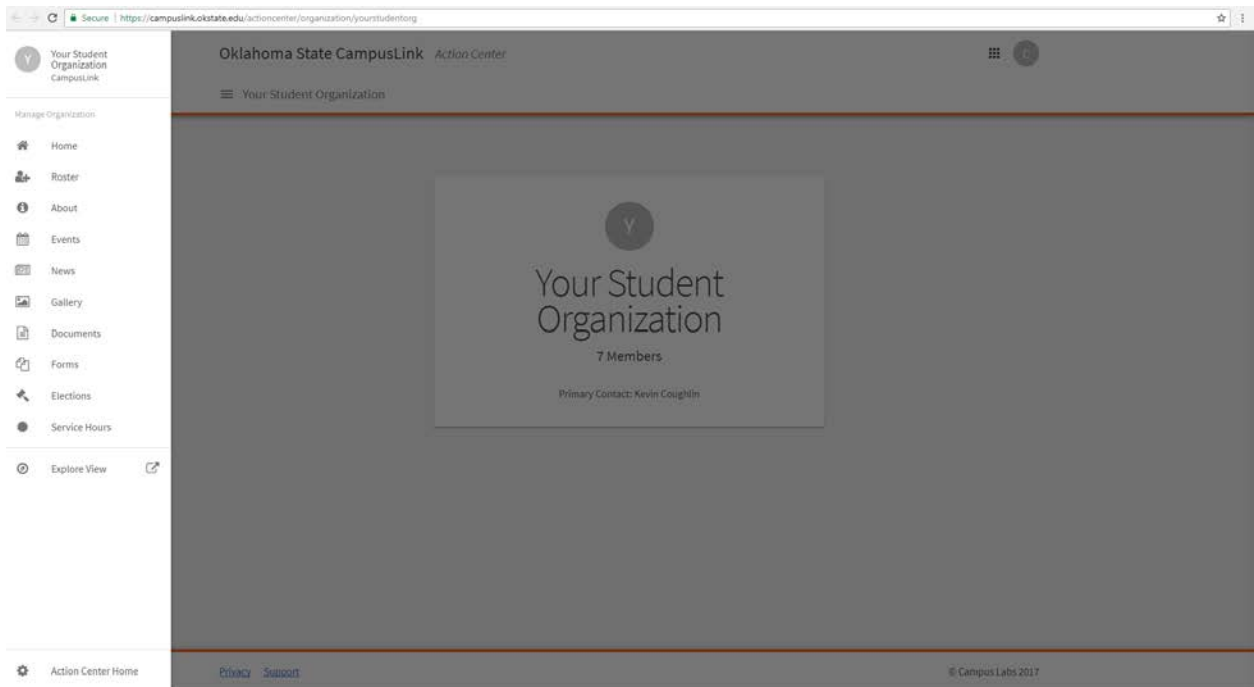
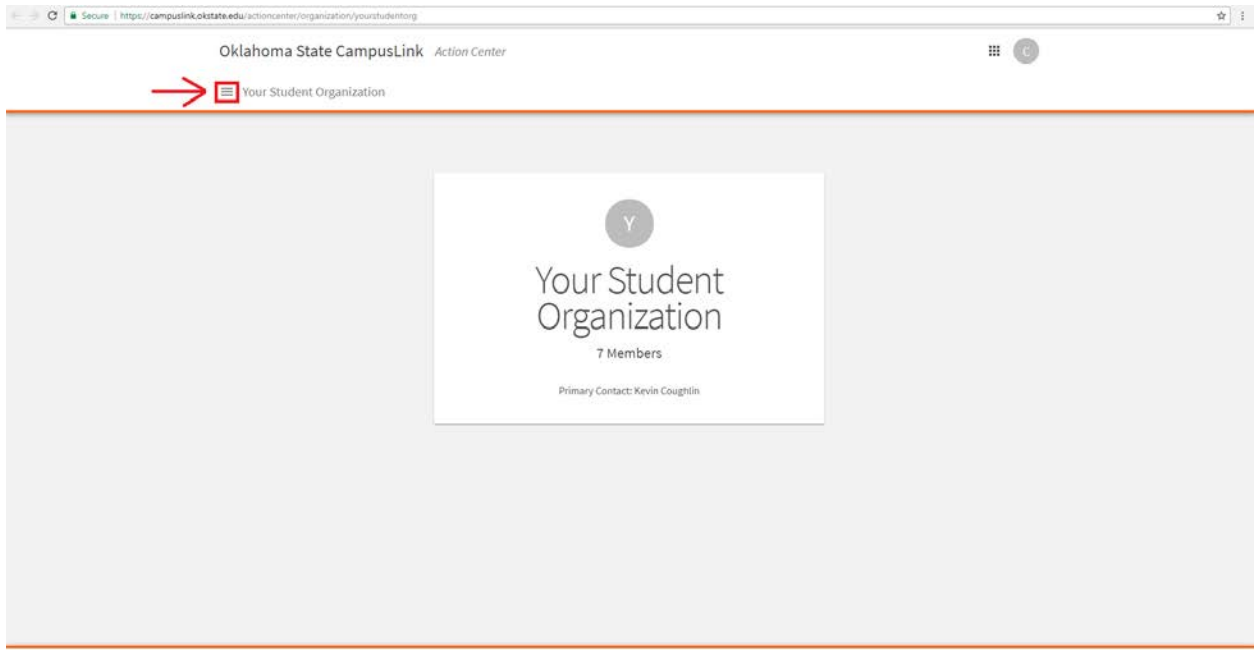
Step Two: After clicking on the organization name, you will be directed to your organization's home page. From this screen, you will need to click on the Manage Organization button at the top right of the screen.

