

Instructions for Primary Event Organizer(s)

This set of instructions is for you if you are planning an event, whether you are part of a Student Faculty Society, an MSU group, Residence Life Staff or another party allowed to plan events at McMaster.

A. To Plan an event

1. Ensure you have a **PIN number** and access to the **email address** that is being used for the purpose of this website (the email address that the pin was originally sent to). If you have forgotten or do not have a pin, please email clubs@msu.admin.mcmaster.ca or contact the president of your club.
2. Go to **studentevents.mcmaster.ca**. Make sure you do not enter www. in front of it.
3. Click on “**New Event Form**”. This is found in the list of options on the left-hand side of the web page.

The screenshot shows the McMaster University website header with the logo and navigation links. Below the header is a red navigation bar with links for A-Z Index, Academics, Alumni, Discover McMaster, Future Students, Library, Research, and Student Life. The main content area is titled "Risk Management On-line" and includes a sidebar menu on the left with the following items: Home, New Event Form (highlighted with a red arrow), Manage Your Event Forms, Manage Your Bus Contracts, Manage Contacts, Manage Event Organizers, and Logout. The main content area contains a welcome message: "Welcome to Risk Management online. This site is here to assist you in planning your event. Please use the menu to the left to either input a new event, or manage current events." A background image of students walking is visible behind the text.

4. Review the **Student Code of Conduct** and the **Risk Management Policy** if necessary and then press continue.

McMaster University
Inspiring Innovation and Discovery

MUGSI Faculty & Staff Directory Quick Links Select

Search GO
McMaster Student Affairs

A-Z Index Academics Alumni Discover McMaster Future Students Library Research Student Life

Risk Management
Event Planning

Home The following Student Event Planning/Approval Form is meant to be filled out by the event's primary organizer.

New Event Form You should have the following on-hand before beginning:

- All details of the event, including date, time and location
- List of **bus monitors**, if required
- Your association's **e-mail address** and **PIN** to submit the form
- Please refer to the **Student Code of Conduct** for further information and for possible results when the form is not submitted when required

Manage Your Event Forms

Manage Your Bus Contracts

Manage Contacts

Manage Event Organizers

Logout

If you do not yet have your PIN, please contact the Environmental & Occupational Health Support Services (EOHSS) office before proceeding.

[Continue](#)

5. Fill out **ALL blanks** in the McMaster University Student Event Planning/ Approval Form. If you don't have anything to fill out in one of the blanks type "none" or "n/a".
6. At the bottom of the form you are prompted for the "organizer email address" and "organizer pin code". You must put in the email that is being used for the purpose of this website (the email address that the pin was originally sent to) and that pin number. If you have forgotten your pin number or do not have one, please contact clubs@msu.admin.mcmaster.ca.

I agree to uphold all the requirements of the primary event organizer and agree to not consume any alcohol on the day of the event until the event ends and all the participants have safely dispersed.

Organizer E-Mail Address:	<input type="text" value="judasst@mcmaster.ca"/>
Organizer PIN Code:	<input type="text" value="....."/>
<input checked="" type="checkbox"/> I agree to the terms above	

NOTE: The Primary Event Organizer must submit this form to Environmental & Occupational Health Support Services (EOHSS) for approval a **minimum of five (5) business** days prior to the event.



7. Make sure to **checkmark** the box "I agree to the terms above" and click "submit event planning/approval form". This step sends out an email requesting approval for your event. You will get a verification screen saying your event has been added for approval (an email has been sent out to the approver of your event).

Event Added for Approval

Event Successfully Added - Awaiting Approval

If your event requires buses, be sure to add the names and e-mail addresses of the Bus Monitors. **An event is not considered fully authorized until all Bus Monitor Contracts have been agreed to.**

[Need Waivers? \(click here\)](#) Click here to print any waivers you will need for you event(s).

To manage your event and to check on the status of approvals, click [Manage Event Forms and Bus Contracts](#) on the left menu.

B. Sending and Managing Bus Monitor Contracts

1. If you have indicated that there will be travel involved with your event, you will need to send out bus monitor contracts.

2. Click on the “**Manage Event Forms and Bus Contracts**” link shown on the previous picture. Alternatively, click on “**Manage Your Bus Contracts**” on the left-hand menu on the main page.

Bus Contracts

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Add Bus Monitor			
Full Name:	<input type="text" value="Emily Pace"/>	E-Mail:	<input type="text" value="judasst@mcmaster.ca"/> <input type="button" value="Add"/>

Bus Monitor Contracts for event **test**

Full Name	E-Mail Address	Signed
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3. Type in the **names** and **emails** of the people you would like to ask to be bus monitors and click **add**. You can see in the following picture that emails were sent to two students, Emily Pace and John Smith, asking them to be bus monitors.

