



Office of Student Engagement

<https://pvpawlink.pvamu.edu>



Terms to Know

1. **Requester** - A person, representing a Registered Student Organization or Department, who completes the event request form.
2. **Reviewer** - Anyone who is responsible for a reserved space, logistic operations, or any member who approves the event by review and gives a thumbs up or down.
3. **Approver** – Administrator who gives final approval for the event to take place after all Reviewers have submitted their thumbs up or down on the areas of the event they are responsible for acknowledging.



Department & Organization Database

Departments, Offices, and Organizations who do not have a departmental page may request assistance from the Office of Student Engagement to have a page developed.



Departments/Organization must have a page in order to submit an event request.

Organizations

Search Organization

Categories

- ☐ Academic/Departmental
- ☐ Governing/Representative
- ☐ Graduate
- ☐ Greek
- ☐ Honor Society
- ☐ Interest
- ☐ Political
- ☐ Religious (Spiritual)
- ☐ Service
- ☐ Sport

REGISTER AN ORGANIZATION



Adventists Christian Fellowship

Coming Soon



African Student Organization

ASA is a non-profit educational organization, which exist to form links between African students on the PVAMU campus and the community



Alpha Delta Mu Honor Society

Coming Soon



Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Alpha's mission is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women.



Alpha Kappa Delta Honor Society

Front End User View

Front End User View



How to Register an Event

Use Google Chrome

Log On pvpawlink.pvamu.edu

Use your PV credentials (@pvamu.edu)



PVPaw Link

SIGN IN

HOME EVENTS ORGANIZATIONS NEWS

Discover unique opportunities at Prairie View
A & M University

Search Events, Organizations and News Articles

Front End User View



Access Your Homepage

Choose your Department or Organization page
Click “Manage Organization” on the right of the screen

Explore Prairie View A & M University

Search Events, Organizations, and News Articles

Registration Renewal Time

Organizations Registration Renewal for the 2021-22 will begin **July 26th**. Is your Organization interested in participating in the Involvement Fair? Be sure to re-register no later than **August 12th**.

Registered Student Organizations

The Office of Student Engagement will not approve any events until after the 12th class day, September 7th.

Memberships

- Certified Student Leader Program
- Class of 2022
- Office of Student Engagement
- SGA Student Government Association


All Events

PHLAA PARTY HOP LIKE AN ALPHA INTEREST MEETING

2021 SUICIDE A CANDLE WA

MANAGE ORGANIZATION

CONTACT


 **Office of Student Engagement**

Member Since August 2017

The Office of Student Engagement designs and implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance.

