



## UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

310 Student Union, Box 602100, Buffalo, NY 14260-2100  
South Campus Satellite Office: 302 Abbott Hall (Tuesdays 9am – 4pm)  
(716) 645-2960, Fax: (716) 645-7333, <https://ubwp.buffalo.edu/gsa>

---

### MEMORANDUM

In response to the continuing COVID-19 global health crisis the University at Buffalo Graduate Student Association (hereafter “GSA”) will be implementing new policies and procedures in order for clubs to hold in person events, both on and off campus, and/or to provide funding support to students for conferences and research travel.

All GSA and club events must comply with all federal, state, local, University, and GSA guidelines as they relate to COVID-19 health and safety. Regulations are ever changing, so please review the [University Guidelines](#) and the [COVID FAQs for Clubs and Organizations](#) frequently for the most up to date guidance.

In-person activities may resume within the current capacity limitations. However, all events, **both on and off campus**, must be submitted for review and prior approval first by the Office of Student Unions via UBLinked, who will then submit requests to Environmental Health and Safety (EH&S). These requests must be submitted at least 14 days in advance. Submit all event requests using your club’s UBLinked page. Instructions on how to do this are attached below. Once you have received approval from The Office of Student Unions and EH&S you may submit requisition requests to GSA for review and approval. Please remember that requisition approvals also take up to 14 days, so you may need to submit all event requests up to a month in advance in order to ensure you receive all of the necessary approvals in time for your event to be held.

All students will need to complete a GSA liability waiver prior to attending any in person events, activities, and/or meetings. Liability waivers can be hyperlinked to event descriptions on UBLinked so that once an event is approved attendees can access the liability waivers before the event. Clubs will need to require prior registration for all events and utilize the UBLinked Event Pass function for free events, or the UB Ticket Office for paid events, to ensure full compliance from all individuals in attendance. It will be the responsibility of the club officers and/or event organizers to collect liability waivers from each participant before admitting them to an in person event. More details about UBLinked events and Event Pass functions can be found in the instructions below.

GSA Board of Directors meetings will continue to be held virtually via Zoom and will follow similar protocols as to those used for the 2020-2021 academic year. However, we will now be voting using the Turning Point App instead of Zoom polls so that voting can be more tightly controlled. More details on where to download the app and how to receive the access code for voting privileges will be circulated to the appropriate representatives in advance of each Board meeting. Please note that the first Board of Directors meeting of the year will be held on

**Wednesday, September 8, 2021 at 6:00pm** and eligible participants will need to pre-register for the meeting by emailing [sfrank@buffalo.edu](mailto:sfrank@buffalo.edu) no later than 12:00pm on that date.

Conference and research funding requests can now be reviewed for approval for domestic travel only. As per University mandates, all travel is limited to areas within the United States and its territories, and students must follow the mandatory testing guidelines outlined on the University's [COVID-19 FAQs for Clubs and Organizations website](#). A signed GSA liability waiver will be required from every individual prior to them being reimbursed for any travel expenses, and proof of testing may be required by the University.

Updates to these guidelines and other policies will be provided via our listservs and on the [GSA website](#) as new guidance is provided. We thank everyone for their patience and understanding during these unprecedented times. We will continue to work diligently to provide excellent service and representation to our graduate student constituents despite these temporary setbacks. We are committed to doing our part as members of the local and UB communities so that we can all remain healthy and safe.

1. Go to UBLinked

2. Log in to UBLinked



# Explore UBLinked

Search Events, Organizations, and News Articles

## Introducing UBLinked Event Pass!

**\*\*NEW FEATURE\*\***

Get your [UBLinked Event Pass](#) by clicking "your account" and select "Event Pass". Follow the on-screen prompts to save your event pass to your phone! Use it to check-in to events!

## ATTENTION STUDENT LEADERS!

**\*\*NEW FEATURE\*\***

Track attendance at all your events using the **UBLinked Mobile Check-In App**! Learn how by clicking [here](#)! You're going to LOVE it!

## COVID-19 Q&A for Clubs & Organizations

UB has created a Question & Answer document with guidance, protocols and policies related to COVID-19 for clubs and organizations. All clubs must read the document, found [here](#).



