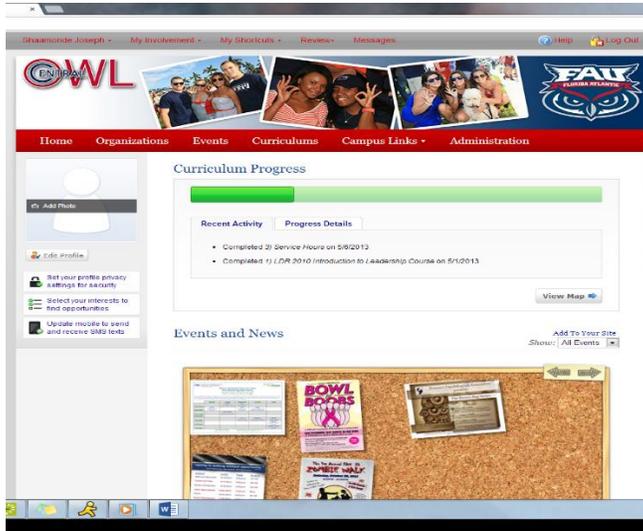


# New Process for Registering Events

- Come **Spring 2014** we will only accept online forms via Owl Central <https://fau.collegiatelink.net/>
- **To create events, the primary contact and/or the advisor of your organization MUST give you access to control the owl central for your organization.**

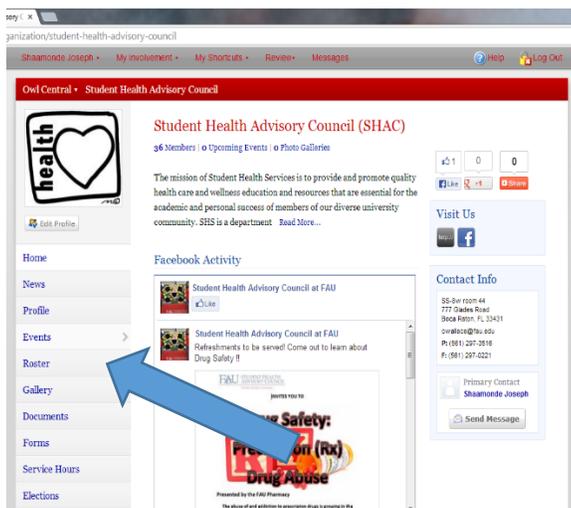
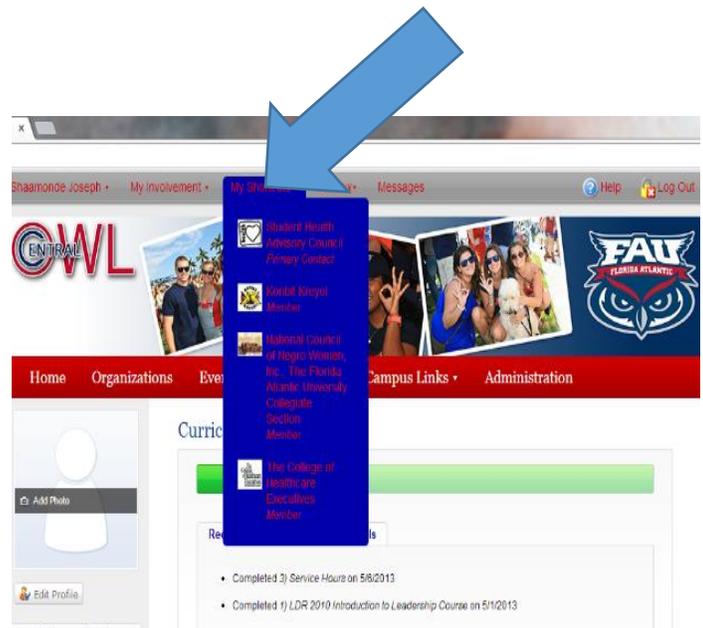


1. This is the screen you will see when you log on to your Owl Central (Each person will have variation to their homepage depending on their involvement)

2. Click **“My Shortcuts”** which will drop down and show what organizations you are a member of and the organizations that you are an officer for.