Contact Information

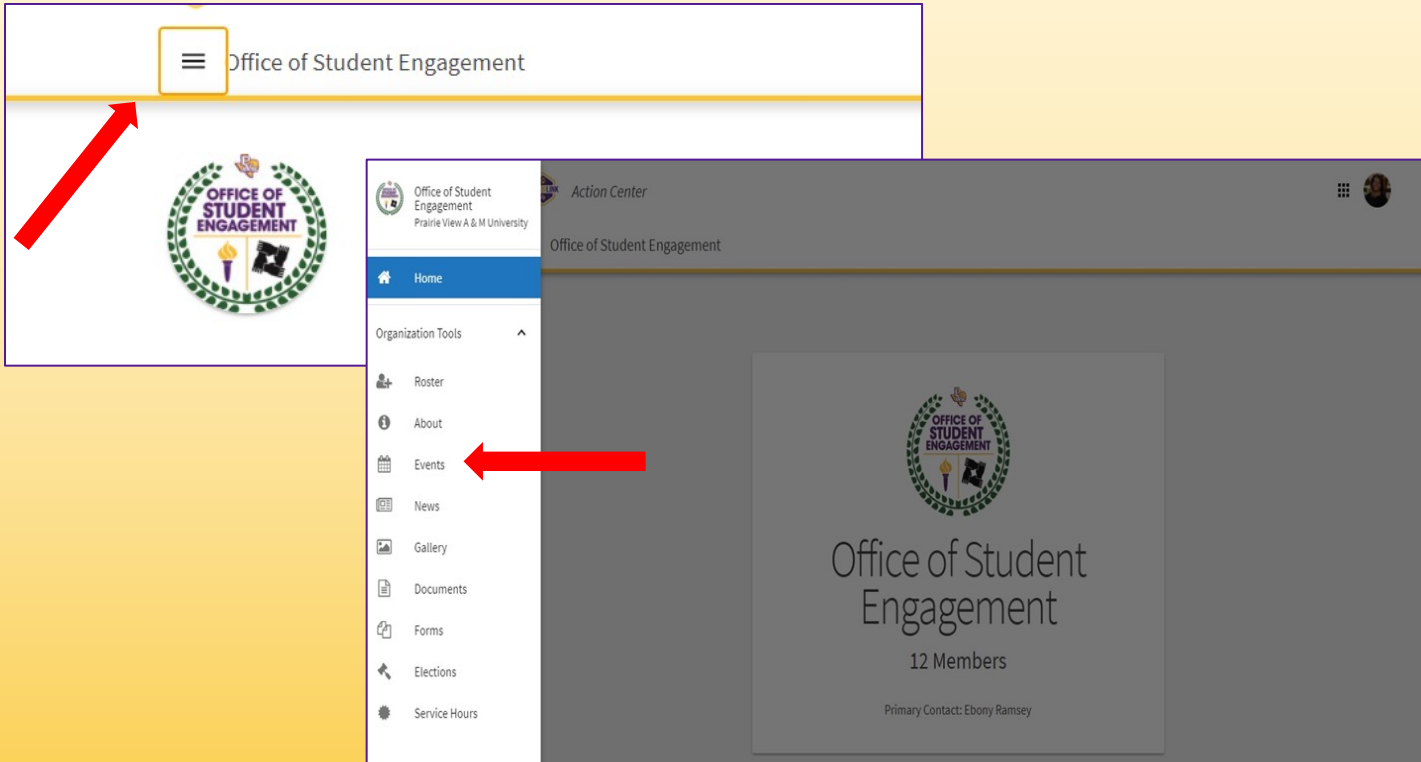
100 University Drive
Memorial Student Center, Room 221
Prairie View, TX 77446
USA
E: studentengagement@pvamu.edu
P: (936) 261-1340



Front End User View

From Your Homepage

Click the Menu Icon (3 horizontal lines on the upper left hand of page)
Click “Events” from the drop down menu



The screenshot displays the homepage of the Office of Student Engagement at Prairie View A & M University. The header features the text "Office of Student Engagement" next to a menu icon (three horizontal lines), which is highlighted by a yellow box and a red arrow. Below the header, the main content area is divided into two columns. The left column contains a large circular logo for the Office of Student Engagement, which is also highlighted by a red arrow. The right column contains a list of links: Home, Organization Tools, Roster, About, Events, News, Gallery, Documents, Forms, Elections, and Service Hours. The "Events" link is highlighted by a red arrow. The right side of the page features a large gray box with the Office of Student Engagement logo, the text "Office of Student Engagement", "12 Members", and "Primary Contact: Ebony Ramsey".

Office of Student Engagement

Office of Student Engagement
Prairie View A & M University

Home

Organization Tools

Roster

About

Events

News

Gallery

Documents

Forms

Elections

Service Hours

Office of Student Engagement

12 Members

Primary Contact: Ebony Ramsey

Front End User View



Access the Event Registration Form

Click “Create Event” on the upper left of the page

The screenshot shows the 'Manage Events' interface. At the top left is the Penn State logo and the text 'Office of Student Engagement'. On the right is a user profile icon. A red arrow points to a blue '+ CREATE EVENT' button in the top right corner. Below the header, there are filter dropdowns for 'Filter' (set to 'Approved') and 'Status' (set to 'All'), and a search bar. The main content is a table of events.

