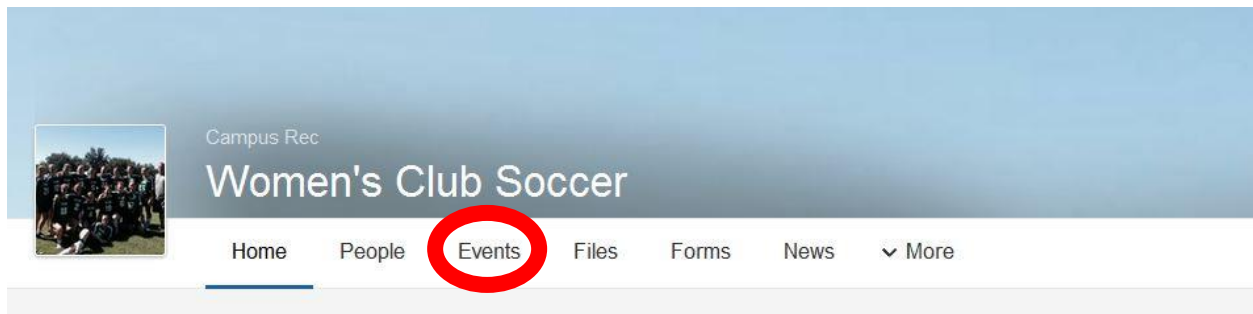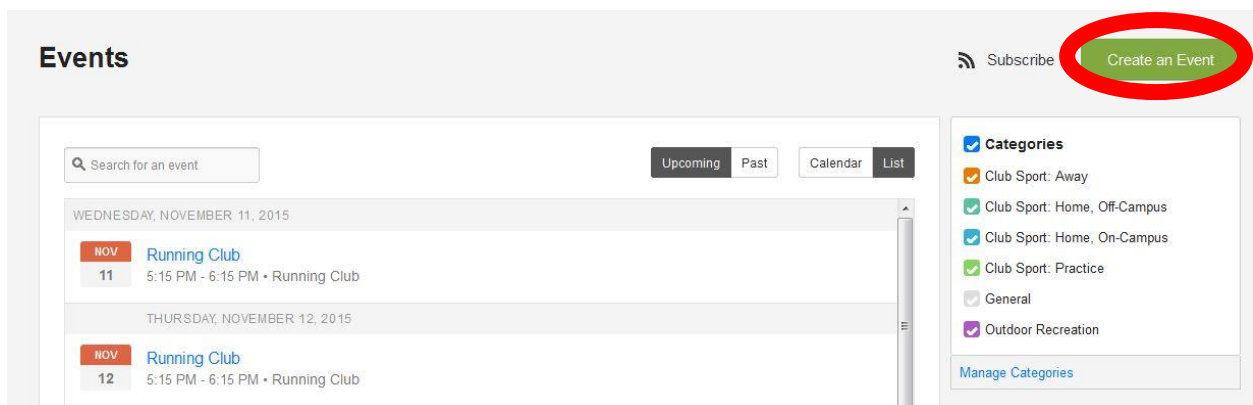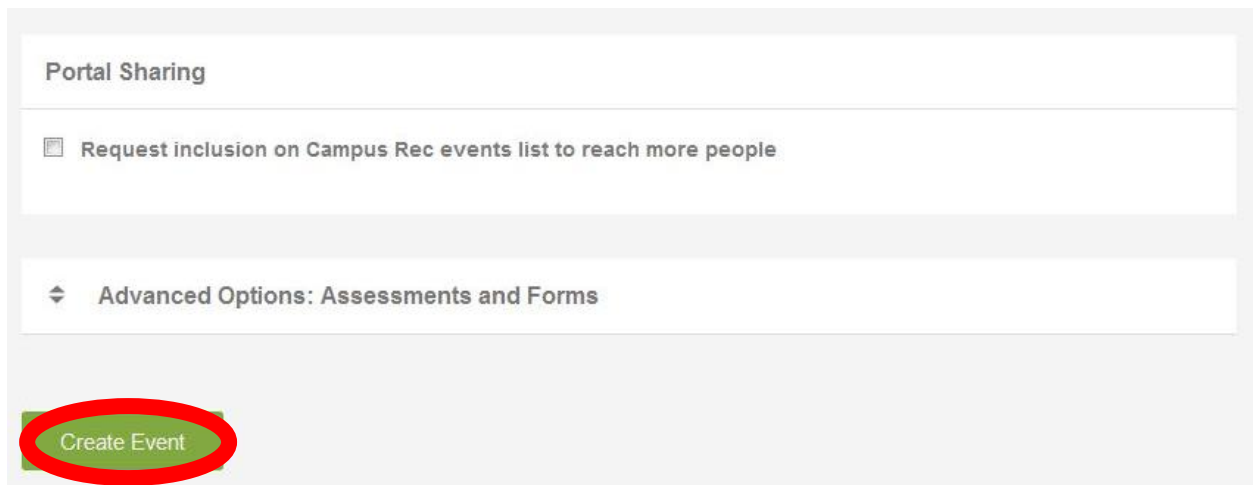1. Navigate to your club team's OrgSync home page
2. Click EVENTS

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 the type of **HOME 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 **<u>people actually attending the event</u>**

9. If hosting a home event on-campus, indicate whether or not you will be distributing food/drinks to people outside of your organization

    a. If yes:

        i. Complete the rest of the necessary information

        ii. Know that **your event may take longer than 1 week to process**

        iii. Louis Mayer from the Office of Environmental Health and Safety must approve your event prior to receiving approval from the Club Sports Office

10. Fill in the event location, set-up time, and visitor arrival time

    a. If you are hosting an event on-campus and need to access the Reily Center on the weekend, the building opens at 8:00am

11. For **<u>COMPETITIONS</u>** including games, races, regattas, scrimmages, tournaments, etc.

    a. List all organizations/schools attending the event

    b. All visiting teams must complete Visiting Team Waivers

12. For **<u>NON-COMPETITIVE ACTIVITIES</u>** including belt tests, dances, meetings, etc.

    a. Provide a brief description of the event

    b. List any additional organizations/schools attending the event

13. For **<u>FUNDRAISERS</u>**

    a. Provide a description of the fundraiser and anticipated revenue

    b. Indicate if this is over an extended period of time