



Step 1: Click “Create Event” under the Event tab on your student organization. As you begin supplying the event name, details, location, time, etc., locate the “Event Visibility” section on the first page of the form. From here, select 1-2 competencies (i.e. VandyPASS (Communication)) that you believe aligns with your event. You are not limited to the number of event categories you can select, so you can still select additional ones if needed.

Event Visibility

\* Show To  
The Public

Allow attendance at this event to be shown on the Co-Curricular Resume

Event Categories  
Select categories

Perks Special benefits for your attendees  
Select perks

VandyPASS (Communication) X VandyPASS (Career and Self Development) X

Step 2: As you progress through the form and reach the “Basic Event Information” section, scroll down to “Please check all that apply to your event.” Be sure to select “I would like my event to be considered as a VandyPASS Activity.”

\* Please check all that apply to your event.

Alcohol will be present/provided or is available in any way

Faculty will be present at this event and involved with executing the program in any way.

Fire-pit will be present **i**

Food will be present at my event.

I would like my event to be considered as a VandyPASS Activity

Movie or film **i**

Step 3: Once you complete all other areas of the event submission form, the last page is the “VandyPASS Activity Request.” Please be sure to read through all of the competencies listed to ensure the 1-2 you selected earlier for “Event Categories” align with your event. Please complete this section by confirming the competencies and explain your reasoning for choosing the 1-2 competencies.

If you decide you want to add, delete, or change the competencies originally chosen, you can click the previous button to go back to the beginning of the form and adjust this on the first page of the event submission form.

If you are not prompted with the VandyPASS Activity Request page, that means you did not click “I would like my event to be considered as a VandyPASS Activity,” as mentioned in Step 2. Please go back and click this button, as the VandyPASS Activity Request is needed in order to properly approve your event.