Name	Status	Start Date	Add Attendance	Action
You are the Advisor Now What? (Advisors Only)	Approved	9/9/2021 4:00 PM	Add Attendance	Edit Delete
Risk Management Training (Mandatory)	Approved	9/8/2021 4:00 PM	Add Attendance	Edit Delete
You are the Advisor Now What? (Advisors Only)	Approved	9/7/2021 4:00 PM	Add Attendance	Edit Delete
Risk Management Training (Mandatory)	Approved	9/1/2021 4:00 PM	Add Attendance	Edit Delete
Involvement Fair	Approved	8/24/2021 1:00 PM	Add Attendance	Edit Delete
Involvement Fair: Headshots	Approved	8/24/2021 1:00 PM	Add Attendance	Edit Delete
Rec Sport Volleyball Showdown	Approved	8/23/2021 7:00 PM	Add Attendance	Edit Delete
OSE Open House	Approved	8/23/2021 12:00 PM	Add Attendance	Edit Delete
“Set Stone” Welcome Back Pep Rally	Approved	8/22/2021 7:00 PM	Add Attendance	Edit Delete
Roller Rave	Approved	8/22/2021 4:00 PM	Add Attendance	Edit Delete

Front End User View



Completing the Event Registration Form

Gathers basic and COVID specific information about the event.

Page 1 = Basic Demographics

Front End User sees questions in a form format.

Create Event

Basic Details

*Event Title

Enter Event Title

*Theme

Not Selected

*Description

Rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, link, and unlink.

Tip: If you create a link to a YouTube

Additional organizations co-hosting

Type here to search for organizations

Time and Place

*Start Date

22 Sep 2021



*Start Time

12:00 PM



*End Date

22 Sep 2021



*End Time

01:00 PM



LOCATION

ONLINE LOCATION

CLEAR LOCATION

+ ADD ANOTHER DATE

Front End User

Completing the Event Registration Form



COVID questions integrated throughout the 23 Pages of the form.
COVID questions at the end of the form as a synopsis for quick review.

COVID- 19 Event Mitigations



Please describe in great detail how your organization will mitigate the spread of COVID 19 at this event. Please include social distancing, mask, and sanitizing methods. *

TextArea



Is there a plan to do a COVID-19 Symptoms Check before the event? If yes, what is the time frame? *

TextArea



Are you providing PPE (face masks, sanitizer, etc.) for this event? Please identify the items and quantity. *

TextArea



Will travel be involved for this event? If yes, please describe the travel plans including the type of vehicle. *

TextArea



Will food or drink be allowed in the event? If yes, explain if it will be concessions, bring your own, grab & go, or a plated meal. *

TextArea



Will there be any disinfecting during or after the event? If yes, describe your plan in detail. *

TextArea

Front End User View



Requester Acknowledgement

In lieu of a signature, each areas requester will click that they acknowledge the guidelines of their area (space, food, etc...). If a student organization, the advisor must also acknowledge that they must be present at all events.

Acknowledgment and Guidelines

Major Event Acknowledgment

You have indicated that your event will have an element of a major event. Space guidelines for major events can be found [HERE](#)

Major Events requests must be made no less than 30 business days in advance.

Major Events consist of one or more of the following:

Space requests located outdoors or indoors, held in venues holding 200 people or more, and/or required, but not limited to, the following logistical needs:

- Cash Handling/Sales at the Door (requests at least 30 business days in advance)
- Table/chair requests in spaces outdoors
- Rentals (i.e. Staging, Tables, Chairs)
- Sound & Lighting equipment or Full Service Bar
- Campus Security Coverage

The President and Advisor will be required to sign this request.

* Required

☐ I acknowledge that due to the nature of the event, I must have the presence of all stakeholders, in regards to space

Advisor Presence Acknowledgment

The Office of Student Engagement requires that Primary Advisors be present during all in-person/hybrid events hosted by the Organization. Failure to comply with these regulations will result in the suspension of the organizations' ability to host in-person or hybrid events.

* Required

☐ I agree that my advisor will be present at all times during the course of my in-person/hybrid event.

