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Student Event Registration Overview

Overview: To support student organizations as they plan, market, and implement student programming, the following approval process was created to help student leaders minimize risks associated with health and safety, business and financial agreements, and/or potential liabilities. The following guide provides information related to the participating Schools and/or Programs; a Step-by-Step guide; and a Policy FAQ.

[Click here to watch a video tutorial of the Event Registration and Approval Process](#)

School/Program Participation in Centralized Event Registration and Approval Process

Below is a table outlining school and program participation in the event approval process:

School/Program	Contact Name	Contact Email	Event Approval Policy	Directions Website
School of Pharmacy	Cherokee Layson-Wolf, PharmD	cwolf@rx.umaryland.edu	UMBengaged Submission Required	https://www.umaryland.edu/university-life/student-organizations/getting-the-most-from-umbengaged/
School of Dentistry	Kelly Powers	kpowers1@umaryland.edu		
The Graduate School	Gregory Brightbill	Gbrightbill@umaryland.edu		
School of Medicine - MD Program	Kerri Thom, MD	kthom@umaryland.edu		
School of Medicine - Genetic Counseling	Anna Toma & Shannon Dixon	atoma@som.umaryland.edu & sdelany@som.umaryland.edu		
School of Nursing	Kiran Kaur	kkaur@umaryland.edu		
School of Medicine - PT	Doug Savin, PhD	DSavin@som.umaryland.edu		
School of Medicine - E&PH	Diane-Marie St. George, Phd	dstgeorge@som.umaryland.edu		
School of Medicine - DMRT	Lorraine Doucette	Ldoucette@som.umaryland.edu		
Campus-Wide Student Organization	Gregory Brightbill	Gbrightbill@umaryland.edu		
Carey School of Law	Ann Kim, JD	A.kim@law.umaryland.edu	School/Program Specific Process	https://www.law.umaryland.edu/Current-Student-Resources/Student-Life-and-Services/Student-Organizations/
School of Social Work	Henriette Taylor	htaylor@ssw.umaryland.edu	School/Program Specific Process	https://www.ssw.umaryland.edu/sga/event-planning-and-catering-options/

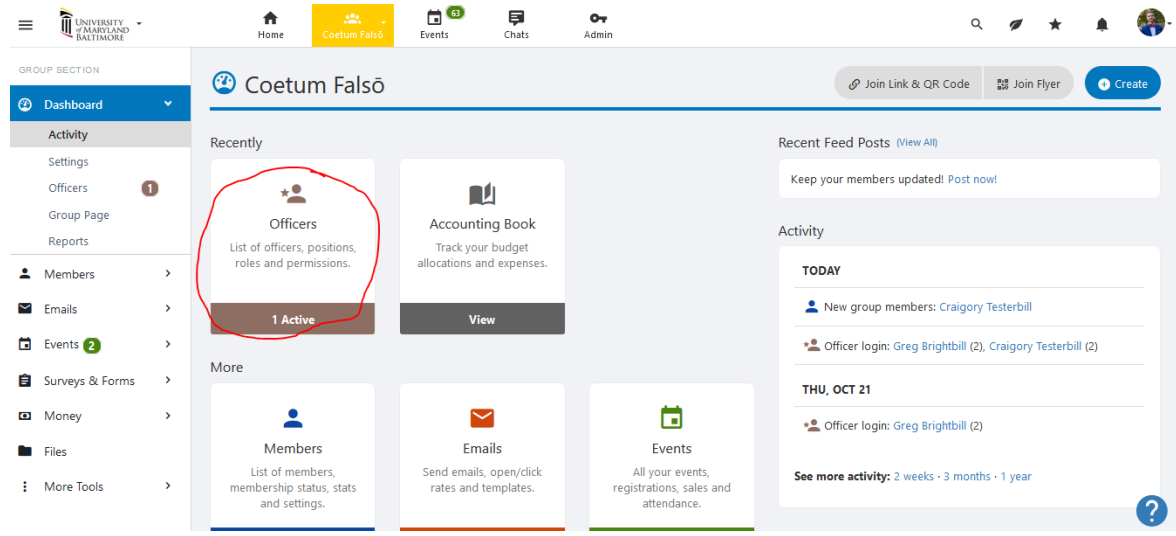
Event Registration and Approval Step-by-Step Process

Step 1: Register Your Organization

Student Organizations should register as a “Group” in [UMBengaged](#). [Click here to learn how to register your student organization in UMBengaged, if you have not done so already.](#)

Step 2: Add Executive Board Members/Officers

After the student organization has been approved as a “Group” in [UMBengaged](#), the organization’s Officers should be added or confirmed in the group’s Dashboard.

