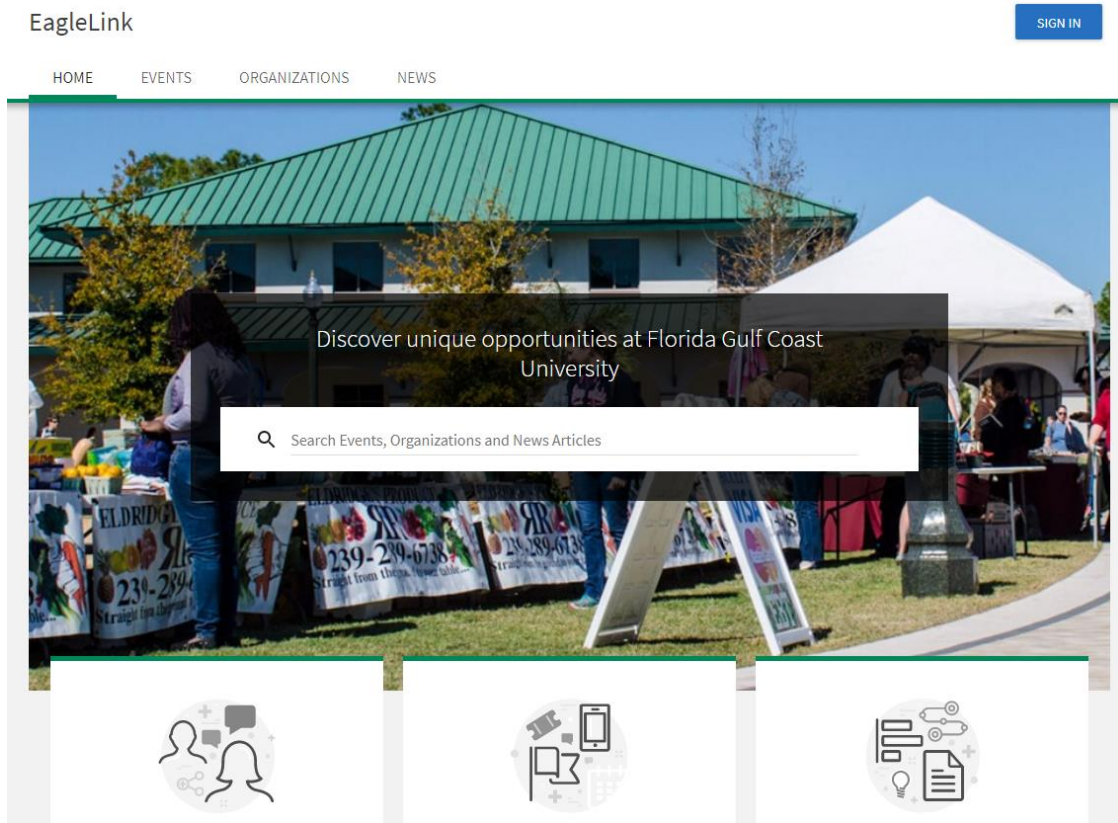


How to Submit an Event Planning Form (EPF)

1. Visit <https://fgcu.collegiatelink.net/> and find the “Sign In” button on the right-hand side of the screen. Click on the button.



2. You will now see the EagleLink sign in screen. Your username is your FGCU username **without** the eagle.fgcu.edu. Click the green button that says “Sign In.”

Florida Gulf Coast University

Enter your institution information to sign in.

