

# LiNK

TO GET

# INVOLVED

Cougar Link  
*Creating and Managing Events*



**COUGAR**LiNK

<http://cougarlink.kean.edu>

Updated 7/30/15



# Cougar Link:

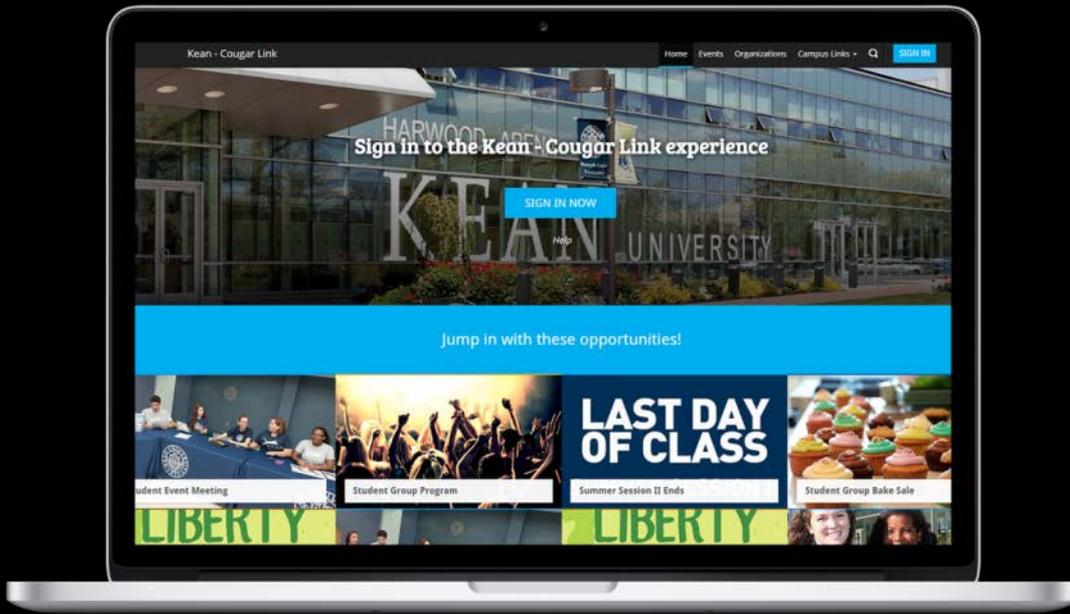
## *Creating and Managing Events*

1. Redesigned Cougar Link
2. Cougar Link Homepage
3. Signing In to Cougar Link and Logged In View
4. Navigating To Your Organization's Page
5. Leader View: Organization Page
6. Leader View: The Event Page
7. Creating An Event Submission: Create Event
  - A. Completing the online form
  - B. Selecting event themes
  - C. Reoccurring events
  - D. Event cover photos
8. Creating An Event Submission: Event Additional Information Form
  - A. Organization Type
  - B. Event Submission Type
  - C. Events Board Triggers
9. Creating An Event Submission: Event Advisor Information Form
10. Creating An Event Submission: Cougar Link: Virtual EMS Room Request Form
11. Creating An Event Submission: Cougar Link: Review Submission
12. Creating An Event Submission: Additional Forms
  - A. Bake Sale Guidelines
  - B. Community Service Project Registration Form
    - i. Volunteer Activity Registration Form
  - C. Fundraising/Collection Drive Application
    - i. Community Service Approval/Verification Form
    - ii. Charitable / Distress Bin Collection Application
  - D. Residential Student Services Forms
13. Creating An Event Submission: Editing and Re-Submitting Event Submissions
14. Creating An Event Submission: Event Reviewers and Approvals
15. Creating An Event Submission: Approved Events
16. Managing Your Event: Attendance Tracking
  - A. Card Swipe Attendance
  - B. Manually Adding Attendance
  - C. Attendance Reports





# Responsive Design



**COUGAR**LiNK

<http://cougarlink.kean.edu>

Public View



# COUGAR LINK HOMEPAGE



# COUGARLiNK

<http://cougarlink.kean.edu>



# Cougar Link Homepage

Home Events Organizations Campus Links SIGN IN

Sign in to the Kean - Cougar Link experience

SIGN IN NOW

Jump in with these opportunities!

Student Events Meeting Student Group Program Student Interest Group Student Group Bake Sale

LIBERTY HALL FARM LIBERTY HALL FARM

Liberty Hall Farm Involvement Student Events Meeting Liberty Hall Farm Involvement Transfer Student Orientation

Not sure where to start in Kean - Cougar Link?

Choose an option to jumpstart your experience

Find an Organization Find an Event My Touchpoint

corq

Get the details  
From start time to ticket info get all of the details you need to know about your next adventure.

Find your way  
Corq will bring you right to the door of an arena whether it's a bike ride, road trip, or across the country.

Share your experience  
Get your friends involved by posting cards that you are excited about to your favorite social media site.

Get it on Google play Download on the App Store

Powered by CougarLink. CougarLink is part of Campus Labs. © Copyright 2015 Campus Labs. [Sign In](#)



**COUGAR**LINK

<http://cougarlink.kean.edu>



# Cougar Link Homepage

OPPORTUNITY BOARD

Jump in with these opportunities!

CORO

QUICK ACCESS

Not sure where to start in Kean - Cougar Link?  
Choose an option to jumpstart your experience!



# COUGARLINK

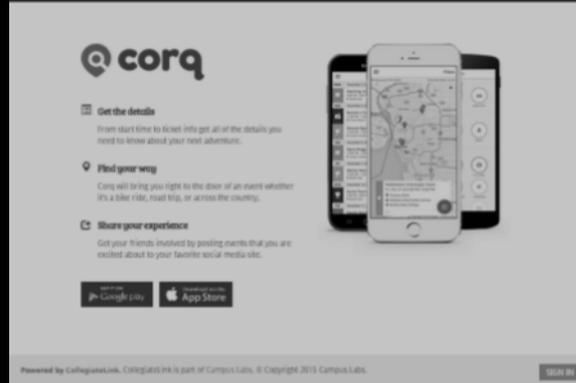
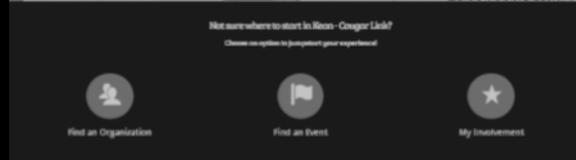
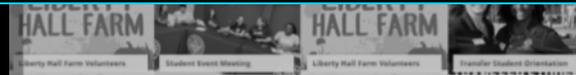
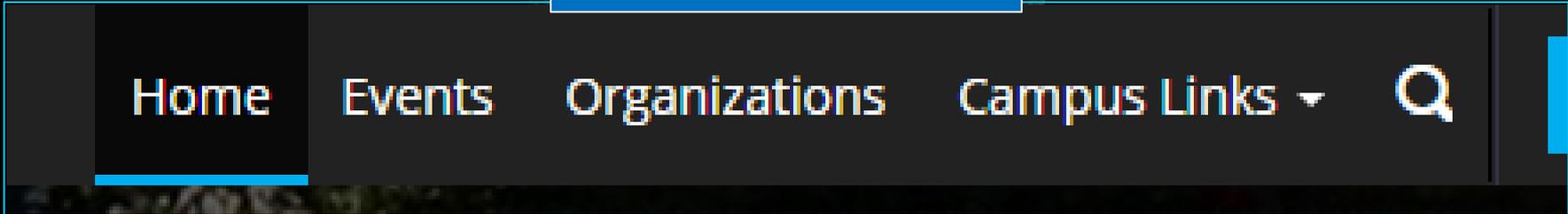
<http://cougarlink.kean.edu>



# Cougar Link Homepage



SYSTEM NAVIGATION BAR

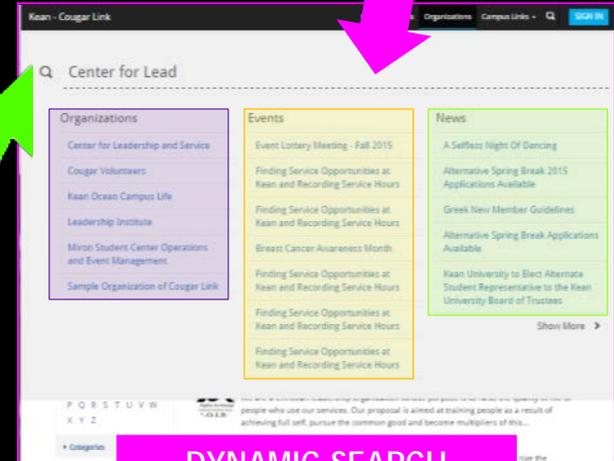
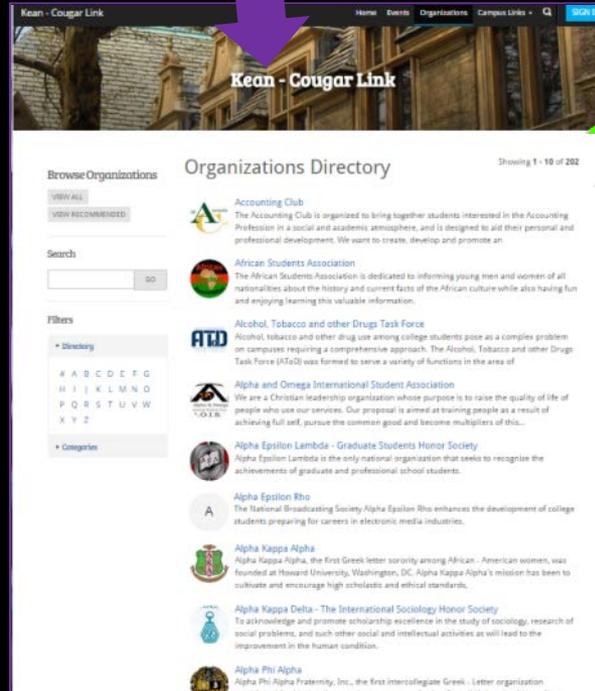
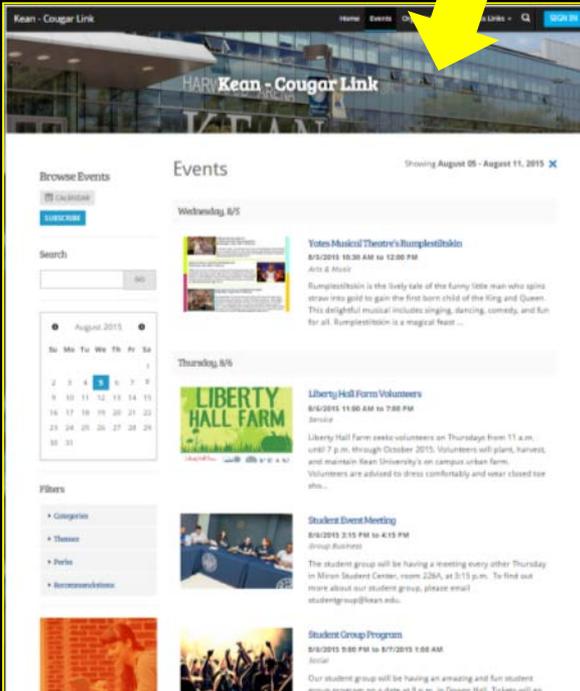
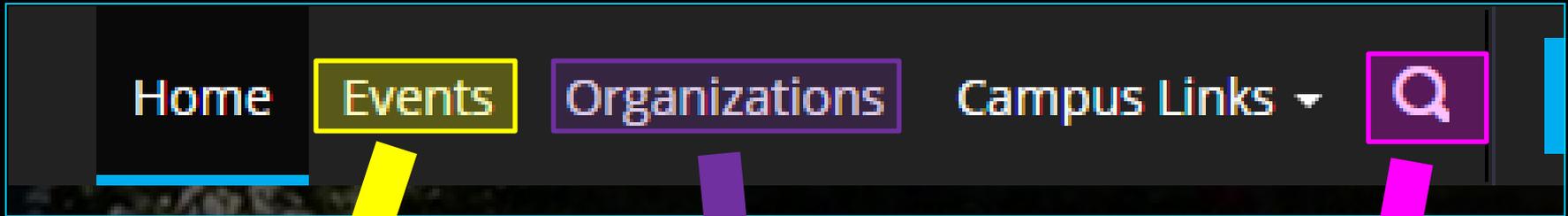


**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Cougar Link Navigation Bar

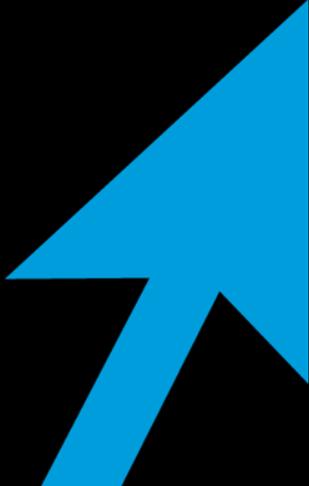


DYNAMIC SEARCH



# COUGARLINK

<http://cougarlink.kean.edu>



**SIGNING IN TO COUGAR LINK  
AND LOGGED IN VIEW**

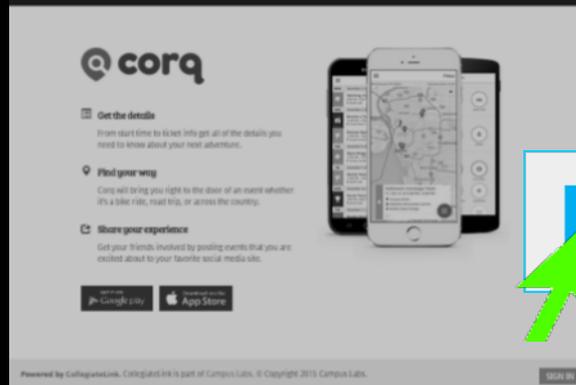
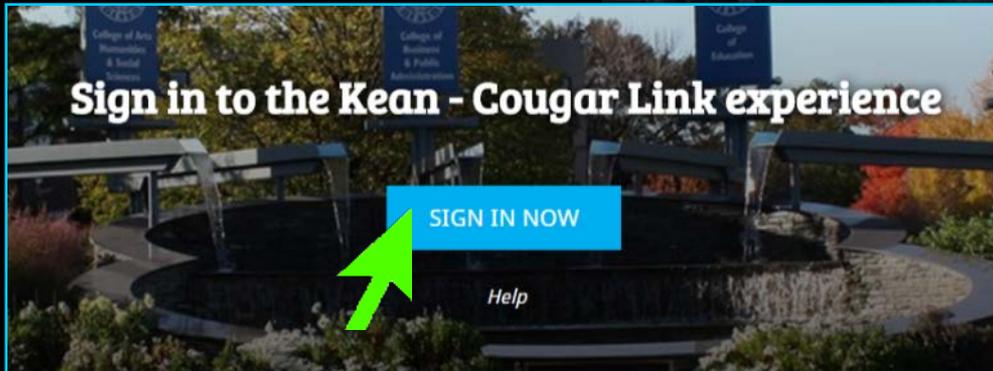
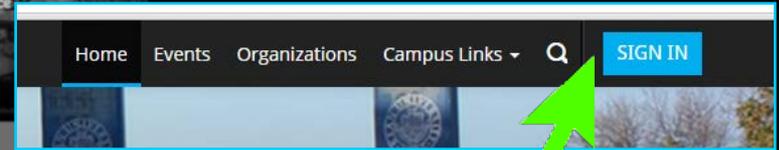


**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Signing In To Cougar Link



**COUGAR**LINK

<http://cougarlink.kean.edu>

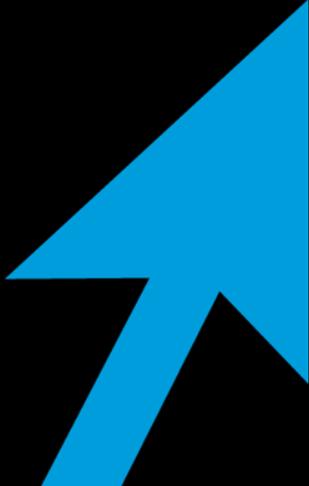


# Signing In To Cougar Link

- Enter your Kean Google username (without "@kean.edu") and password
- Click "Sign In"

The screenshot shows the Kean University login interface. At the top left is the Kean University seal, followed by the word "KEAN" in a large, blue, serif font. Below this is the tagline "WORLD-CLASS EDUCATION" in a smaller, blue, sans-serif font. The main content area is a white box with a light blue border. Inside, it says "Enter your institution information to sign in." followed by two input fields: "Username" with the text "cougark" and "Password" which is empty. Below the fields is a green "Sign in" button and a blue link for "Need Help?".





# NAVIGATING TO YOUR ORGANIZATION'S PAGE



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Logged In Homepage

Kean - Cougar Link Home Events Organizations Curriculums Campus Links Administration Kean®

## Kean - Cougar Link

My Organizations [See all my Organizations](#)

There are over 202 ways to get involved. Start your next adventure.

DISCOVER A NEW ORGANIZATION

Curriculum Progress [See all](#)

Student Group Leadership Training 2015-2016 Requirement

Jump in with these opportunities!

Student Event Meeting Student Group Program Summer Session 13 Ends Student Group Bake Sale

LIBERTY HALL FARM Student Event Meeting LIBERTY HALL FARM Transfer Student Orientation

News [See all News](#)

**A Selfless Night Of Giving**  
By Jordan Cahill

Greek Senate overachieved its goal at Kean Dance Marathon raising over \$25K! Written by: Michael Dumaine and Gaelle Giles Staff Writers...

[Read More](#)

**Meet The New Growth Executive Board**  
By Jordan Cahill

Out with the old and in with the new! Written by: Gaelle Giles, Staff Writer on The Cougars Byline On March 23, 2015

[Read More](#)

Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.



**COUGAR**LiNK

<http://cougarlink.kean.edu>

# My Organizations

MY ORGANIZATIONS



## My Organizations

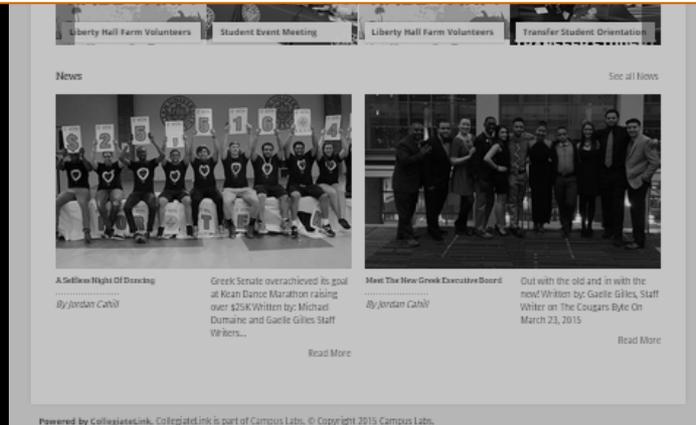
See all my Organizations



There are over 20 ways to get involved.  
Start your next adventure.