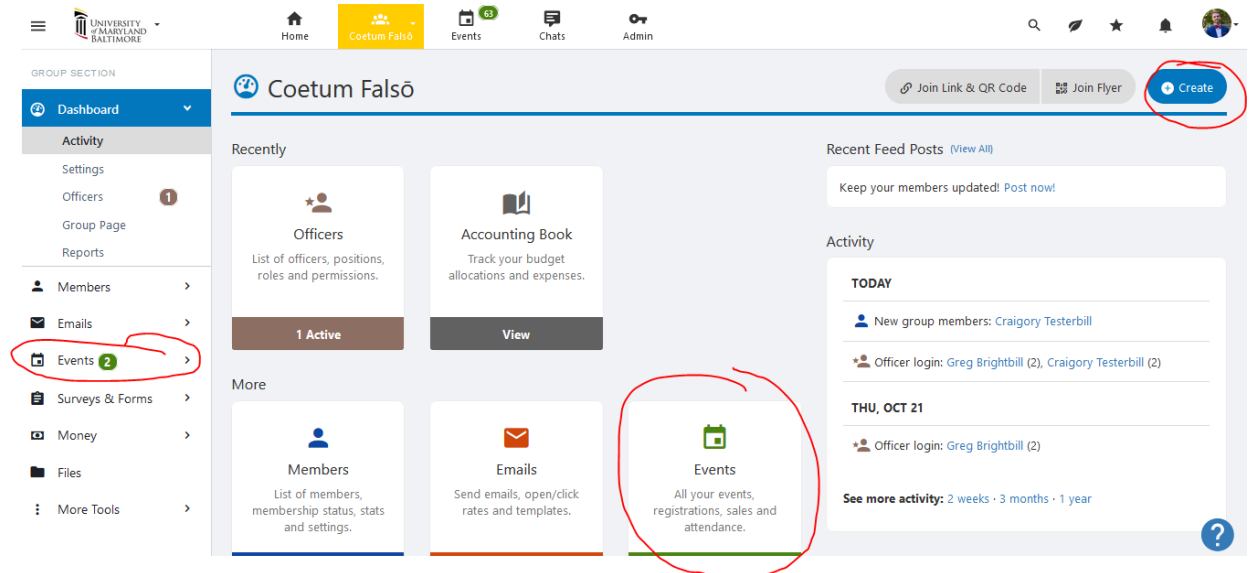


Step 3: Register Event

At least 2 weeks before your event or before the start of your event marketing, an executive board member/officer in the student organization should submit the event in [UMBengaged](#).

Step 3.1: Access Student Organization Dashboard

To start the event registration process, log onto UMBengaged, click on your student organization's "Group" profile, and click one of the three buttons which all lead to the Create Event tool.



Step 3.2: Fill in Event Information

Fill out the event information portion of the Event Registration Form. The information on this form will be posted publicly on UMBengaged. If you do not want the information to be public, be sure to check the box to have the event only visible to certain groups or to no one.

1 What

Event Name:

Description:

Detailed description (HTML, design):

Event Type:

Event Tags:

Organizing Team

Event Coordinator:

Add Custom Host:

Team Members:

Import Team Members:

Only the event coordinator and officers of the host group added as team members can manage this event:

How do you want your attendees to contact you?

Send a group chat with the organizing team:

Send an email to the event coordinator:

Create Activity Stream:

Stay in tune with your event via the CampusGroups Chat. [Show more](#)

2 When

Start Date:

End Date:

Start Time:

End Time:

Step 3.3: Identify and Document Risks

After submitting the first portion of the Event Registration form, [UMBengaged](#) will automatically take you to the Risk Mitigation portion of the Event Registration Form. Answer all of the questions listed on this portion of the form and be as detailed as possible.

University of Maryland Baltimore

UMB Student Affairs

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Event Registration Form

Student Event Form

This form is to be used by student organization leaders to register school/university affiliated events. Please allow 7-10 business days for the form to be reviewed and approved or declined. For more information about UMB's ongoing COVID-19 efforts and policies, [click here](#).

