



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)



The screenshot shows the homepage of the PVPaw Link website. At the top left, the text "PVPaw Link" is displayed. In the top right corner, there is a blue button labeled "SIGN IN". Below the header, a navigation menu contains the links "HOME", "EVENTS", "ORGANIZATIONS", and "NEWS". The main content area features a large purple banner with the text "Discover unique opportunities at Prairie View A & M University". Below this banner is a search bar with a magnifying glass icon and the placeholder text "Search Events, Organizations and News Articles". The background of the banner and search bar area is a collage of photos of students at Prairie View A & M University, including a man in a yellow "P AVM OR DREAM" t-shirt and a woman in a yellow t-shirt.

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

Student Government Association

All Events

Office of Student Engagement
Member Since August 2017

[MANAGE ORGANIZATION](#)

[CONTACT](#)

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.

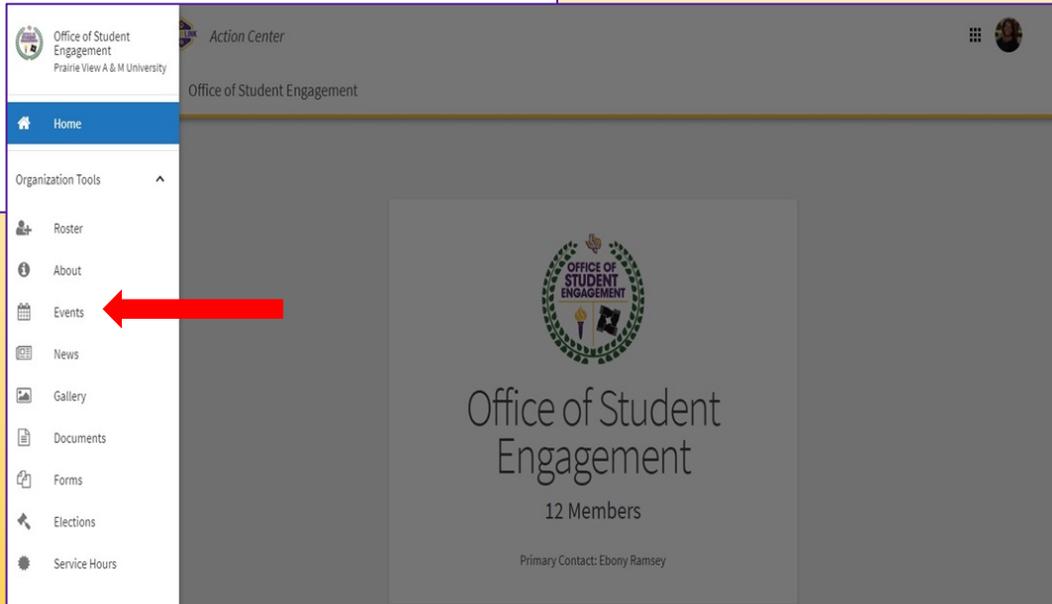
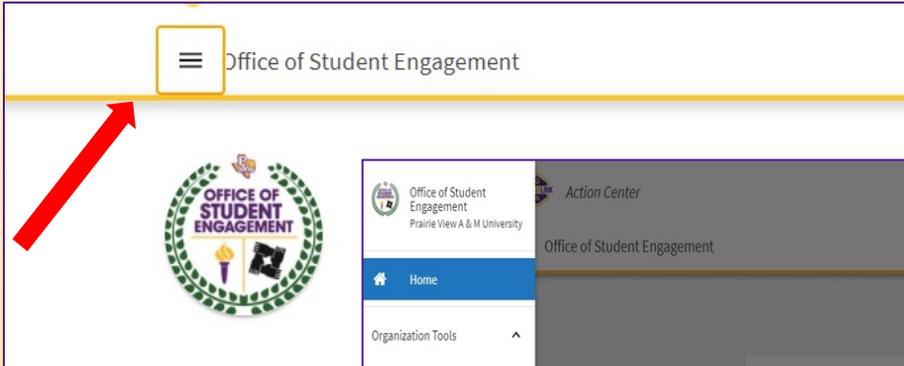
Contact Information
100 University Drive
Memorial Student Center, Room 221
Prairie View, TX 77446
USA
E: studentengagement@pvamu.edu
P: (936) 261-1340



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



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, there is a logo and the text 'Office of Student Engagement'. On the right, there is a user profile icon and a grid icon. A red arrow points to a blue button labeled '+ CREATE EVENT' in the top right corner. Below the header, there is a search bar and filter options for 'Approved' and 'All'. The main content is a table with the following columns: Name, Status, Start Date, Add Attendance, and Action.