DISCOVER A NEW ORGANIZATION

Organization Leaders can access their organization by selecting it from "My Organizations" or clicking "See all my Organizations"



Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.

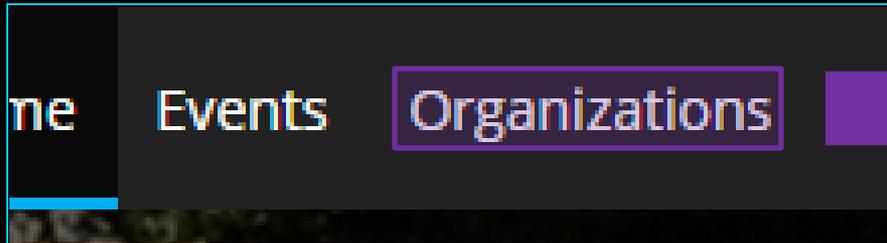


**COUGAR**LINK

<http://cougarlink.kean.edu>



# Organizations Directory



Kean - Cougar Link

Home Events Organizations Curriculums Campus Links

Organizations Directory

Showing 1 - 10 of 202

Browse Organizations

VIEW ALL VIEW RECOMMENDED

Search

GO

Filters

- Directory
  - A B C D E F G H I
  - J K L M N O P Q R S
  - T U V W X Y Z
- Categories

Register a New Organization

REGISTER

Accounting Club

The Accounting Club is organized to bring together students interested in the Accounting Profession in a social and academic atmosphere, and is designed to aid their personal and professional development. We want to create, develop and promote an

African Students Association

The African Students Association is dedicated to informing young men and women of all nationalities about the history and current facts of the African culture while also having fun and enjoying learning this valuable information.

Alcohol, Tobacco and other Drugs Task Force

Alcohol, tobacco and other drug use among college students pose as a complex problem on campuses requiring a comprehensive approach. The Alcohol, Tobacco and other Drugs Task Force (AToD) was formed to serve a variety of functions in the area of

Alpha and Omega International Student Association

We are a Christian leadership organization whose purpose is to raise the quality of life of people who use our services. Our proposal is aimed at training people as a result of achieving full self, pursue the common good and become multipliers of this...

Alpha Epsilon Lambda - Graduate Students Honor Society

Alpha Epsilon Lambda is the only national organization that seeks to recognize the achievements of graduate and professional school students.

Alpha Epsilon Rho

The National Broadcasting Society Alpha Epsilon Rho enhances the development of college students preparing for careers in electronic media industries.

Alpha Kappa Alpha

Alpha Kappa Alpha, the first Greek letter sorority among African - American women, was founded at Howard University, Washington, DC. Alpha Kappa Alpha's mission has been to cultivate and encourage high scholastic and ethical standards.

Alpha Kappa Delta - The International Sociology Honor Society

To acknowledge and promote scholarship excellence in the study of sociology, research of social problems, and such other social and intellectual activities as will lead to the improvement in the human condition.

Alpha Phi Alpha

Alpha Phi Alpha Fraternity, Inc., the first intercollegiate Greek - Letter organization established for black college students, was organized at Cornell University, Ithaca, New York, in 1906. The fraternity was born out of a desire to promote close

Alpha Phi Sigma National Criminal Justice Honor Society

Alpha Phi Sigma, the National Honor Society for Criminal Justice, is dedicated to recognizing and promoting excellence in the study and practice of criminal justice, fostering integrity, professionalism, and creative performance, & promoting scholarship

1 2 3 4 5 Next

Organization Leaders can also navigate to their organization using the Organizations Directory by selecting "Organizations" from the system navigation menu at the top.



# Navigating the Organizations Directory

Organizations can be found by:

- Searching for keywords
- Applying filters:
  - Directory (Alphabetical)
  - Categories
    - Cultural Organization
    - Fraternity
    - Funded Group
    - Governmental Group
    - Greek Organization
    - Etc...

The screenshot shows the 'Browse Organizations' page. At the top, there are two buttons: 'VIEW ALL' and 'VIEW RECOMMENDED'. Below that is a 'Search' section with a text input field and a 'GO' button. Underneath is a 'Filters' section. The 'Directory' filter is expanded, showing an alphabetical index from # to Z. The 'Categories' filter is collapsed.



Leader View



# ORGANIZATION PAGE

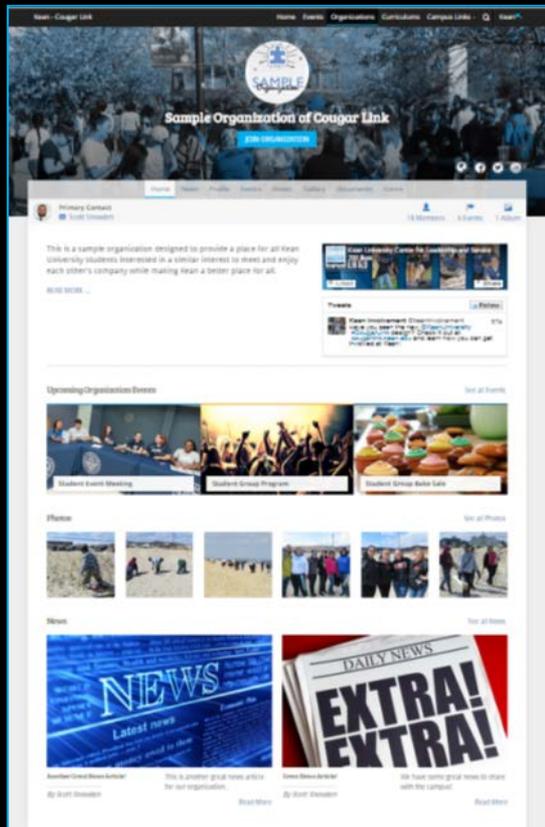


**COUGAR**LiNK

<http://cougarlink.kean.edu>

# Organization Page

Prospective Member View



Member & Leader View



**COUGAR**LiNK

<http://cougarlink.kean.edu>

# Organization Page: No Activity

## Prospective Member View

The screenshot shows the organization page for 'Sample Organization of Cougar Link'. The header includes navigation links: Home, Events, Organizations, Curriculums, Campus Links, and a search icon. The main content area features a large image of a crowd with the organization's logo and name. Below this is a 'JOIN ORGANIZATION' button. A secondary navigation bar includes Home, News, Profile, Events, Roster, Gallery, Documents, and Forms. The 'Primary Contact' section identifies Scott Swinden as the contact, with 18 Members, 6 Events, and 1 Album. The main text describes the organization's purpose: 'This is a sample organization designed to provide a place for all Kean University students interested in a similar interest to meet and enjoy each other's company while making Kean a better place for all.' Below the text is a 'READ MORE...' link. A 'Tweets' section shows a tweet from 'Kean Involvement Development' dated 22 Jul. The footer states 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.'

## Leader View

The screenshot shows the same organization page from a leader's perspective. The header and main content area are identical to the prospective member view. The secondary navigation bar includes an additional 'Service Hours' link. The 'Primary Contact' section shows a row of member avatars, including Scott Swinden. The main content area features a large white box with the text 'Nothing coming up. Start planning.' and a 'SUBMIT AN EVENT' button. Below this is another white box with the text 'No news isn't great news, go out and make it happen!' and a 'WRITE AN ARTICLE' button. On the right side, there is a 'Tweets by KeanInvolvement' section and a 'Discussion' section with a text input field and a 'POST' button.





# Organization Page

The screenshot shows the organization page for 'Sample Organization' on the Kean - Cougar Link website. The page features a navigation menu at the top with options like Home, Events, Organizations, Curriculums, and Campus Links. The main content area includes a large cover photo, the organization's logo, and its name. Below this is a navigation menu for the organization itself, listing options like Home, News, Profile, Events, Roster, Gallery, Documents, Forms, and Service Hours. A primary contact, Scott Snowden, is listed. A membership preview shows several members. The page also displays upcoming organization events, such as a Student Event Meeting and a Student Group Program. Social media feeds for Facebook and Twitter are visible on the right side of the page.

Callouts on the page include:

- ORG COVER PHOTO
- ORG LOGO
- ORG NAME
- ORG SOCIAL MEDIA LINKS
- ORG NAVIGATION MENU
- ORG PRIMARY CONTACT
- ORG MEMBERSHIP PREVIEW
- ORG UPCOMING EVENTS
- ORG FACEBOOK FEED
- ORG TWITTER FEED



**COUGARLINK**

<http://cougarlink.kean.edu>

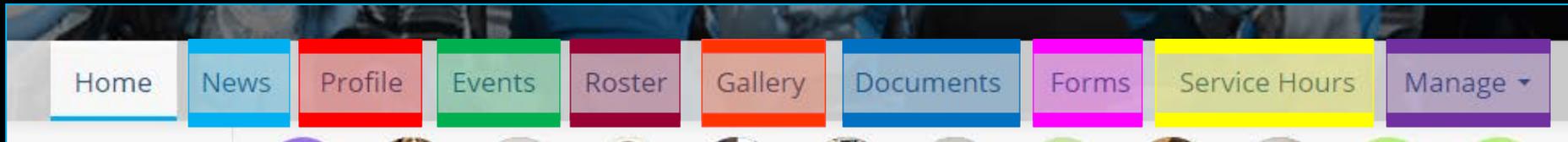


# Organization Page

The screenshot shows the organization page layout. At the top, there are two photo thumbnails: 'Student Event Meeting' and 'Student Group Program'. Below these are sections for 'Photos', 'News', 'Tweets', and 'Discussion'. A green box highlights 'ORG PHOTOS FROM GALLERY' over the photo thumbnails. A red box highlights 'ORG NEWS' over the news section. An orange box highlights 'ORG DISCUSSION & ANNOUNCEMENT WALL' over the discussion section. The footer contains the text: 'Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.'



# Organization Menu

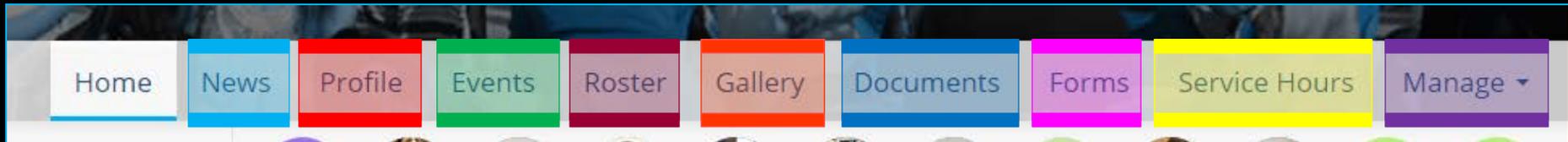


- **News**
  - View organization news
  - Create an organization news article
- **Profile**
  - View full organization profile
  - Edit organization profile, contact information, external website and social media links and profile picture
  - Detailed contact information for advisor and executive board members
- **Events**
  - View upcoming and past event list
  - View events calendar
  - Connect calendar through RSS or iCal feed
  - Manage events (view or cancel events)
- **Roster**
  - View full organization roster
  - View organization executive board and leadership
  - Message members by creating email relays or through SMS text messages
  - *Manage roster*
    - *Edit positions of members*
    - *Message members*
    - *End memberships to remove former members*
    - *Invite people to join*
    - *Approve prospective members*
  - *Create and manage positions and user permissions*

*Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions*



# Organization Menu



- **Gallery**
  - View organization photo albums
  - Upload organization photos
  - Edit photo captions or remove photos
- **Documents**
  - View organization constitution
  - View organization documents (newsletters, brochures, etc...) and paper forms
  - Upload organization documents
- **Forms**
  - Access online forms to complete
  - Create and edit online forms
  - Manage (approve or deny) online form submissions
- **Service Hours**
  - Submit your personal service hours to the organization for approval
  - View your personal approved, denied and pending service hours for the organization for the given time range
  - *Manage service hours to view all approved, denied and pending service hours for the organization for the given time range*
  - *Manage service hours by approving or denying member service hour submissions*
  - *Submit service hours on behalf of organization members for automatic approval*
- **Manage**
  - *Select and edit organization interests that will allow users to be matched with the organization*
  - *Upload and edit organization cover photos*

*Items italicized in light blue are only available to users with President, Secretary and/or Primary Contact position user permissions*



Organization Administration



# THE EVENT PAGE

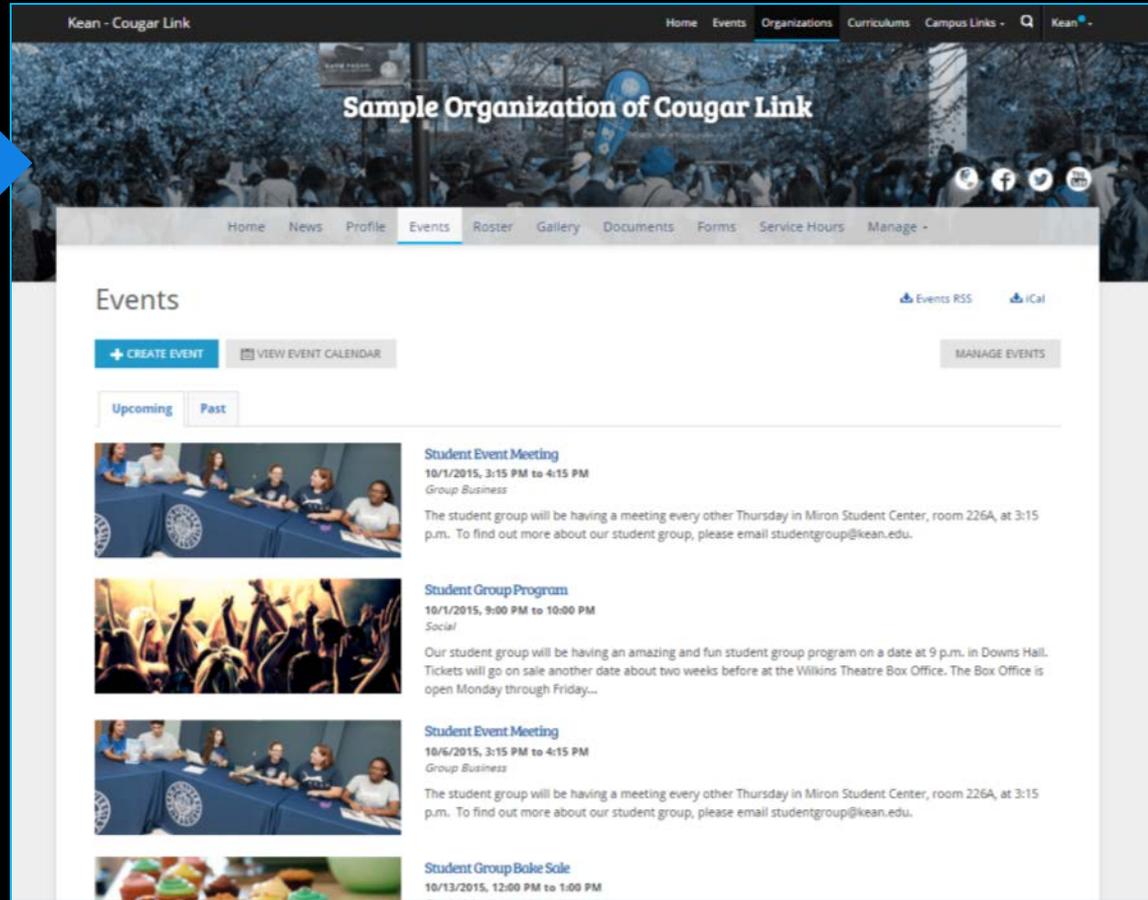
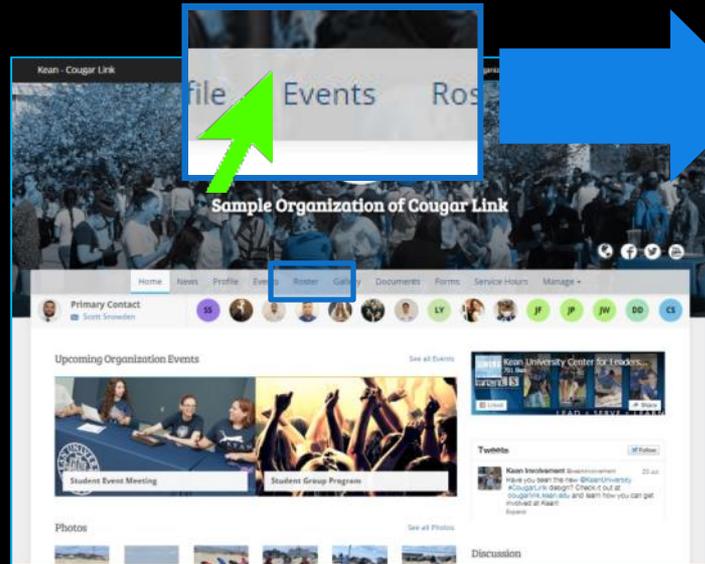


**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Organization Events

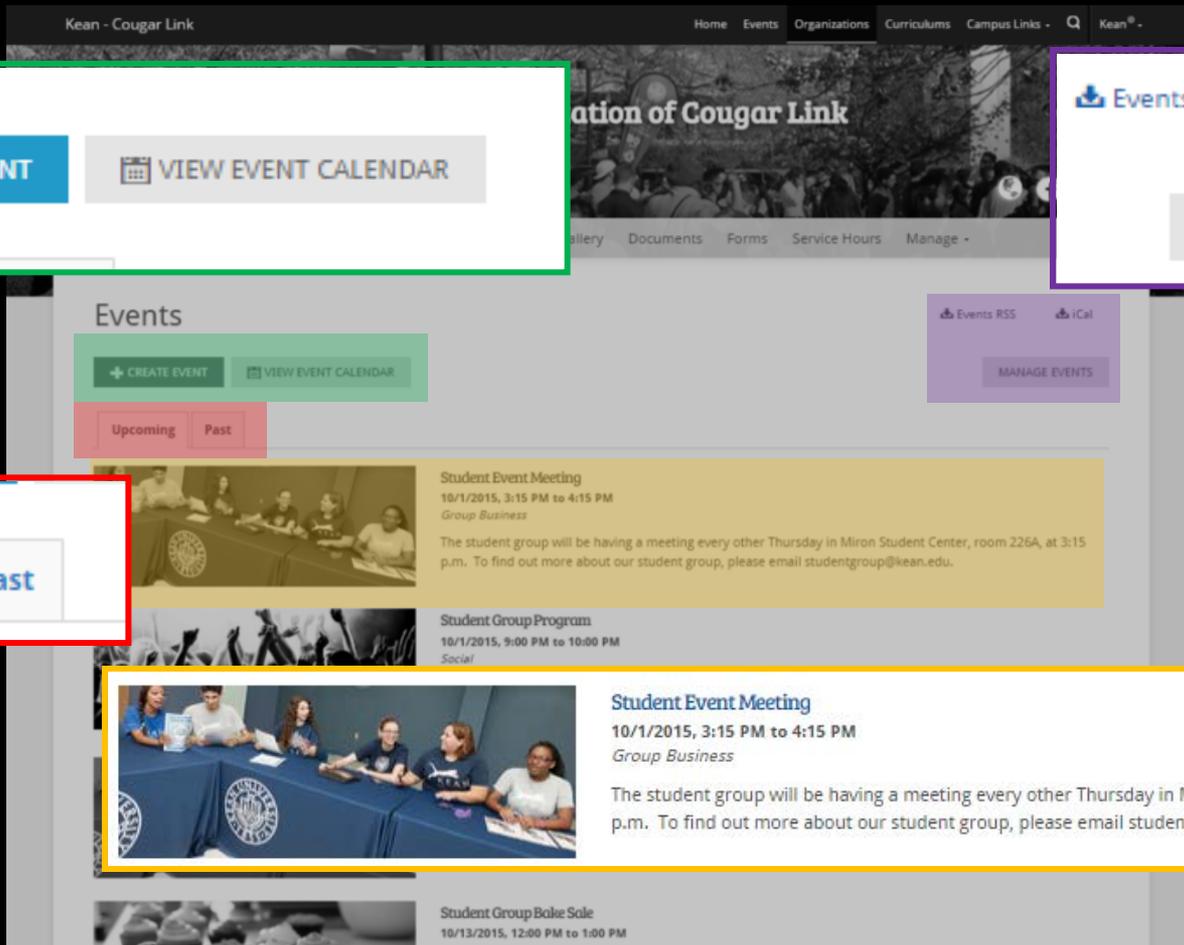


**COUGARLINK**

<http://cougarlink.kean.edu>



# Organization Events Page



[+ CREATE EVENT](#) [VIEW EVENT CALENDAR](#)

[Events RSS](#) [iCal](#)

[MANAGE EVENTS](#)

[Upcoming](#) [Past](#)

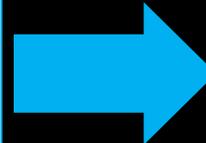
**Student Event Meeting**  
10/1/2015, 3:15 PM to 4:15 PM  
*Group Business*

The student group will be having a meeting every other Thursday in Miron Student Center, room 226A, at 3:15 p.m. To find out more about our student group, please email [studentgroup@kean.edu](mailto:studentgroup@kean.edu).



