Online Event Registration

- You must be on the roster in a position that has been granted permission to manage the organization's events tool.
- Have all the details of your event on hand prior to starting.
- Requests must be made at least 5 class days in advance but more may be required depending on event details.

1. Create Event

New submission (create event), previously approved (change details), denied (resubmit)

2. Advisor Review

Checking for adherence to group goals/mission,

Thumbs Down

Once fully denied, update and resubmit

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Thumbs Up

3. Office Review

Checking for holds, accurate completion, policy adherence

Approve

Not a confirmation of space. Day after event is approved venue manager will receive event details.

Deny

Group not in good standing, advisor has not reviewed, updates/changes required

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4. Venue Manager Review

UC Operations, Records & Registration, Campus Recreation, Student Organizations

Space Unavailable

Venue manager may be able to work with you directly to find a different date, time or location. If not or space agreed upon differs from original submission, you must resubmit.

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Space Confirmed

Check MavOrgs event comments and email for follow up from venue manager

Cancel

Cancel in MavOrgs from organization's events list and directly with venue manager

Change Details

Find event in organization's events list and click 'change details'

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UTA
Student Organizations
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