Activity Request Forms

POLICY: Activity Request Forms must be submitted through OrgSync for any and all events open to the university community at least 2 weeks in advance of event date, including tabling events

HOW TO SUBMIT ACTIVITY REQUEST FORM

Step 1: Log into OrgSync and choose the organization for which you are submitting the form under “My Memberships”

Step 2: Choose “Events” in the top menu bar.
Step 3: Click the green “Create an Event” button in the top right of the screen.

Step 4: Fill out all the prompts in the OrgSync form and be sure to submit is when you finish!

***Find more detailed instructions in this video from SAGA: https://www.youtube.com/watch?v=F8QI6NLMJo0&list=UUJy4VthIEOndmcol61ORK5A