# Event Page

This screenshot shows the 'Events' page for a sample organization on the Cougar Link platform. The page features a navigation bar with 'Home', 'News', 'Profile', 'Events', 'Roster', 'Gallery', 'Documents', 'Forms', 'Service Hours', and 'Manage'. Below the navigation, there are buttons for 'CREATE EVENT', 'VIEW EVENT CALENDAR', and 'MANAGE EVENTS'. The main content area is divided into 'Upcoming' and 'Past' sections. The 'Upcoming' section lists three events: 'Student Event Meeting' (10/1/2015, 3:15 PM to 4:15 PM), 'Student Group Program' (10/1/2015, 9:00 PM to 10:00 PM), and 'Student Event Meeting' (10/2/2015, 3:15 PM to 4:15 PM). The 'Student Group Program' event is highlighted with a blue border. The 'Past' section lists one event: 'Student Group Bulle Scale' (10/13/2015, 12:00 PM to 3:00 PM).



This screenshot shows the detailed view of the 'Student Group Program' event. The page header includes 'Kean - Cougar Link' and navigation links for 'Home', 'Events', 'Organizations', 'Curriculums', 'Campus Links', and 'Kean'. The main content area features a large image of a crowd with their hands raised. Below the image, the event title 'Student Group Program' is displayed, along with the event time and date: 'Thursday, October 1 2015, 9:00 PM to 10:00 PM'. The description states: 'Our student group will be having an amazing and fun student group program on a date at 9 p.m. in Downs Hall. Tickets will go on sale another date about two weeks before at the Wilkins Theatre Box Office. The Box Office is open Monday through Friday from 10 a.m. to 4 p.m. For more information about purchasing tickets, please contact the Kean University Box Office at Wilkins Theatre at 908-737-SHOW (7469). For more information about our student group program, please email our student group at studentgroup@kean.edu.' The location is listed as 'Downs Hall, 1000 Morris Avenue'. A map shows the location of Downs Hall on the Kean University campus. The event category is 'Social Program'. Below the map, there is a 'Manage Events' section with buttons for 'View Submissions', 'Manage Invitations', 'Track Attendance', 'Change Details', and 'Cancel Event'. A QR code and an access code '79552' are also provided. The page footer lists 'Other Upcoming Events By Sample Organization of Cougar Link' with one event: 'Student Event Meeting' (Thursday, October 1 2015, 3:15 PM to 4:15 PM).



**COUGARLINK**

<http://cougarlink.kean.edu>



# Event Page

## Prospective Member or Member View

## Organization Leader View

**Student Group Program**

**Event Time and Date**  
Thursday, August 7, 2015, 8:00 PM to Friday, August 7, 2015, 1:00 AM  
14 Days until this event

Our student group will be having an amazing and fun student group program on a day at 8 p.m. in Downs Hall.

Tickets will go on sale another date about two weeks before at the Wilcox Theatre Box Office. The Box Office is open Monday through Friday from 10 a.m. to 4 p.m. For more information about purchasing tickets, please contact the Kean University Box Office at Wilcox Theatre at 908.732.5820 (T465).

For more information about our student group program, please email our student group at [StudentGroup@kean.edu](mailto:StudentGroup@kean.edu).

**Downs Hall**  
1000 Block Acurator

ADD TO MY CALENDAR / ICA  
ADD TO MY CALENDAR / ICA  
VIEW EVENTS  
SHARE THIS

Map data ©2015 Google

Event Category: Social Program

Other Upcoming Events By Sample Organization of Cougar Link:

- 6** THU AUG **Student Event Meeting**  
Thursday, August 6, 2015, 8:15 PM to 9:15 PM  
Group Meeting  
The student group will be having a meeting every other Thursday in Milton Student Center, room 25A, at 8:15 p.m. To find out more about our student group, please email [studentgroup@kean.edu](mailto:studentgroup@kean.edu).
- 11** THU AUG **Student Event Sale**  
Thursday, August 13, 2015, 12:00 PM to 4:00 PM  
Fundraising  
Our organization will be having a sale take place at 12 noon in the Student Hall. Come by and buy some exclusive sale goods! All of the proceeds will go to benefit our organization. For more information, please contact our organ...
- 13** THU AUG **Student Event Meeting**  
Thursday, August 13, 2015, 8:15 PM to 9:15 PM  
Group Meeting  
The student group will be having a meeting every other Thursday in Milton Student Center, room 25A, at 8:15 p.m. To find out more about our student group, please email [studentgroup@kean.edu](mailto:studentgroup@kean.edu).
- 3** THU AUG **Student Event Meeting**

**Student Group Program**

**Event Time and Date**  
Thursday, October 7, 2015, 8:00 PM to 10:00 PM  
61 Days until this event

Our student group will be having an amazing and fun student group program on a day at 8 p.m. in Downs Hall.

Tickets will go on sale another date about two weeks before at the Wilcox Theatre Box Office. The Box Office is open Monday through Friday from 10 a.m. to 4 p.m. For more information about purchasing tickets, please contact the Kean University Box Office at Wilcox Theatre at 908.732.5820 (T465).

For more information about our student group program, please email our student group at [StudentGroup@kean.edu](mailto:StudentGroup@kean.edu).

**Downs Hall**  
1000 Block Acurator

ADD TO MY CALENDAR / ICA  
ADD TO MY CALENDAR / ICA  
VIEW EVENTS  
SHARE THIS

Map data ©2015 Google

Event Category: Social Program

Message Events

View Subscribers | Manage Notifications | Add Team Members | Change Settings | Cancel Event

QR Code

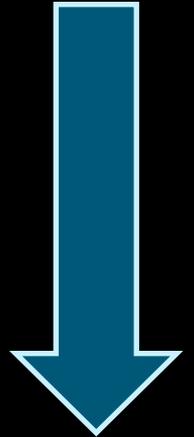
Access Code

1 THU OCT **Student Event Meeting**  
Thursday, October 1, 2015, 8:15 PM to 9:15 PM  
Group Meeting  
The student group will be having a meeting every other Thursday in Milton Student Center, room 25A, at 8:15 p.m. To find out more about our student group, please email [studentgroup@kean.edu](mailto:studentgroup@kean.edu).





# Event Page



The screenshot shows an event page for a 'Student Group Program'. The page layout includes a header with navigation links (Home, Events, Organizations, Curriculums, Campus Links, Kean), a main event image with a 'Social' icon, and a detailed event description. Callouts identify key elements: 'EVENT COVER PHOTO' (top image), 'EVENT NAME' (Student Group Program), 'EVENT HOST (& LINK TO ORG PAGE)' (Sample Organization of Cougar Link), 'EVENT DATE & TIME' (Thursday, October 1 2015, 9:00 PM, 65 Days until this Event), 'EVENT DESCRIPTION' (Our student group will be having an amazing and fun student group program...), 'EVENT LOCATION' (Downs Hall, 1000 Morris Avenue), and 'EVENT MAP' (map showing Liberty Hall Museum area). On the right side, there are buttons for 'ADD TO MS OUTLOOK / ICAL', 'ADD TO GOOGLE CALENDAR', 'VIEW RSVP'S', and 'WEATHER', along with social media sharing icons (Facebook, Twitter, Google+, Email) and a 'EVENT SHARING' callout. A large blue arrow on the right points downwards.

EVENT  
THEME

EVENT COVER  
PHOTO

EVENT NAME

EVENT HOST  
(& LINK TO ORG PAGE)

EVENT DATE & TIME

ADD TO PERSONAL  
CALENDARS

EVENT DESCRIPTION

EVENT  
SHARING

EVENT LOCATION

EVENT MAP



# Event Page

The screenshot shows an event page layout. At the top is a map of the Liberty Hall Museum area with a red callout box labeled "EVENT MAP". Below the map, the event category is listed as "Social Program" with a blue callout box labeled "EVENT CATEGORY". The "Manage Events" section contains four buttons: "Submit", "Change Details", "Cancel Event", and a pink callout box labeled "MANAGE EVENTS MENU" covering the "Submit" button. Below this, there is a "QR Code" section with a QR code and an orange callout box labeled "QR CODE", and an "Access Code" section with a text input field containing "70552", a "SWIPE URL" button, and a green callout box labeled "CARD SWIPE ACCESS CODE".





# Event Page

QR  
CODE



70552  
SWIPE URL

## Other Upcoming Events By Sample Organization of Cougar Link

1  
THU  
OCT



**Student Event Meeting**  
Thursday, October 1 2015, 3:15 PM to 4:15 PM  
Group Business

The student group will be having a meeting every other Thursday in Miron Student Center, room 226A, at 3:15 p.m. To find out more about our student group, please email studentgroup@kean.edu.

UPCOMING  
ORG EVENTS

6  
TUE  
OCT



**Student Event Meeting**  
Tuesday, October 6 2015, 3:15 PM to 4:15 PM  
Group Business

The student group will be having a meeting every other Thursday in Miron Student Center, room 226A, at 3:15 p.m. To find out more about our student group, please email studentgroup@kean.edu.

13  
TUE  
OCT



**Student Group Bake Sale**  
Tuesday, October 13 2015, 12:00 PM to 1:00 PM  
Fundraising

Our organization will be having a bake sale on a date at 12 noon in Hutchinson Hall. Come by and buy some delicious bake goods! All of the proceeds will go to benefit our organization's philanthropy. For more information, please contact our organ...

15  
THU  
OCT



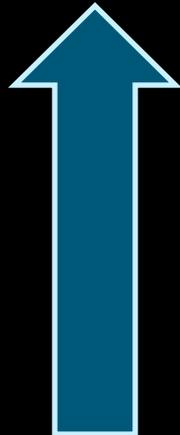
**Student Event Meeting**  
Thursday, October 15 2015, 3:15 PM to 4:15 PM  
Group Business

The student group will be having a meeting every other Thursday in Miron Student Center, room 226A, at 3:15 p.m. To find out more about our student group, please email studentgroup@kean.edu.

22  
THU  
OCT



**Student Event Meeting**  
Thursday, October 22 2015, 3:15 PM to 4:15 PM  
Group Business



# COUGARLINK

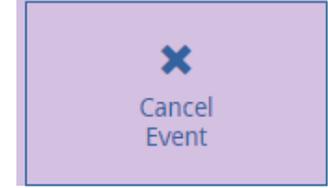
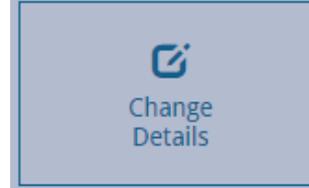
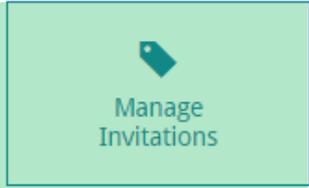
<http://cougarlink.kean.edu>



# Manage Events Menu

## View Submissions

*Organization leaders can view their event submission and review notes provided by campus administrators.*



## Track Attendance

*Organization leaders can view and record event attendance by identifying students that attended, were absent or were excused.*

## Cancel Event

*Organization leaders can cancel the event. The cancellation notice will be sent to all invited and RSVPed guests.*

## Manage Invitations

*Organization leaders can invite students to their event by using students' Kean email addresses.*

## Change Details

*Organization leaders can make edits to the approved event and resubmit the event for approval.*

## QR Code



## QR Codes

*QR codes can be used to help advertise events. Users can use their smart phone to scan to QR code and add the event to their calendar.*

## Access Code

## Access Codes

*Access codes are used to enable student ID card swipe attendance tracking.*



Organization Administration



# CREATING AN EVENT SUBMISSION



**COUGAR**LiNK

<http://cougarlink.kean.edu>

# Creating An Event

The image illustrates the steps to create an event on the Cougar Link website. It consists of three sequential screenshots:

- First Screenshot:** Shows the main navigation menu. The 'Events' link is highlighted with a green arrow. A blue arrow points from this menu to the next screenshot.
- Second Screenshot:** Shows the 'Events' page. The 'CREATE EVENT' button is highlighted with a red box and a green arrow. A blue arrow points from this button to the final screenshot.
- Third Screenshot:** A zoomed-in view of the 'CREATE EVENT' button and the 'Upcoming' and 'Past' filters. A green arrow points to the 'CREATE EVENT' button.





# Create Event

- Organizations must create events in Cougar Link for meetings and programs
- Once submitted through Cougar Link, the event will begin the University approval process

The screenshot shows the 'Create Event' form in the Cougar Link system. The form is titled 'Sample Organization of Cougar Link' and includes the following fields and sections:

- \* Event Title:** A text input field containing 'Untitled event'.
- \* Theme:** A dropdown menu with 'First Scientist' selected.
- \* Description:** A rich text editor with a toolbar and a large text area.
- \* Start Date:** A date picker set to '28 Jul 2015'.
- \* Start Time:** A time picker set to '12:00 PM'.
- \* End Date:** A date picker set to '28 Jul 2015'.
- \* End Time:** A time picker set to '01:00 PM'.
- \* Location:** A text input field with an 'ADD LOCATION' button below it.
- + ADD ANOTHER DATE:** A button to add additional dates.
- Event Details:**
  - \* Show To:** A dropdown menu with 'Anyone in the world' selected.
  - \* Who can RSVP:** A dropdown menu with 'Anyone' selected.
  - Event Categories:** A dropdown menu with 'College organization' selected.
  - Perks Special benefits for your attendees:** A dropdown menu with 'No special perks' selected.
  - Maximum # of RSVP spots allowed:** A text input field.
  - Count guests against remaining RSVP spots:** A checkbox.
  - Show remaining RSVP spots to public:** A checkbox.
- Additional Information:**
  - CAMPUS PLASMA SCREEN FEED:** A section with text explaining that Cougar Link events are automatically displayed on the Kean University plasma information screen network. It includes instructions on how to format event names and dates.





# Create Event

- Event Title
  - Should be specific to your event and help students understand what the event is.
  - Capitalize the first letter of each word
  - Use your org name, when appropriate

Kean - Cougar Link Home Events Organizations Curriculums Campus Links - Q Kean™

Sample Organization of Cougar Link

Home News Profile Events Board Gallery Documents Forms Service Hours Manage -

### Create Event

\* Event Title  
Untitled event

\* Theme

\* Start Date: 28 Jul 2015 \* Start Time: 12:00 PM \* End Date: 28 Jul 2015 \* End Time: 01:00 PM

\* Location  
ADD LOCATION

+ ADD ANOTHER DATE

Event Details

\* Show To: Anyone in the world \* Event Categories: Cougar Link - Organization

\* Who can RSVP: Anyone \* Perks Special benefits for your attendees: Special perks

Maximum # of RSVP spots allowed

Count guests against remaining RSVP spots

Show remaining RSVP spots to public

Additional Information

CAMPUS PLASMA SCREEN FEED

Cougar Link events automatically get displayed on the Kean University plasma information screen network. The event name, date and time, location and event description are displayed for events set to **public** as soon as they are fully approved.

When entering your event information, please confirm that your event description provides a detailed overview of your event, meeting, program or organization. Students will not be able to read information displayed on the event flyer image submitted with your event. Students will only be able to rely on the event description for information. Please refer to the following guide for assistance in providing your event description:

- Event names should be specific. For example, "Club Meeting" should be "ABC Club Meeting". The event name should distinguish it from other events.
- Event dates/times must reflect the time of the actual event/meeting. One event must be created for each occurrence of the event/meeting. For example, if the ABC club meets every week, they must submit an event request for every actual meeting date and time.