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

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

*Theme

*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

Time and Place

*Start Date



*Start Time



*End Date



*End Time



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 (minimum of least 2 URB officers & advisors present at event)
- Table/chair requests in spaces outdoors
- Rentals (i.e. Staging, Tables, Chair)
- Sound & Lighting equipment or Full
- 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 notify 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



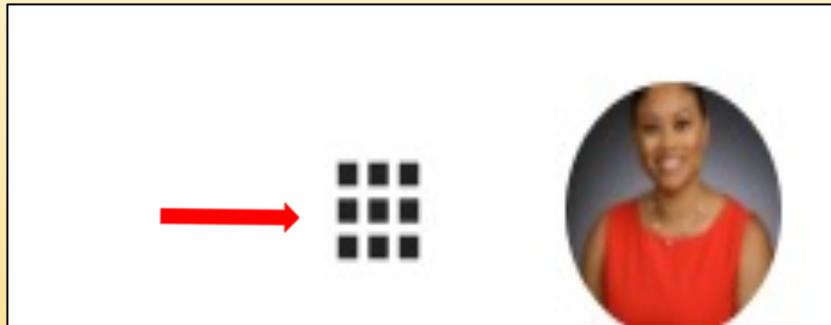
Reviewer Acknowledgement

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



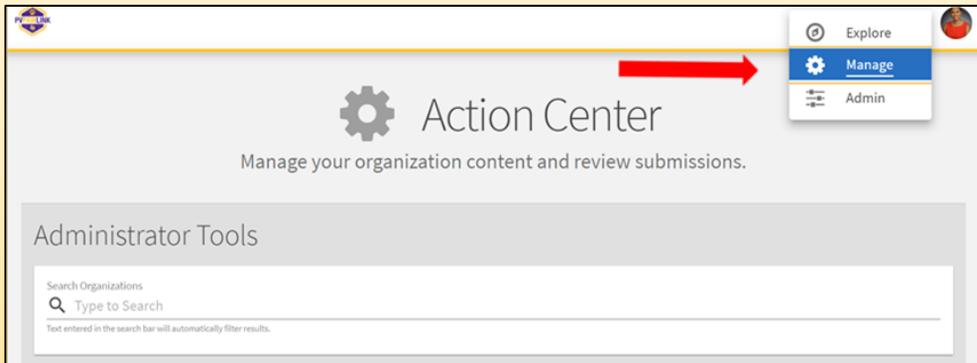
Back End User View



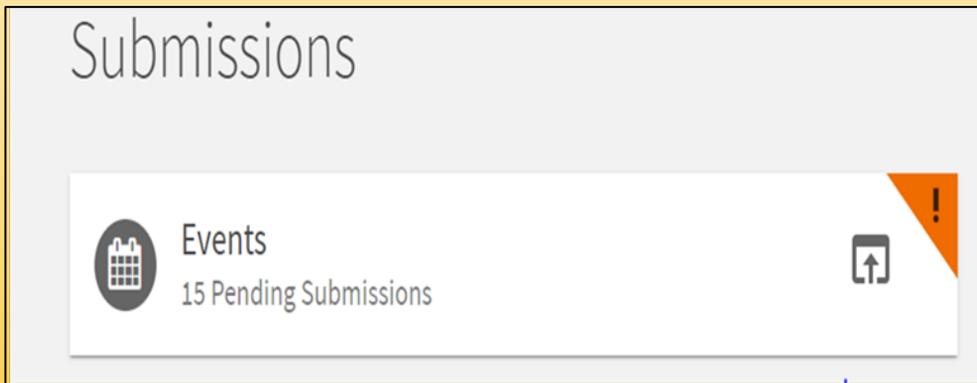
Reviewer Acknowledgement

Click “Manage”

Scroll to Submissions to review all pending events for approval



The screenshot shows the top section of the Action Center interface. On the left, there is a gear icon and the text "Action Center" with the subtitle "Manage your organization content and review submissions." On the right, there is a navigation menu with three options: "Explore", "Manage", and "Admin". A red arrow points to the "Manage" option, which is highlighted with a blue bar. Below the navigation menu, there is a section titled "Administrator Tools" with a search bar labeled "Search Organizations" and a placeholder text "Text entered in the search bar will automatically filter results."



The screenshot shows the "Submissions" section of the interface. The title "Submissions" is displayed in a large font. Below the title, there is a card for "Events" with a calendar icon. The card displays "15 Pending Submissions" and includes a small icon of a document with an upward arrow and an exclamation mark in the top right corner.