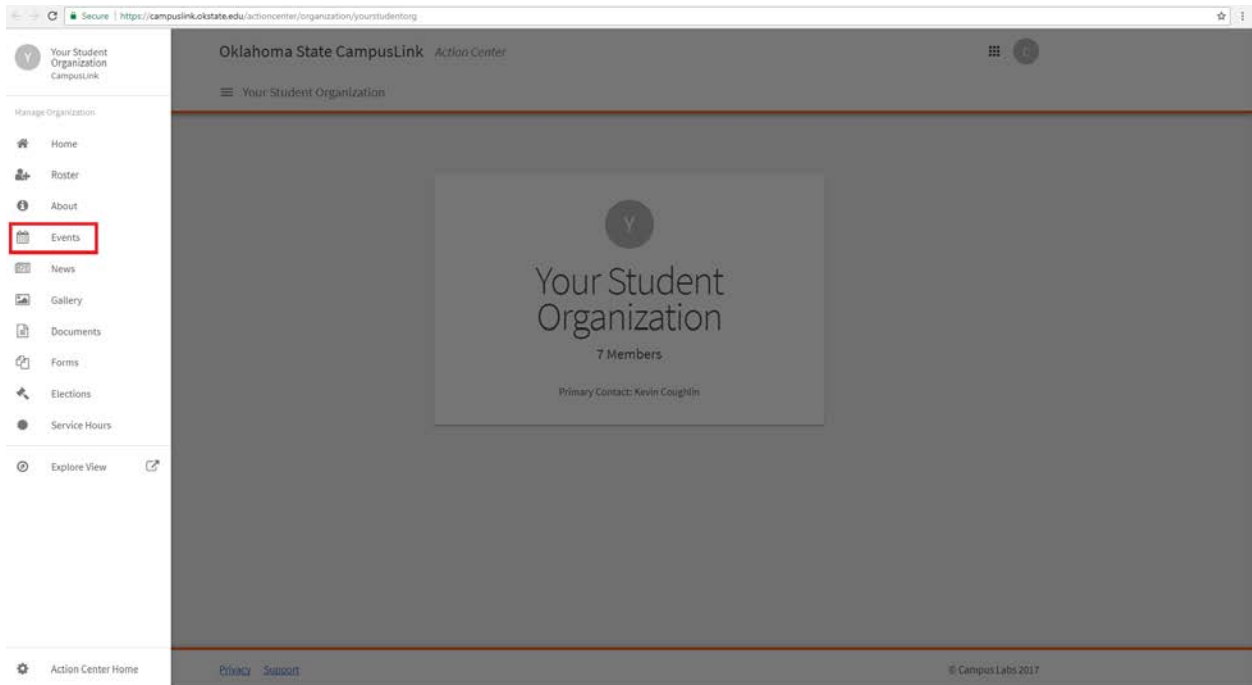




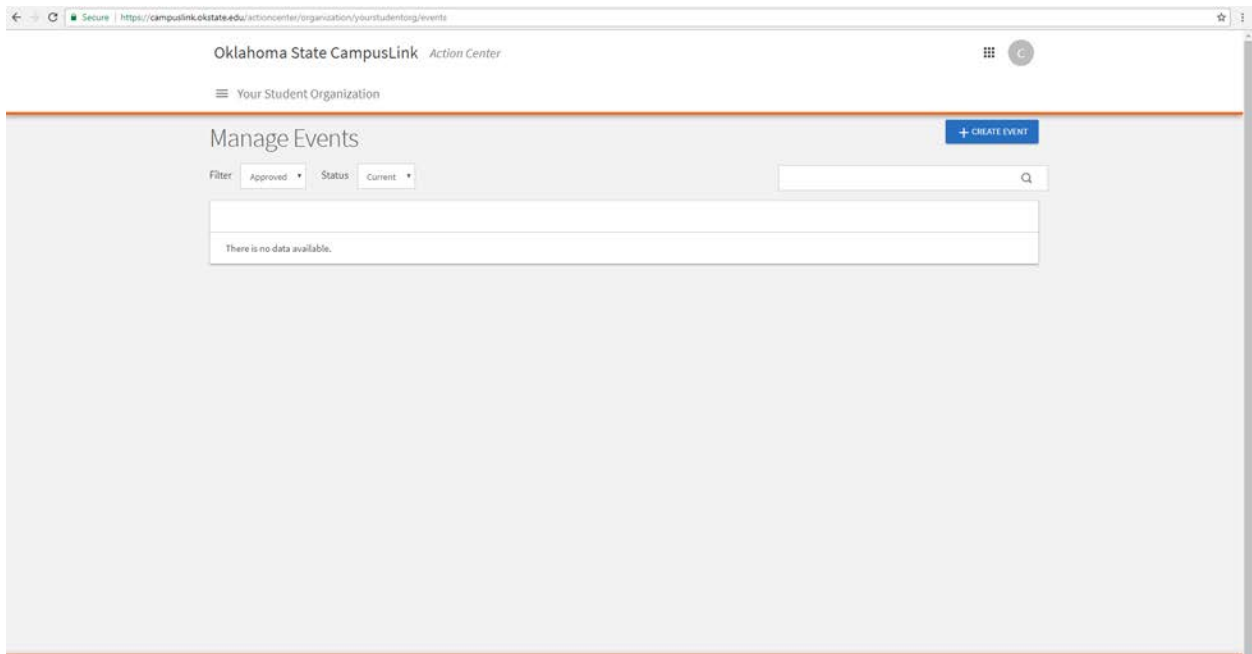
Step Three: After clicking on *Manage Organization*, you will be redirected to the *Action Center*. In order to access and upload documents to your CampusLink, you will need to click on the menu icon next to your organization's name and select the *Events* tab.