# Create Event

- Theme
  - Select the most appropriate theme for your event
  - Themes are used to identify programs during filtering and in Corq, the Cougar Link app

Kean - Cougar Link Home Events Organizations Curriculums Campus Links - Kean®

## Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage -

### Create Event

\* Event Title  
Untitled event

\* Theme  
Not Selected

\* Start Date 28 Jul 2015 \* Start Time 12:00 PM \* End Date 28 Jul 2015 \* End Time 01:00 PM

\* Location  
ADD LOCATION

+ ADD ANOTHER DATE

Event Details

\* Show To: Anyone in the world  
\* Who can RSVP: Anyone  
Event Categories: Cougar + organization  
Perks Special benefits for your attendees: Special perks

Maximum # of RSVP spots allowed: [ ]

Count guests against remaining RSVP spots  
Show remaining RSVP spots to public

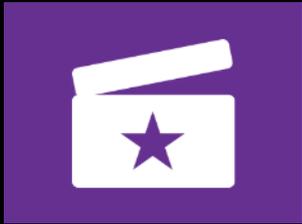
Additional Information

**CAMPUS PLASMA SCREEN FEED**  
Cougar Link events automatically get displayed on the Kean University plasma information screen network. The event name, date and time, location and event description are displayed for events set to **public** as soon as they are fully approved.

When entering your event information, please confirm that your event description provides a detailed overview of your event, meeting, program or organization. Students will not be able to read information displayed on the event flyer image submitted with your event. Students will only be able to rely on the event description for information. Please refer to the following guide for assistance in providing your event description:

- Event names should be specific. For example, "Club Meeting" should be "ABC Club Meeting". The event name should distinguish it from other events.
- Event dates/times must reflect the time of the actual event/meeting. One event must be created for each occurrence of the event/meeting. For example, if the ABC club meets every week, they must submit an event request for every actual meeting date and time.

# Event Themes



ARTS & MUSIC



ATHLETICS



CULTURAL



FUNDRAISING



GROUP BUSINESS



LEARNING



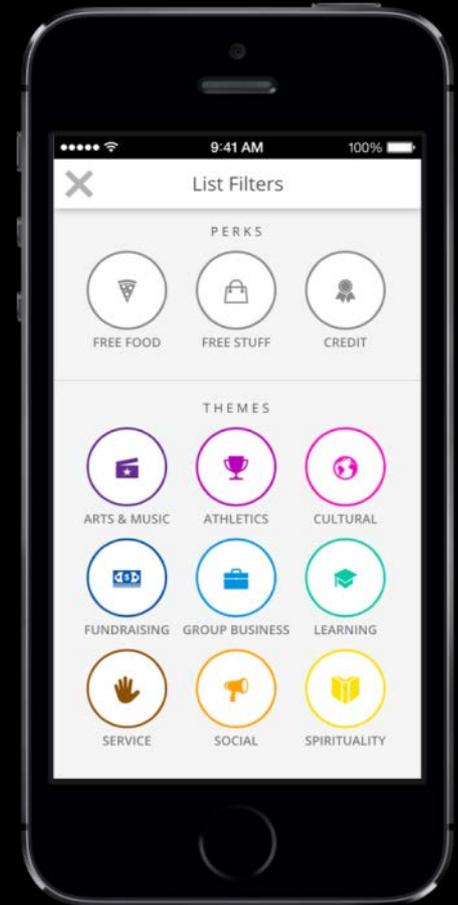
SERVICE



SOCIAL



SPIRITUALITY

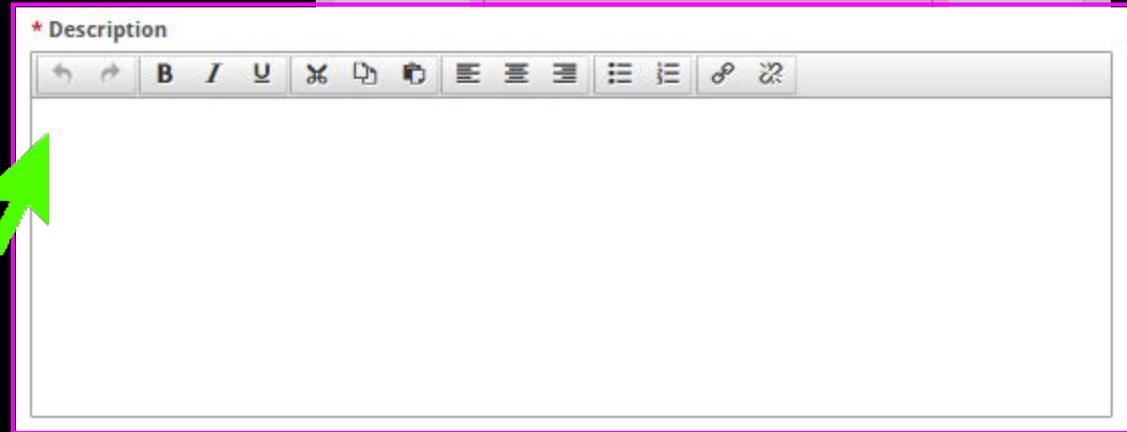
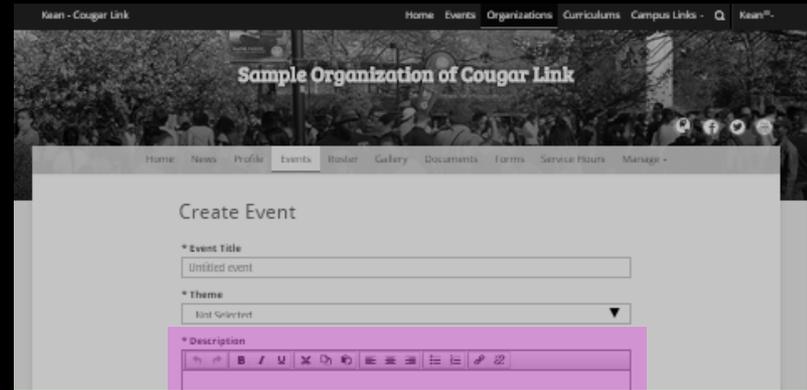




# Create Event

- Event Description

- Should be entered in paragraph form - use correct spelling, punctuation and grammar
- Should provide an overview of the event so that the reader knows what will occur or about the organization
- Should encourage students to participate or attend the meeting/event



- If applicable, event descriptions should contain any ticket sale information
- Should contain information about how a student may find additional information if they are interested



# Create Event

- Start Date & Time
- End Date & Time
  - Dates and times should reflect the actual dates and times of the event
- You must create one event date for each instance of your event.
  - 3 meetings = 3 dates
  - Use “+ADD ANOTHER DATE” for reoccurring events

The screenshot shows the 'Create Event' form on the Cougar Link website. The form is titled 'Sample Organization of Cougar Link' and 'Create Event'. It features a yellow-bordered box highlighting the date and time selection fields. Green arrows point to the calendar icons for the start and end dates, and the dropdown arrows for the start and end times. Below the highlighted box, there are additional fields for 'Location', 'Event Details', and 'Additional Information'.

* Start Date	* Start Time	* End Date	* End Time
28 Jul 2015	12:00 PM	28 Jul 2015	01:00 PM

+ADD ANOTHER DATE

Event Details

\* Show To:

\* Who can RSVP:

Maximum # of RSVP spots allowed:

Count guests against remaining RSVP spots:

Show remaining RSVP spots to public:

Additional Information

CAMPUS PLASMA SCREEN FEED

Cougar Link events automatically get displayed on the Kean University plasma information screen network. The event name, date and time, location and event description are displayed for events set to public as soon as they are fully approved.

When entering your event information, please confirm that your event description provides a detailed overview of your event, meeting, program or organization. Students will not be able to read information displayed on the event flyer image submitted with your event. Students will only be able to rely on the event description for information. Please refer to the following guide for assistance in providing your event description:

- Event names should be specific. For example, "Club Meeting" should be "ABC Club Meeting". The event name should distinguish it from other events.
- Event dates/times must reflect the time of the actual event/meeting. One event must be created for each occurrence of the event/meeting. For example, if the ABC club meets every week, they must submit an event request for every actual meeting date and time.

# Create Event

- Event Location
  - Required
  - Click the “ADD LOCATION” button to enter the Location window

The screenshot shows the 'Create Event' form on the Kean University Cougar Link website. The form includes fields for Event Title, Theme, Description, Start Date, Start Time, End Date, and End Time. A green callout box with a green arrow points to the 'ADD LOCATION' button under the 'Location' section. Below the form, there are sections for Event Details (Show To, Who can RSVP, Maximum # of RSVP spots allowed) and Additional Information (CAMPUS PLASMA SCREEN FEED).



# Event Location

## Include a Map with Event

Location

🕒 28 Jul 2015 12:00 PM - 28 Jul 2015 01:00 PM

Include Map on Event Page

YES  
I want to add a helpful Map

NO  
I'd prefer to not show a Map

\* Location Name  
Miron Student Center room 201

\* Address  
1000

Address 2

City  
Union

State/Province  
Nj

Map

SAVE CANCEL

Location Name Required

Address Required

Address 2 Optional

City Optional

State Optional

Once an address is entered, a map will appear. Reposition the red location pin to the correct map location

## Do Not Include a Map with Event

Location

🕒 28 Jul 2015 12:00 PM - 28 Jul 2015 01:00 PM

Include Map on Event Page

YES  
I want to add a helpful Map

NO  
I'd prefer to not show a Map

\* Location Name

SAVE CANCEL

Location Name Required



# Reoccurring Events

- To add multiple instances of the same event (same flyer and description), click the “+ADD ANOTHER DATE”
- Select the Date, Time and Location of each addition occurrence.

* Start Date	* Start Time	* End Date	* End Time
08 Oct 2015	07:00 PM	08 Oct 2015	08:00 PM
* Location			
ADD LOCATION			
Miron Student Center room 228 1000 Morris Avenue, Union, NJ			
* Start Date	* Start Time	* End Date	* End Time
08 Oct 2015	07:00 PM	08 Oct 2015	08:00 PM
* Location			
ADD LOCATION			
Miron Student Center room 228			
REMOVE			
+ ADD ANOTHER DATE			

+ ADD ANOTHER DATE

REMOVE



# Reoccurring Event Submissions

- All event occurrences will have the same event cover and description
  - Utilize generic event cover - dates and info will appear in the actual Cougar Link event
  - Descriptions should include general contact information and should still be inviting to students.
- All event occurrences will be approved / denied together - either all approved or all denied.
- Once approved, each event occurrence can be edited/modified individually and resubmitted for approval individually.





# Create Event

- Show to:
  - **Anyone in the World:** Visible to everyone.
  - **Students & staff at Kean University:** Only visible to logged in users to Cougar Link.
  - **Organization members:** Only visible to the members of the organization associated with the event.
  - **People invited by a host:** Only visible to those who were invited to the event.



Event Details

\* Show To  
Anyone in the world

Event Categories  
Select categories

\* Who can RSVP  
Anyone

Maximum # of RSVP spots allowed  
20

Count guests against remaining RSVP spots

Show remaining RSVP spots to public

Additional Information

**\* Show To**

- Anyone in the world
- Anyone in the world**
- Students & staff at Kean University
- Organization members
- People invited by a host

Only events set to 'Anyone in the World' will be displayed on the campus plasma screen network automatically



# Create Event

- Categories
  - Used to assist with sorting and organizing events on the event calendar
  - Helps with running reports
  - Allows Kean to filter events



Event Details

\* Show To:

\* Who can RSVP:

Maximum # of RSVPs:

Count guests

Show remaining spots

Event Categories:

Event Categories dropdown menu:

- Select categories
- Select categories
- Academic or Educational Program
- Announcements or Reminders
- Athletics or Recreation Event
- Bake Sale
- Bus Trip
- Community Service Project or Volunteer Program
- Fundraiser
- GE1000 Approved Service and Civic Engagement Event
- Health & Wellness Event
- Interest Meeting or Recruitment Event
- KEAN OCEAN CAMPUS EVENT
- Meeting
- Other
- Performance or Show
- Residential Student Services: Academic and Professional Development Program
- Residential Student Services: Building Program/Major Program
- Residential Student Services: Community and Civic Engagement Program
- Residential Student Services: Globalization and Multiculturalism Program
- Residential Student Services: Personal Development and Wellness Program

When entering your event information, please confirm that your event description provides a detailed overview of your event, meeting, program or organization. Students will not be able to read information displayed on the event flyer image submitted with your event. Students will only be able to rely on the event description for information. Please refer to the following guide for assistance in providing your event description:

- Event names should be specific. For example, "Club Meeting" should be "ABC Club Meeting". The event name should distinguish it from other events.
- Event dates/times must reflect the time of the actual event/meeting. One event must be created for each occurrence of the event/meeting. For example, if the ABC club meets every week, they must submit an event request for every actual meeting date and time.



# Common Event Categories

- Academic or Educational Lecture, Workshop or Program
- Athletics or Recreation Event
- Bake Sale
- Bus Trip
- Community Service Project or Volunteer Program
- Fundraiser or Collection Drive
- Health & Wellness Event
- Interest Meeting or Recruitment Event
- Meeting
- Other
- Performance or Show
- Social Program
- Tabling - Informational



# Create Event

- RSVP Options

- **Anyone**: Any one can RSVP to the event. **(DEFAULT)**
- **Only invitees**: Only those invited to the event can RSVP.
- **No one**: No one can RSVP to the event.

- Maximum # of RSVP Spots Allowed

- Is there a cap for the number of students that can attend/participate



Event Details

\* Show To:

Event Categories:

\* Who can RSVP:

Perks Special benefits for your attendees:

Maximum # of RSVP spots allowed:

Count guests against remaining RSVP spots

Show remaining RSVP spots to public

\* Who can RSVP

Maximum # of RSVP spots allowed

Count guests against remaining RSVP spots

Show remaining RSVP spots to public

# Create Event

- Perks are special benefits for your attendees
- Perks Options
  - Free Food
  - Free Stuff
  - Credit
- Perks are used for event filtering



Event Details

\* Show To:

\* Who can RSVP:

Maximum # of RSVP spots allowed:

Count guests against remaining spots

Show remaining RSVP spots to public

Event Categories:

Perks Special benefits for your attendees:

Perks Special benefits for your attendees

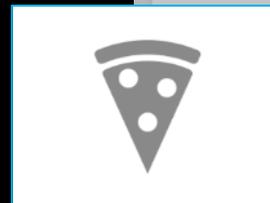
Select perks

Select perks

Free Food

Free Stuff

Credit





# Create Event

- Submission Reminders
  - Event Name
  - Event Date/Time
  - Event Description
- Submitter's Phone Number
- Plasma Screen Submission Form Link
- Event Approval Process

## Additional information

### CAMPUS PLASMA SCREEN FEED

Cougar Link events automatically get displayed on the Kean University plasma information screen network. The event name, date and time, location and event description are displayed for events set to 'public' as soon as they are fully approved.

When entering your event information, please confirm that your event description provides a detailed overview of your event, meeting, program or organization. Students will not be able to read information displayed on the event flyer image submitted with your event. Students will only be able to rely on the event description for information. Please refer to the following guide for assistance in providing your event description:

- Event names should be specific. For example, "Club Meeting" should be "ABC Club Meeting". The event name should distinguish it from other events.
- Event dates/times must reflect the time of the actual event/meeting. One event must be created for each occurrence of the event/meeting. For example, if the ABC club meets every week, they must submit an event request for every actual meeting date and time.
- Event descriptions should be entered in paragraph form - use correct spelling, punctuation and grammar.
- Event descriptions should provide an overview of the event so that the reader knows what will occur or the organization.
- Event descriptions should encourage students to participate or attend the meeting/event.
- If applicable, event descriptions should contain any ticket sale information including the ticket price, number of tickets that can be purchased, the location of ticket sales and a contact number to contact the ticket sale office (box office).
- Event descriptions should contain information about how a student may find additional information if they are interested. For example, "For more information, please contact XXX at XXX@kean.edu."

For additional information or assistance with creating successful Cougar Link events, please email [cougarlink@kean.edu](mailto:cougarlink@kean.edu).

### \* Required

- By checking this box, you confirm that you have read the "Campus Plasma Screen Feed" section and that your event name, date, time, location, and event description has been entered correctly as outlined.

**NOTE: THE INFORMATION BELOW IS NOT VIEWABLE TO THE PUBLIC.**

### SUBMITTER'S CONTACT PHONE INFORMATION:

Please enter your phone number or department extension so we may communicate with you if there are any questions regarding the approval of your event. Your name and email address will be obtained from your Cougar Link login.

\*

Submitter's Phone Number:

### PLASMA SCREEN SUBMISSIONS:

Please click here to submit a separate plasma screen advertisement request. You may access the form directly by going to <https://kean.collegiatelink.net/form/start/9247>.

### EVENT APPROVAL PROCESS:

All events must be properly and fully approved by the Kean University Events Board prior to being approved for posting. All event posting requests must be approved by the Center for Leadership and Service. All funded groups must have their events approved by the Office of Student Government in

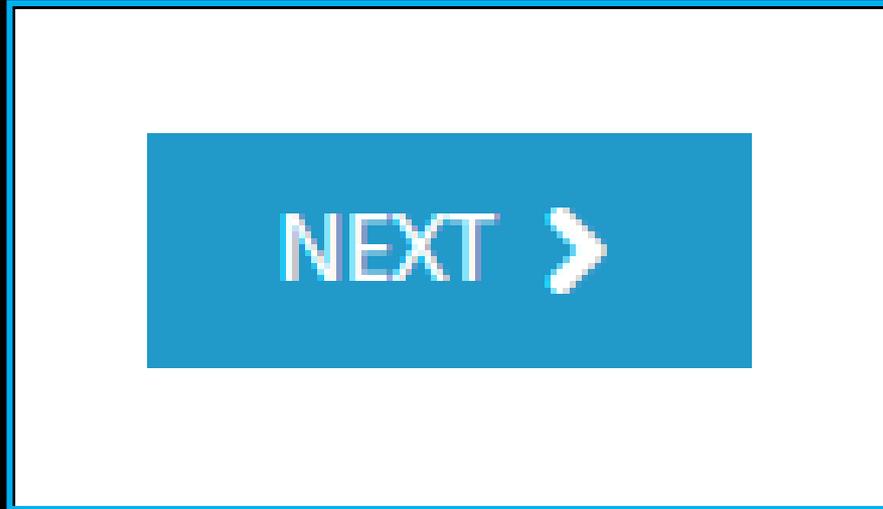


# COUGARLINK

<http://cougarlink.kean.edu>



# Create Event



- Click “Next”
  - Saves the event submission information
  - Moves on to next page of submission





# Event Cover Photo

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links - Q Kean -

## Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage -

### Event Cover Photo

A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your event.

Picture Uploader

Select Image

No file chosen

Image size guidelines: 1024px by 600px or larger  
File size limit: 10MB  
Supported file types JPG, JPEG, GIF, PNG, and PDF

Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.



