1. Go to UBLinked

2. Log in to UBLinked
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.
Click EVENTS

NOTE: Only leaders with the President or Events Coordinator roles have access to the Events menu.
Click +CREATE EVENT

Click +CREATE EVENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Start Date</th>
<th>Add Attendance</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSA Senate Meeting</td>
<td>Approved</td>
<td>3/4/2020 5:30 PM</td>
<td>Add Attendance</td>
<td></td>
</tr>
<tr>
<td>GSA Senate Meeting</td>
<td>Approved</td>
<td>2/5/2020 5:30 PM</td>
<td>Add Attendance</td>
<td></td>
</tr>
</tbody>
</table>
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.
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