**NEW RSO EVENT REGISTRATION PROCESS**

As of August 2023, all events hosted by OU Registered Student Organizations (RSO) must be submitted through the ENGAGE event submission process. Whether it is a tabling event on the South Oval or a club tournament in another state, all events need to be registered in ENGAGE. This process provides the following benefits:

- Event Traction and Awareness
  - Posting to the ENGAGE calendar gets your event distributed to other campus areas such as the What-To-Do calendar and digital marquees on campus.
  - Private events can still be made "invite-only".

- Risk Management Plans
  - Through registering RSO events, organizations will be able to assess risks associated with on and off campus events.

- One-stop Shop for Compliance
  - By registering your event through ENGAGE, the step-by-step process uses logic to ensure the organization is completing all the necessary forms for compliance. Depending on the type of event, none, some, or all the following forms may be prompted for the organization to complete:
    - Special Events Request Form (SERF) – Must be submitted 15 days before the event.
    - RSO Alcohol Notification Form/Fraternity and Sorority Programs and Services (FSPS) Event Notification Form
    - Student Travel Registration Form

- Event Attendance
  - ENGAGE offers the ability to track RSO event attendance (which is great data to have when applying for Primary and Auxiliary Funding).

USER ACCESS

- All users who plan to submit RSO events must have access to the organization's event management tools. To check user access, please see below:
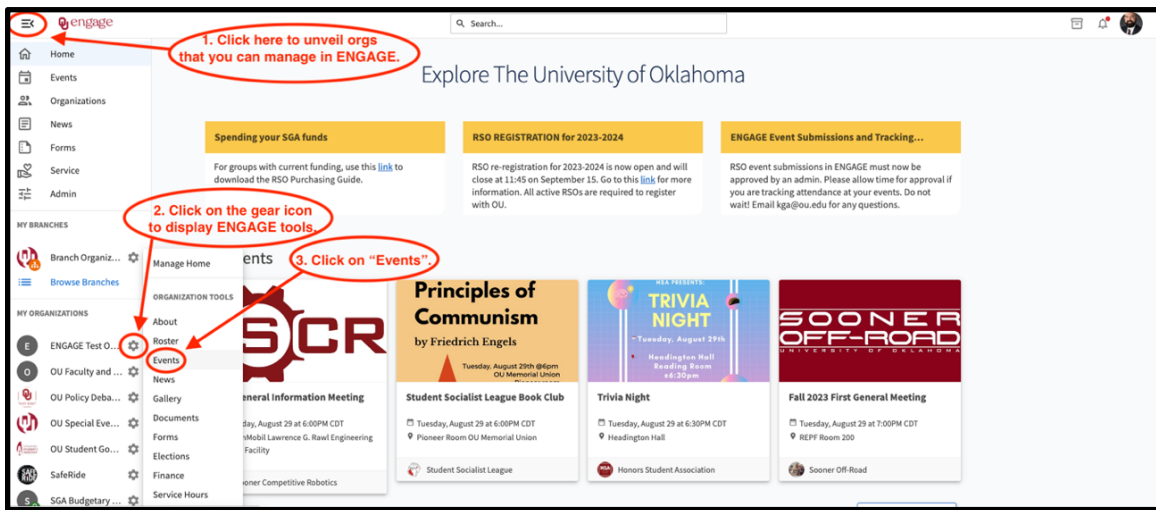
- If you do not see the organization for which you are needing to submit an event or see "Events" when you click on the gear icon, you will need to contact the organization's ENGAGE position holders *(Hint: All RSO advisers and ENGAGE Primary Contacts have full access to each organization's portal)*.

- After clicking on "Events", click on the blue "Create Event" button to start the event submission process. If more time is needed to finish the event form, return to the "Manage Events" page to resume the same form.

EVENT REVIEW PROCESS

- Reviewers, administrators, and event registration submitters will be able to leave comments and attach any additional documents in the comments section of the form.

- After event registration review has been completed, it will be posted to the ENGAGE calendar, based on the visibility settings. Changes can be made through the event management tools. All updates will route through the same channel.

If you have any questions, please contact me at kga@ou.edu.