**COUGARLINK**

<http://cougarlink.kean.edu>



# Event Cover Photos

EVENT  
COVER  
PHOTOS



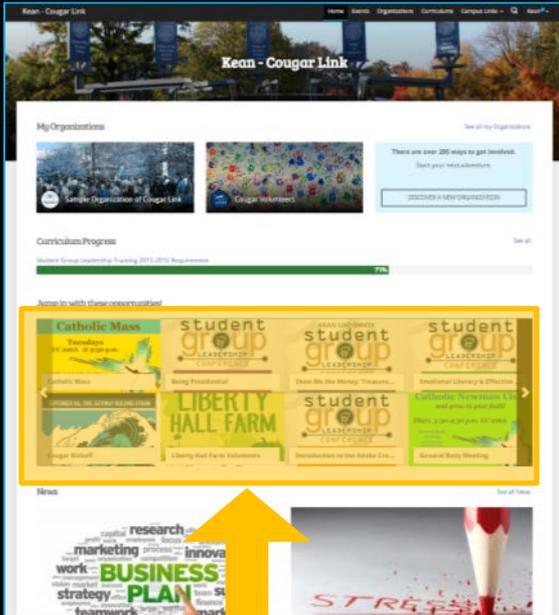
**COUGARLINK**

<http://cougarlink.kean.edu>

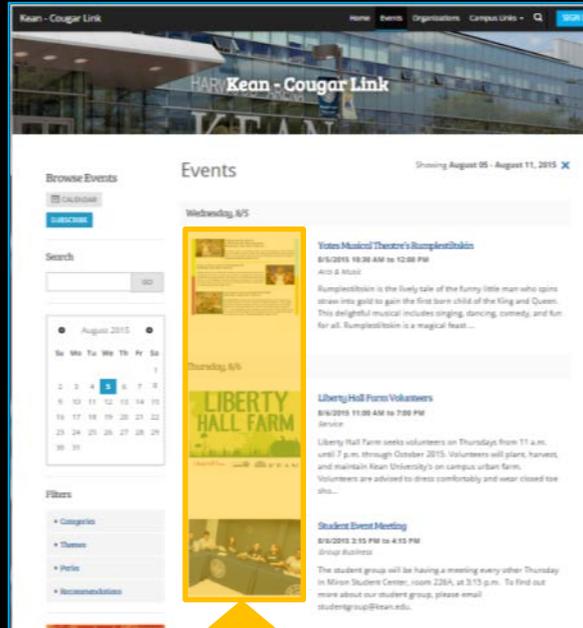


# Event Cover Photos

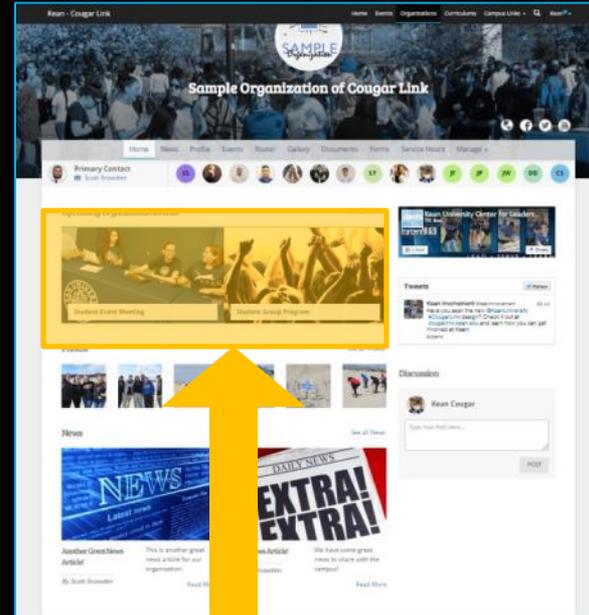
## Opportunity Board



## Events Calendar



## Organization Page



EVENT COVER PHOTOS



**COUGAR**LINK

<http://cougarlink.kean.edu>

# Uploading Event Cover Photos

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links Kean

Sample Organization of Cougar Link

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage

### Event Cover Photo

A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your event.

Picture Uploader

Select Image  
Choose File bake-sale.jpg

Image size guidelines: 1024px by 600px or larger  
File size limit: 10MB  
Supported file types JPG, JPEG, GIF, PNG, and PDF

Picture Uploader

Select Image  
Choose File No file chosen

PREVIOUS CANCEL NEXT

Powered by CollegiateLink. CollegiateLink is part of Campus Labs. © Copyright 2015 Campus Labs.

- Image size guidelines: 1024px by 600px or larger
- File size limit: 10MB
- Supported file types: JPG, PNG, GIF
- If you upload more than one photo, they will display in random order every time someone visits your organization.



# Uploading Event Cover Photos

**Event Cover Photo**

A picture is worth a 1000 words. Add a beautiful image that will draw positive attention to your event.

Picture Uploader

Select Image  
 bake-sale.jpg

Image size guidelines: 1024px by 600px or larger  
File size limit: 10MB  
Supported file types JPG, JPEG, GIF, PNG, and PDF

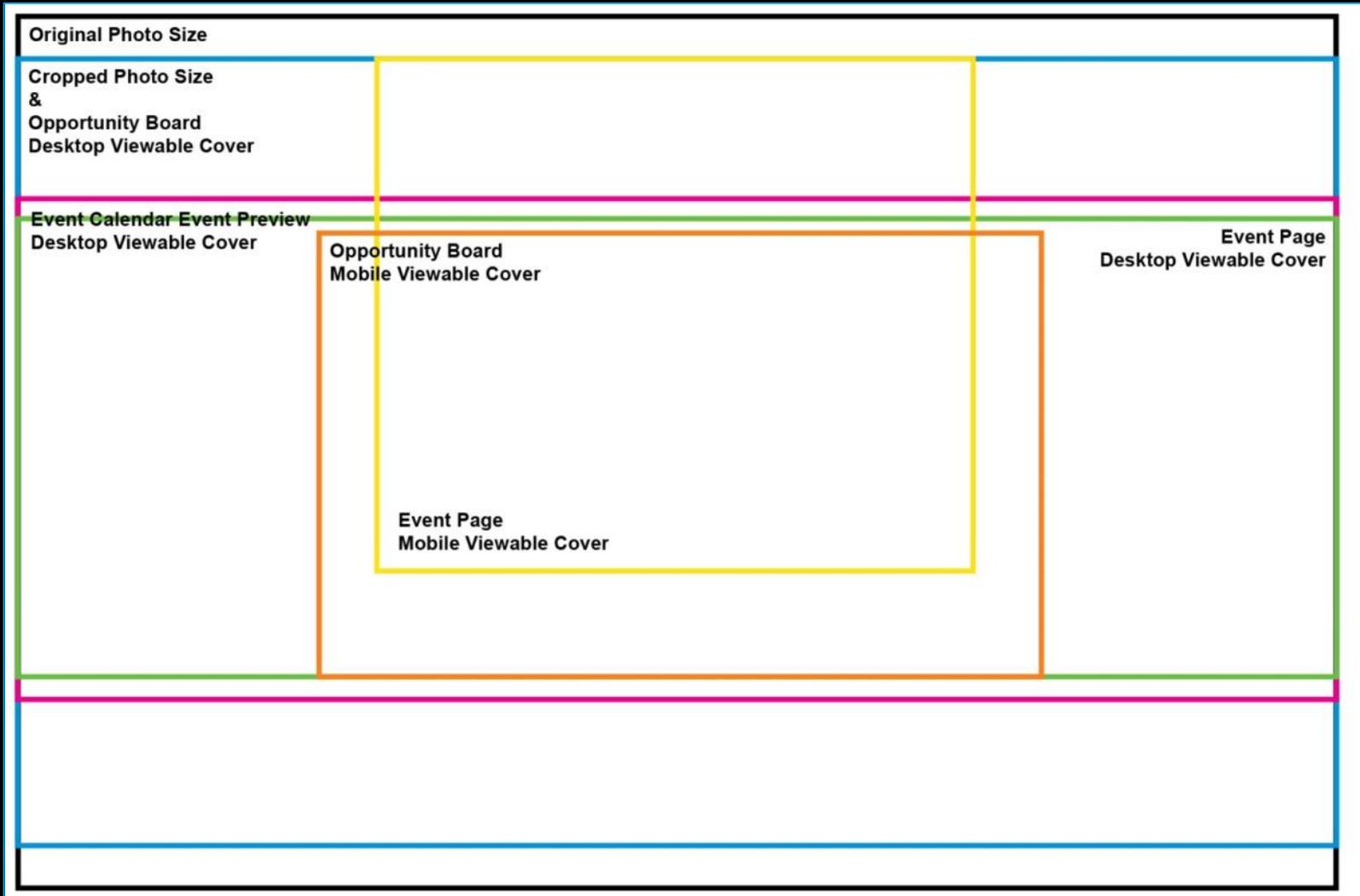


- Once uploaded, you can crop the selected image by adjusting the crop box.
- Click "NEXT" when complete.





# Cover Photo Visibility





# Cover Photo Visibility



Creating An Event Submission



# EVENT ADDITIONAL INFORMATION FORM



**COUGAR**LiNK

<http://cougarlink.kean.edu>

# Organization Type

## Organization Types:

- Funded Group (A) - or - Student Organization at Kean Ocean
- Funded Group (B) - or - Student Organization (Union Campus)
- Funded Group (C)
- Funded Group (D)
- Funded Group (E) - or - Graduate and Part-Time Student Council
- Funded Group (F)
- Greek-letter Organization - or - Greek Senate
- Honor Society - Union Campus
- Honor Society - Kean Ocean Campus
- Non-Funded Group - Union Campus
- Non-Funded Group - Kean Ocean Campus
- Residential Student Services - RSS Program, RSS Group, RSS Student Service
- Kean University Department - Union Campus (Staff Only)
- Kean University Department -Ocean Campus (Staff Only)
- Wenzhou Kean University Student Group or Department
- Other - **AVOID USING OTHER**

*Event type is used for event approvals.*

*Failure to select the appropriate type delays event approval.*

Organization Type

\*  
**What type of organization are you submitting this event on behalf of?**

- Funded Group (A) - or - Student Organization at Kean Ocean**  
*Kean Ocean Criminal Justice Club and Kean Ocean Forensic Psychology Club*
- Funded Group (B) - or - Student Organization (UNION CAMPUS)**  
*Freshman Class of 2019, Sophomore Class of 2018, Junior Class of 2017, and Senior Class of 2016*
- Funded Group (C)**  
*Kean Dance Theatre, Kean Theatre Council, and Social Work Club*
- Funded Group (D)**  
*Accounting Club, Catholic Newman Club, Cougar Global Business Club, Earth Science Club, Haitian Student Association, Historical Society, Italian Culture Club, Pan-African Student Union, Recreation Majors Club, Student Occupational Therapy Association and West Indian Culture Club*
- Funded Group (E) - or - Graduate and Part-time Student Council**  
*Kean SAFE*
- Funded Group (F)**  
*Association of Computing Machinery, Bio-Technology Club, Otaku Anime Society, Physical Therapy Club, Pre-Medical/Pre-Dental Association, and Psy Org*
- Greek-letter Organization - or - Greek Senate**
- Honor Society - UNION CAMPUS**
- Honor Society - KEAN OCEAN CAMPUS**
- Non-Funded Group - UNION CAMPUS**
- Non-Funded Group - KEAN OCEAN CAMPUS**
- Residential Student Services - RSS Program, RSS Group, RSS Student Service**
- Kean University Department - UNION CAMPUS (Staff Only)**
- Kean University Department - OCEAN CAMPUS (Staff Only)**
- Wenzhou Kean University Student Group or Department**
- Other

***Non-Funded and Greek Letter Organizations Only - DO NOT ANSWER IF YOUR ORGANIZATION IS A STUDENT ORGANIZATION FUNDED GROUP!***

**Is this event funded in part or in full by the Office of Student Government? (Ex: Special Projects)**

Yes





# Student Government Funding?

***Non-Funded and Greek Letter Organizations Only - DO NOT ANSWER IF YOUR ORGANIZATION IS A STUDENT ORGANIZATION FUNDED GROUP!***

**Is this event funded in part or in full by the Office of Student Government? (Ex: Special Projects)**

- Yes
- No

## **Non-Funded and Greek Letter Organizations Only**

If the event is funded in part or in full by the Office of Student Government, you must check "YES".

*If your organization is currently a Office of Student Government Funded Group, DO NOT answer this question!*

Click Next When Complete

NEXT >



**COUGARLiNK**

<http://cougarlink.kean.edu>



# Event Submission Type

## Event Types:

- Meeting
  - Reservations are directly submitted in Virtual EMS and must be submitted within 5 business days in advance
- Program/Event - Regular
  - Less than 200 people attendance
  - Workshops, trainings, speakers
  - Requires 5 day advance approval
- Program/Event - Major
  - Event budget/cost \$2,000 or more
  - 200 or more people attendance
  - Requires 1 month advance approval
- Bake Sale
  - Requires Food Waiver
  - Requires 5 day advance approval
- Bus Trip
- Community Service Project or Volunteer Program
  - Requires Community Service Project Registration Form
- Fundraiser or Collection Drive
  - Requires Fundraising/Collection Proposal
  - Requires 5 business days advance approval
- Tabling - Informational *(Not for Bake Sales)*
  - Requires 5 business days advance approval
- Announcement/Reminder
- Other

*Event type is used for event approvals. Failure to select the appropriate type delays event approval.*

### Cougar Link Event Submission

Welcome to the Cougar Link Event Submission form. This form is intended to be an all inclusive event management system for all student group meetings, fundraisers, community service projects, and programs.

If you experience any complications completing this event submission, or have questions, please email cougarlink@kean.edu or contact the Kean University Involvement Center, located in Miron Student Center room 303, by calling 908-737-5270.

Carefully review the options below and make the best selection(s). Your selection(s) will determine which form(s) you will be asked to complete and will notify the appropriate event reviewer(s). **Failure to select the correct event type(s) will result in your submission being denied and delay prompt approval.**

**\***  
Please identify the type of event you are submitting a request for.

Check all that apply. Carefully review the event descriptions and information. **Failure to select the correct event type(s) will result in your submission being denied or a delay in prompt approvals.**

- Meeting i
- Program/Event - Regular i
- Program/Event - Major i
- Bake Sale i
- Bus Trip i
- Community Service Project or Volunteer Program i
- Fundraiser or Collection Drive i
- Tabling - Informational Only *(Not for Bake Sales)* i
- Announcement or Reminder i
- Other

**\* Do any of the following pertain to your event or activity? (Check all that apply)**  
Failure to answer this question correctly **WILL** delay the necessary event approval(s). Please read the





# Events Board Triggers

**Do any of the following pertain to your event or activity?** (Check all that apply) *Failure to answer this question correctly WILL delay the necessary event approval(s). Please read the options carefully and answer correctly.*

- Total event **cost of \$2,000 or more** - including donated services(ex: food, entertainment, professional services, security, maintenance, etc...)
- Occurs in ANY of the following **locations**: **Wilkins Theater, Miron Student Center Little Theatre, Downs Hall, Harwood Arena, STEM** (excluding meetings), **Cougar's Den**, and/or exterior University Grounds (**outside event**).
- Expected attendance is **200 or more people** (including entertainment)
- None of the above apply to this event submission





# Room or Space Reservation

Is a **room or space reservation needed for this event/activity?** Failure to answer this question correctly WILL delay the necessary event approval(s). Please read the options carefully and answer correctly.

- Yes - Main Campus Reservation Needed
- Yes - Kean Ocean Reservation Needed
- No - Reservation has been **submitted and confirmed** by the group through Virtual EMS
- No - Reservation has been **submitted and confirmed** by an Administrative Department (Ex: Office of Student Government, Office of Residential Student Services, etc...)
- No - Reservation is **NOT Required** (Ex: bus trips, announcements, etc...)

**RESERVATIONS WILL BE PROCESSED ONCE THE EVENT IS FULLY APPROVED.**

Submitting an event submission on Cougar Link does NOT automatically hold or guarantee your space reservation. Your event must go through the proper University event approval process before it can be reserved and approved.



**COUGARLiNK**

<http://cougarlink.kean.edu>

Creating An Event Submission



# EVENT ADVISOR INFORMATION FORM



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Advisor Information

Advisor Information

**EVENT ADVISOR INFORMATION:**

Please enter the information for your event's advisor. Please note that your event advisor does not need to be your organization's permanent advisor, but must be a full-time faculty/staff member of Kean University. Your organization must have an advisor present for at least the first-two hours of any special event or for the entire duration of a bus trip. *If this event submission does not require an event advisor, please enter your organization's advisor.*

\* Advisor's Name:

\* Advisor's Phone Number:

\* Advisor's Email Address:

\* Will the Advisor listed be present for this event?  
*If the Advisor's name provided is not, the advisor that will be present, please list the advisor that WILL be present. Please note that for special events, an advisor must be present for the first two-hours of the event and for bus trips, the advisor must be present for the duration of the trip.*

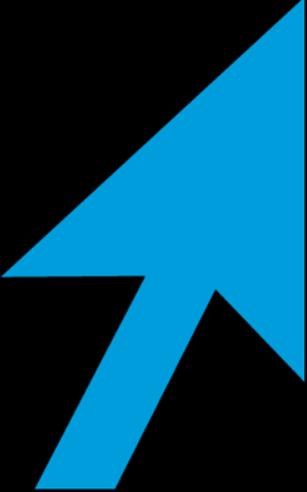
Yes  
 No

[Click Next When Complete](#)

- Event Advisor Information
  - Name
  - Phone Number
  - Email Address
- Will the Advisor be present?
  - *For special events, an advisor must be present for the first two-hours of the event and for bus trips, the advisor must be present for the duration of the trip*



Creating An Event Submission



**COUGAR LINK:  
VIRTUAL EMS  
ROOM REQUEST FORM**



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Virtual EMS Room Request Form

Your Event Submission is **tentative (pending)** until it is **confirmed (approved)** by the host department (ex: Center for Leadership and Service, Office of Student Government, Office of Residential Student Services, etc...).

Your Cougar Link Event Submission does **NOT** reserve your room or space. Your event concept must first be approved prior to your reservation being made. Once the appropriate office(s) have approved your event, your organization will have a hold on the room or space.

## RESERVATION TIMEFRAMES:

Reservations may only be placed five (5) business days in advance of the program/meeting. Your event must be fully approved prior to any actual reservation being placed into Virtual EMS. If your event is not fully approved, your event submission will remain as pending. If your event submission is not approved by the appropriate administrative department(s) in a timely fashion, you may be forced to postpone your event if it is not fully approved within five (5) business days.