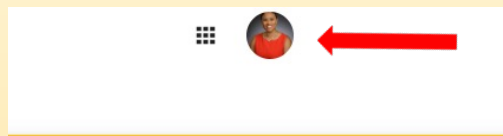
Front End User View

Checking the Status of a Submitted Event

Click your Picture/Initial Icon to open your personal profile at the top right corner

Scroll to “Submissions”

Click the “Events” tab



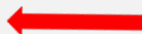
My Submissions

FORMS

ELECTIONS

ORGANIZATION REGISTRATIONS

EVENTS



Filter by Status

All



Name ▾	Organization ▾	Status ▾	Recurrences	Start Date ▾	Type ▾
A Conversation with Stephen Jackson	Office of Student Engagement	Approved		5/4/2021 6:00 PM	Change Request
SPIT Knowledge with Angela Simmons	Office of Student Engagement	Approved		4/14/2021 7:00 PM	Change Request
Annual Essay and Oratory Contest Showcase (7th Annual)	Office of Student Engagement	Approved		3/30/2021 6:30 PM	Change Request
Get To Know About Grad School	Student Government Association	Approved		3/29/2021 6:00 PM	Change Request

Back End User View



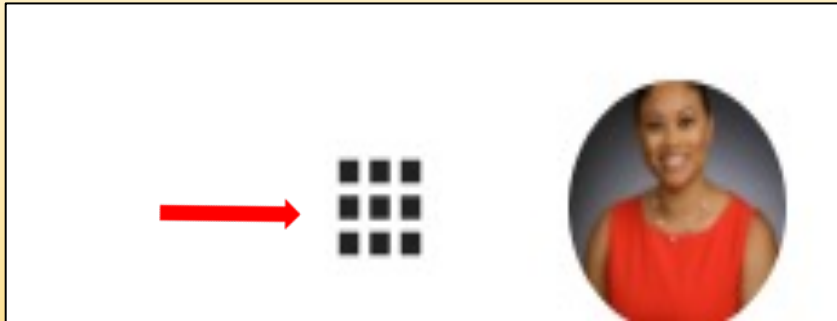
Reviewer Acknowledgement

Review all event requests that require your approval.

Log on to pvpawlink.pvamu.edu

Use your PV credentials (@pvamu.edu)

Click on the grid box adjacent to your photo or initials



Back End User View



Reviewer Acknowledgement

Click “Manage”

Scroll to Submissions to review all pending events for approval

The screenshot displays the Back End User View interface. At the top, there is a navigation bar with a logo on the left and a user profile icon on the right. Below the navigation bar, the main content area is divided into two sections. The first section is titled "Action Center" and contains the text "Manage your organization content and review submissions." A red arrow points to the "Manage" button in the top right corner of this section. The second section is titled "Submissions" and contains a card for "Events" with the text "15 Pending Submissions" and a calendar icon. A small orange triangle with an exclamation mark is visible in the top right corner of the "Submissions" section.

Explore
Manage
Admin

Action Center

Manage your organization content and review submissions.

Administrator Tools

Search Organizations
Type to Search
Text entered in the search bar will automatically filter results.

Submissions


Events
15 Pending Submissions

Back End User View



Event Components Approval


Once the event has been submitted the Reviewer will be able to view all answered questions.


Reviewers can indicate approval or disapproval with a  if the event is approved for event location, advisor approval, UPD, RMS, SSC, COVID etc.,


Overall approval will come from the Office of Student Engagement.

Submission

PV '24 Leadership Panel

 Host Organization
Class of 2024

 Time and Place
Wed, Sep 22, 2021 12:00 PM - Wed, Sep 22, 2021 1:00 PM at Don K. Clark Juvenile Justice & Psychology Building, Auditorium

Event Request 
Nejon McBride-Stubbs - Wed, Sep 22, 2021 4:58 PM
Class of 2024

☐ Include Unanswered Questions [Collapse All](#) | [Expand All](#)

Event Details ▾

Time and Place ▾

Event Options ▾























RSVP Options ▾

Post Event Feedback ▾

Approval

Reviewers

Voting Reviewers

	Crystal Giles Association - Form	
	Dewanna Martin Association - Form	
	Erinette Watson Association - Form	
	Ivory Lartigue Association - Form	
	Juan Sandoval Association - Form	
	Kimberly Gordon Association - Form	
	Kimberly Rose Association - Form	
	Phillip Englishbee Association - Form	
	Rhonda Levi Association - Form	
	Ryan Robinson Association - Form	
	Shante' Moore Association - Form	

Final Approval



Entire Event Approval

Once the event have been reviewed by all Reviewers and each Reviewer has given the event a green thumbs up, the event is considered **Approved**.