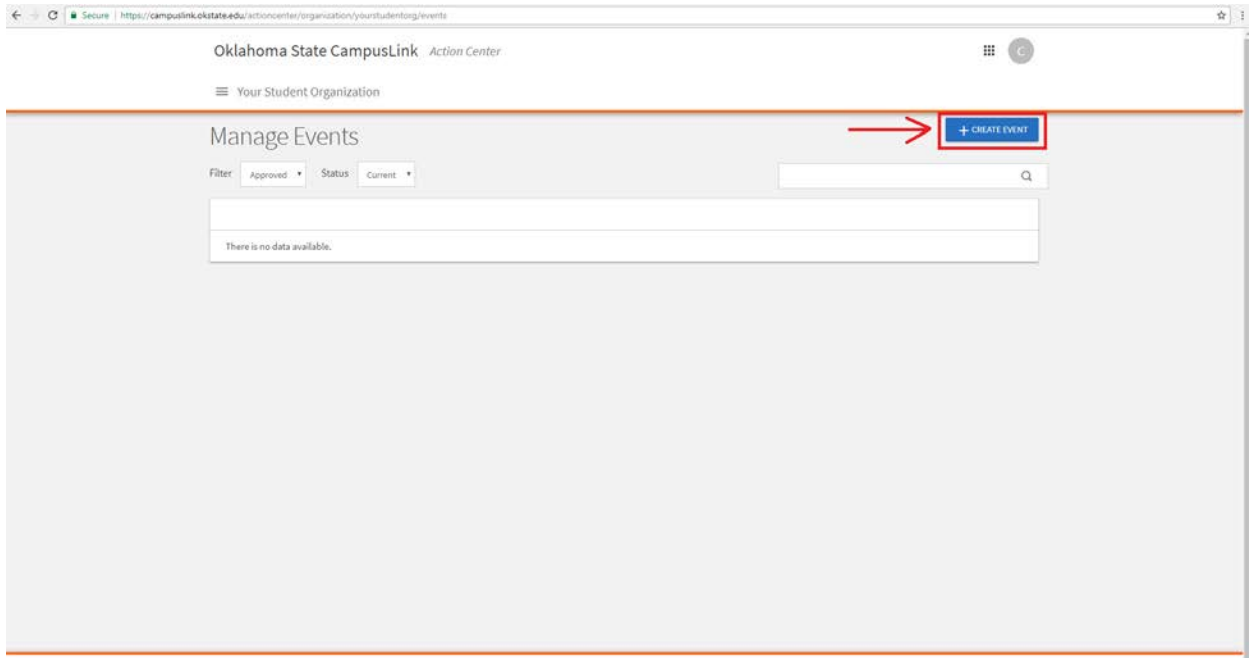




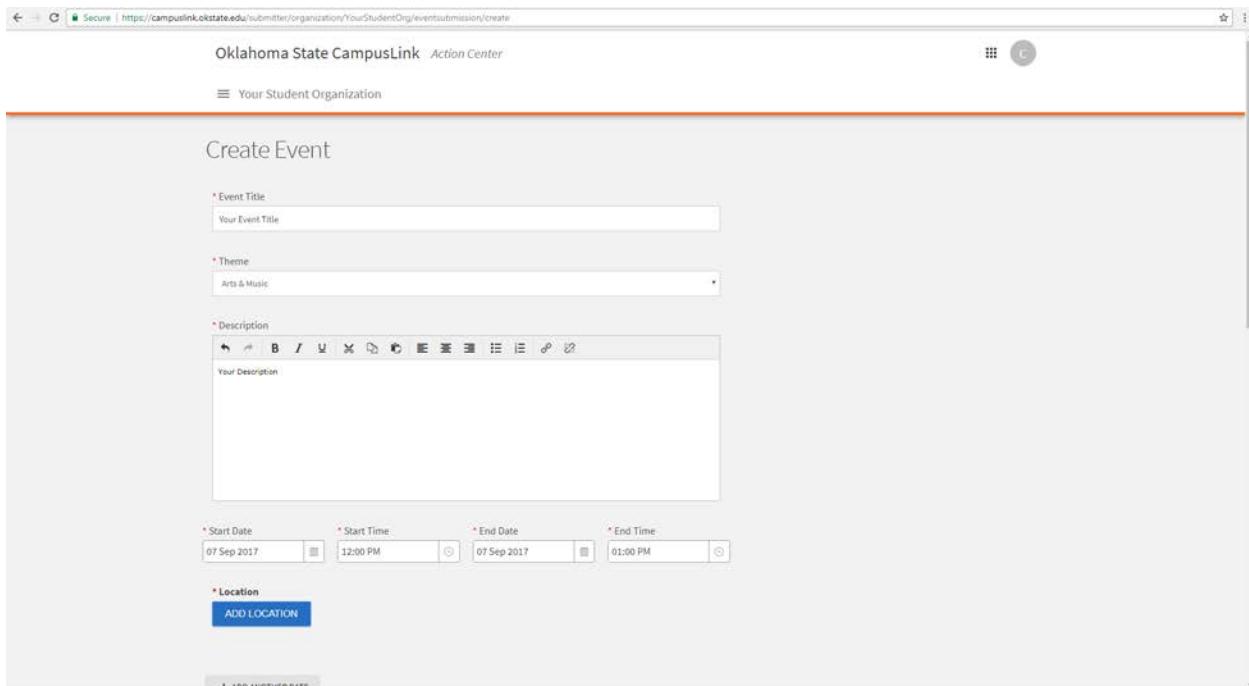


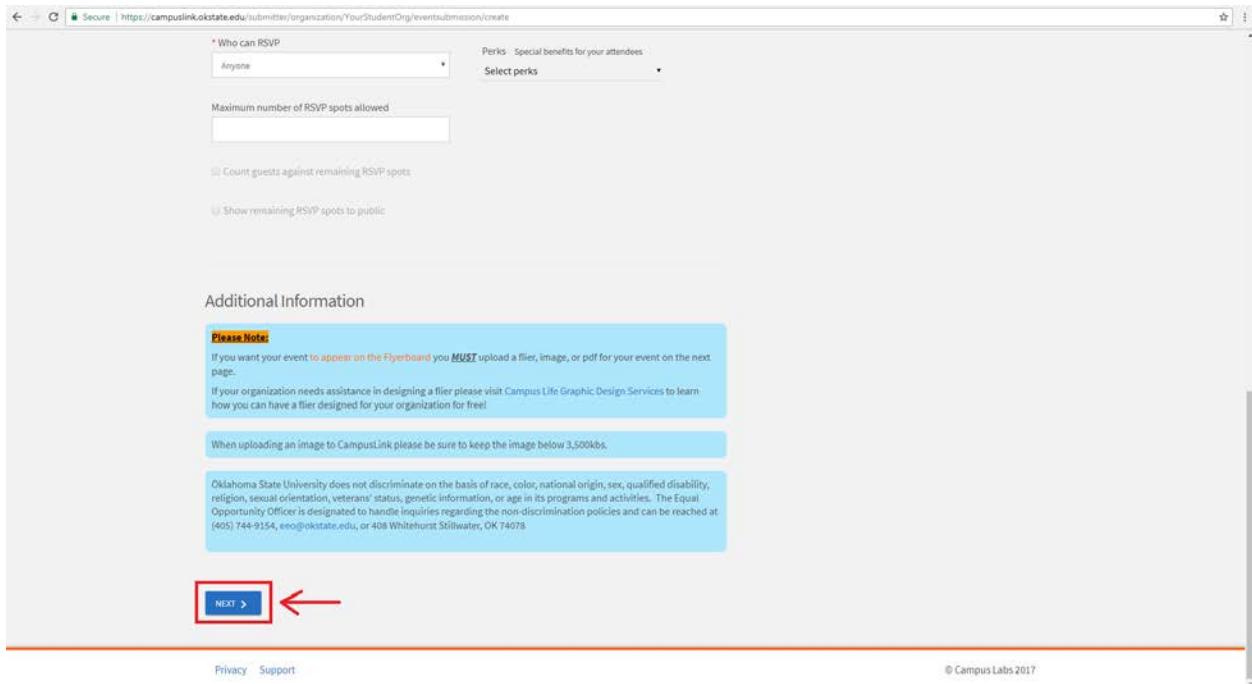
Step Four: This will bring you to the Events section of CampusLink for your organization. In order to create your own event, click on the blue Create Event button in the top right corner of the screen.



