New Process for Registering Events

- **Come Spring 2014** we will only accept online forms via Owl Central [https://fau.collegiatelink.net/](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!