

WaveSync Help Guide

This guide will help you best prepare for registering an event in WaveSync.

Before you start your WaveSync submission, please make sure you have the following ready:

1. The date considered for your event. Note that services will be limited during university-wide events (e.g. orientation/move in, home football game days, Homecoming, fall break, New Orleans Bookfest, spring break, Crawfest, Commencement).
2. The location of your event. Ensure that you requested the space in Event Management System.
3. The account number to charge for IT services, in the event they are needed.
4. An onsite representative and their cell phone number in the event of an emergency. Please note that this phone number should NOT be an office line.
5. Information on any food and beverage preparations being made for the event. This may include:
 - The caterer's name and address. Please note that OEHS will not accept the caterer unless the address is listed.
 - The name of any food handlers, along with their email and onsite phone numbers. A copy of their food safety course certification must be included in the event registration.
 - If the catering service is a food truck, you must include in the event registration an NOFD Fire Certificate and liability insurance naming "The Educators of the Tulane Educational Fund" as additionally insured.

For Facilities Services costs, visit:

<https://campusservices.tulane.edu/content/events-needs-and-costs>



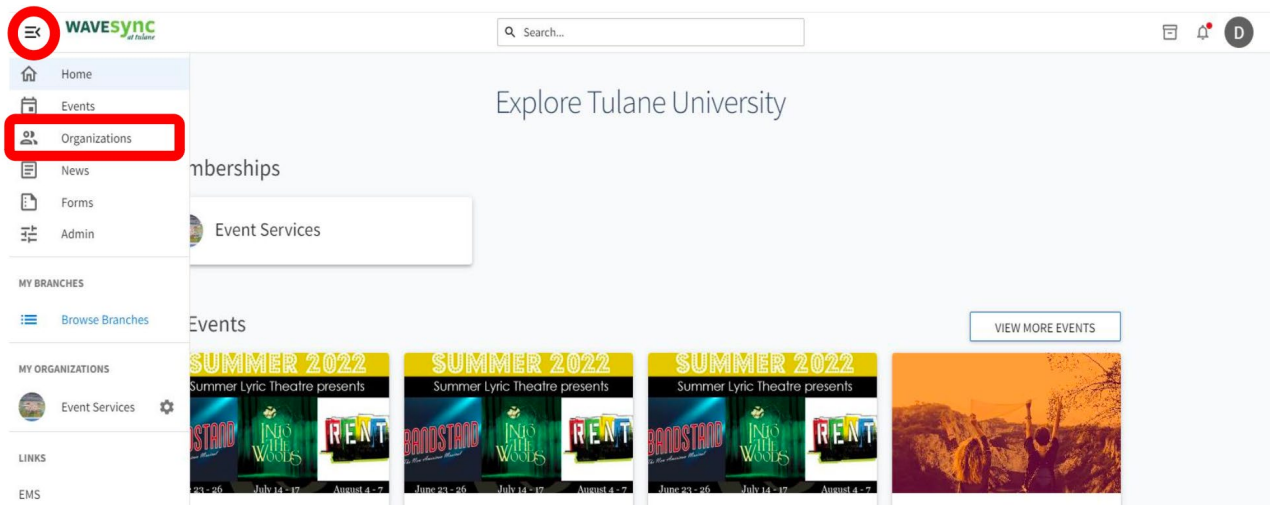