Back End User View

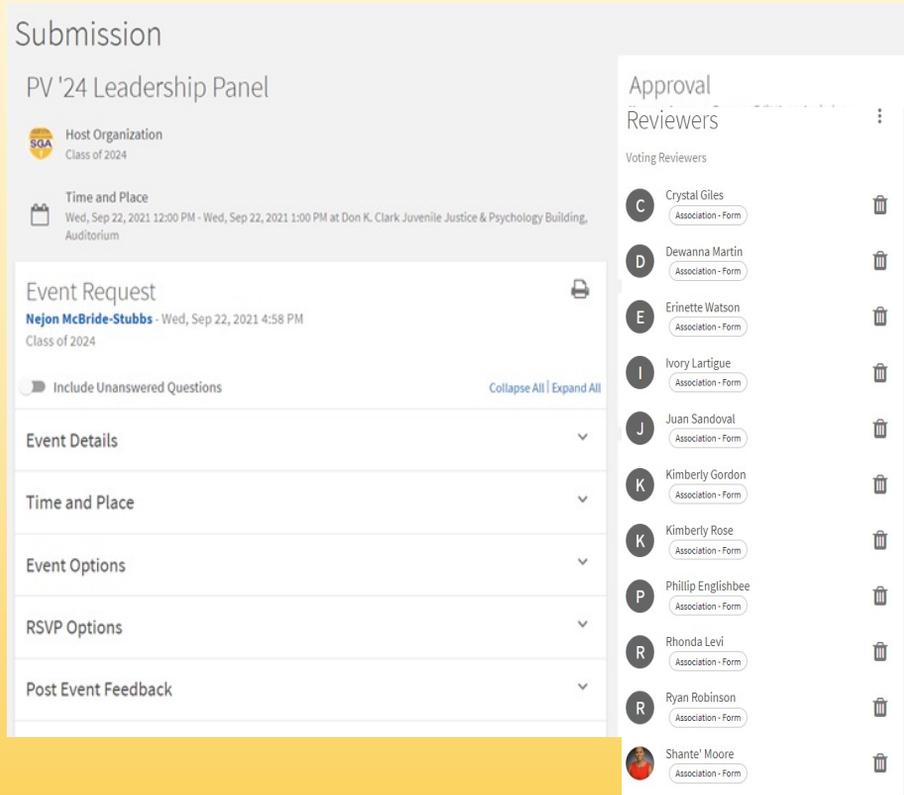


Event Components Approval

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.



The screenshot displays the 'Submission' page for an event titled 'PV '24 Leadership Panel'. The page is divided into several sections:

- Submission Header:** Shows the event title 'PV '24 Leadership Panel' and the host organization 'SGA Host Organization Class of 2024'.
- Time and Place:** Indicates the event is on '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:** Lists the requester as 'Nejon McBride-Stubbs' on 'Wed, Sep 22, 2021 4:58 PM' for the 'Class of 2024'. It includes a toggle for 'Include Unanswered Questions' and options to 'Collapse All' or 'Expand All'.
- Event Details:** A dropdown menu showing categories like 'Event Details', 'Time and Place', 'Event Options', 'RSVP Options', and 'Post Event Feedback'.
- Approval Reviewers:** A sidebar on the right lists 'Voting Reviewers' with their names and roles (e.g., 'Crystal Giles - Association - Form'). Each reviewer has a trash icon next to their name.

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)



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 (jcsandoval@pvamu.edu)	End Date:4/4/2021 5:00 PM
Organization:Campus Activities Board	Location:Holland Gaines
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.

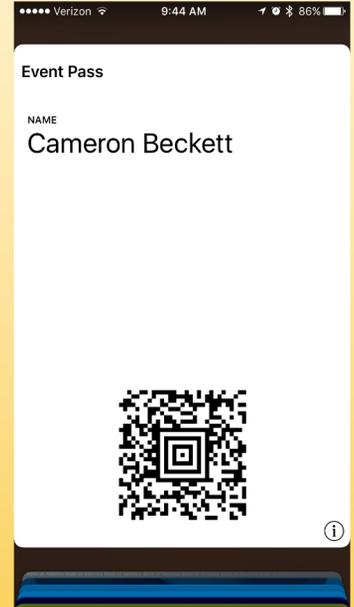
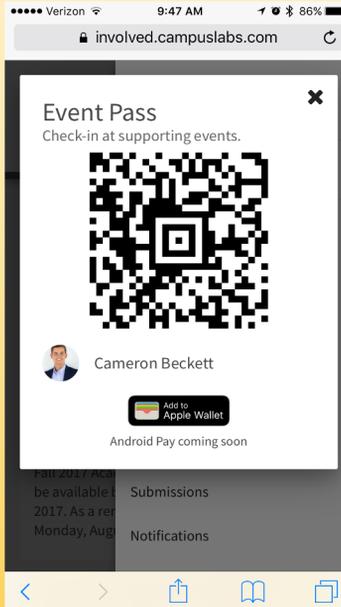
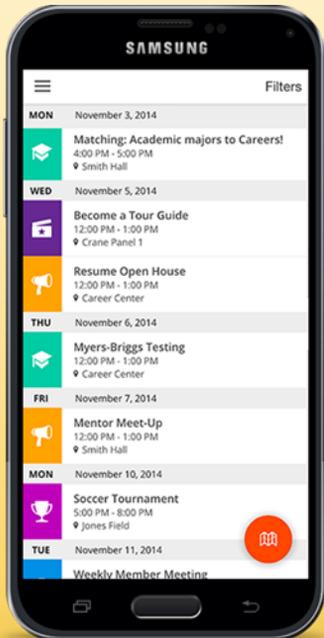
Operations