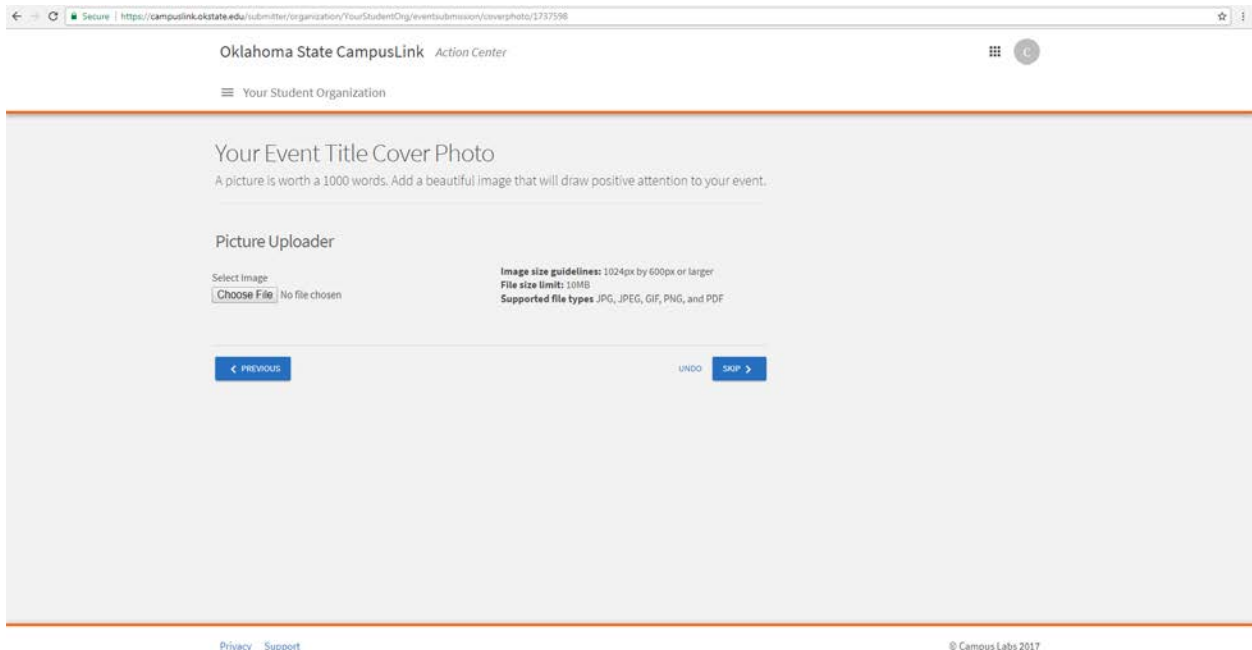


Step Five: Once you are on the *Create Event* screen, enter in all required information such as the title, description, location and date(s) of the event. Once you have entered all of this information, click on the *Next* button at the bottom of the screen.