Event Services

CAMPUS SERVICES

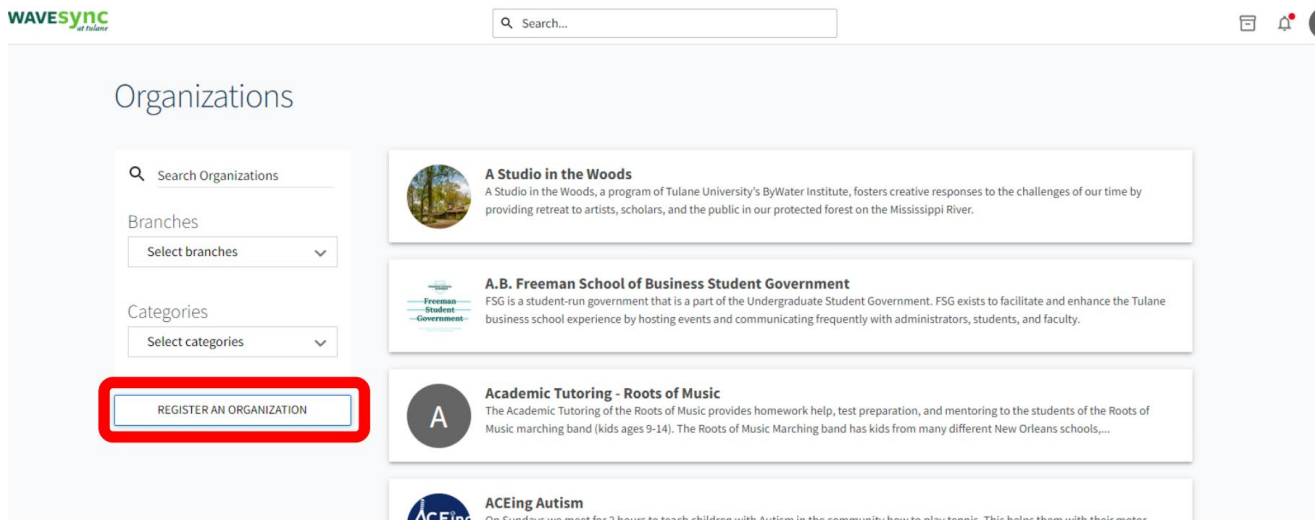
How to create a portal on WaveSync:

1. Go to <https://tulane.campuslabs.com/engage/> and log in using your Tulane email and password. Once you are in, click on the hamburger menu in the top left corner of the screen and click on the “Organizations” page.
2. Click the “Register an Organization” button below the search menu.

1



2



WAVE SYNC CHECKLIST

3. Scroll down to the bottom of the page and click on the “register a new organization” button.
4. Fill out the Tulane Department Registration Form. Please note: the “website” section of the form does NOT refer to your external URL. It generates a WaveSync URL using your designated keyword. The keyword cannot contain numbers or special characters.

3

Find an organization to re-register

- A Studio in the Woods
Not Available
- A.B. Freeman School of Business Student Government
Not Available
- Academic Tutoring - Roots of Music
Not Available
- ACEing Autism
Not Available
- Advising Center
Not Available

NEXT >

Register New
REGISTER A NEW ORGANIZATION

4

Tulane Department Registration - Step 1 of 2

Provide some basic information about your organization.

General Information

*Official Organization Name Acronym/Nickname

*Organization Description Summary

254 characters remaining

Organization Description

Website

*Organization Web Site URL

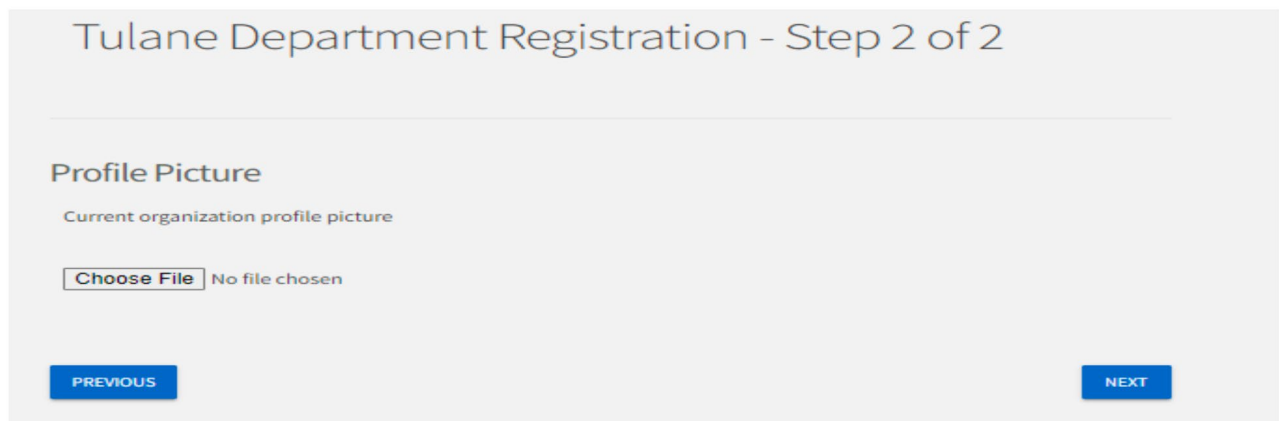
The Organization Web Site URL field is required.