The final approval will be completed by the Office of Student Engagement.

Approval

You can Approve, Deny, or Edit the submission.



EDIT SUBMISSION

Closing Comment (optional)

Type Closing Comment Here



APPROVE



DENY

Event Request

Jade Harper - Wed, Sep 22, 2021 1:03 PM

BOSS UP

Approved

Date: Wed, Sep 22, 2021 3:04 PM

By: Juan Sandoval

Comment: Approved for Virtual only

Communication



Notification of Approved Event

An Event Certificate is generated and auto sent to provide proof that the event is Approved and Reserved once the event has been fully approved by all appropriate reviewers.

Spring Fest: Eggstravaganza

APPROVED

Event ID:10516655	Start Date:4/4/2021 2:00 PM
Created by:Juan Sandoval	End Date:4/4/2021 5:00 PM
(jcsandoval@pvamu.edu)	Location:Holland Gaines
Organization:Campus Activities Board	
Type:The Public	
Theme:Social	
Approved by:Juan Sandoval	
Approved Date:4/4/2021 3:30 PM	

.....

Description:

An outdoor day full of spring themed activities including: an Egg Hunt, Tshirt Tie Dying, Bubbles, and Ziplining.

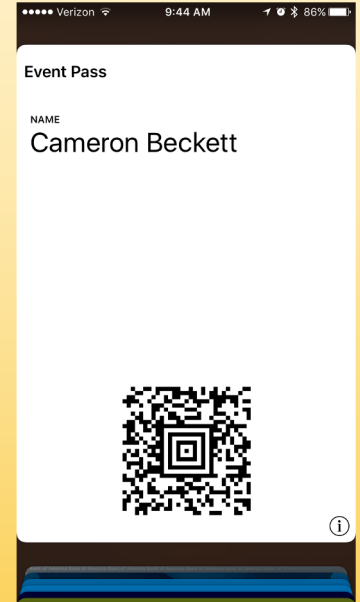
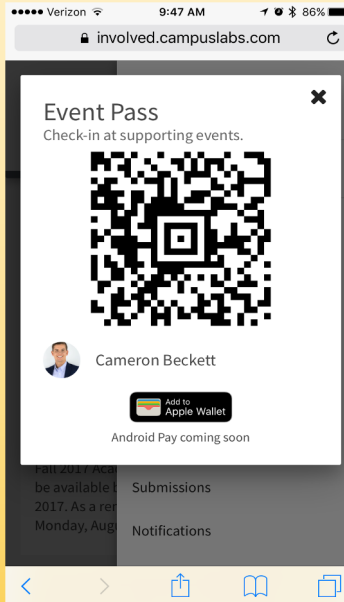
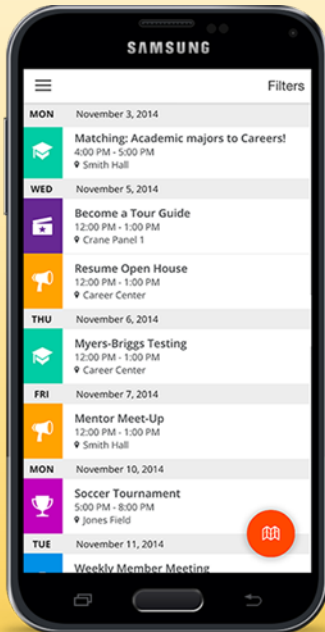
Operations

