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
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.
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.
5. (Optional) Upload a profile picture for your organization page.

6. Select the “Submit” button at the bottom of the screen to complete the registration.
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.
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.

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.
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.
3. 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.”
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 780px 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.
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.
3. Click the “Change Details” button at the top of the page.

4. Edit your original submission.
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.