<https://tulane.campuslabs.com/engage/organization/>

WAVE SYNC CHECKLIST

- (Optional) Upload a profile picture for your organization page.
- Select the “Submit” button at the bottom of the screen to complete the registration.

5



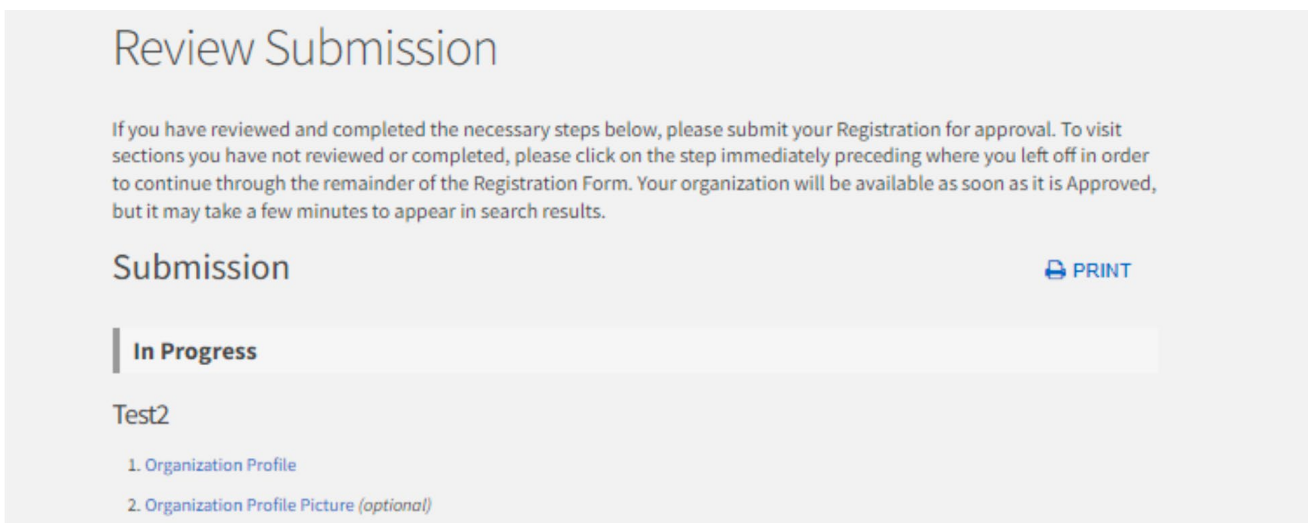
Tulane Department Registration - Step 2 of 2

Profile Picture

Current organization profile picture

No file chosen

6



Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

Submission

In Progress

Test2

1. Organization Profile
2. Organization Profile Picture (optional)

How to change the roster position:

1. From the WaveSync home page, open the hamburger menu in the top left corner of the screen, then click the settings icon next to your organization name. Select the “Roster” option from the organization tools menu.
2. Find the person whose position you wish to change on the Roster and select the “edit pen” in the upper right corner of their contact.

1

The screenshot shows the WaveSync home page. On the left, there is a navigation menu with sections: 'Browse Branches', 'MY ORGANIZATIONS' (containing 'Event Services' with a settings gear icon), 'LINKS', 'EMS', 'Gibson', 'Student Organization Handb...', 'Tulane Concerns Report', 'Tulane Student Organization...', 'Release Notes', 'Privacy', and 'Support'. A dropdown menu is open under 'Event Services', showing 'Manage Home' and 'ORGANIZATION TOOLS'. Under 'ORGANIZATION TOOLS', the 'Roster' option is highlighted with a red box. Other options include 'About', 'Events', 'News', 'Gallery', 'Documents', 'Forms', 'Elections', and 'Service Hours'. The main content area shows 'All Events' with three event cards for 'SUMMER 2022' and one for 'Social at City Park'. Below the events are sections for 'Latest News' and 'Campus Links'.