# Explore UBLinked

graduate student association

**Search for and select your student organization**

Events

VIEW MORE EVENTS >

- 2021 Mid-Autumn Festival Show  
September 25 12:00 am - 11:45 pm | Student Union Theater
- 2021 Mid-Autumn Festival Free Chinese Food  
September 25 2:00 pm - 8:00 pm | Student Union Lobby
- 2021 Mid-Autumn Festival Show Rehearsal  
September 18 8:00 am - 11:45 pm | Student Union Theater

Organizations

VIEW MORE ORGANIZATIONS >

- Graduate Student Association

### Introducing UBLinked E

**\*\*NEW FE**  
Get your [UBLinked Event P](#)  
account" and select "Event  
screen prompts to save you  
phone! Use it to check-in to

### s & Organizations

n & Answer document with  
olicies related to COVID-19  
s. All clubs must read the

**Click MANAGE ORGANIZATION**  
**NOTE: Only students who hold a leadership role on UBLinked have access to this button. General members do not. Info on changing leadership roles is later in this document**

The screenshot shows a web browser at the URL [buffalo.campuslabs.com/engage/organization/gsa](https://buffalo.campuslabs.com/engage/organization/gsa). The UBLINKED logo is in the top left, and a navigation menu includes HOME, EVENTS, ORGANIZATIONS (highlighted), NEWS, and FORMS. A user profile picture is in the top right. The main content area features the Graduate Student Association (GSA) logo and name. To the right of the GSA name are three buttons: a blue 'JOIN' button, a white 'CONTACT' button with an envelope icon, and a white 'MANAGE ORGANIZATION' button with a gear icon. A black arrow points from the text box above to the 'MANAGE ORGANIZATION' button.

buffalo.campuslabs.com/engage/organization/gsa

UBLINKED  
your involvement network

HOME EVENTS ORGANIZATIONS NEWS FORMS

MANAGE ORGANIZATION

JOIN

CONTACT

Graduate Student Association

The Graduate Student Association (GSA) is the representative body for graduate students at the State University of New York at Buffalo. Its two key purposes can be divided into representation and services. Its funds are derived from the Mandatory Student Activity Fee (\$85 on your bill) and are used to pay GSA staff and fund numerous programs and services offered to GSA members.

Click the three-barred hamburger menu



☰ Graduate Student Association



# Graduate Student Association

Primary Contact: Stephanie George

181  
Members

Organization Tools

Roster

About

Events

News

Gallery

Documents

To add or change leadership roles go to ROSTER and use the pencil-shaped edit button next to a member's name. A student must be a member on the organization's UBLinked page to alter their role.



Click EVENTS  
**NOTE:** Only student leaders with the 'Event Coordinator' title have access to the EVENTS section. You can add 'Event Coordinator' to a student, even if they already have a leadership role.



181  
Members

Click +CREATE EVENT

+ CREATE EVENT

# Manage Events

Filter  Status

Name ↕	Status ↕	Start Date ↕	Add Attendance	Action
<a href="#">GSA Senate Meeting</a>	Approved	3/4/2020 5:30 PM	<a href="#">Add Attendance</a>	<a href="#">📄</a> <a href="#">🗑️</a>
<a href="#">GSA Senate Meeting</a>	Approved	2/5/2020 5:30 PM	<a href="#">Add Attendance</a>	<a href="#">📄</a> <a href="#">🗑️</a>

# Create Event

**Complete and submit the form. Include the link to the liability form in the description. Be sure to submit this form within 14 days of your event to give enough process time.**

## Basic Details

\*Event Title

\*Theme

\*Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and image.

Large text area for entering the event description.