Event Implementation



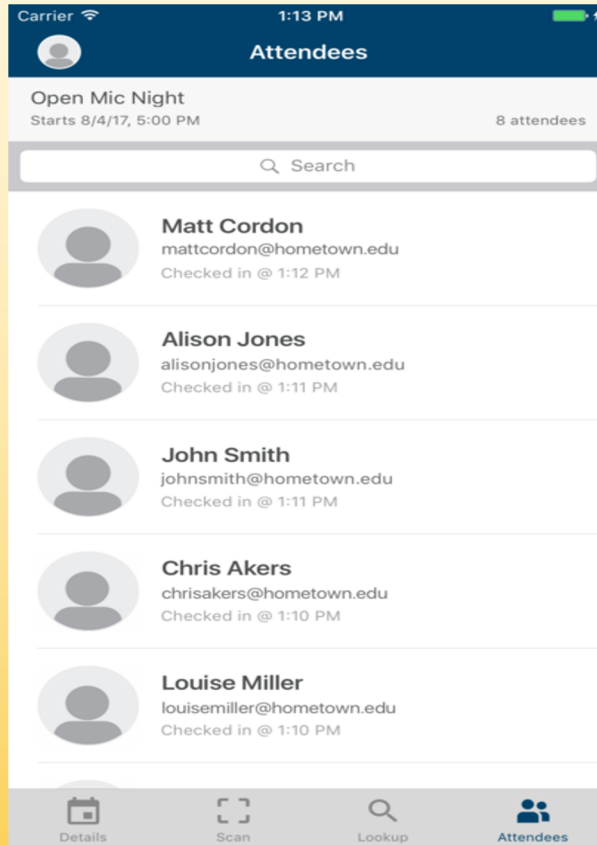
Mobile Features

PV PawLink – Paw Pass

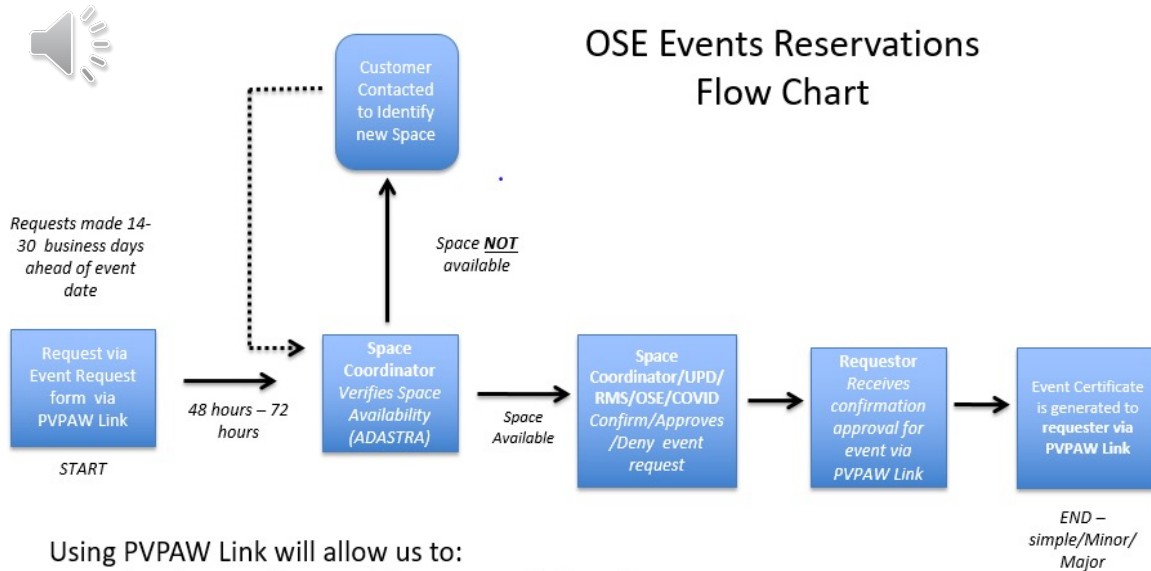


Real Time Resources

Attendance Tracking



Review: Event Reservations Flow Chart



Using PVPWA Link will allow us to:

- Maintain compliance with state regulations for student organizations
- Streamline process to include all necessary entities
- Easy contact tracing