Bus Contracts

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Add Bus Monitor			
Full Name:	<input type="text"/>	E-Mail:	<input type="text"/> <input type="button" value="Add"/>

Bus Monitor Contracts for event **test**

Full Name	E-Mail Address	Signed
Emily Pace	judasst@mcmaster.ca	<input type="button" value="Delete"/>
John Smith	macriskadmin@gmail.com	<input type="button" value="Delete"/>

4. Emails are sent out to the potential bus monitors. Bus monitors should click the link in the email.

[McMaster Risk Management] Bus Contract For test

McMaster Risk Management On-Line [judasst@mcmaster.ca]

To: judasst@mcmaster.ca

You have been listed as a Bus Monitor for the following event:

Description: test
Date(s): test
Purpose: test

Please visit the following link to review and approve the Bus Monitor Contract:

[http://macoffcampus.mcmaster.ca/risk/index.php/events/confirm bus contract/B5DKCQGJFY9M4](http://macoffcampus.mcmaster.ca/risk/index.php/events/confirm%20bus%20contract/B5DKCQGJFY9M4)

- 5. Bus monitors can click **“I agree”** or **“I do not agree”**. If they agree, they must fill out their **name, student number, checkmark** the box to agree to the terms and press **submit**.

I, **Emily Pace**, hereby agree to act as a bus monitor on **test**

For the **test** trip to **test**

I am fully aware that it will be my responsibility to ensure that:

1. All participants have signed waivers before loading the bus.
2. No alcohol is brought onto the bus. All alcohol will be confiscated.
3. No intoxicated participant will be allowed to board bus going to the event.
4. Every person is aware of the time the bus will be leaving the venue.
5. Every effort is made to ensure all participants are on the bus before it departs the venue.
6. The individuals who get on the bus at the venue are the same passengers who arrived on the bus.

I agree to uphold all the requirements of a bus monitor and agree to not consume any alcohol on the day of the event until the bus arrives safely back at McMaster University and the event has officially concluded.

Student Number	<input type="text" value="xxxxxxx"/>
<input checked="" type="checkbox"/> I agree to the terms above	

6. If the event organizer wants to check how many bus monitors have accepted their contracts, they should go to “**Manage Your Event Forms**” on the left-hand menu of the main page. Under the column called “**Bus Monitor Contracts**” you should see two numbers, for example 1 / 2. The second number is how many contracts you sent out, and the first is how many bus monitors have accepted.

Event Form Listing

Note that an event is not considered approved until **all bus contracts have been accepted**.

[Need Waivers?](#)
(click here)

Click here to print any waivers you will need for your event(s).

Search Description:

Approval Status: From: To:

				Approvals			
Description	Date (s)	Event Organizer	Contact	Event Organizer Submitted	Dept/ Faculty Approval	Bus Monitor Contracts	
test	test	test	test000	✔		1/2	Bus Contracts

For example, in the above event two bus monitor contracts have been sent out, and one person has accepted so far. If you were to click “**Bus Contracts**” in the above picture you can see which person accepted (Emily Pace) and which person has not yet accepted (John Smith). The people who have accepted **turn green** and the people who have not yet accepted **remain grey** (shown below).

Bus Contracts

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Add Bus Monitor

Full Name: E-Mail:

Bus Monitor Contracts for event **test**

Full Name	E-Mail Address	Signed	
Emily Pace	judasst@mcmaster.ca	✔	<input type="button" value="Delete"/>
John Smith	macriskadmin@gmail.com		<input type="button" value="Delete"/>

C. How do I know if my event has been approved? Checking the status of your event:

1. Events may take a while to get approved because they have to go through several different stages of approval. This means different people receiving approval emails and going through them. To check the status of your event, click “**Manage Your Event Forms**” on the list of options on the left-hand side of the main page.
2. You will be asked for your **email** and **pin**.
3. You will see a list of your events. Use the “**filter**” option to make it easier to locate the event you are looking for.
4. If there is a check mark under Dept/Faculty approval it means your event **has been approved** at the first stage of approval and will turn **yellow**:

				Approvals			
Description	Date (s)	Event Organizer	Contact	Event Organizer Submitted	Dept/ Faculty Approval	Bus Monitor Contracts	
test1	test1	test	test000	✓	✓	0/0	

If there is nothing it means that your event has not yet been reviewed and will **stay grey**:

				Approvals			
Description	Date (s)	Event Organizer	Contact	Event Organizer Submitted	Dept/ Faculty Approval	Bus Monitor Contracts	
test1	test1	test	test000	✓		0/0	Bus Contracts

When your event has been approved at the second (final step) it will **turn green**:

				Approvals			
Description	Date (s)	Event Organizer	Contact	Event Organizer Submitted	Dept/ Faculty Approval	Bus Monitor Contracts	
test3	test3	test	test000	✓	✓	0/6	Bus Contracts

If your event is **not approved** at any stage it will **turn red** and must be resubmitted:

				Approvals			
Description	Date (s)	Event Organizer	Contact	Event Organizer Submitted	Dept/ Faculty Approval	Bus Monitor Contracts	
test	test	test	test000				

5. If you must re-submit your event because it did not get approved, click on the event name under the description column (in the above picture it is called “test”). This brings you to the event form with the information you filled out previously. Make the necessary changes to your event and click “[submit event planning/ approval form](#)”. This starts the approval process again.