To register an event with travel, locate the ‘Events’ module along your organization’s menu bar.

On the event page, click on ‘Create an Event’ found at the top right of the page.

On the resulting page, you will see the event creation interface. All basic information is listed on this page as well as an option to upload a picture. These settings are divided into three sections.

**Details**

The ‘Details’ section asks for the most basic information about your event. You are required to enter a name, select a category, and provide the event date and time. You can select a one-time event or set up a repeating event that occurs daily, weekly, or monthly. After entering all of this information, you will be asked for the event location as well as a brief description.

**Participants**

The ‘Participants’ section allows you to define your RSVP settings. You can allow unlimited RSVPs, define a set number of RSVPs, or turn off RSVPs entirely. Next, determine whom the RSVP list should be made available to everyone or only administrators.

**Visibility**

This ‘Visibility’ section allows you to determine who can see the event. Under ‘Make this available to,’ decide if you want the event to be visible to everyone (internal and external of EagleSync), your community, your portal, or selected groups within your portal. If you want your event widely circulated, select both “public & website.” and “share on SAIL calendar.” In addition to approving your events, SAIL staff will approve or deny the level to which your event is published and who can see it.

On the next page, the submitter’s contact information should be auto-populated into the form - please ensure that this information is complete and accurate.
Event Type

You will need to select an event type depending on the location of both your organization (Cheney or Spokane) and the location of your event (on-campus, off-campus, within city limits, or outside of city limits). This information is VERY important as it will dictate the type of follow-up questions you are asked as they relate to the event you are planning on hosting.

Submission Timeline

You will be asked for additional details about your event, including specifics for approvers to consider (info that you may not have provided on the first page that is important to know).

On the next page, you need to confirm that this form is being submitted at least ten business days prior to the event date. Please note: events submitted within the ten day period will be denied.

*If you have any questions regarding the 10 business day requirement, contact the SAIL office at 509-359-7924.

Space & Set-Up Needs

In the next few fields, you will be asked for details about the event space, set-up, estimated attendance, etc. It is important to be as specific as possible to assist the Event Planning Office in reserving your space or in finding an alternate space should your first choice not be available.

The next set of questions will pertain to different aspects of your event. Follow the directions below each question as it will provide you with additional information/resources to help ensure your event is a success.

If you have a contract you will be using or signing, please upload a copy of the contract.

The maximum size of a file upload is 20MB.

Upload

At the bottom of the page you will be asked to upload various documents (if applicable), including a noise variance permit and/or copy of third-party vendor that you may be contracting for your event. It is important to obtain these prior to completing this form, and to upload them to provide proof of completion for liability purposes.

Food

If you are planning on providing food at your event, you will be taken to a section asking for more information.
You will be asked to indicate who is providing or preparing the food. Please note: Food for on-campus events must be provided by Catering Services without prior approval from Dining Services. This includes events at Riverpoint.

Utilize the additional fields to provide details about your catering needs.

Sound

If your event requires sound and you indicated this earlier in the form, you will be taken to a section asking for more information about it. Be prepared to provide a budget number for your organization as it is required to submit the form. Additionally, you will be asked for a brief description of your sound needs, including what equipment and/or set-up you’re looking for.

On the following page, you will be provided details about the different sound, video, and lighting packages offered by Eagle Sound Productions. Select the package that best fits your needs.

Advisor Approval

You’re ALMOST done! Before you can submit your event, you need to provide an e-mail address for your org’s advisor. They will receive notification that an event has been submitted, and will need to go into EagleSync to approve it BEFORE it can be processed. Double-check that their e-mail is entered correctly and follow up with them to ensure that they approve the event.

Browse ‘Events’

From your portal’s event page, you can see all of your upcoming events, as well as any events being shared down by the umbrella. To see an event’s full details, select it from the list.
How to Follow Up on Your Event

Once your event has been submitted and approved by your organization’s advisor, SAIL staff will review it and contact the applicable reviewers to approve it based on the details provided.

It is the submitter’s responsibility to check on the status of their event. Once submitted, you can view the event details and check on the status at any time by going to the ‘events’ tab in your organization’s portal and searching for your event by date. If it is not yet approved, it will say ‘pending approval’ on the far right side. Click on the event to see its status.

The conversation tab is the best way to see what action has been taken on your event. This serves as a record of when it was submitted, and approved by your advisor, and what reviewer has been assigned to it, if they have yet reviewed it, and when. Your event should be evaluated by SAIL staff and assigned reviewed within 5-7 days of being submitted. If it has been longer than that, the submitter should check on the event’s status and follow up with SAIL regarding any delays.

What You Can Do to Expedite the Process

- Provide detailed information in your registration form and allow 10 business days for review/approval (4 weeks if travel is involved)

- Check on the status of your event frequently

- Respond to e-mails or EagleSync messages from SAIL staff with questions regarding your registration

- If you have questions about the form or overall process, contact the SAIL office at 509-359-7924 for assistance