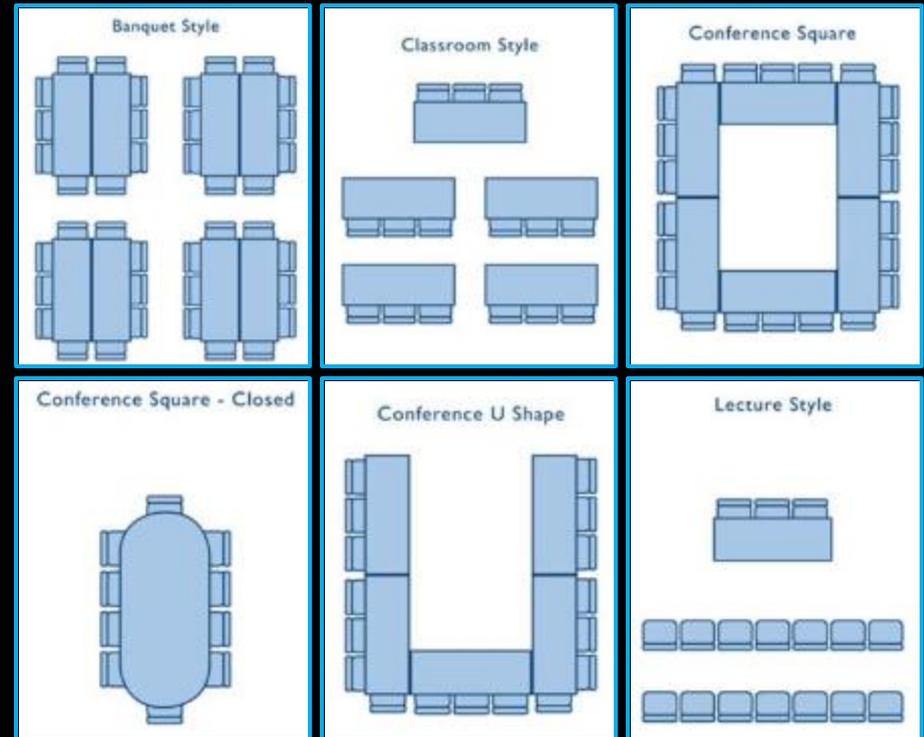
**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Virtual EMS Room Request Form

- **Expected Attendance:**  
*Please note that your expected attendance will effect your location selection due to minimum and maximum room occupancies.*
- **Setup Type: (required)**
  - Banquet Style
  - Classroom Style
  - Conference Square
  - Conference Square - Closed
    - **MSC 312 & 314 only**
  - Conference U-Shape
  - Lecture Style
  - Standard/As Is
  - Table Only





# Virtual EMS Room Request Form

- Preferred Event Location:
- Event Name:  
*Enter the event name exactly as you wish it to appear on the public Virtual EMS Calendar.*
- Event Type: (required)
  - Ceremony
  - Concert/Performance
  - Conference
  - Dance/Recital
  - Film/Movie
  - Lecture/Seminar
  - Literature Distribution
  - Maintenance
  - Musical/Play
  - Pageant/Show
  - Reception
  - Recruitment
  - Rehearsal
  - Student Social Activity
  - Workshop/Training





# Virtual EMS Room Request Form

- Event Contact Name:
- Event Contact Phone Number:
- Event Contact Email Address:
- Are you Co-Sponsoring this event/meeting with an external group, organization, company or individual?
- Are you charging an admission/registration fee, selling tickets, or soliciting vendors for the event/meeting?
  - If applicable, what are the associated charges and who will receive the proceeds?
- Who will be presenting/performing at the event/meeting?
- Would you like this event published to Kean's Master Calendar?
- Please list any special items your event will require.
  - *Ex: Tables and Chairs, Audio Visual Equipment, Microphone, Computer, Table Skirts, etc...*
- Terms and Conditions



Creating An Event Submission



# REVIEW EVENT SUBMISSION



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Review Event Submission

If you have reviewed and completed the necessary steps, **you must submit your Event 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 Event Submission Form.



Creating An Event Submission



# ADDITIONAL FORMS

*{BASED UPON EVENT TYPE}*



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Bake Sale Guidelines

## Bake Sale Guidelines and Food Waiver

Bake Sale reservations will be submitted upon the full approval of all appropriate staff. Bake Sales **MUST** be **APPROVED** by all appropriate staff and **SUBMITTED** at least 5 business days in advance.

Fundraiser and bake sale tables are available for student groups to offer the opportunity to raise money for their organizations. As a component of the Cougar Link event submission, you will complete a Fundraising Application that will be reviewed by the Center for Leadership & Service.

**A food waiver form must also be submitted to the Miron Student Center Center Operations & Event Management office.** A food waiver form can be obtained by clicking [here](#).

The following locations have been designated for student group tables:

- Bruce Lobby 4-8PM
- CAS Lobby 4-8pm
- East Campus Lobby 4-8PM
- Hennings Lobby 4-8PM
- Hutchinson Lobby 4-8PM
- Miron Student Center Atrium 10AM-8PM
- Vaughn-Eames Lobby 4-8PM

*\*Only non-food items can be sold in the Miron Student Center Lobby without a signed food waiver. Please keep in mind if you do not use your date, you must cancel. If you do not cancel, you will lose your fundraising privileges. You must provide your own paper products and other supplies. Do not use restroom paper towels. It is the organization's responsibility to clean the area after the sale is over.*

### **BAKE SALE GUIDELINES**

In New Jersey, there is an exemption in the food sanitation regulation that allows the sale of food items in a bake sale without obtaining a permit from the local health department.

The items offered for sale may be prepared for sale at kitchen in a private home, providing that the consumer is made aware by the posting of a sign at the bake sale table. Also, only foods that are not potentially hazardous may be sold.

- Bake Sale reservations will be submitted upon the full approval of all appropriate staff. Bake Sales **MUST** be **APPROVED** by all appropriate staff and **RESERVED** at least 5 business days in advance.
- The full Bake Sale Policy is available in Cougar Link and must be reviewed if you indicated your event submission is a Bake Sale.





# Bake Sale Food Waivers

- Food Waivers are required for all Bake Sales.
  - Must be submitted to the Miron Student Center Operations & Event Management Office prior to your event being fully approved.
- You will be required to enter your initials indicating you have read and understand the Bake Sale Guidelines

a. The placard will be provided with your reservation confirmation.

**FOOD WAIVER:**  
To access the Food Waiver form, please click here.

The Food Waiver **MUST** be submitted to the Miron Student Center Operations and Event Management office prior to your event being eligible for approval. Please submit the Food Waiver as soon as possible.

\* Enter your initials to confirm that you have read the Bake Sale Policy and that you understand that you **MUST** submit a completed Food Waiver prior to your event being eligible for approval.

**UPLOAD A COMPLETED FOOD WAIVER**  
If you have already successfully completed a Food Waiver and have obtained the proper authorization signatures from Gourmet Dining Services, you may upload the completed food waiver below to expedite your Bake Sale's approval. (OPTIONAL)

—

- If you already have a completed food waiver, you may upload it and attach it to your event submission.



# Community Service Project Registration Form

Community Service Project Registration

 **KEAN UNIVERSITY**  
 **CLS**  
CENTER FOR LEADERSHIP AND SERVICE

You have indicated that your event will include "Community Service Project or Volunteer Program". Please complete the Group Service Project Registration Form as a part of your event submission. If any additional forms are required, the Center for Leadership and Service will contact the group representative to provide the form and resolve any issues that may occur. If you have any questions regarding your project please contact the Center for Leadership and Service, located in Miron Student Center room 219, by calling 908-737-5170 or emailing [serve@kean.edu](mailto:serve@kean.edu).

Completion of this form registers a recognized student group, fraternity or sorority for volunteer and community service activities.

\*  
Date(s) of Project:

\*  
Description of the Project:

\*  
Community Agency/Charitable Organization's Information:

- Agency Name
- Contact Person
- Phone Number
- Email Address

\* How many volunteer opportunities are available? How many people can participate?

\*  
If your organization interested in recruiting volunteers (outside of your organization's membership)?

Yes - How many volunteers are needed (not including members)?

No

\* Project Location(s):  
Be sure to be as specific as possible. If the project takes place off-campus, please be sure to include the complete street address.

- Required for all community service projects and volunteer events
- Records and registers the community service event for University reporting
- Provides a detailed explanation of the service activity to evaluate it for risk management review
- Allows for other students to potentially be able to participate

*Community Service Project Registration Forms are reviewed by the Center for Leadership and Service*



# Volunteer Activity Registration Form

Volunteer & Service Project Information

Volunteer Release and Indemnification Agreement

Transportation Waiver

Volunteer Emergency Contact Information

Volunteer Signature

**KEAN** VOLUNTEER ACTIVITY REGISTRATION FORM

**1** Event Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Host Organization/Department: \_\_\_\_\_

**2** Volunteer Information:  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ KUID: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**3** Demographic Information (for statistical purposes only)  
Class Year:  Freshman  Sophomore  Junior  Senior  Graduate Residency:  Commuter  Resident Currently Enrolled in GE10007:  Yes  No

**4** Volunteer Release and Indemnification Agreement  
In the event that I incur any physical or emotional injury or illness, or loss or damages to personal property of any kind during my participation in the activity described above, I hereby expressly and voluntarily agree to hold harmless from any claims related to or arising of this Kean University, its officers, employees or students.  
I am aware of the risk associated with participation in the activity. My participation is voluntary, and it is my obligation to inspect the facilities and equipment before use to make sure that it is safe and fit for its intended purpose. I have verified with my medical professional that I am fit to participate in the activity.  
Also, I agree that if any other person should assert such a claim arising from my connection with this activity, that I will substitute myself in place of Kean University as the party against whom the claim is to be pursued. I further agree that I will pay all damages and costs resulting from such a claim, and that I will indemnify or reimburse Kean University in connection with that claim.  
This Release shall be binding on my heirs, executors, administrators and assign.  
I have carefully read this agreement and understand it to be a release of all claims and causes of action for my injury or death or damage to my property that occurs while participating in the described activity. I understand and agree that it obligates me to indemnify the parties named for any liability for injury or death of any person and damage to property caused by my negligent or intentional act or omission. I hereby certify that I am eighteen years of age or older.

**5** Are you utilizing Kean University transportation as a part of the project?  
 Not Applicable: Go to Section 6  Yes: Go to Section 6  No: Complete Transportation Waiver Below  
Transportation Waiver: I understand that the activity in which I will participate is voluntary and does not include transportation to or from the activity. I will assume all responsibility for getting to and from the above named activity.  
Enter your initials here [\_\_\_\_\_] to agree to the transportation waiver.

**6** Emergency Contact Information  
In the event of an emergency, please write the name and contact information for the person that you would like us to contact for you.  
Emergency Contact's Name \_\_\_\_\_ Relationship to Volunteer \_\_\_\_\_  
Emergency Contact Phone Number \_\_\_\_\_ Emergency Contact's Address (include street, city and state) \_\_\_\_\_

**7** Volunteer Certification  
I affirm that the information I have provided on this form is complete and accurate and is of my own free will.  
Enter your initials here [\_\_\_\_\_] to certify the information provided.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Don't forget to log in your service hours using **COUGARLINK** Revised 7/29/15

- Accessible on:
  - The Community Service Project Registration Form in Cougar Link
  - CLS Website Forms
- Each volunteer should complete this form.
- The organization President and/or Advisor should retain these forms.



**COUGARLINK**

<http://cougarlink.kean.edu>



# Fundraising/Collection Drive Application

- Required for:
  - Collection of Goods
  - Collection of Money
  - Fundraisers / Bake Sales
- If the event / activity benefits a non-profit organization:
  - Must indicate the non-profit organization information
  - Community Service Approval/Verification Form is required

*Fundraising/Collection Drive Applications are reviewed and approved by the Center for Leadership and Service and must be in compliance with the Kean University Fundraising Policy*

Fundraising / Collection Drive Application

 **KEAN UNIVERSITY**  
 **CLS**  
Center for Leadership and Service

You have indicated that your event will include the collection of goods or funds. Please complete the following Fundraising Application. If you have any questions, please review the Group Fundraising Policy available online by clicking [here](#) or contact the Center for Leadership and Service, located in Miron Student Center room 219, by calling 908-737-5170 or emailing [serve@kean.edu](mailto:serve@kean.edu).

•

Type of Fundraising:

Charity/Scholarship/Non-Profit Organization (ex: donated items/money will be donated)

Club/Organization (ex: donated items/money will be used by the organization)

**BAKE SALE POLICY:**

If your organization is looking to hold a bake sale as your fundraiser, be sure to carefully review the Kean University Bake Sale Policy. The Bake Sale Policy is online and can be accessed by clicking [here](#).

•

Describe Fundraising Activity, Items for Sale and/or Items being Collected:

Proposed Date(s) of Fundraising or Collection Activity: (if different than event submission)

•

Anticipated Date of Donation/Completion of Project:

- If organizational fundraising, enter the date that you expect to have the items tallied and/or total funds counted.
- If items/funds are being donated, enter the date that your organization intends to either donate the collected items or funds.

•

Does the project involve charity or distress collection bins?

Yes. You will be asked to complete the Charity and Distress Collection Bin Application. You may review the Charitable and Distress Bin Collection Bin Policy by clicking [here](#).

No

**RECIPIENT INFORMATION:**

•

Name of Nonprofit Organization or Student Group Receiving Funds:





# Community Service Approval/Verification Form



KEAN UNIVERSITY

## COMMUNITY SERVICE APPROVAL/VERIFICATION FORM

The Community Service Approval/Verification Form is to be submitted by the recognized Kean University student group or organization to the external agency or organization in which the collected items or funds will be donated to. The purpose of this form is to ensure that the recognized student group or organization has been authorized to solicit donations on behalf of the external agency or organizations. This form should be completed in full by the student group or organization prior to being submitted for approval by the external recipient agency or organization. Specifically, this form should be submitted with the name of the student group, a brief description of the fundraising/collection activity, the dates collections will be accepted, the date that the recipient organization should expect to receive the donated items or funds, and the contact information for the organization.

### To Whom It May Concern:

A recognized student group or organization at Kean University, has requested to hold an event or activity that will raise funds or collect items with the use of your agency's or organization's name under the intention of donating the items or funds to your organization. Before we will permit the organization to collect funds or solicit items we require your organization's approval. Please review the information provided below by the recognized student group or organization to ensure that your organization is aware of and authorizes the student group to proceed.

Once you have reviewed the information, please indicate your approval and complete your contact information. Once this form is completed, please either fax it to the Kean University Center for Leadership and Service at 908-737-5175, scan and email it to [serve@kean.edu](mailto:serve@kean.edu), or mail it to the address provided below. If you have any questions, please feel free to contact us at 908-737-5170 or email [serve@kean.edu](mailto:serve@kean.edu).

Sincerely,

Susan Figueroa  
Managing Assistant Director for Civic Engagement and Community Service  
Center for Leadership and Service

STUDENT GROUP TO COMPLETE:		Date Submitted
Name of Recognized Student Group: _____		
Type of Activity: <input type="checkbox"/> Fundraising <input type="checkbox"/> Collection of Items: _____		
Name of Recipient Organization: _____		
Description of Activity: _____		
Project Start Date: _____ End Date: _____ Anticipated Date of Donation: _____		

Portion completed by student group to make the organization aware of the collection efforts.

RECIPIENT ORGANIZATION TO COMPLETE:		Title:
Recipient Org. Contact Name: _____		
Date: _____	Phone: _____	Email: _____
<input type="checkbox"/> We authorize the above named student group to collect items and/or solicit donations on our behalf. <input type="checkbox"/> We do not authorize the above named student group to collect items and/or solicit donations on our behalf.		
Organization Representative Signature: _____		

Portion completed by non-profit organization granting approval for the student group to collect money or items on its behalf.

CENTER FOR LEADERSHIP AND SERVICE

Kean University • 1000 Morris Avenue, Union, New Jersey 07083-0411 • 908-737-5170 • [www.kean.edu](http://www.kean.edu)

- Accessible on the Fundraising / Collection Drive Application in Cougar Link
- Verifies that the recipient non-profit organization authorizes the student group to collect money or items on its behalf.

Completed Community Service Approval/Verification Forms must be submitted to the Center for Leadership and Service, located in Miron Student Center room 219, by fax at 908-737-5175 or email at [serve@kean.edu](mailto:serve@kean.edu).



# COUGARLINK

<http://cougarlink.kean.edu>



# Charitable / Distress Bin Collection Application

- Included when you indicate that collection bins are being used.
- Complete form with:
  - Purpose of the Collection
  - Description of Items to be Collected
  - Date of Collection
  - Desired Location of Collection Bins

*Charitable/Distress Bin Collection Applications are reviewed and approved by the Center for Leadership and Service. The Center for Leadership and Service provides collection bins to student groups.*

Charitable / Distress Bin Collection Application

 **KEAN UNIVERSITY**  
 **CCLS**  
Center for Leadership and Service

You have indicated that your event will include the collection of goods. Please complete the following Charitable and Distress Bin Collection Application. If you have any questions, please review the Charity and Distress Collection Bin Policy available online by clicking [here](#) or contact the Center for Leadership and Service, located in Miron Student Center room 219, by calling 908-737-5170 or emailing [serve@kean.edu](mailto:serve@kean.edu).

\* Purpose of Collection:

\* Describe Items to be Collected:

\* Date Requested - Start:

\* Date Returned - End:

\* Requested Location(s) of Collection Bins:

If you are collecting items that are being donated for an external agency or organization, you **must** complete and submit a **Community Service Approval/Verification Form** to the Center for Leadership and Service. This Community Service Approval/Verification Form is to be completed by the external agency or organization to indicate that they have authorized your organization to collect items on their behalf. It will also allow the external organization to know to expect the donate items.

**COMMUNITY SERVICE APPROVAL/VERIFICATION FORM:**

- Community Service Approval/Verification Form

You may submit the Community Service Approval/Verification Form to the Center for Leadership and Service, located in Miron Student Center room 219, by submitting a paper form, faxing the form to 908-737-5175 or scanning the completed form and submitting it electronically to [serve@kean.edu](mailto:serve@kean.edu).

\* Required

By checking this box, I certify that I have read and understand the **Charity and Distress Collection Bin Policy**, available online by clicking [here](#), and note that I am responsible for ensuring my organization fully complies with the policy.

< PREVIOUS NEXT >





# Residential Student Services Forms

Residential Education Program Proposal

Kean University Office of Residential Student Services  
**RESIDENTIAL EDUCATION PROGRAM PROPOSAL**

Individual RAs must complete 4 programs per semester, one floor social at the beginning of the semester, and 1 major building program.  
At least one of the above must take place on the weekend.

