

STUDENT ORG COMMUNITY

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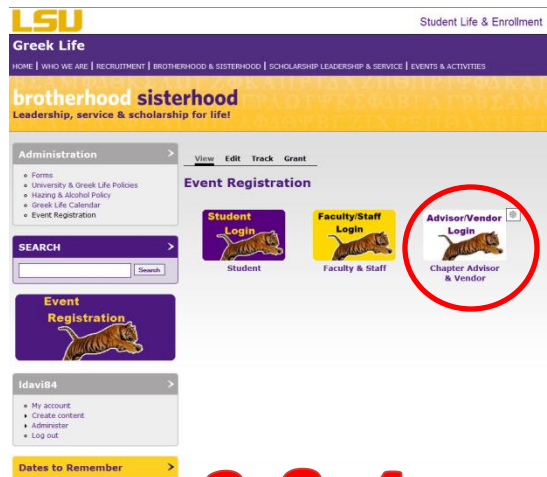
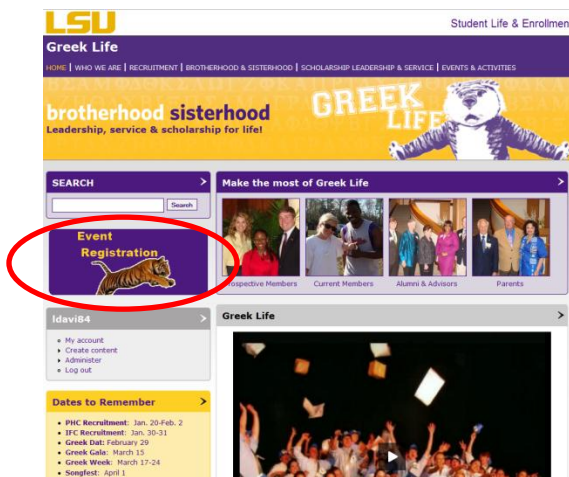
Event Review by Greek Chapter Advisors & Vendors

Notes:

- To review an event, advisors must have event review rights for organization's they advise. If you login and do not have access to the organization/s you advise, please email campuslife@lsu.edu.
- This online review process serves as a digital signature for an online event form.
- Greek Chapter Advisors and Vendors do not have access to "Batch Approve" events. You must review each event individually and make sure the flag by your name in the "Reviews" section turns green for the event to be approved by Campus Life/Greek Life.

Steps:

1. Click on the link below to access the Greek Life Website.
 - a. Greek Life Website – <http://greeks.lsu.edu/>
2. Once at the Greek Life Home page, click on the purple Event Registration picture.
3. This will take you to the Event Registration webpage on the Greek Life site.
4. Once on the Event Registration page, click on the Chapter Advisor & Vendor link.



5. Your login id is your e-mail address with the password that was given to you by Greek Life. Once you log in the first time, you will want to change your password (see steps on how to do this in the section highlighted in yellow on the last page of this document)

6. Once you have logged into the Student Org Community, click on the “Events” link on the left side of your Student Org Community home page.
7. Click on the “**Pending Events**” tab to see what events are awaiting your review from an organization.
8. Click the “View” icon in the “Actions” column.
9. At the top of the page click the “Review” button.
10. From this page, you can review the details of the event. Advisors can only view (not edit) the details.
11. Once the advisor has reviewed the details, they must select one of three actions below:
 1. Pending – Keep the event in a pending status if there is incorrect or unclear information.
 2. Approve – Approves the event.
 3. Reject – Rejects the event. If the advisor rejects the event, Campus Life/Greek Life will not approve the event.

Notes: If you have any notes to add to the event you can do so at this point. Please put the date of the note at the beginning

12. Once all notes have been added and the event has been kept pending, approved or rejected; press the “Submit” button.
13. If you approve the event, a green flag will appear in the review column to the right of the screen. If you deny the event, a red flag will appear in the review column. If the advisor denies the event, Campus Life/Greek Life will also deny the event. If you choose to keep the event in a pending status, a gray flag will appear.
14. Once the advisor has approved the event online, Campus Life/Greek Life will check to see if other approvals are needed from campus departments and then approve or deny the event based on the details submitted.

If you have any questions, email campuslife@lsu.edu or call 225-578-5430.

Chapter Advisor Account Setup and Tools

Chapter Advisors will have access to the following:

- Home
- Calendar
- Student Organizations
- Events
- My Account

Home:

- The “Home” page provides information on pending actions, announcements, active items, and statistics.

Calendar:

- The “Calendar” provides a view of the on campus meetings and events that have been approved by Campus Life or Greek Life.

Student Organizations:

- The “Student Organizations” page provides a list of the organizations that you are currently advising. There are four main tabs:
 - Active
 - Provisional
 - Transitional
 - Inactive

Status - If your organization is not listed on the active tab, they will need to contact Campus Life or Greek Life to learn how they can become active again. Only “Active” organizations appear on the public pages of the Student Org Community.

Actions - Advisors can only view the information listed under the “Student Organizations” tabs. Once you click on the magnifying glass under the “Actions” field, you will see the following additional tabs:

- Student Group: (Name of the Org) – Provides group details including contact information for the president and advisors.
- Roster: Lists all the members/officers that have been added.
- Documents: Lists all the documents that have been uploaded such as constitution, etc.
- Links: Lists all the links that have been added for the organization, which could include a local or national website.

- Photo Gallery: Includes all the photos that have been uploaded.
- Events: Includes all the event requests that have been submitted.
- Blog: Includes all the blogs that have been posted.

Group Admins - Advisors can only **view** the information listed under the “Student Organizations” tabs. If there is incorrect information listed, please email your organization’s president. The president has “Group Admin” rights, which allows him/her to update information for the group and add members to the roster. The president can give other officers group admin rights.

Events:

- The “Events” page provides a list of the event requests that have been submitted for the organizations that you are currently advising. There are three main tabs:
 - Current/Approved Events
 - Pending Events
 - Past/Denied Events

Please see the handout on reviewing events for the step-by-step process on how to review/approve an event.

My Account:

- The “My Account” page allows you to update your contact information and password. Just click the edit button to update your information and be sure to click the “Save” button before exiting the page.

Note: If you are using an email account that is not “yourname@lsu.edu,” and you forget your password just go to the Chapter Advisor & Vendor login link on the Greek Life website (www.greeks.lsu.edu). From there you can click on the “Forgot My Password” button and a temporary link will be emailed to you. Be sure to change your password when you login.

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