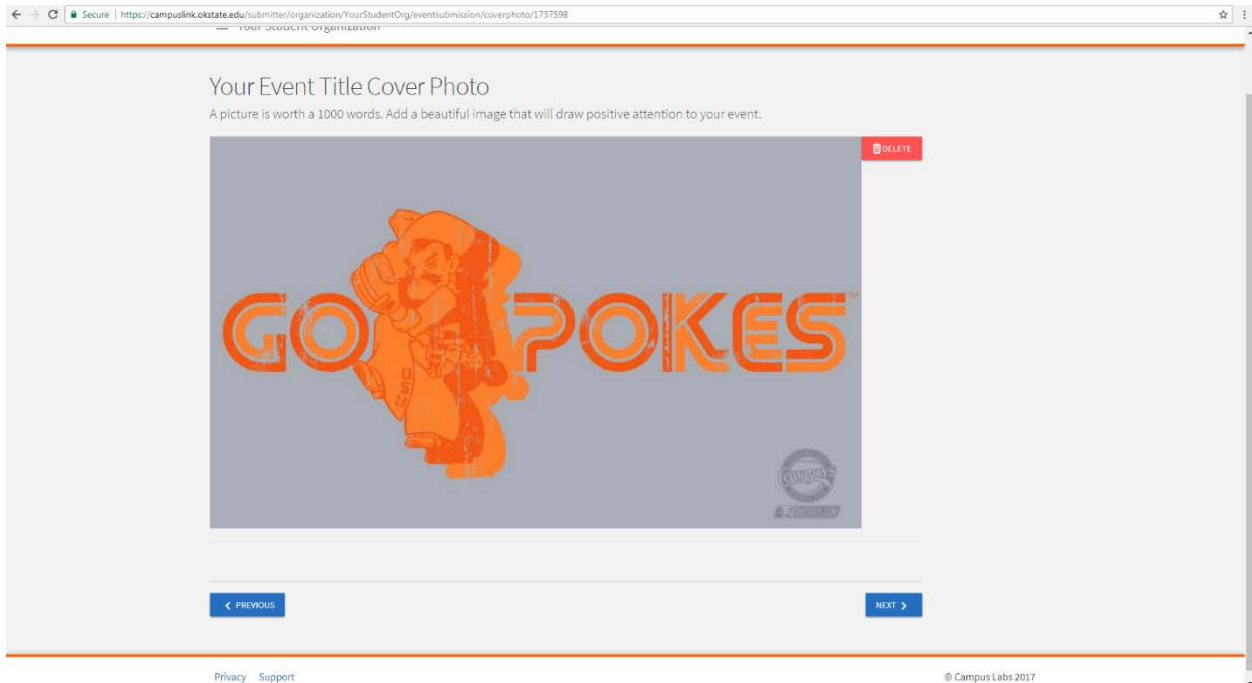
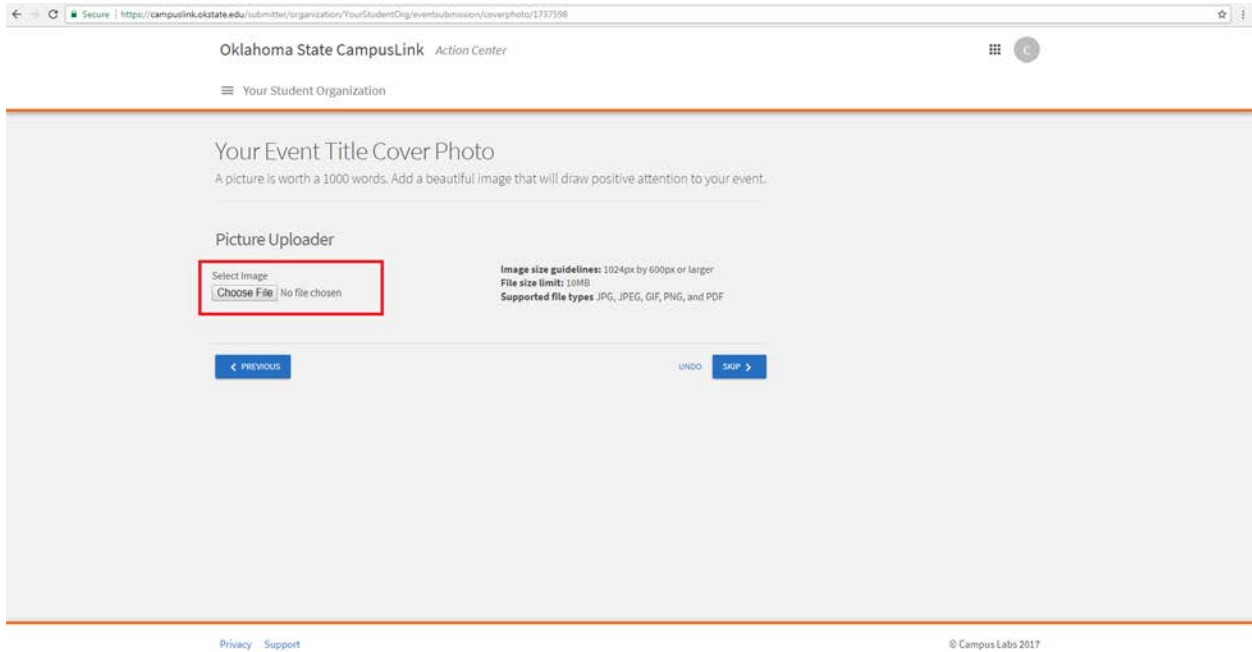