2

The screenshot shows the 'Roster' management page. At the top, there is a notification: 'Submission was successfully deleted'. Below this, the page title is 'Roster'. There are four buttons: 'MESSAGING', 'MANAGE POSITIONS', 'INVITE PEOPLE', and 'EXPORT ROSTER'. A profile card for 'Primary Contact Jennifer Thelen' is shown with initials 'JT' and an edit icon (a pen) highlighted with a red circle. Below the profile card is the 'Manage Roster' section with tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. There are two buttons: 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS'. A search bar is present. Below the search bar is a table with columns: 'Select', 'First Name', 'Last Name', and 'Positions'. The table contains three rows of data.

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Darilyn	Lee	Department Staff
<input type="checkbox"/>	Jennifer	Thelen	Department Staff
<input type="checkbox"/>	Pamela	Palmer	Department Staff

Showing 1 - 3 of 3

CHANGE ROSTER POSITION

3. Select the “Select” button to the left of the person who you wish to make a primary contact. Please note: If the person you want as a primary contact is NOT already a member of your portal, then their name will not appear here.

3

	First Name ▾	Last Name ▾
SELECT	Darilyn	Lee
SELECT	Pamela	Palmer

Note: If a member needs to put in events, their roster position must be changed by the primary contact to “Department Staff.” Members cannot create events in a portal. They can only see the events are planned. To change a member to department staff:

- From the Roster page, select the edit icon to the far right of the person whose position you wish to change.
- Select the checkbox next to “Department Staff,” then click the “Save” button.

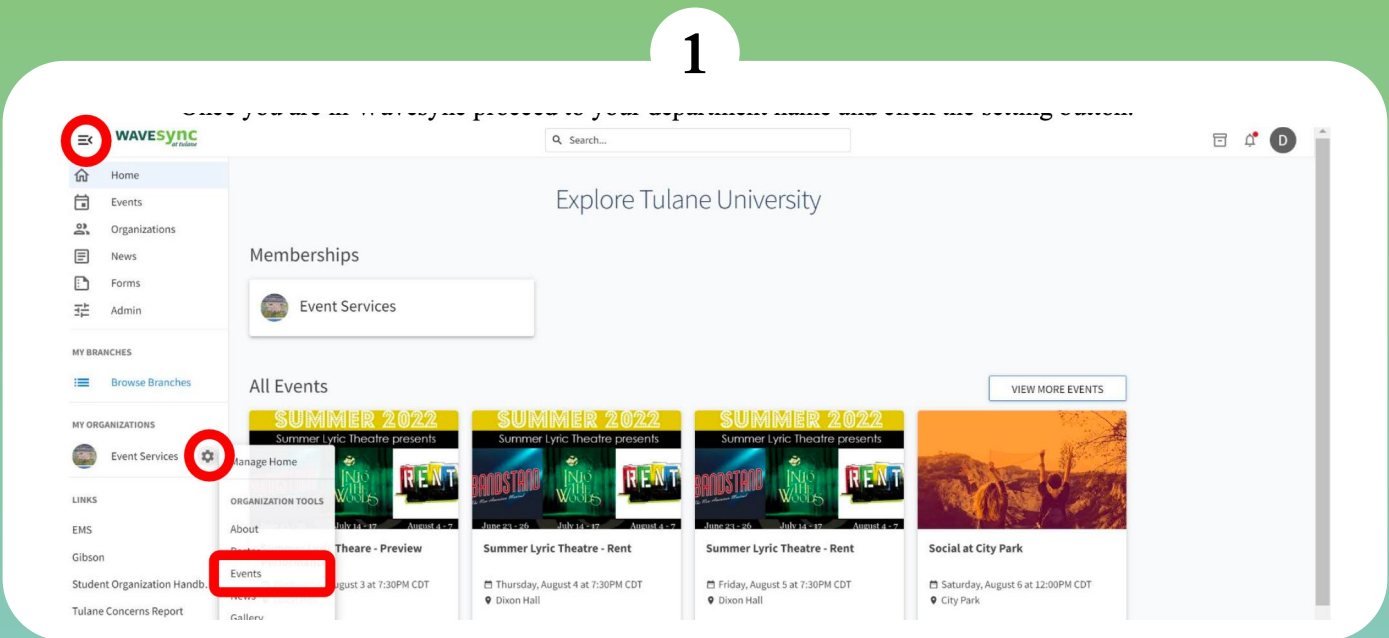
Select	First Name ▾	Last Name ▾	Positions
<input type="checkbox"/>	Darilyn	Lee	Department Staff
<input type="checkbox"/>	Jennifer	Thelen	Department Staff
<input type="checkbox"/>	Pamela	Palmer	Department Staff

select	First Name ▾	Last Name ▾	Positions
<input checked="" type="checkbox"/>	Darilyn	Lee	Department Staff