Event Implementation



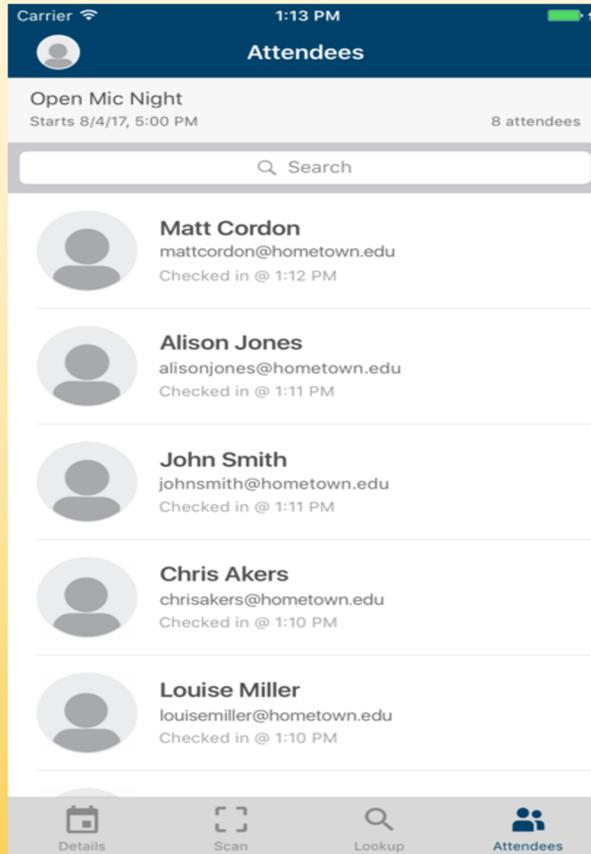
Mobile Features

PV PawLink – Paw Pass

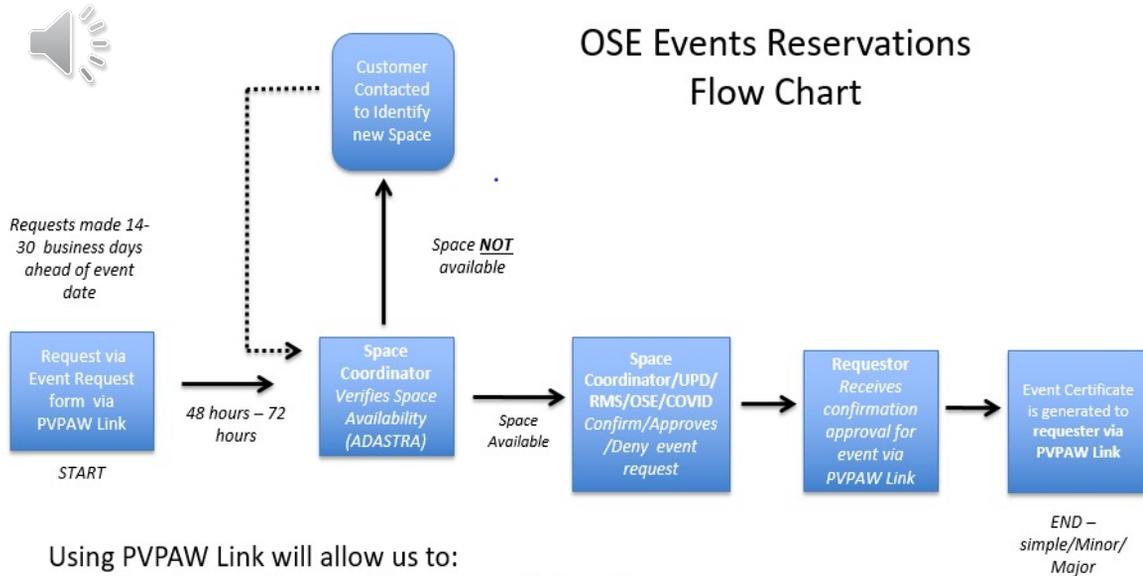


Real Time Resources

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