UBLINKED
your involvement network

Search...

Update

1. Go to UBLinked

Explore UBLinked

2. Log in to UBLinked

NEW CLUB/ORG REGISTRATION

Steps to register a new club or organization:
1. Find 10 members
2. Gain recognition from a recognizing agent (ex. SA)
3. Complete the university-wide recognition form

ATTENTION STUDENT LEADERS!

NEW MANDATE
Tracking attendance at all your organization events using the **UBLinked Mobile Check-In App is mandated by the university**! Learn how by clicking here! You're going to LOVE it!

Contact UBLinked

Have a question or concern regarding UBLinked? Email us at ublinked@buffalo.edu

Memberships

Student Engagement	UB	UBLinked Resource Page

All Events

VIEW MORE EVENTS

Explore UBLinked

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Hover your cursor over your organization profile picture, click the gear when it appears
<u>NOTE</u>: 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

Memberships

Graduate Student Association

Student Engagement

UB

UBLinked Resource Page

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Manage Home

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Roster

Events

News   Graduate Student Association   Student Engagement   UB

Gallery

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Forms

Elections

Finance   ts

Click EVENTS
NOTE: Only leaders with the President or Events Coordinator roles have access to the Events menu

VIEW MORE EVENTS

UBLINKED
your involvement network

≡ Graduate Student Association

Click +CREATE EVENT

Manage Events

+ CREATE EVENT

Filter [Approved ▼]   Status [All ▼]   [🔍]

Name ⇕	Status ⇕	Start Date ▾	Add Attendance	Action
GSA Senate Meeting	Approved	3/4/2020 5:30 PM	Add Attendance	⧉ 🗑
GSA Senate Meeting	Approved	2/5/2020 5:30 PM	Add Attendance	⧉ 🗑

UBLINKED
your involvement network

HOME   EVENTS   ORGANIZATIONS   NEWS   FORMS

Create Event

Complete and submit the form. Include the GSA Mandatory Disclaimer Link in the description. Be sure to submit this form at least 14 days before your event to give enough process time.

Basic Details

*Event Title

| Enter Event Title | ∨ |

*Theme

| Not Selected | ∨ |

*Description

↶ ↷ **B** *I* U̲ ✂ ⎗ 📋 ≡ ≡ ≡ 🔗 ⦸

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

View Event   Submissions

0.0
★★★★★
Event Rating

STATUS
👍 Approved

VISIBILITY
👥 The Public

RSVP SETTING
🗓 Anyone

EVENT ATTENDANCE

TRACK ATTENDANCE   **INVITATIONS & RSVPS**

0	0	0	0
Invitees	Attended	Absent	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.*

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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