

1. Go to 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 **UBLinkd 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](#)

- Home
- Calendar
- People
- Groups
- Documents
- Settings
- Menu

Explore UBLinked

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Hover your cursor over your organization profile picture, click the gear when it appears
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


- GSA
- Student Engagement
- UB
- UBLinked Resource Page

Memberships

 Graduate Student Association

 Student Engagement

 UB

 UBLinked Resource Page



Explore UBLinked

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- Manage Home
- ORGANIZATION TOOLS
- About
- Roster
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Finance

Partnerships

Graduate Student Association



Student Engagement



UB

UBLinked Resource Page

Click EVENTS

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

[VIEW MORE EVENTS](#)



Graduate Student Association

Click +CREATE EVENT

+ CREATE EVENT

Manage Events

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	

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

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, and indent. The text area below is empty.

buffalo.campuslabs.com/engage/actioncenter/organization/gsa/events/calendar/details/5057200

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

Event Rating
0.0

[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 links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A search bar is located below the navigation bar 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". A dropdown menu is open on the right side of the page, showing the user's profile (Thomas Vane Account) and a list of 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 "Click 'EVENT PASS'" in the instructions to the "Event Pass" option in the dropdown menu.

buffalo.campuslabs.com/engage/

UBLINKED

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

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Get Ready to Vote

Memberships