Is this organization managed by schools/programs: Yes No

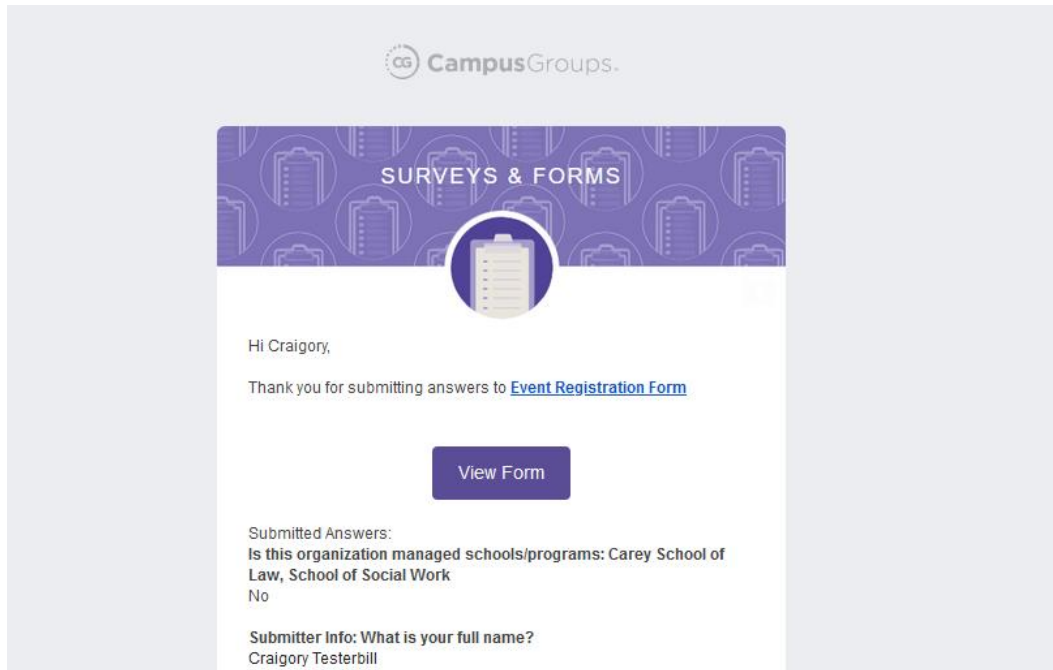
Carey School of Law, School of Social Work

Submitter Info: What is your full name? *

Submitter Info: As the person submitting this request, what is your email address? *

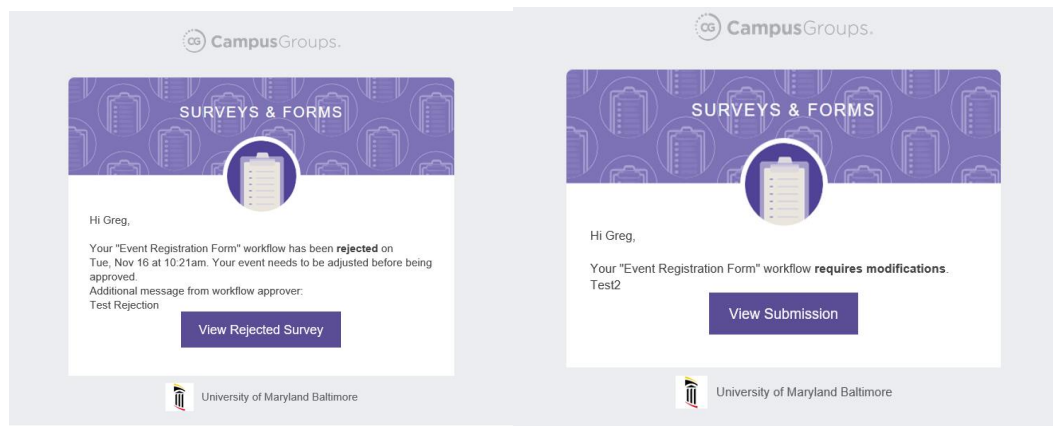
Step 4: Confirm Submission

After submitting the form, check your email for an event submission confirmation.