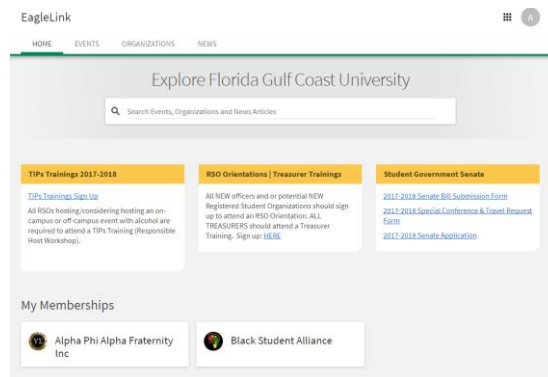
Username

Password

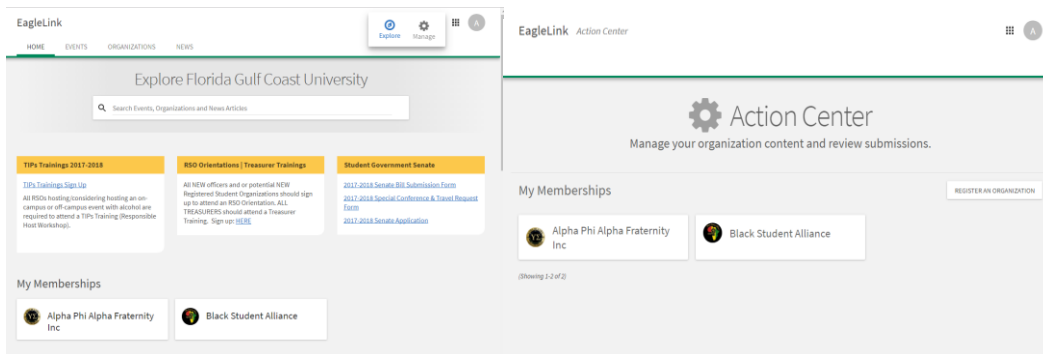
Sign in as

[Need Help?](#)

3. You will now be logged into EagleLink. If this is your first time, you will be prompted to answer a few questions to create a user profile.



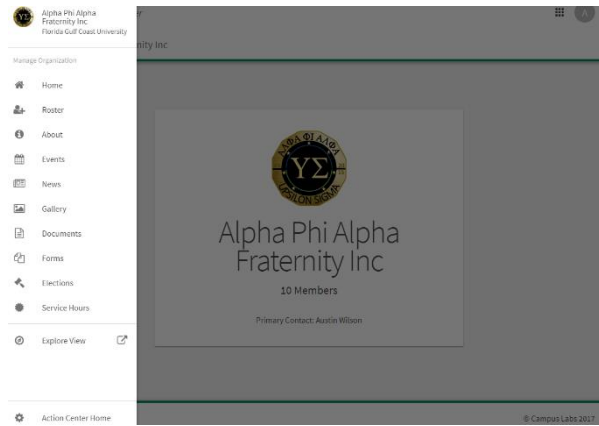
4. Click the first button in the top right corner and toggle to “manage” from “Explore” and you should go from the 1st page to the 2nd page below:



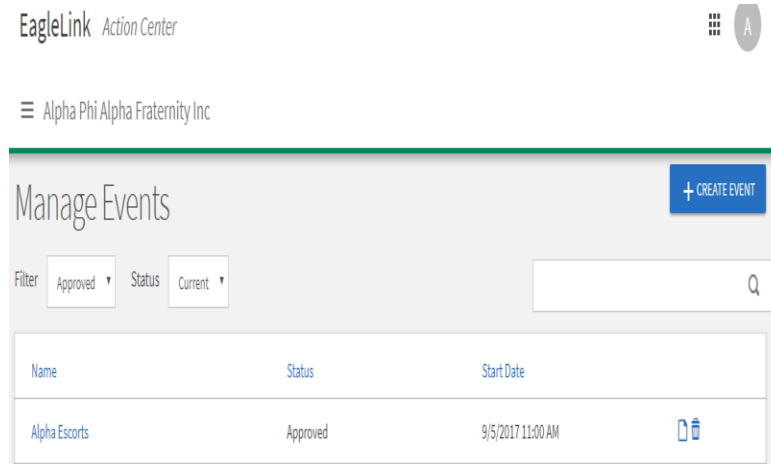
5. Find your organization under the label “My Memberships” and select your organization.



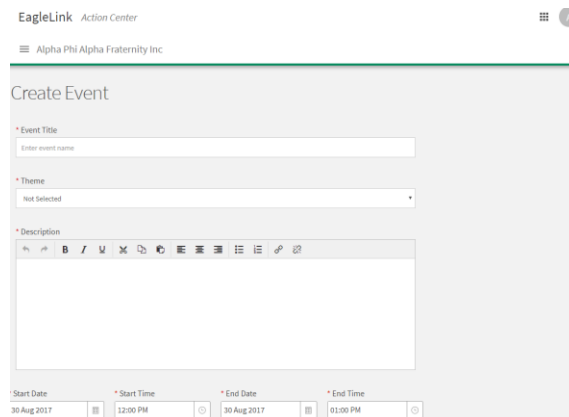
6. Click the scroll down bar in the left corner to show your manage organization options



7. Click the "Events" button". From there you should see a button that says "Create Event". This is known as the Event Planning Form or EPF



8. To submit an EPF click the "Create Event" button.



9. Every event your chapter hosts **DOES NOT** require an EPF. For example: General body meetings, info tabling reservations that do not include fundraising or activities, or traveling **DO NOT** require EPFs. To make sure that your event requires an EPF the next page will ask you if your event will include or has the potential for one or more of the following risks. If it does, click yes.