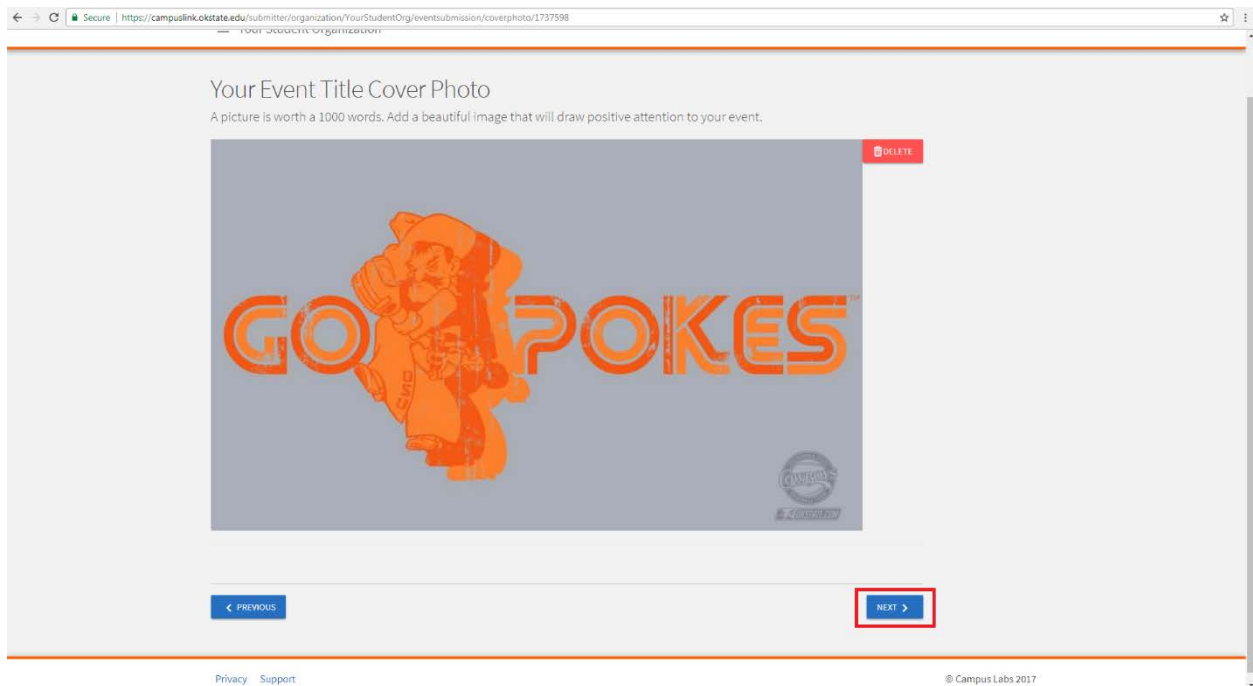


Step Six: Next you will be directed to upload a cover photo for your event. Any photo can be uploaded, as long as it is in a JPG, JPEG, GIF, PNG or PDF file type. If the Student Union Marketing office creates the graphic for your event, make sure to ask for a version specifically for CampusLink. If you do not have a photo you may skip this step.

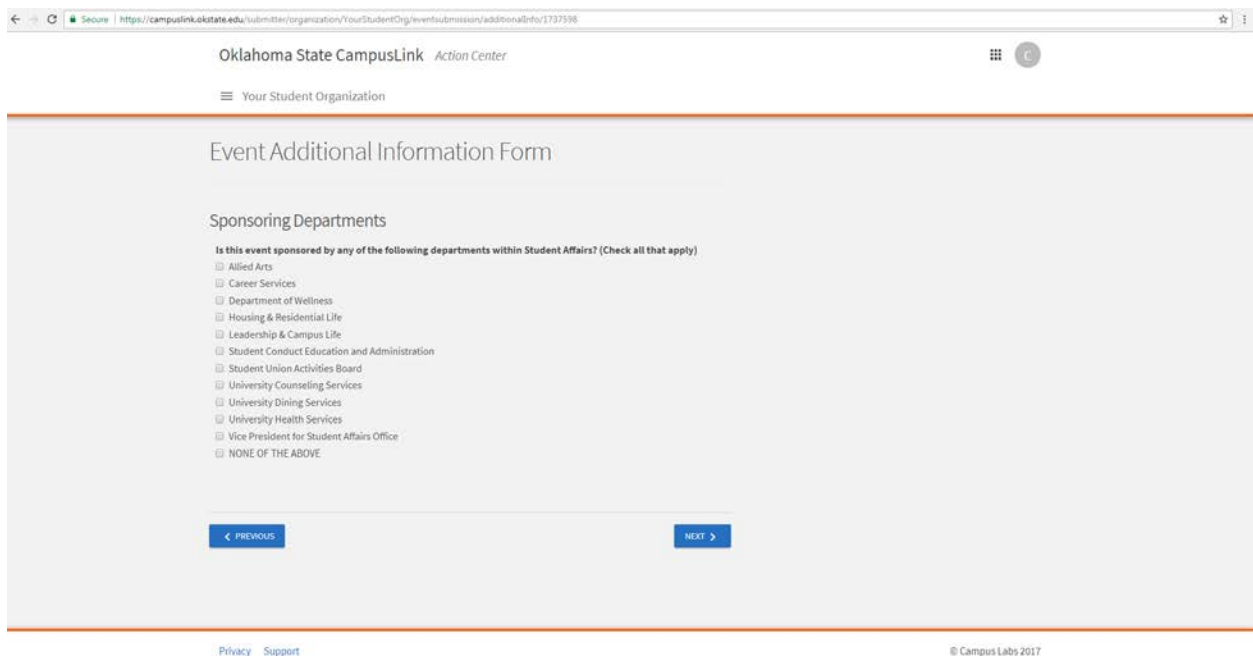


To upload your image, click on the Choose file button, and select the desired photo and click open in the browser. Once you have done this, you will be shown a preview of the photo you selected. If this works for you, hit the next button. If you would like to select a new photo, click on the red Delete button to the right of the photo.