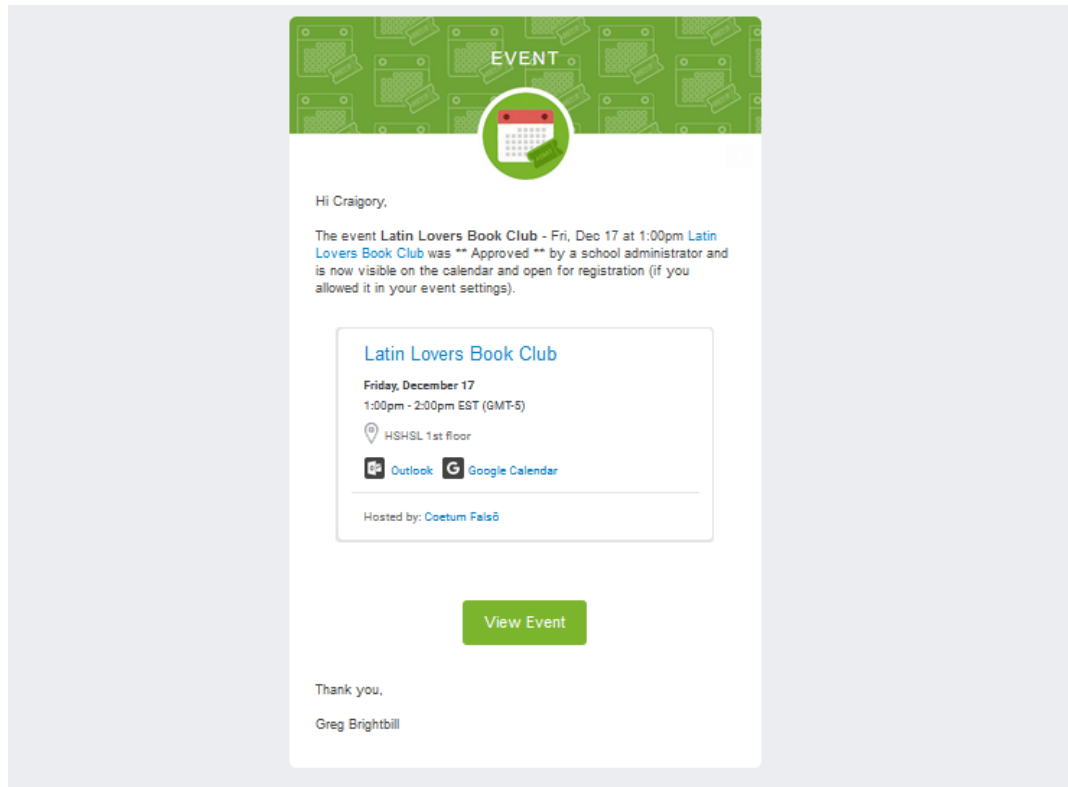
Step 7: Check for Email and/or UMBengaged Notification

1-2 business days after you submit your form, you should be notified by email and through UMBengaged if your event has been approved, rejected, or requires modifications.



Step 8: Confirm Approval

When your event is approved, you will receive a confirmation email.



Event Registration FAQ

What is an *Event*?

UMB Student Affairs defines an “Event” as a gathering of students both in-person or virtual.

When do I need to submit an event to UMBengaged?

Events need to be submitted to UMBengaged if they match the following:

- Involve COVID-19 associated risks
- Are an in-person event
- Event has possible risks associated with the student-health, safety, liability, contractual agreements, etc.

When do I not need to submit an event to UMBengaged?

The following types of events do not need to be submitted:

- Virtual student organization meetings that are not open to the public or contain any of the aforementioned risks.
- In-person meetings of 25 or fewer students where eating is not occurring, face coverings are worn, and other COVID-19 guidance is followed.

How early should I submit my event to UMBengaged?

Events should be submitted at least two (2) weeks prior to an event occurring or your marketing begins. The approval process may take up to two weeks, therefore, it is important that student leaders plan ahead because you will be asked to submit your event details (e.g., anticipated location, date, time), a list of possible risks, and a health safety plan .

Who needs to submit events to UMBengaged?

- Any student organization seeking or awarded funding from USGA for their event.
- Student organizations overseen by the following Schools:
 - School of Medicine
 - MD Program
 - Genetic Counseling
 - PT Program
 - School of Dentistry
 - School of Nursing
 - School of Pharmacy
 - Graduate School
- All University-Wide Student Organizations

What if my School or Program is not listed as participating in the shared Event Registration and Approval Process?

If your academic program or school is not listed as participating in the shared Event Registration and Approval Process, check your program or school-specific student affairs website.