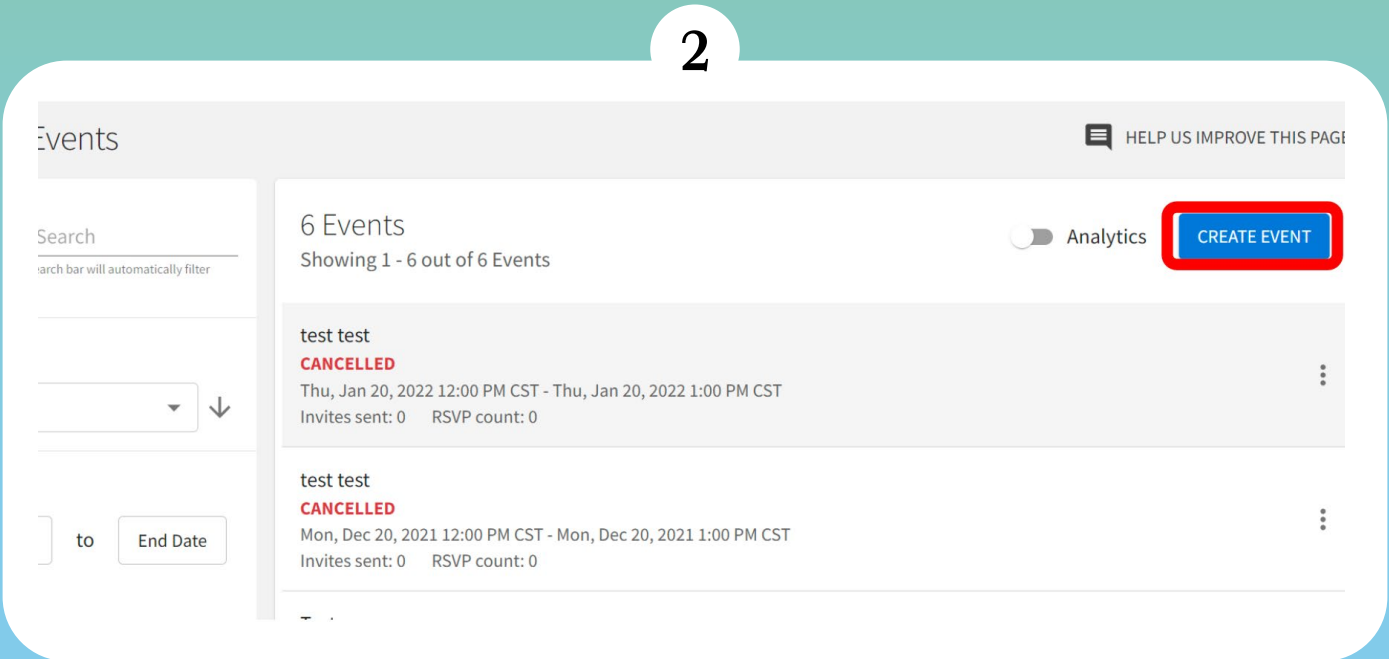
How to create an event:

1. Go to <https://tulane.campuslabs.com/engage/> and log in using your Tulane email and password. Once you are in, select the hamburger menu in the top left corner of the screen and navigate down to the settings icon next to your organization. Select the settings icon, then click on “Events” from within the organization tools menu.
2. Select the “Create Event” button near the top right of the page.

1



2



CREATE AN EVENT

- Fill out the basic event information. You can input recurring dates for events if you have approval to use the space.

Please add this message to all marketing materials, including the description. This ensures all events are inclusive and accessible. Please note you will need to fill in your contact information as the event organizer:

“Tulane University is committed to providing universal access to all our events. Please contact [Name, Email, Phone Number], the event organizer for accessibility accommodations. Please note that advance notice is necessary to arrange some accessibility needs.”