Event Additional Information Form
Event Planning Form Instructions

Does your event require an EventPlanning Form? (required)

Yes

No

Event Planning Forms (EPFs) are required if your event includes or has the potential for one or more of the following:

- Events held outdoors
- Events with alcohol
- Events in which food is served to the general public
- Events in which large crowds are anticipated
- Events that involve physical activity or in which a waiver is needed
- Events involving amplified sound (like DJs or bands)
- Events that involve performers, speakers, or other acts
- Events that involve one or more contracts or rentals
- Fundraisers or events where money exchanges hands
- Events that involve motors on campus
- Events in which controversial and/or emotionally charged content may be involved
- Events in which national, state, or local appointed or elected officials or candidates will be present (not SG or RSO officers)
- Events in which media will be on campus
- Rallies/demonstrations held in areas other than designated free speech zones
- Events in which a motion picture is being shown

OR

Table reservations with the following:

- Fundraisers or events where money exchanges hands
- Activities taking place in conjunction with the table reservation
- Any singing, gram, flower distribution, art displays, animal display, or other type of activity

[Previous](#) [Next](#)

10. Continue to go through the remaining steps of the EPF until it is complete
11. Your advisor will be notified via email that they must review any EPF you submit. In order for them to receive this email they need to log in to EagleLink **AT LEAST ONCE**. If they do not review your EPF, your event will not be approved.



Important Things to Remember...

- ✓ All Event Planning Forms (EPF) must be submitted 10 business days prior to the event
- ✓ If your organization is co-hosting an event, all organizations must submit an EPF for the event
- ✓ No flyer is necessary for your event, but flyers are encouraged and should be uploaded to the EPF
- ✓ EPF's are not required, but highly encouraged, for chapter meetings or tabling events (unless you are collecting money at the table)
- ✓ If your event is at a chapter members home you should state this on the first page of the EPF and upload a document (on the reservation confirmation page) with the chapter member's name, address, and contact information
- ✓ Have the Alcohol Request Form filled out and signed prior to submitting the EPF, if your event is off campus email fsl@fgcu.edu a copy of the establishments license to sell alcohol
- ✓ All events with alcohol requires a meeting with a designated Office of Student Involvement staff member 10 business days prior to the event.
- ✓ Guest List: An excel sheet with the name, age, and contact information of every participant going must be created for all events with alcohol (this does not have to be uploaded on EagleLink).
- ✓ All sober monitors must be T.I.P.s certified; chapters that have not completed TIPs training will not be eligible to host events with alcohol
- ✓ Chapters on probation must acquire and submit a confirmation document or email from the off-campus advisor and/or national headquarters stating that the organization has permission to host an event
- ✓ On campus advisors must recommend your event for approval no later than **five business days** before the event date
- ✓ Final approval of all events must be made by the Graduate Assistant of FSL, Assistant Director of FSL and/or the Coordinator of FSL.
- ✓ **Events need to be approved prior to any advertisement of the event.**
- ✓ All events are subject to cancellation (including on campus reservations) if the EPF process is not followed correctly.
- ✓ If you have any additional questions, please contact Garrison Thomas, Fraternity and Sorority Life Project Assistant at fsl@fgcu.edu or Malik Hines, Fraternity and Sorority Life Graduate Assistant.

Inviting Members to be on your Eaglelink Roster

Step 1: Visit <https://fgcu.collegiatelink.net/> and sign into Eaglelink using your fgcu username with the

Find your organization in Eaglelink and click on it

Step 2: Click on “Roster” from your organizations homepage

Step 3: Click on “Manage Roster”

Step 4: By clicking on “Invite People” you can invite your chapter members & on campus advisor to be on your roster (only use fgcu email addresses)

Step 5: To approve a roster invitation click on prospective and approve next to each chapter members name

Step 6: To view roster invitations that are still pending click on pending to see those chapter members who have not accepted the invitation to be added to the roster

Updating your Officers on Eaglelink

Step 1: Find your organization in Eaglelink and click on it

Step 2: Click on “Roster” from your organizations homepage

Step 3: Click on “Manage Roster”

Step 4: Click on Edit Positions

Accepting Membership Request to be on your Eaglelink Roster

Step 1: Find your organization in Eaglelink and click on it

Step 2: Click on “Roster” from your organizations homepage

Step 3: Click on “Manage Roster”

Step 4: Click on “Perspective” and you will be given the options to accept or deny members to the Eaglelink roster for you organization.