- You must complete one program in each learning dimension.
- You must have one program per month.
- At least 2 programs must take place on your assigned floor.
- At least 1 program must be held during the weekend.
- At least 1 program must include the partnership of a faculty or staff member or outside presenter
- If outside guests will be utilized for the program, please inform your RHD so that they may make contact with the speaker.
- All flyers must include the Kean seal, the program model symbol, date and time of program, your name and sponsored by Residential Student Services.

\* Residence Hall/RSS Group:  
-- ▾

Resident Assistant(s) Involved: Identify other Residence Hall and RSS Staff Members associated with the program, if applicable. **\*\*\*You must include the Residence Hall of each Resident Assistant involved in this program. For example: John Smith (Rogers Hall); Jane Doe (Sozio Hall).\*\*\* Please note, only 1 program proposal is required for each program. Please choose 1 RA as the lead RA that will submit the program proposal.**

Bartlett Hall

Burch Hall

Dougall Hall

Freshman Residence Hall (NRFH)

Rogers Hall

- Resident Assistants, Men's Group, Women's Circle, Hall Council Forms
  - Residential Education Program Proposal
  - Residential Education Meeting/Event Notification Form

*Residential Student Services Events and Forms are reviewed by the Office of Residential Student Services*



Creating An Event Submission



# EDITING AND RE-SUBMITTING EVENT SUBMISSIONS



**COUGAR**LiNK

<http://cougarlink.kean.edu>

# Return to An Event Submission

This screenshot shows the user interface of the Kean Cougar Link system. At the top, there is a navigation bar with 'Campus Links' and a search icon. Below this is a profile header for 'Kean Cougar' featuring a cougar mascot logo. A vertical navigation menu on the left contains the following items: 'Involvement', 'Messages' (with a notification badge showing '93'), and 'Settings'. A green arrow points to the 'Involvement' menu item.

This screenshot displays the 'My Involvement' page. The main heading is 'My Involvement'. Below it is a horizontal navigation bar with tabs for 'Memberships', 'Events', 'Experiences', 'Interests', 'Service Hours', 'Submissions', 'Curriculum', 'Downloads', and 'Co-Curricular Transcript'. The 'Submissions' tab is selected. Underneath, there is a sub-section for 'My Submissions' with filters for 'Forms', 'Elections', 'Organization Registrations', and 'Events'. A 'Filter by Status' dropdown is set to 'All'. A table lists submissions with columns for 'Name', 'Status', 'Status Date', and 'Date Completed'. One submission is visible: 'Sample Online Form' with a status of 'In Progress' and a status date of '7/28/2015 1:08 PM'. A red arrow points to the 'Submissions' tab.

This screenshot shows the 'My Organization Memberships' page. The main heading is 'My Organization Memberships'. There is a '+ ADD PAST MEMBERSHIP' button. Below are tabs for 'Current Memberships' and 'Past Memberships'. A list of organizations is shown, including 'Sample Organization of Cougar Link'. A red box highlights the 'Submissions' link in the top navigation bar, with a green arrow pointing to it.

*A user can return to an incomplete or denied event submission and submit/resubmit it at any time. Cougar Link forms are saved each time you click "Next" while completing a submission.*

# Return to An Event Submission

Kean - Cougar Link

Home Events Organizations Curriculums Campus Links Kean

## My Involvement

Memberships Events Experiences Interests Service Hours Submissions Curriculum Downloads Co-Curricular Transcript

### My Submissions

Forms Elections Organization Registrations Events

Filter by Status All

Name	Status	Submitted	Actions
Sample Online Form	In Progress		
Volunteer Activity Registration Form 2013-2014	In Progress		
CLS Application for Employment 2013-2014	In Progress	11/19/2013 10:34 AM	
CLS Application for Employment	In Progress	6/19/2013 10:41 AM	

*In addition to event submissions, a user can return to a form submission, election voting ballot, and student group recognition registration form. Use the "EVENTS" tab to view event submissions.*





# My Submissions - Events

Memberships Events Experiences Interests Service Hours **Submissions** Curriculum Downloads Co-Curricular Transcript

## My Submissions

Forms Elections Organization Registrations **Events**

Filter by Status All **Filter by Status**

Name	Organization	Status	Start Date	Type
Event	Sample Organization of Cougar Link	Approved <span>2</span>	10/8/2015 7:00 PM	New Event
Event	Sample Organization of Cougar Link	Started	9/2/2015 9:00 PM	New Event
Event	Sample Organization of Cougar Link	Started	7/29/2015 7:00 PM	Change Request
The Best Sample Event DENIED	Sample Organization of Cougar Link	Denied	9/18/2014 12:00 PM	New Event
Event name	Organization event was submitted under	Status of Request	Event Start Date	Type of Submission
Sample	Sample Organization of Cougar Link	Started	5/29/2014 8:00 AM	New Event
Test Event				
Sample serv				
Test Event				
Kean Clean Up	Sample Organization of Cougar Link	Started	9/12/2013 2:00 PM	New Event

**Click on the event name to enter the event submission to review it, make edits and/or resubmit the event submission**





# Review Event Submission

## Review Event Submission

 Your submission is incomplete. Please resume the process from where you left off above.

If you have reviewed and completed the necessary steps below, please submit your Event 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 Event Submission Form.

### Submission

#### Submission Forms

*Click on a form name to open the form and edit it.*

- Details
- Cover Photo
- Organization Type
- Cougar Link Event Submission
- Advisor Information
- Bake Sale Guidelines and Food Waiver
- Community Service Project Registration
- Fundraising / Collection Drive Application
- Virtual EMS Room Request Form
- Charitable / Distress Bin Collection Application
- Residential Education Program Proposal

*This will be submitted for approval.*

SUBMIT CANCEL

## Discussion Wall

*Used to convey messages and notes about the submission*

### Discussion



Kean Cougar

Type Your Post Here...

POST

Review and/or complete all event forms by clicking on form name.

Click "Submit" to submit your event for review

*This will be submitted for approval.*

SUBMIT

CANCEL



**COUGARLINK**

<http://cougarlink.kean.edu>

Creating An Event Submission



# EVENT REVIEWERS AND APPROVALS



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Event Reviewers

- **Residential Student Services**
  - Residence Hall Directors
  - Central Staff
- **Funded Groups and Student Governments**
  - Union Campus: Office of Student Government
  - Ocean Campus: Kean Ocean Campus Life
- **Non-Funded Groups and Honor Societies**
  - Union Campus: Center for Leadership and Service
  - Ocean Campus: Kean Ocean Campus Life
- **Greek Letter Organizations**
  - Center for Leadership and Service - Greek Affairs





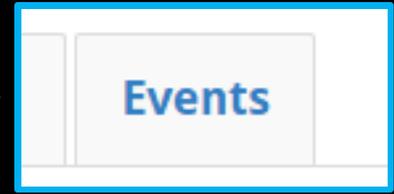
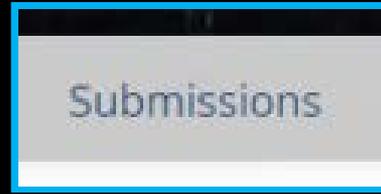
# Event Reviewers

- **Community Service Project Registration**
  - Center for Leadership and Service - Service
- **Fundraising/Collection Application**
  - Center for Leadership and Service - Service
- **Major Programs**
  - Events Board
    - Union Campus: Miron Student Center Operations and Event Management Office
      - Events Board meets weekly on Wednesday afternoons
    - Ocean Campus: Kean Ocean Campus Life
  - Events must receive departmental approval prior to being discussed at Events Board





# Check On Submission Status



## My Submissions

Forms Elections Organization Registrations **Events**

Filter by Status All

### Status of Request

Name	Organization	Status	Start Date	Type
Event	Sample Organization of Cougar Link	Approved	10/8/2015 7:00 PM	New Event
Event	Sample Organization of Cougar Link	Started	9/2/2015 9:00 PM	New Event
Event	Sample Organization of Cougar Link	Started	7/29/2015 7:00 PM	Change Request
The Best Sample Event DENIED	Sample Organization of Cougar Link	Denied	9/18/2014 12:00 PM	New Event
Sample Multi-Purpose DENIED	Sample Organization of Cougar Link	Denied	7/18/2014 12:00 PM	New Event



# COUGARLINK

<http://cougarlink.kean.edu>



# Submission Status Definitions

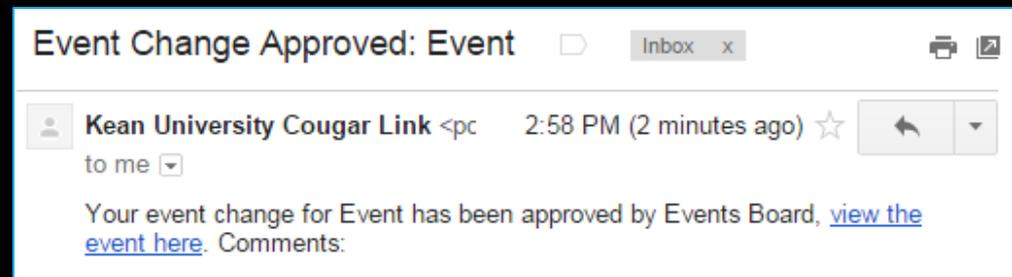
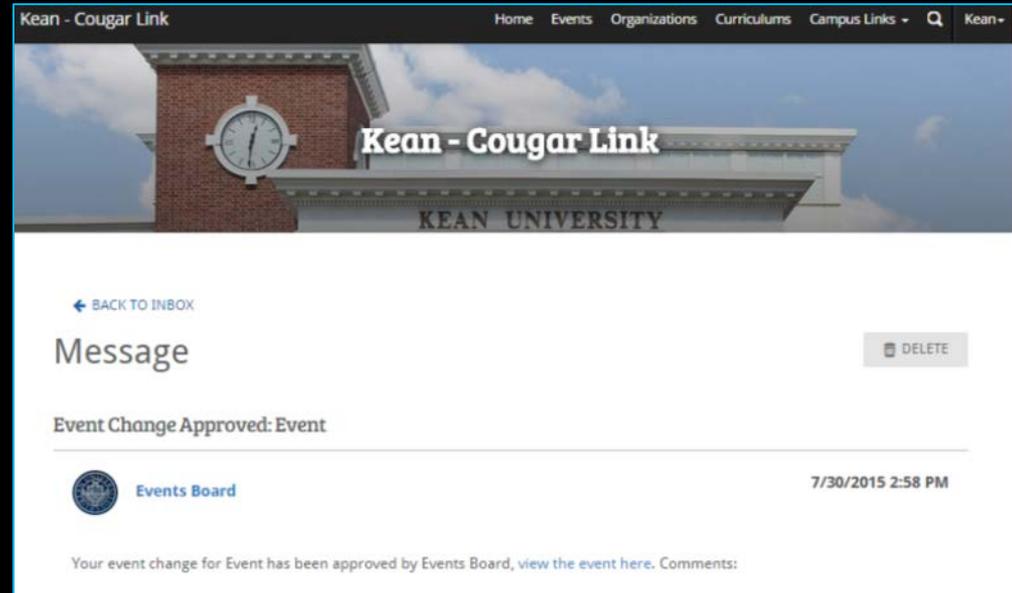
- **Started** – Event submission has been started by the user, but is incomplete and/or not submitted for approval
- **Approved** – Event submission has been approved and the event is viewable for students
- **Unapproved** – Event submission has been submitted, but is pending review. Full submission approval may require multiple layers of approval
- **Denied** – Event submission has been reviewed and is denied. Comments for a denial should provide a rational for the denial





# Submission Notifications

- The organization leader that created and submitted the event request will be notified on the status of their event.
  - Event Submission Approved
  - Event Submission Denied
  - Event Change Approved
  - Event Cancelled
- Cougar Link messages and emails (if notifications set) will be sent as the status changes.



Creating An Event Submission



# APPROVED EVENTS



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# Approved Events

Approved events appear in the following places:

- Opportunity Board (Cougar Link Homepage)
- Events Directory
- Organization Homepage Events Preview
- Organization Events Calendar
- Kean Plasma Screen Info Network (if set to public)

In addition, events from Cougar Link may be published in the following places:

- Kean University Social Media Pages
- *The Cougar's Byte*
- *Kean X Change*

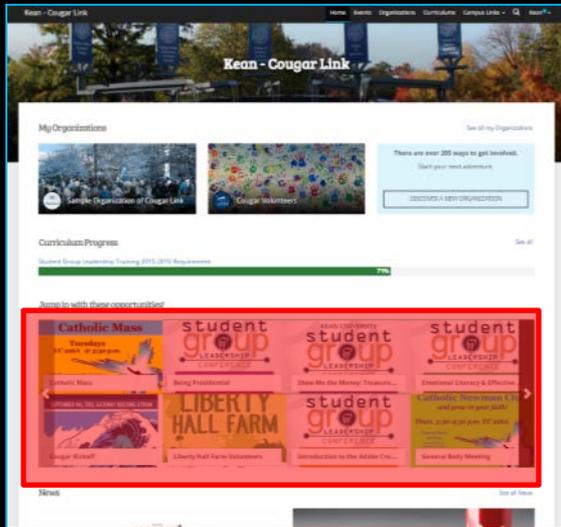


**COUGAR**LiNK

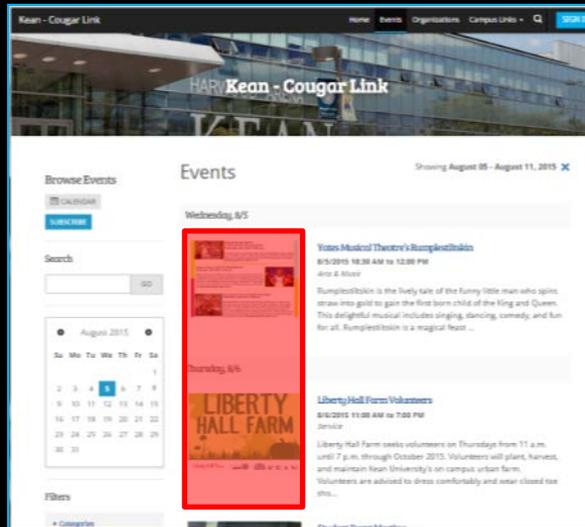
<http://cougarlink.kean.edu>

# Approved Events

Cougar Link  
Opportunity Board



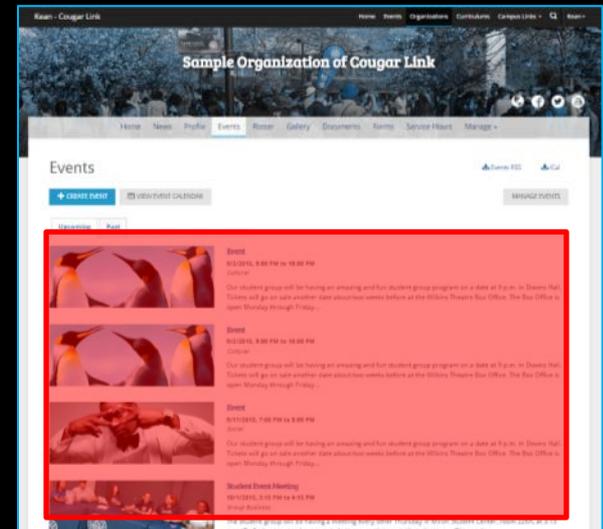
Cougar Link  
Events Calendar



Organization Page



Organization Events



**COUGARLINK**

<http://cougarlink.kean.edu>

Managing Your Event



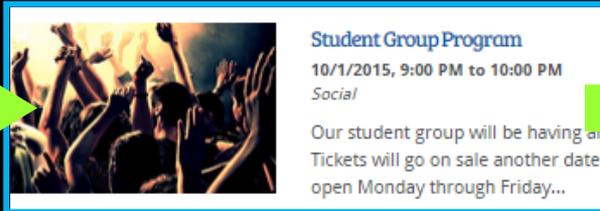
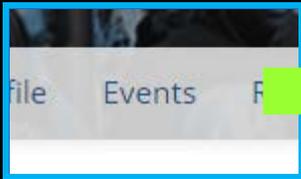
# ATTENDANCE TRACKING



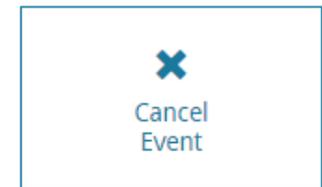
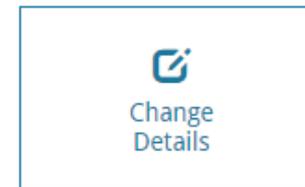
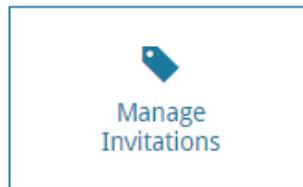
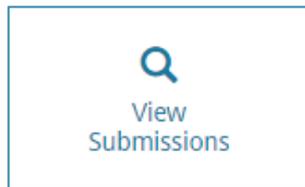
**COUGAR**LiNK

<http://cougarlink.kean.edu>

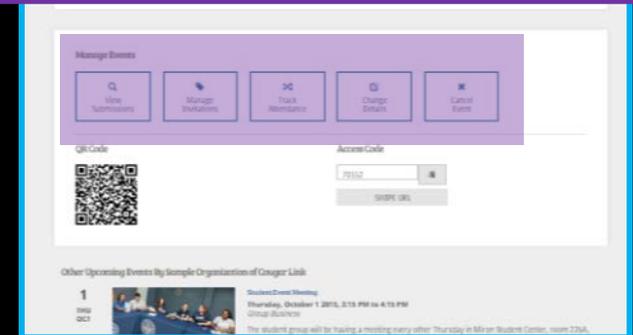
# Attendance Tracking



## Manage Events



To track and manage attendance for an event, navigate to the event page and select "TRACK ATTENDANCE" within the 'Manage Events' menu. Only organization leaders have access to "Manage Events"





# Track Attendance

Kean - Cougar Link Home Events Organizations Curriculums Campus Links - Kean -

## Sample Organization of Cougar Link

Home News Profile **Events** Roster Gallery Documents Forms Service Hours Manage -

← BACK TO EVENT

### Track Attendance

Student Group Program

1 INVITEES      7 ATTENDED      1 ABSENT      1 EXCLUDED

Swipe Access Code

70552      Swipe page: <https://kean.collegiatelink.net/swipe>

Attendees EXPORT

[+ ADD ATTENDANCE](#)

Attendees	Attendance				Comment
Scott Snowden (snowdens@kean.edu)	Attended	Absent	Excused	NA	ADD
Kean Cougar (cougarlink@kean.edu)	Attended	Absent	Excused	NA	ADD
Nicholas Brown (nbichola@kean.edu)	Attended	Absent	Excused	NA	ADD
Lucas Hernandez (hernluca@kean.edu)	Attended	Absent	Excused	NA	ADD
Ojilvis Nunez (nunezo@kean.edu)	Attended	Absent	Excused	NA	ADD
Michelle White-Yates (whitemi@kean.edu)	Attended	Absent	Excused	NA	ADD
Jennifer Weingart (fongje@kean.edu)	Attended	Absent	Excused	NA	ADD
Michael Mangual-Marquez (mmangual@kean.edu)	Attended	Absent	Excused	NA	ADD
Linda Yarf (lyarf@kean.edu)	Attended	Absent	Excused	NA	ADD