### Event Details

CHANGE DETAILS CANCEL EVENT



## GSA Senate Meeting

**Host Organization**  
Graduate Student Association

**Location**  
North Campus

**Begins**  
Wednesday, March 04, 2020 at 5:30 PM EST

**Ends**  
Wednesday, April 01, 2020 at 10:30 PM EST

0.0  
★★★★★  
Event Rating

View Event Submissions

**STATUS** Approved    **VISIBILITY** The Public    **RSVP SETTING** Anyone

### EVENT ATTENDANCE

TRACK ATTENDANCE INVITATIONS & RSVPS

0 Invitees    0 Attended    0 Absent    0 Excused

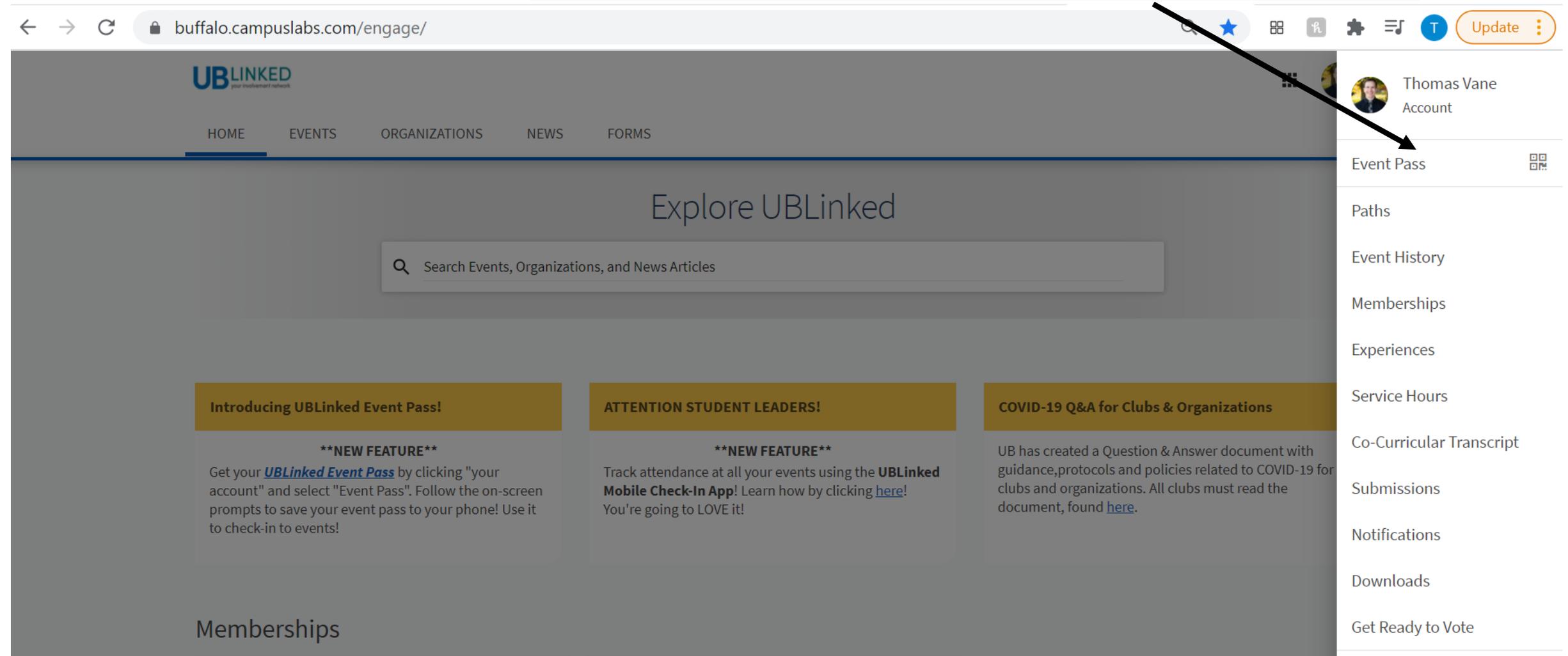
ACCESS CODE P8J7838 COPY Click here to visit the Swipe URL and enter this code

NEW! ATTENDANCE URL <https://buffalo.campuslabs.com/engage/event/5057200/attenc> COPY Any Engage user who visits this URL within 72 hours after the event ends will be marked as "Attended" for this event.

1. Download the free 'Campus Labs Event Check-In App from your App Store
2. Once approved you can 'Manage the Event' from your organization's Event section
3. At the event, have the greeter open the Campus Labs Event Check-In App
4. Enter the Event Access Code
5. Begin scanning students in using their Event Pass

## To instruct students how to access their Event Pass:

1. Log in to UBLinked
2. Click their profile circle in the top right corner
3. Click 'EVENT PASS'
4. Save the pass in their Wallet or take a screenshot for the future



The screenshot shows the UBLinked website interface. The browser address bar displays 'buffalo.campuslabs.com/engage/'. The top navigation bar includes the UBLINKED logo and menu items: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A search bar is present with the placeholder text 'Search Events, Organizations, and News Articles'. The main content area features three promotional cards: 'Introducing UBLinked Event Pass!', 'ATTENTION STUDENT LEADERS!', and 'COVID-19 Q&A for Clubs & Organizations'. On the right side, a user profile for 'Thomas Vane Account' is visible, with a dropdown menu open showing options: Event Pass, Paths, Event History, Memberships, Experiences, Service Hours, Co-Curricular Transcript, Submissions, Notifications, Downloads, and Get Ready to Vote. An arrow points from the text in the top box to the 'Event Pass' option in the dropdown menu.

buffalo.campuslabs.com/engage/

UBLINKED  
Your involvement network

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore UBLinked

Search Events, Organizations, and News Articles

**Introducing UBLinked Event Pass!**

**\*\*NEW FEATURE\*\***

Get your [UBLinked Event Pass](#) by clicking "your account" and select "Event Pass". Follow the on-screen prompts to save your event pass to your phone! Use it to check-in to events!

**ATTENTION STUDENT LEADERS!**

**\*\*NEW FEATURE\*\***

Track attendance at all your events using the **UBLinked Mobile Check-In App**! Learn how by clicking [here](#)! You're going to LOVE it!

**COVID-19 Q&A for Clubs & Organizations**

UB has created a Question & Answer document with guidance, protocols and policies related to COVID-19 for clubs and organizations. All clubs must read the document, found [here](#).

Thomas Vane  
Account

Event Pass

Paths

Event History

Memberships

Experiences

Service Hours

Co-Curricular Transcript

Submissions

Notifications

Downloads

Get Ready to Vote

Memberships