Step Seven: Next you will be prompted to answer a question regarding any sponsors of your event. If your event is sponsored by any of the listed departments, make sure to check the box next to their name. If your event is not sponsored by the listed departments, you click none of the above or the next button.



Step Eight: Read through the Posting Policy carefully. Once you have done this, make sure to check the box stating that you agree to abide by the posting policies and click next.

Oklahoma State CampusLink Action Center

Your Student Organization

Event Additional Information Form

Agree to Posting Policy

POSTING POLICY:
The posting of signs, handbills and fliers and the posting of displays in buildings at Oklahoma State University will be limited to recognized and registered groups and official units of the University.

POSTING IN STUDENT UNION AND CLASSROOM BUILDINGS
Procedure for Student Organizations and Campus Departments:
Student Organizations and Campus Departments wishing to register posters/fliers for meetings or events must first have a representative of the organization/department submit the event on CampusLink for approval. If approved, the flier will be posted on the CampusLink homepage bulletin board. If the organization/department would like paper copies on campus bulletin boards, a representative of the sponsoring group or unit must bring the material to the Meeting and Conference Services Office. Every poster/flier must be marked with an original Meeting and Conference Services registered stamp. Campus Departments who do not have CampusLink accounts may contact Meeting and Conference Services to facilitate the process.

Procedures for Non-University Affiliated Organizations/Vendors:
In order to have a poster approved, it must be sponsored by an official student organization or campus department. A representative of the sponsoring organization/department must post the flier on CampusLink. To post the flier on campus bulletin boards, the sponsoring organization/department must bring materials to Meeting and Conference Services for a permit. Once the permit is filled out, the group representative(s) will stamp each poster/ flier with the Campus Life registered stamp.

- Please note that once an event is approved on CampusLink, it may be posted on the University's calendar

Regulations:

- Posters and fliers must not exceed 400 square inches in size (some exceptions can be made from the Director of Campus Life).
- The sponsoring group name or unit must appear on each flier, sign and/or display. The organization name must be spelled out. Greek letters and logos will be accepted if these clearly identify the sponsor.
- Posters and displays in languages other than English must have an exact translation of material(s) on the poster in English in order to allow for all OSU students to be aware of the poster's message.
- Publicity encouraging the use of drugs or alcohol at events sponsored by registered or recognized student organizations is prohibited.
- All posters without a registered stamp or those remaining up beyond the expiration date will be removed. Only one poster per event is permitted on each bulletin board.

Conference Services to facilitate the process.

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- Posters are not to be posted on walls (interior or exterior), trees, shrubs, trash cans, elevators, bus shelters, etc. Only bulletin boards and sign standards are approved as posting places. Any signs posted in unapproved areas will be removed and may result in the individual or group being billed for the signs removal plus any damages that might occur.
- The painting of sidewalks, buildings, etc. is not permitted. Chalking of sidewalks is permitted if a permit is obtained from Meeting and Conference Services, 079 Student Union.
- Lawn signs for campus elections will be registered by the SGA Election Agency.

Arrangements to post in the halls must be made with the Residence Hall Coordinator in each hall.

**For further information, questions or clarification, please contact Meeting and Conference Services
179 Student Union | 405-744-5232 | meetings@okstate.edu**

*** Required**
 I agree to abide by the posting policy and regulations listed above.

NEXT >

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Step Nine: Indicate if you are a staff member with Residential Life. Once you have selected an answer, click next.

← → 🔒 Secure | https://campuslink.okstate.edu/submitter/organization/YourStudentOrg/eventsubmission/additionalinfo/1737598

Oklahoma State CampusLink *Action Center*

☰ Your Student Organization

Event Additional Information Form

Res Life Staff?

