How to Enter an Event in Anchor Link
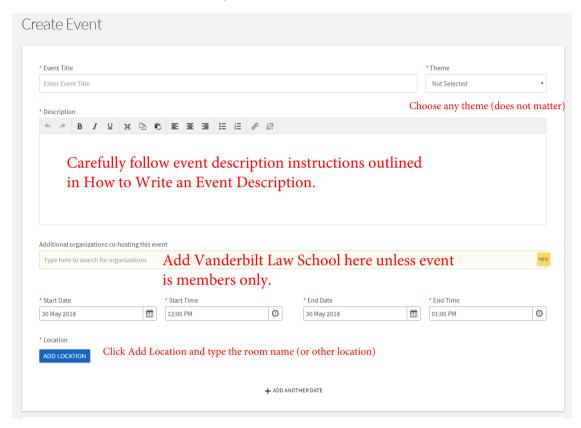
HOW TO CREATE A NEW EVENT

A. Go to your organization's Anchor Link Page and click *Manage Organization*;
B. Click on *Events* on the left bar;
C. Click on Create Event;

Create Event

* Event Title

Enter Event Title

* Theme

Not Selected ▼

Choose any theme (does not matter)

* Description

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Carefully follow event description instructions outlined in How to Write an Event Description.

Additional organizations co-hosting this event

Type here to search for organizations   NEW

Add Vanderbilt Law School here unless event is members only.

* Start Date	* Start Time	* End Date	* End Time
30 May 2018	12:00 PM	30 May 2018	01:00 PM

* Location

ADD LOCATION   *Click Add Location and type the room name (or other location)*

➕ ADD ANOTHER DATE

Event Details

* Show To

Anyone in the world

Anyone in the world = added to public calendar
Members only = members of sponsoring and co-sponsoring orgs (including law school)
Students and Staff at Anchor Link = whole campus

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

Event Categories

Select categories   Select Law School under categories   ▼

Perks   Special benefits for your attendees

Select perks   Ignore perks   ▼

RSVP Settings

NEW

* Who can RSVP

Anyone   ▼

☐ Limit number of available RSVP spots

☐ Allow Guests

Additional Information

Event Website URL (if applicable)

Facebook Event URL (if applicable)

Additional Document for meeting or event

UPLOAD FILE

Fields with an asterisk * are required.

NEXT ❯

Test 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] No file chosen

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

[‹ PREVIOUS]   [SKIP ›]

Event Additional Information Form

Basic Event Information

Important Event Registration Information:

We encourage you to submit your events in Anchor Link at least TWO WEEKS in advance. Each event is reviewed by a site administrator for adherence to our submission and event policies, and then approved or denied. Approved events can be updated, but must again be reviewed by a site administrator. Events can be submitted up to one week after they have occurred. Any submission for an event older than one week may require justification, and may or may not be approved following review.

*Note: Law School organizations are required to submit events a minimum of three weeks in advance of the event.

- *Please make sure you have reserved the event space with the Office of Reservations and Events or completed the appropriate reservations process for the facility listed.* Your event approval does not confirm your reservation of the event space.

- As you progress through the Event submission process, *your information is saved* as you click the "Next" button. To continue where you left off or to make changes, go to "Your Name" in the top toolbar> Involvement > Submissions > Events.

* This event is being
registered
by:

- ○ Dean of Students Office or Program
- ○ Dean of The Ingram Commons
- ○ Fraternity or Sorority Advised by the Office of Greek Life
- ○ Law School Department or Student Organization   Choose this (and only this) category
- ○ Other University Department
- ○ Owen Department or Student Organization
- ○ Residential Education
- ○ School of Medicine Department or Student Organization
- ○ Student Organization

* Where is your event being held?

○ 208 24th Avenue (208 House)
○ Alumni Hall or **Lawn**
○ Commons Center Multipurpose Room, Patio, or Lawn
○ Kissam Multipurpose Room
○ Langford Auditorium
○ Outdoors
○ Rand Lounge
○ Student Life Center Ballrooms or Board of Trust
○ Sarratt Cinema or Sarratt Gallery
○ The Engineering and Science Building
○ The Wond'ry
○ None of the Above   Almost always select this.

* Please check all that apply to your event.

☐ Alcohol will be present/provided or is available in any way
☐ Attendance tracked via a card reader (**click here** to complete the card reader check out form)
☐ Faculty involvement (Ex. Speaker, panel, film discussion, co-sponsor etc.)
☐ Fundraising/solicitation of donations from corporations, parents, alumni, etc. (**click here** to complete the Student Organization Fundraiser/Solicitation Form)
☐ Movie or film ⓘ
☐ Non-VU attendees under the age of 18
☐ On-campus fraternity party
☐ Plant Operations assistance (select if you need tables, chairs, trash cans, tent, power, etc.) *Only check for outdoor events or special set ups. Do not check for tabling on The Wall or events inside Sarratt or the SLC. ⓘ
☐ Ticketed through the Sarratt Box Office and Ticketmaster (**click here** to complete the ticketing request form)
☐ Traffic and Parking approval
☐ Utilize an Outside Vendor (ex. Food Truck, bounce house, live animals, etc.). **If you are bringing a Food Truck to campus, please download the Vendor Agreement Form** here**, and submit it to your event manager.**
☐ Vanderbilt Police or Third Party Security
☐ Walk/run on campus (ex. 5K)
☐ none of the above

Please be very accurate when filling out these checkboxes, as they trigger additional required approvals.