3

The screenshot shows the top portion of an event creation form. At the top, there are two input fields: '*Event Title' with a placeholder 'Enter Event Title' and '*Theme' with a dropdown menu currently set to 'Not Selected'. Below these is a rich text editor for the '*Description'. The editor contains a placeholder text: "Please put a description that tells key details about your event." and a tip: "Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link." Below the description is a search box for 'Additional organizations co-hosting this event'. The 'Time and Place' section is partially visible, showing a table with columns for '*Start Date', '*Start Time', '*End Date', and '*End Time'. The first row is filled with '02 Aug 2022', '12:00 PM', '02 Aug 2022', and '01:00 PM'. Below the table are buttons for 'LOCATION' and 'ONLINE LOCATION', and a red-bordered button labeled '+ ADD ANOTHER DATE'.

This screenshot shows the 'Time and Place' section of the form in more detail. It displays a table with three rows of event dates and times. Each row has columns for '*Start Date', '*Start Time', '*End Date', and '*End Time'. The first row is for '02 Aug 2022' from '12:00 PM' to '01:00 PM' at 'McAllister Auditorium'. The second row is for '22 Aug 2022' from '11:30 AM' to '01:00 PM' at 'Rogers Chapel'. The third row is for '26 Aug 2022' from '12:00 PM' to '01:00 PM' at 'Rogers Chapel'. Each row has 'LOCATION' and 'ONLINE LOCATION' buttons, and a 'CLEAR LOCATION' button. At the bottom of the section is a red-bordered button labeled '+ ADD ANOTHER DATE'.

4. (Optional) Post Event Feedback: If you do not want a Post Event Survey, select “next” to skip this page.
5. (Optional) Event Cover Photo: If you do not want an event cover photo, select “skip” to continue to the next page. Use the following guidelines to get the highest quality event cover photo:
 - Dimensions: Image should be 1300px by 780 px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.
 - File Type: JPG, JPEG, GIF, PNG and PDF (Please note: PDF files will not have a preview and cannot be cropped.)
 - File Size: The photo should be no larger than 10MB.
 - General: Avoid images that have text or logos.
6. Fill out the Event Additional Information Form. Please provide the most accurate and detailed information.

6

Event Additional Information Form
 Departmental Event Registration

*Department representative that will be ONSITE for event
 Name and Cell phone number:

*What building is your event taking place in?

- Bea Field Alumni House
- Classroom Spaces
- Cudd Hall
- Dixon Theater and McWilliams Hall
- Freeman School of Business at Goldring/Woldenburg Hall
- Glazer Family Club
- Howard Tilton Library
- Lavin Bernick Center (LBC)
- Law School at Weimann Hall
- McAlister Auditorium
- Newcomb Art Gallery or Department
- Newcomb College Institute (NCI)
- Outdoor Spaces
- Roger's Chapel
- Other, off campus
- Other, on campus

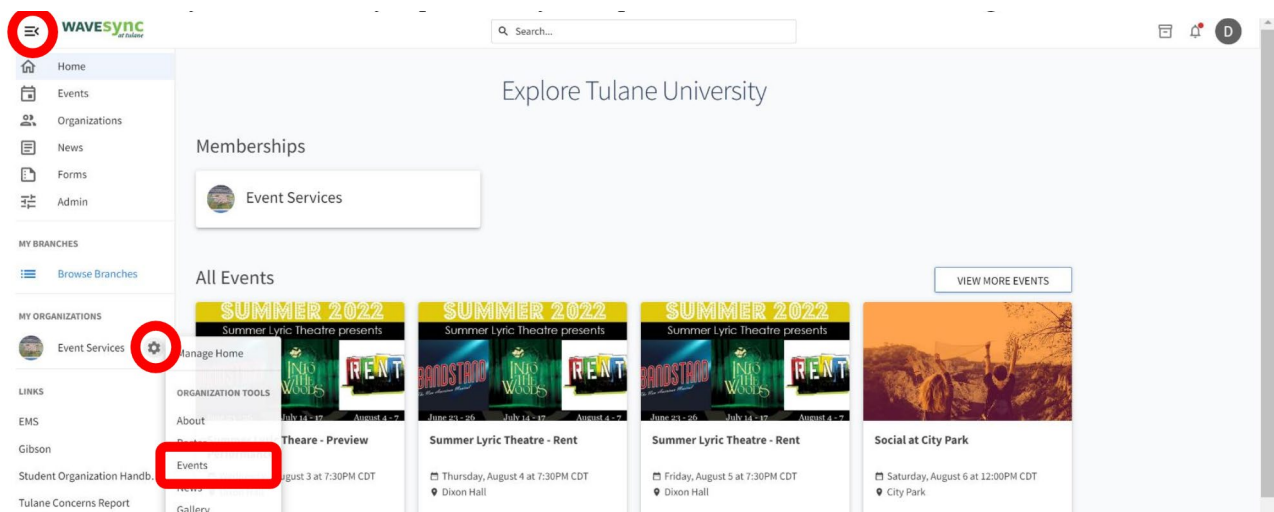
*Will your event include the distribution of food or beverages?

