

SEA's Event Registration Process



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What is the difference between the Office of Student Involvement and the Student Event Advising (SEA) Office?

- The Office of Student Involvement is the department as a whole and holds events for the student body
- The SEA Office is housed within the Office of Student Involvement
 - Advises student organizations and assists with the event registration process



How to Set Up URInvolved Account

The image displays two screenshots of the URInvolved website interface. The left screenshot shows the 'Organizations' page, which includes a search bar, filters for 'Branches' and 'Categories', and a 'REGISTER AN ORGANIZATION' button. The right screenshot shows the 'Register an Organization' page, which includes a search bar and a list of organizations with 'RE-REGISTER' buttons. Red arrows highlight the 'REGISTER AN ORGANIZATION' button, the search bar, and the 'RE-REGISTER' buttons.

Organizations

Search Organizations

Branches
Select branches

Categories
Select categories

REGISTER AN ORGANIZATION

193 Coffeehouse
An all student run collective coffeehouse that serves fair trade coffee, tea, and other specialty drinks in

Active Minds
We are working to change the conversation around mental health, reducing stigma through campus c peer support!

Alima International Dance Association
Alima is a dance and music focus organization created to showcase diversity on URI campus

Alpha Phi Omega (leadership)
To be created

Register an Organization

Re-Register Existing

Find an organization to re-register

193 Coffeehouse
Available

Active Minds
Not Available

Alima International Dance Association
Not Available

Alpha Phi Omega (leadership)
Available

American Sign Language Club
Available

RE-REGISTER

RE-REGISTER

RE-REGISTER

NEXT >

- Visit urinvolved.uri.edu and log in with your SSO
- Make sure you have "re-registered" your organization
- Fill in all applicable information

Event Types

- General Event: Any event outside recurring meetings ie. special events, performances, shows, paint nights, game nights, etc.
- Tabling Booth: Booths or tables for advertising/fundraising purposes
- Organization Meeting: Meetings with your organization, ie. weekly or biweekly meetings, etc.



Form Policy

- All forms for general events must be submitted at least **THREE WEEKS** (15 business days) in advance
- If you are holding any tabling booths or organization meetings that require financial forms (purchase requisition, contract agreement, cash box, catering, or catering waiver), the requirement is also **THREE WEEKS**
- For example, if you are holding a general event or a tabling booth/organization meeting that requires financial forms on October 7th, all forms including URInvolved submissions, contracts, purchase requisitions, cash box, EMS space reservations, etc. are to be submitted by September 16th
- Any forms submitted after the three week time frame will **NOT** be accepted by any office (SEA, Accounting, Scheduling)

How to Register an Event

The screenshot displays the URInvolved website interface. On the left, a navigation sidebar is visible with a red arrow pointing to the 'Events' menu item. The main content area is titled 'Create Event' and features a form with the following sections:

- Basic Details:**
 - Event Title:** A text input field with the placeholder 'Enter Event Title'.
 - Theme:** A dropdown menu currently set to 'Not Selected'.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, and link.

Below the form, a tip states: "Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link." There is also a section for "Additional organizations co-hosting this event" with a search input field.

In the background, a grid of event cards is visible, including:

- Hoops & Heat:** A 3V3 TOURNAMENT on Friday, September 15 at 6:00PM EDT at Wiley Courts.
- Rosh HaShanah Morning Service:** On Saturday, September 16 at 9:30AM EDT at Norman M. Fain Hilliel Center.
- M.U.S.I.C. Leadership:** On Saturday, September 16 at 6:00PM EDT at Norman M. Fain Hilliel Center.

- Click on your icon then “Events” and follow the steps to register your general event at least three weeks in advance
- Only general events are required, tabling events and organization meetings are encouraged for advertisement purposes

Forms

Financial

Purchase Requisition forms are to request to use money in your Senate accounts. Cash box forms are used if cash box is needed.

Catering

If using URI Catering, fill out a catering form. If using external catering services, fill out a Catering Waiver Form.

Performers/Vendors

Contracts and W-9 forms are used for any performers/vendors.

Work Order

If tables/chairs are needed, email the SEA Office at least three weeks prior to your event. (Memorial Union and MSSC have their own tables/chairs).

- All forms can be found on Student Senate website and office (MU Room 201)
- All forms must be submitted at least three weeks prior to your event

New Contract Agreements

- Copies of the updated form are located in the Student Senate office (MU 201) as well as the Student Senate website
- If you have any old contracts laying around, please discard them as they will not be accepted



Campus Digital Screens

- All flyers for events must be emailed to the SEA Office at sea@etal.uri.edu in order to get them on the campus digital screens
- The flyer you upload on URInvolved is only for URInvolved advertisement





Event Registration Checklist

- 1** Successfully reserve your space in EMS or email mssc@etal.uri.edu for MSSC lounge, study room, or patio area (Hardge Forum and conference room available in EMS)
- 2** Register your event on URInvolved at least three weeks in advance (general events are required, tabling booths/organization meetings are encouraged)
- 3** Submit applicable financial forms to Cheryl Campbell in Accounting Office (MU Room 213)
- 4** Wait for approval from Juju before promoting
- 5** Email flyer to SEA Office for advertisement on campus digital screens
- 6** Do not advertise your event until it is approved. If your event is not approved on URInvolved, you may not hold your event

Event Reminders



- No glitter
- No water balloons
- No open flames (ex: no sternos)
- No dunk tanks
- Pie in the face events must be with whipped cream only
- No tap shoes, western boots, or hard-soled shoes
- No moving furniture
- Proper disposal of food and paint/craft items (ex: no dumping in sinks)
- Cleanliness of space when you leave
- Any damages to Quad grounds will result in \$5 per square foot charge for repairs

Event Cancellation



If your event needs to be canceled, it is your responsibility to cancel it on:

- URInvolved
- EMS (you may email the Scheduling Office at reserve@etal.uri.edu if you need assistance)

In order to respect others' time and provide opportunity for other organizations

Accounting Office (Cheryl Campbell) Office Hours

- Make appointments via email at ccampbell@uri.edu
 - In Person: Tuesday-Friday 8:00a-3:00p
(last appointment at 2:30p)
 - Working from Home: Monday



Mailing List



Who has not been
receiving emails
from the SEA Office
and/or Student
Senate?

Thank you!

If you have any questions, reach out to the SEA Office!



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