**\*\*Please note that you will only be able to create events for organizations that you are an officer for and have been given access\*\***

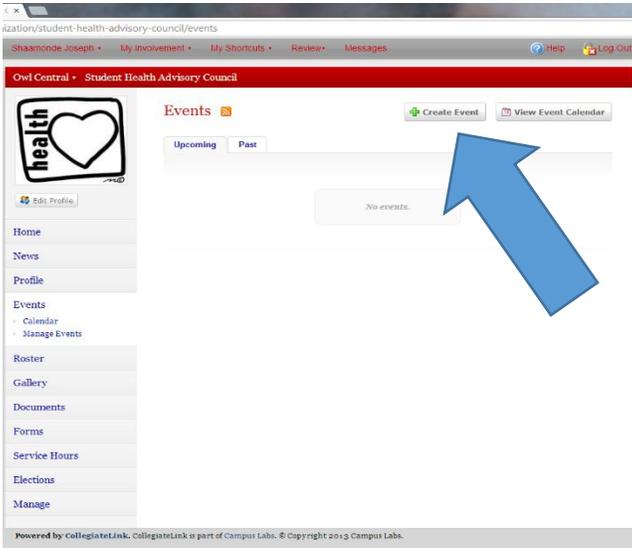
3. Click on the organization you want to reserve a room for



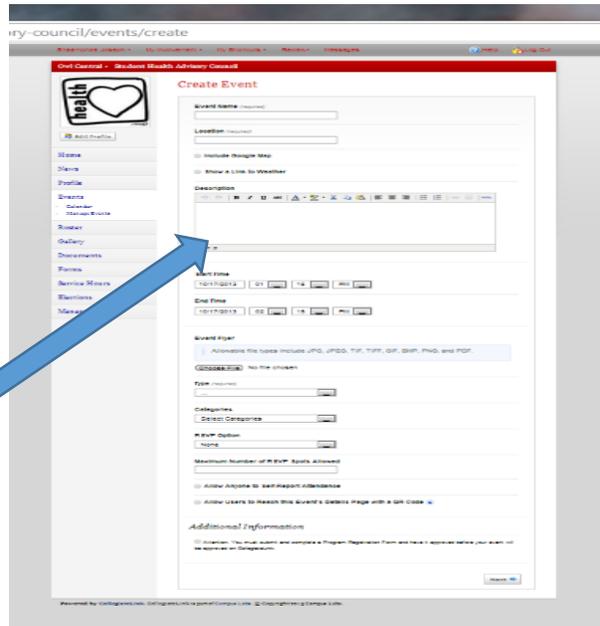
4. Click on **“Events”**

(Each organizations will have variation to their page plus the amount of access the primary contact gives each board member)

5. Click on **“+ Create Event”** button



6. You will be directed to this page and may continue to fill out the event form until completed.



### TO GAIN ACCESS TO REGISTER EVENTS:

**\*\*the primary contact and/or advisor will have to give EACH board member who will be in charge of creating event access\*\***

1. The person must log-on to Owl Central
2. Click on **“My Shortcuts”**
3. Click on corresponding organization
4. Once on the organization homepage, click on **“Roster”**
5. Click on **“Manage Roster”** on the drop down menu  
You will see all added members of your organization on OwlCentral
6. Find each board member, click on **“Edit positions”** and click each position that applies to that person
7. in the case that you want to add a special position, click on **“Manage Position”** (under the **“Roster”** tab)  
Then click on **“+ Create New Position”** and proceed from there.
8. On that same **“Manage Position”** page, you will click on each title and edit the access of each position from there

- If you have any questions about your Owl Central Account please contact S.I.L. at 561-297-3735 or stop by the Student Union room 220
- If you need any assistance to register your events you may stop by the Student Union Room 203 and we'll be glad to help you!