- Yes
- No

How to edit an existing request/event:

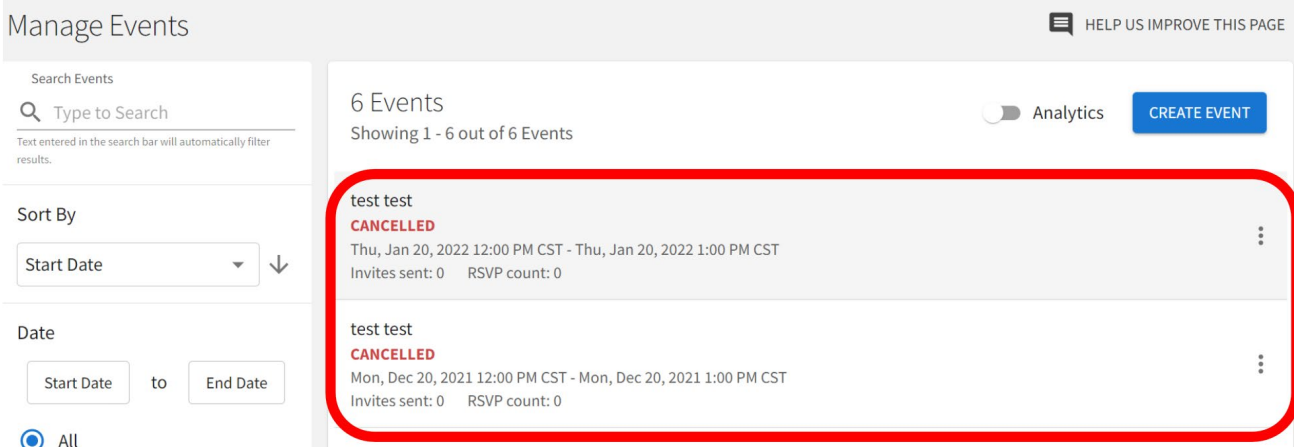
1. Go to <https://tulane.campuslabs.com/engage/> and log in using your Tulane email and password. Once you are in, click on the hamburger menu in the top left corner of the screen and navigate down to the settings icon next to your organization. Click the settings icon, then click on “Events” from within the organization tools menu.
2. From the list, click on the name of the event you are looking for, then click the “Manage Event” button in the top right corner of the next page.

1



The screenshot shows the Wavesync website interface. On the left, a navigation menu is visible with a hamburger menu icon circled in red. Below the menu, the 'Event Services' option is also circled in red. The main content area displays 'Explore Tulane University' and 'Memberships' with an 'Event Services' button. Under 'All Events', there are several event cards for 'SUMMER 2022' featuring 'Summer Lyric Theatre presents' and 'Into the Woods'. The 'Events' link in the left sidebar is highlighted with a red box.

2



The screenshot shows the 'Manage Events' page. On the left, there are search and sort filters. The search bar contains 'Type to Search'. The 'Sort By' dropdown is set to 'Start Date'. The 'Date' section has 'Start Date' and 'End Date' input fields. The main content area shows a list of 6 events, with the first two events highlighted by a red box. The first event is 'test test' with a status of 'CANCELLED' and dates 'Thu, Jan 20, 2022 12:00 PM CST - Thu, Jan 20, 2022 1:00 PM CST'. The second event is also 'test test' with a status of 'CANCELLED' and dates 'Mon, Dec 20, 2021 12:00 PM CST - Mon, Dec 20, 2021 1:00 PM CST'. A 'CREATE EVENT' button is visible in the top right corner.