**COUGAR**LINK

<http://cougarlink.kean.edu>



# Track Attendance



**Track Attendance**

Student Group Program

Invitees

**1**

INVITEES

Attended

**7**

ATTENDED

Absent

**1**

ABSENT

Excused

**1**

EXCUSED

**Attendance Summary**

Add Attendance

Attendees

+ ADD ATTENDANCE

**Swipe Access Code**

70552 Swipe Access Code

**Swipe URL**

Swipe page: <https://kean.collegiatelink.net/swipe>

EXPORT

Attendees	Attendance	Comment
Scott Snowden (snowdens@kean.edu)	<div style="display: flex; gap: 5px;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px;">Attended</div> <div style="background-color: #ccc; padding: 2px 5px;">Absent</div> <div style="background-color: #ccc; padding: 2px 5px;">Excused</div> <div style="background-color: #ccc; padding: 2px 5px;">NA</div> </div>	ADD
Kean Cougar (cougarlink@kean.edu)	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 2px 5px;">Attended</div> <div style="background-color: #0070c0; color: white; padding: 2px 5px;">Absent</div> <div style="background-color: #ccc; padding: 2px 5px;">Excused</div> <div style="background-color: #ccc; padding: 2px 5px;">NA</div> </div>	ADD
Nicholas Brown (bnichola@kean.edu)	<div style="display: flex; gap: 5px;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px;">Attended</div> <div style="background-color: #ccc; padding: 2px 5px;">Absent</div> <div style="background-color: #ccc; padding: 2px 5px;">Excused</div> <div style="background-color: #ccc; padding: 2px 5px;">NA</div> </div>	ADD

EXPORT

Export Attendance in Excel

Attendees	Attendance	Comment
Scott Snowden (snowdens@kean.edu)	<div style="display: flex; gap: 5px;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px;">Attended</div> <div style="background-color: #ccc; padding: 2px 5px;">Absent</div> <div style="background-color: #ccc; padding: 2px 5px;">Excused</div> <div style="background-color: #ccc; padding: 2px 5px;">NA</div> </div>	ADD
Kean Cougar (cougarlink@kean.edu)	<div style="display: flex; gap: 5px;"> <div style="background-color: #ccc; padding: 2px 5px;">Attended</div> <div style="background-color: #0070c0; color: white; padding: 2px 5px;">Absent</div> <div style="background-color: #ccc; padding: 2px 5px;">Excused</div> <div style="background-color: #ccc; padding: 2px 5px;">NA</div> </div>	ADD

Individual Student Attendance





# Card Swipe Attendance

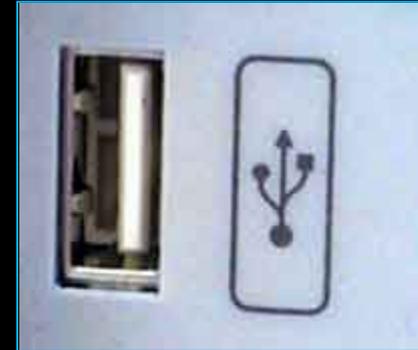


A limited number of USB Swipe Readers are available through the following University offices:

- *Center for Leadership and Service (MSC 219)*
- *Office of Student Government (MSC 309)*
- *Office of Residential Student Services (WH 08)*
- *Kean Ocean Campus Life (Gateway 213 & 215)*

What is needed?

- A desktop computer, laptop or tablet with a **USB port**
- Steady **Internet** connection
- **USB Swipe Reader** with **Keyboard Emulation**



# Event Attendance Access Code

To utilize Card Swipe attendance tracking, you will need the Event Attendance Access Code.

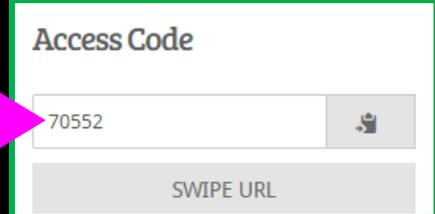
To obtain the access code, please follow these steps:



**Step 1: Sign In**  
*Navigate to Cougar Link and sign-in.*



**Step 2: Find Event**  
*Navigate to the event in Cougar Link. Events can be accessed through the Opportunity Board, System-wide events calendar or the organization events calendar.*



**Step 3: Obtain Code**  
*Organization leaders with event admin access will see a "Manage Events" section of the event screen. The Access Code is available here. It can also be found on the "Track Attendance Screen."*

The access code should be copied or provided to the staff/student who will be tracking the event attendance. **Do not share the access code with anyone you do not want controlling attendance to the event.**





# Recording Attendance Using Card Swipes

4. Ensure that you have an active (and stable) Internet Connection
5. Plug in the card reader to a USB port on the computer, laptop or tablet. The card reader should be active within seconds.
6. Navigate to <https://kean.collegiatelink.net/swipe>.
  - *Note: **This link does not change.** You no longer need to login to record event attendance. This allows for non-admins to record attendance on behalf of your event, but they will need the Event Attendance Access Code from an Organization Event Administrator.*
  - The card swipe page can also be accessed by clicking on the "Swipe URL" link on the Organization's Event page under the "Access Code"





# Recording Attendance Using Card Swipes

7. Enter the Access Code provided from the Event Management page in the box and click "Submit".





# Recording Attendance Using Card Swipes

Kean - Cougar Link

Student Group Program

Event Name

Ready to swipe

8. The event name will appear on the screen (ex: Being Presidential) with "Ready to Swipe" in a light blue box under the "Card ID" box.
9. If the cursor is not automatically in the box for "Card ID", click the "Card ID" box so that you may see the blinking cursor.





# Recording Attendance Using Card Swipes

10. With the card reader active and the blinking cursor in the “Card ID” box, any ID card that is swiped will be recorded into Cougar Link and attendance credit will be given. As IDs are swiped, the following messages will appear below the “Card ID” box:

Ready to swipe

## Ready to Swipe

*The card reader is not active. Please confirm all wires are plugged in.*

Success

## Success!

The student has been given attendance credit for the event.

There was a problem: Invalid card format

## There was a problem: Invalid card format

The ID card did not read correctly and/or the ID number did not match the format of Kean University ID data strings. If this occurs, you may attempt to type in the 7-digit Kean University ID number (ex: 07654321) and hit “enter” on the keyboard. If this is unsuccessful, you may record the ID number and/or name and report it to a Cougar Link system administrator.

Processing...

## Processing...

Cougar Link is processing the ID number. If processing takes an excessive amount of time, the Internet connection may be weak. If the processing time does not improve, you may record the ID number and/or name and report it to a Cougar Link system administrator.



**COUGARLINK**

<http://cougarlink.kean.edu>

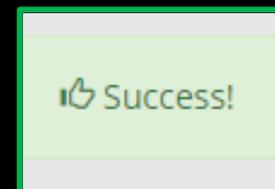
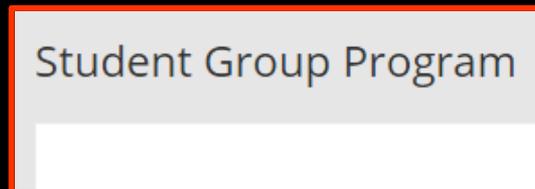


# Recording Attendance Using Card Swipes

As each card is swiped, Cougar Link will issue attendance credit to the ID number associated with the card. Cougar Link then connects the ID number to the user account to issue attendance credit to each individual user.

## Card Swipe Attendance Reminders:

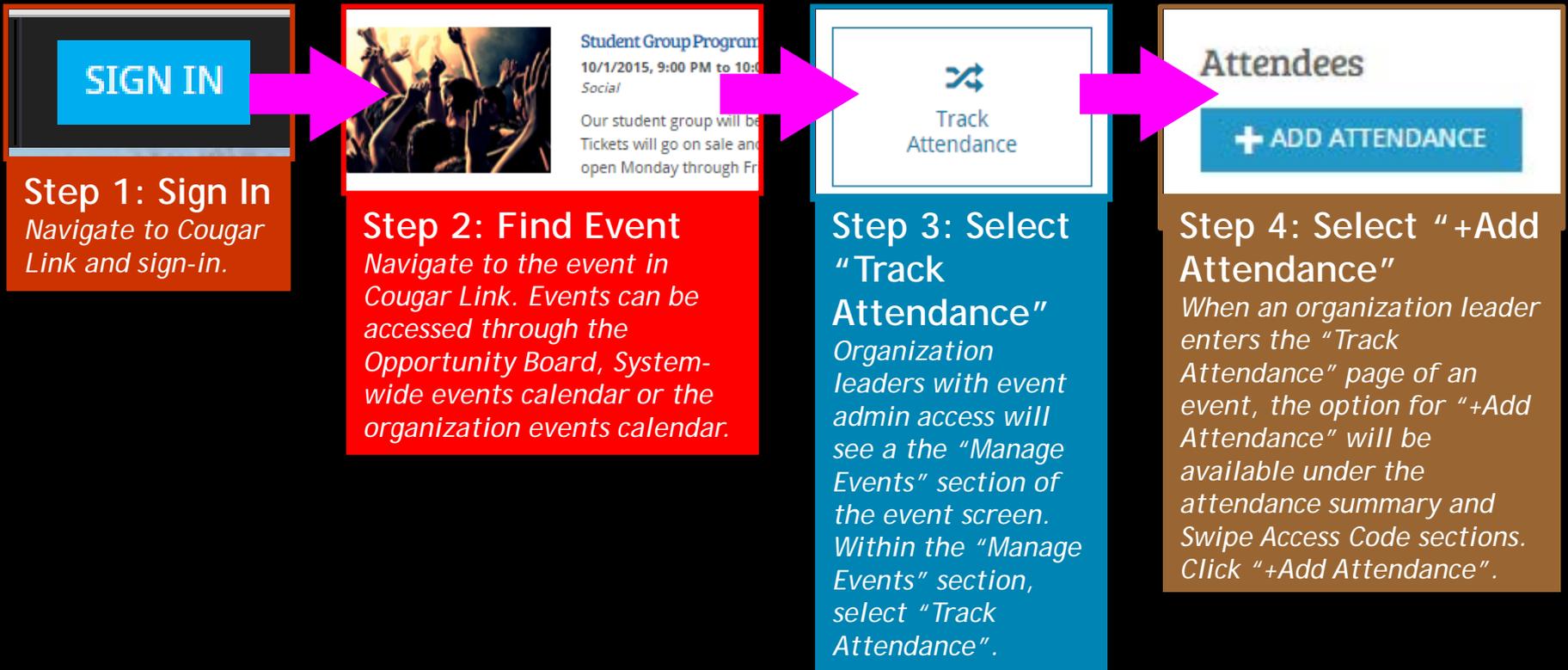
- Confirm that you are recording attendance to the correct event [Check the Event Name]
- Confirm that each ID swiped reads as "Success!"





# Manually Adding Attendance

To manually add event attendance, please follow these steps:





# Add Attendance

Home News Profile Events Roster Gallery Documents Forms Service Hours Manage ▾

← BACK TO TRACK ATTENDANCE

## Add Attendance

Invitations Text Entry File Upload

**Invitations:**  
*Allows organization leaders to manage the attendance of users that were invited to the event through "Manage Invitation: Invite People". Select "Attended", "Absent", "Excused", or "N/A" for each user. Comments can also be added.*

**Text Entry:**  
*Allows organization leaders to enter attendees by Kean Email Address or Card ID Number. Up to 500 users can be added at one time by entering one per line. The option is also available to give bulk credit for "Attended", "Absent", "Excused", or "N/A".*

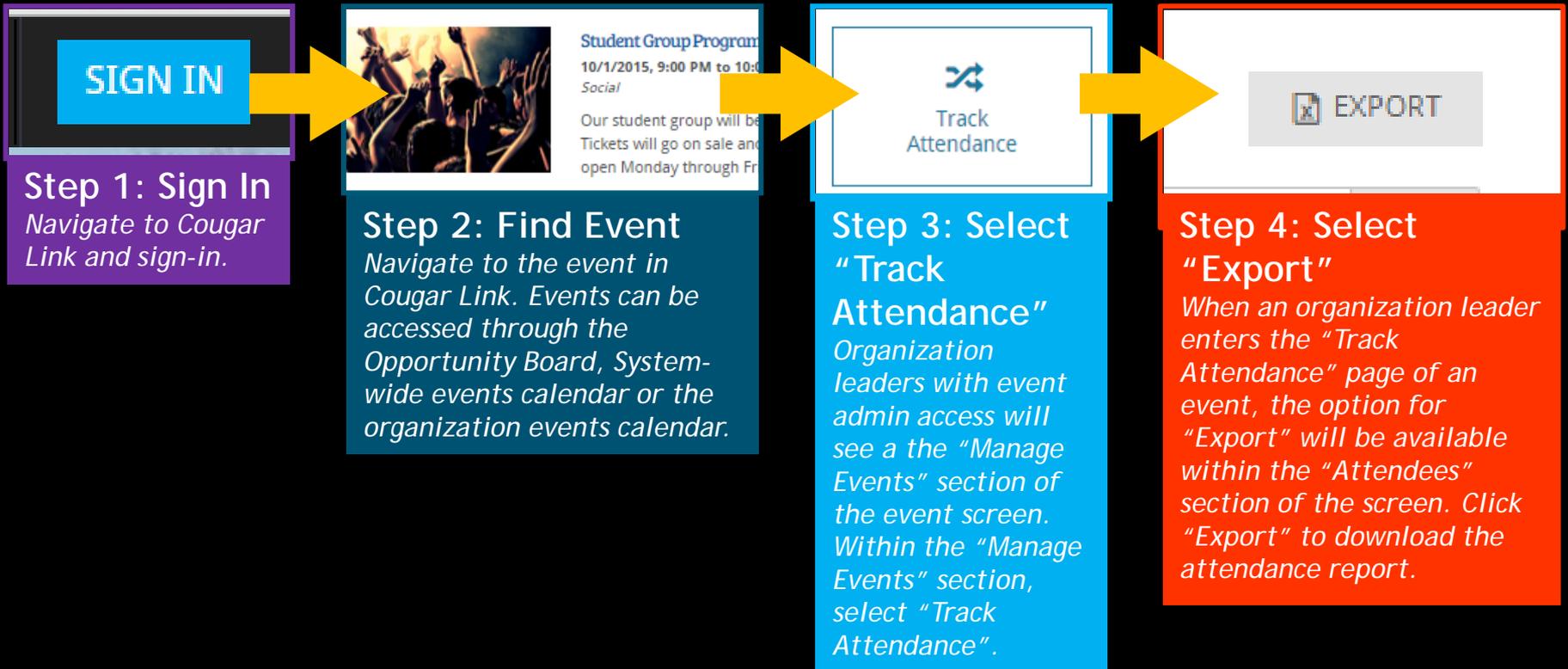
**File Upload:**  
*Allows organization leaders to upload a .CSV or .TXT format file with attendees listed by either Kean Email Address or Card ID Number. The option is also available to give bulk credit for "Attended", "Absent", "Excused", or "N/A". A record of file uploads is also kept within "Upload History".*

Powered by CollegiateLink. CollegiateLink



# Attendance Reports

To obtain a Microsoft Excel report of your event attendance, follow these steps:



# Attendance Reports

Your file request has been submitted for processing. If your [Notification Settings](#) allow, you will receive an email when the file is ready for download. You may visit your [Downloads Page](#) at any time to check the status of your request and retrieve available files. ✕

Upon clicking "Export" a system message will appear letting you know that if your Notification Setting permit, you will receive an email when your report is ready to open. A link to the "Downloads" page will also be available. The attendance report file will be accessible through the "Downloads" page.

The "Downloads" page is also accessible by following these steps:





# Attendance Reports

OrganizationEventAttendances (7)

Event Attendance By Event	Student Group Program	Start Date	End Date	First Name	Last Name	Campus Email	Preferred Email	Attendance Status	Marked By	Marked On	Comments
		10/1/2015	10/1/2015	Scott	Snowden	snowdens@kean.edu	ssnowden@exchange.kean.edu	Attended	Kean Cougar	7/28/2015 16:12	
				Kean	Cougar	cougarlink@kean.edu		Absent	Kean Cougar	7/30/2015 18:13	
				Nicholas	Brown	bnichola@kean.edu		Attended	Kean Cougar	7/30/2015 18:13	
				Lucas	Hernandez	hernluca@kean.edu		Attended	Kean Cougar	7/30/2015 18:13	
				Ojilvis	Nunez	nunez oj@kean.edu		Attended	Kean Cougar	7/30/2015 18:13	
				Michelle	White-Yates	whitemi@kean.edu		Attended	Kean Cougar	7/30/2015 18:13	
				Jennifer	Weingart	fongje@kean.edu		Excused	Kean Cougar	7/30/2015 18:15	
				Michael	Mangual-Marquez	mmangual@kean.edu		Attended	Kean Cougar	7/30/2015 18:15	
				Linda	Yarfi	yarfil@kean.edu		Attended	Kean Cougar	7/30/2015 18:15	

First Name	Last Name	Kean Email Address	Preferred Email Address	Status	Record Made By	Time of Record	Comments
------------	-----------	--------------------	-------------------------	--------	----------------	----------------	----------





# Attendance Reports

In addition to basic attendance reports available through the organization attendance tracking, system administrators can access detailed attendance reports to identify items such as:

- Commuter/Resident
- Class Year
- Major
- GPA
- Demographics

Requests for detailed attendance reports can be made to [cougarlink@kean.edu](mailto:cougarlink@kean.edu). Requests will be evaluated based upon need and FERPA clearances.





QUESTIONS?



**COUGAR**LiNK

<http://cougarlink.kean.edu>



# For More Information

- **Cougar Link Support**
  - cougarlink@kean.edu
- **Involvement Center**
  - Miron Student Center rm 303 - 908-737-5270
- **Center for Leadership and Service**
  - Miron Student Center rm 219 - 908-737-5170



**COUGARLiNK**

<http://cougarlink.kean.edu>



# COUGARLiNK

<http://cougarlink.kean.edu>

EVENT & MEETING  
INFORMATION

SERVICE HOUR  
TRACKING

ONLINE CAMPUS  
BULLETIN BOARD

CLUBS &  
ORGANIZATIONS

CO-CURRICULAR  
TRANSCRIPT

STUDENT  
ELECTIONS