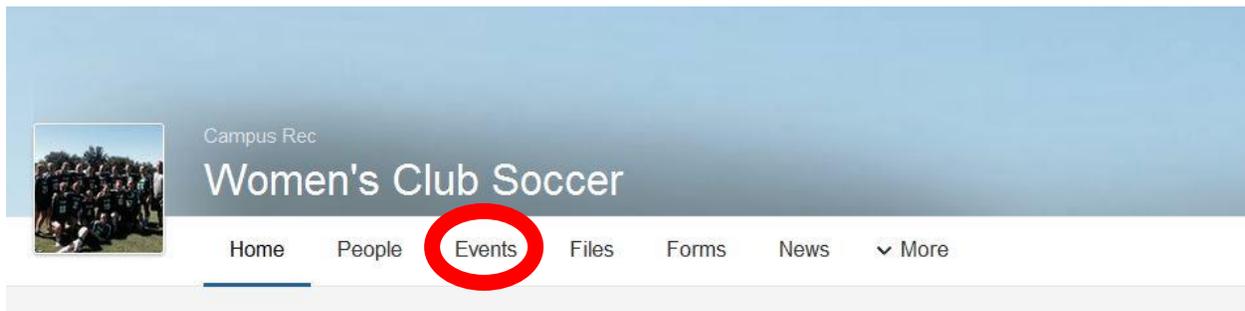
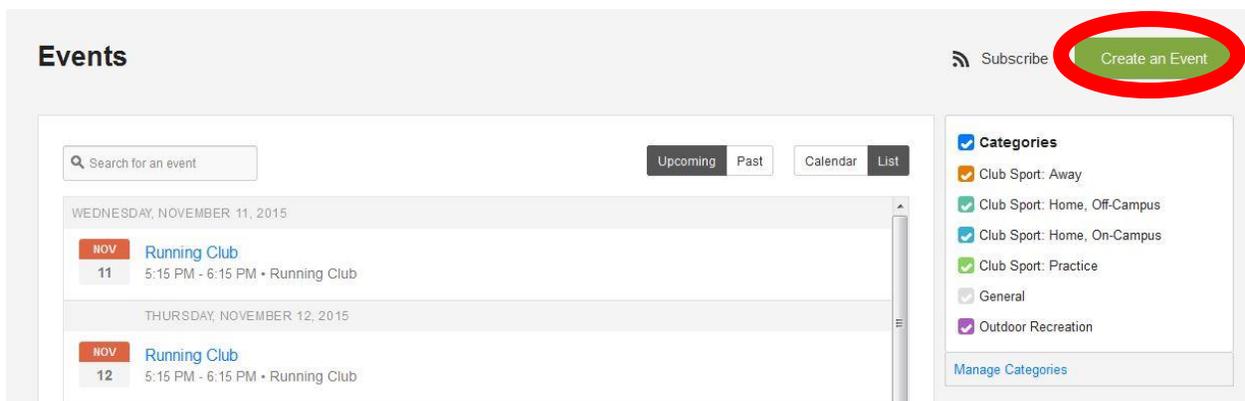


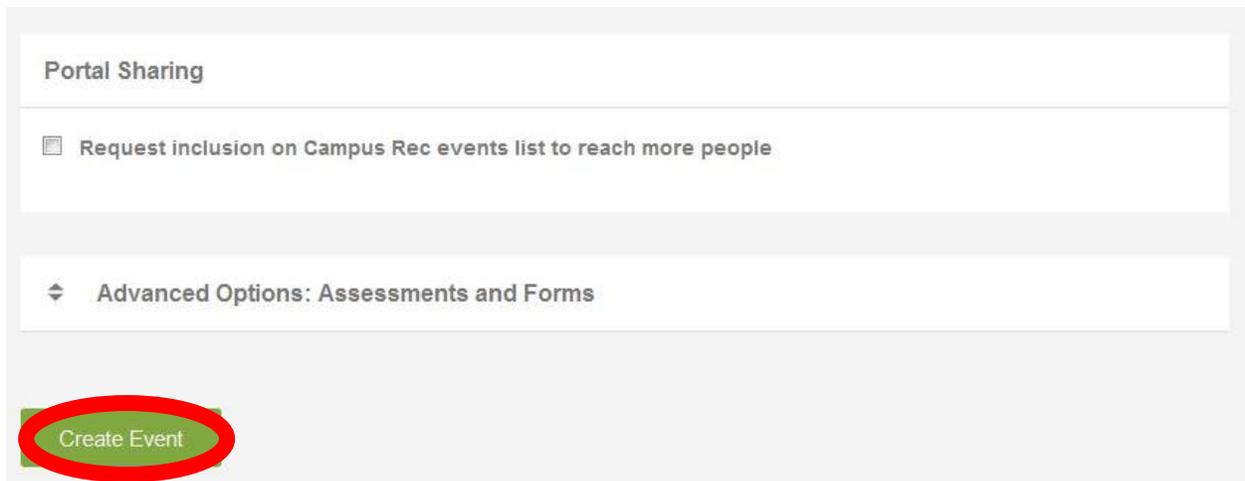
1. Navigate to your club team's OrgSync home page
2. Click EVENTS



3. Click CREATE AN EVENT



4. Name your event and fill in all appropriate information then click CREATE EVENT



5. Select CLUB SPORTS TEAM then click CONTINUE
6. Choose if the event is more or less than one week away
 - a. All events should be registered at least one week in advance
 - b. If the event is registered less than one week in advance, email clubsports@tulane.edu
7. Select AWAY EVENT, indicate the type of event, list all players attending then click CONTINUE

Event Information

Home Event - any event including games, tournaments, fundraisers, etc. that your club team is hosting either on- or off-campus.

Away Event - any event including games, tournaments, races, etc. that your club team is attending, including events in the greater New Orleans area.

Event Status **REQUIRED**

Home Event: On-Campus

Home Event: Off-Campus

Away Event

Type of Event **REQUIRED**

- Select -

List of All Players Attending **REQUIRED**

Save & Finish Later

Previous

Continue

8. Fill out contact information for **people actually going on the trip**
9. Fill out the location, distance, host, travel, and lodging plans
10. If you are **FLYING**
 - a. Submit all airline and flight numbers for all flights being taken
 - b. Complete when you leave New Orleans and when you will leave your event
 - c. If you have a layover, provide the time of your FIRST flight
11. If you are **STAYING OVERNIGHT**
 - a. Submit the name, phone number, and address for the hotel
 - b. If you are staying in multiple hotels, include all information for all hotels
12. If you need **GAS CARDS** please indicate that request
13. If you are **DRIVING**
 - a. One authorized driver is required for every 250 miles being traveled
 - b. Indicate the type of vehicle being driven and who it belongs to
 - c. Fill in the list of all passengers traveling in this vehicle
 - d. Complete this as many times as necessary
 - i. If you are unsure how many cars you will be taking, add more than you think
 - ii. When you come in for the pre-trip meeting we can update the info
14. Read and agree to all terms and conditions
15. A representative **MUST** come in for a **PRE-TRIP MEETING** either Tuesday or Wednesday immediately preceding your trip at any point from 3:00-5:00pm. You do not need to make an appointment, just stop by. This is when you will get gas cards if you requested them and they are available.