EDIT REQUEST OR EVENT


3. Click the “Change Details” button at the top of the page.
4. Edit your original submission.

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← Back to Events List

Event Details

CHANGE DETAILS **CANCEL EVENT**



Tulane Tuesday | King Cake Donuts

Host Organizations
Lavin-Bernick Center for University Life & the Commons + 1 other

Location
LBC Pocket Park

Begins
Tuesday, February 08, 2022 at 11:00 AM CST

Ends
Tuesday, February 08, 2022 at 1:00 PM CST

0.0
★★★★★
Event Rating

View Event **Submissions** **Certificate**

STATUS
Approved

VISIBILITY
Students & staff at WaveSync

RSVP SETTING
No one

EVENT ATTENDANCE **TRACK ATTENDANCE** **INVITATIONS & RSVPS**

2

Change Event

Basic Details

*Event Title *Theme

*Description

Wear your Tulane gear each Tuesday and stop by LBC Pocket Park between 11AM-1PM to get today's FREE giveaway - King Cake Donuts!
Sponsored by the Lavin-Bernick Center for University Life and Housing & Residence Life
** You must wear Tulane gear to receive the giveaway, no exceptions
** Giveaway applies while supplies last and are first come, first serve

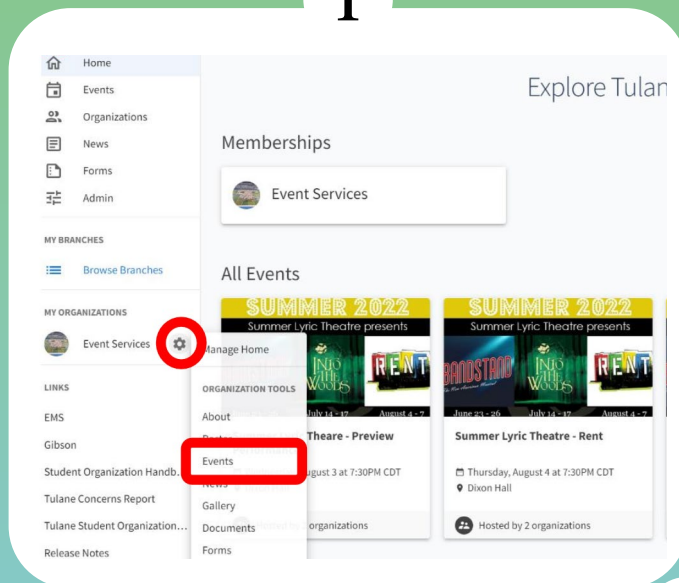
Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event

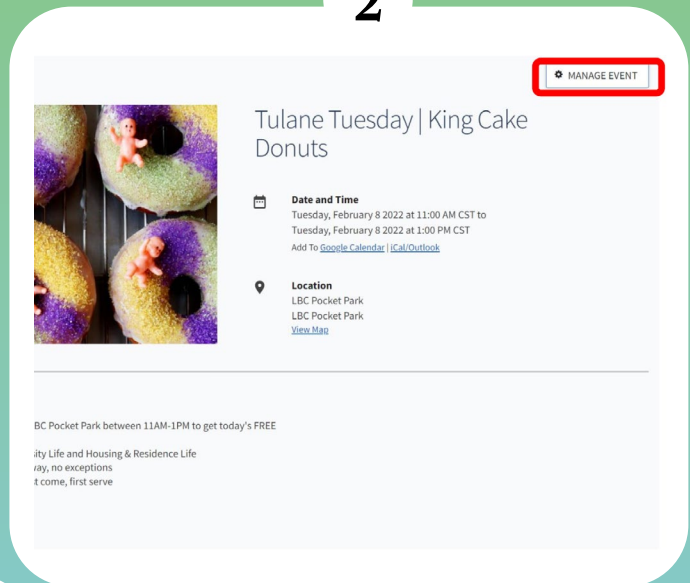
How to cancel an event:

1. Go to <https://tulane.campuslabs.com/engage/> and log in using your Tulane email and password. Once you are in, select the hamburger menu in the top left corner of the screen and navigate down to the settings icon next to your organization. Select the settings icon, then click on “Events” from within the organization tools menu.
2. From the list, click on the name of the event you are looking for, then click the “Manage Event” button in the top right corner of the next page.
3. Click the “Cancel Event” button at the top of the page.

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2



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