*** Are you a Residential Life Staff Member?**

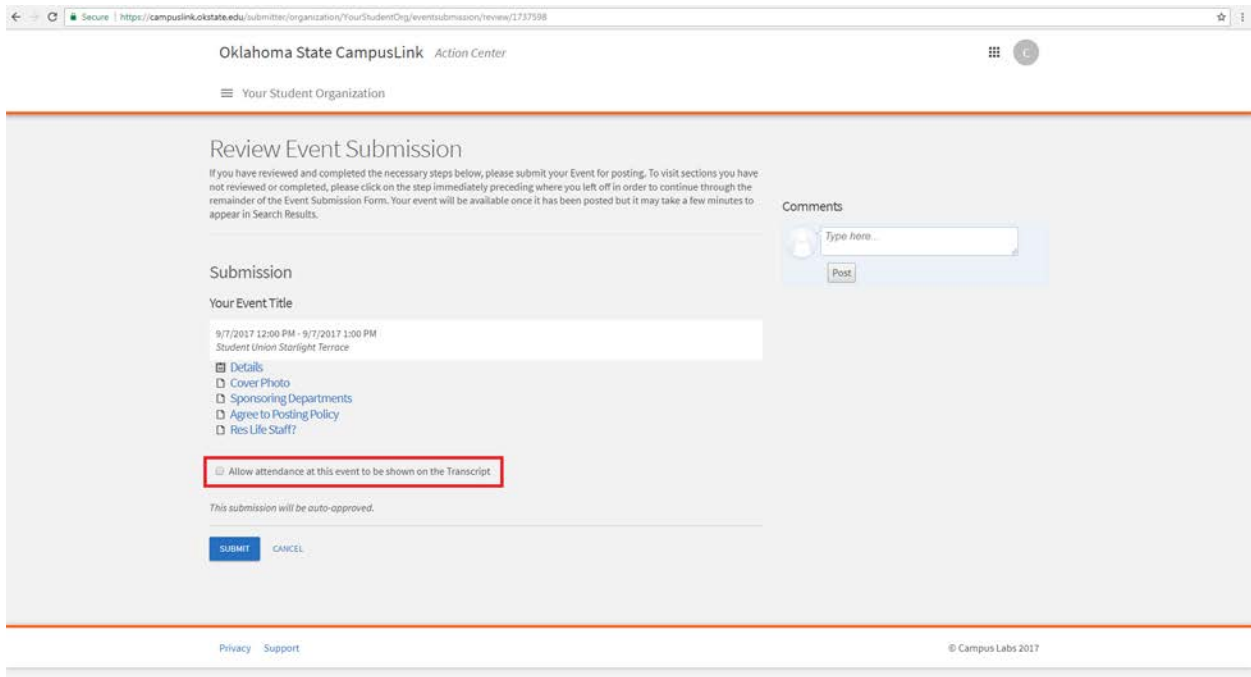
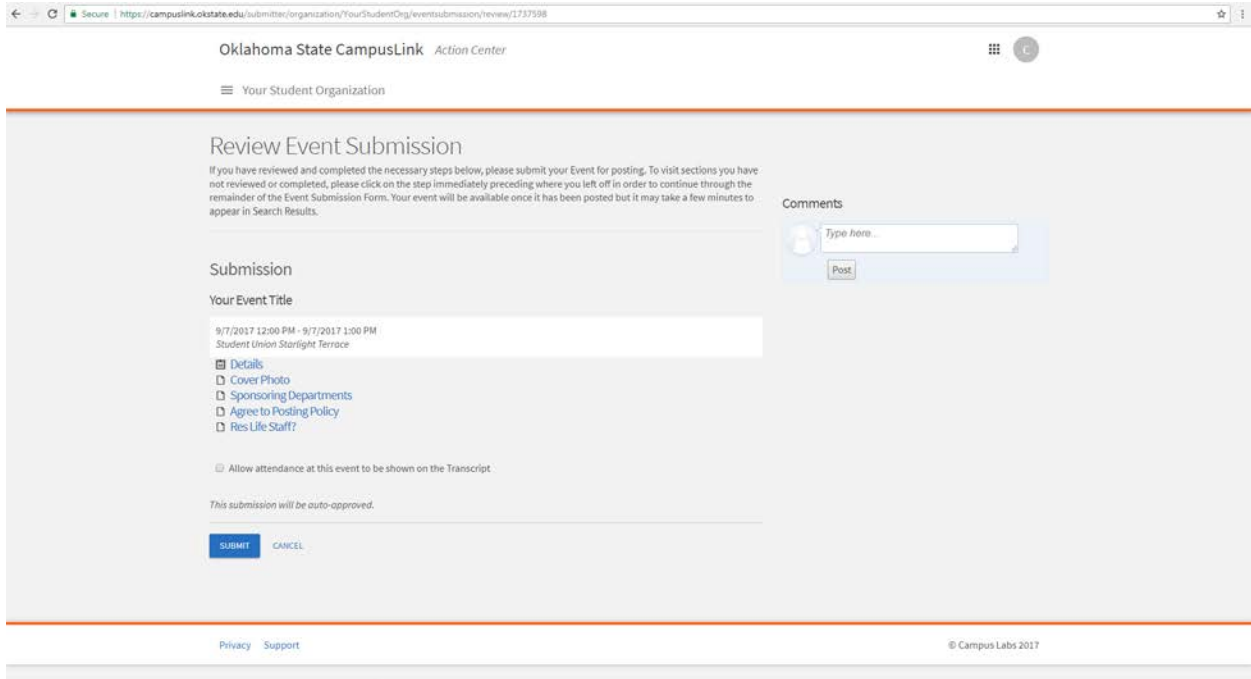
Yes

No

[NEXT >](#)

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Step Ten: Once you have completed all of these steps, you will be directed to the Review Event Submission page. Here you can review all of your responses if needed. Once everything is complete, make sure to mark the box next to “Allow attendance at this event to be shown on the Transcript.” This will be needed for tracking attendance at events. Then, click on the Submit button. This will officially submit your event for approval. Once it is approved, you will be able to see the event on the front page of CampusLink under the Events section.



MANAGE EVENT



VIEW LOCATION MAP

[Back to Event List](#)

Your Event Title

Date and Time

Thursday, September 7 at 12:00 PM CDT to Thursday, September 7 at 1:00 PM CDT
[Add To Calendar](#)

Location

Student Union Starlight Terrace
499 Cordell South

Description

Your Description

Additional Information

Please Note

If you want your event to appear on the Flyerboard you **MUST** upload a flier, image, or pdf for your event on the next page.

If your organization needs assistance in designing a flier please visit [Campus Life Graphic Design Services](#) to learn how you can have a flier designed for your organization for free!

Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, veterans' status, genetic information, or age in its programs and activities. The Equal Opportunity Officer is designated to handle inquiries regarding the non-discrimination policies and can be reached at (405) 744-9154, seo@okstate.edu, or 408 Whitehurst Stillwater, OK 74078