



PRAIRIE VIEW A&M UNIVERSITY

PVPaw Link 101

Administrative Staff Workshop



Agenda



- **Space Reservations Process**
- **CORQ / Campus Labs Event Check In**
- **Questions**

Space Reservations

- Google Chrome
- Log On – pvpawlink.pvamu.edu
- Use your PV credentials (*Like Panther Tracks*)
- Must enter your space reservations **no less than 15 business days** in advance of your event. Major Events **no less than 30 business days**;
- Listing of all Spaces on the form with locations and capacity

Space Reservations










- Choose your Department or Organization page
- Then click on “Manage”


Explore Prairie View A & M University

Q Search Events, Organizations, and News Articles

Involvement Fair - WOW 2018 In order to participate in Involvement Fair 2018 during Week of Welcome, your organization must be registered for the 2018-19 year. If you have not registered, please contact Nina Wright.	Fall Student Org 101 Workshop This workshop is designed to help you and your organization in event planning for the year. This session is mandatory for Presidents & Advisors for each org, Tues, Sept 4 at 5:30p, MSC Auditorium	Advisor's Workshop Training CALLING ALL ADVISORS! Organization's Advisor's Workshop Training - choose (1) session to attend: Wed, August 23 - 2 pm - 3 pm or Thurs, August 24 - 10 am - 11 am, SGA Senate Chambers
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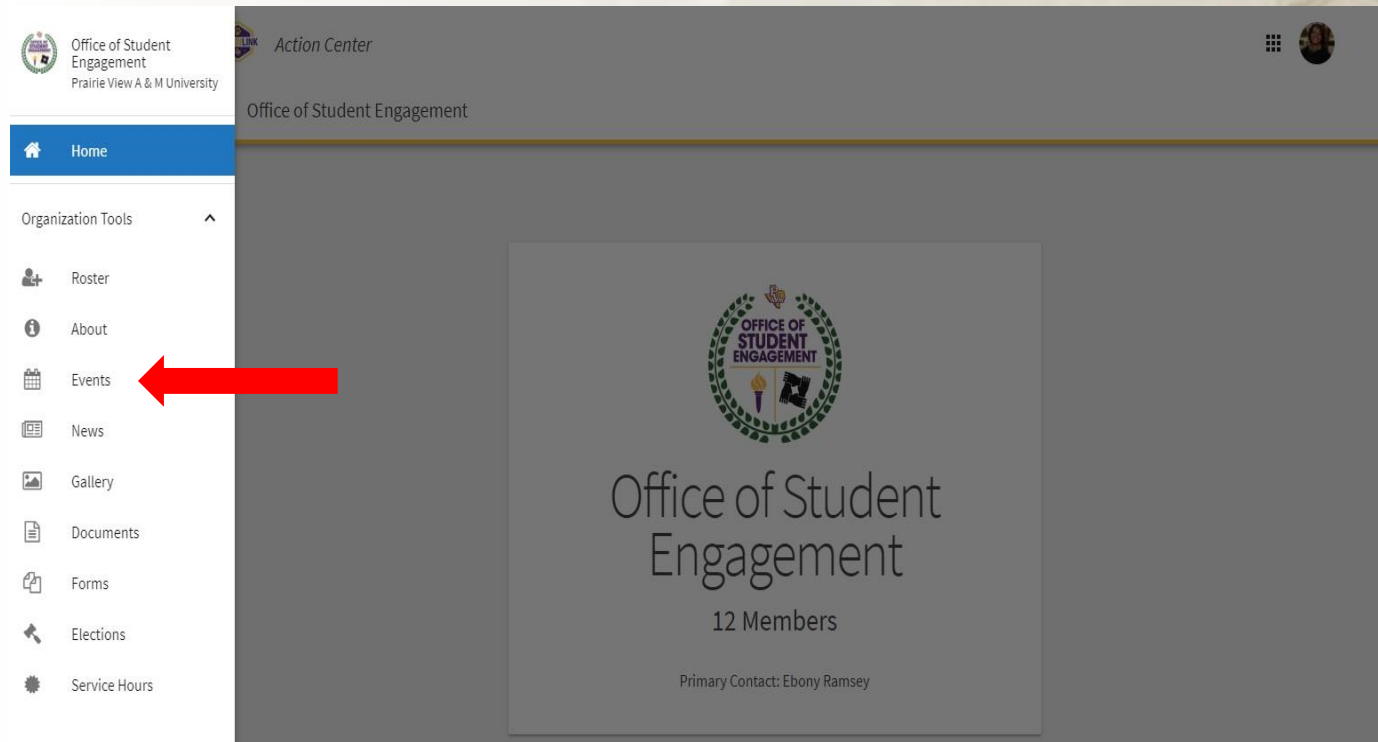
My Memberships

 Class of 2018	 Class of 2019	 Class of 2020
 Class of 2021	 Class of 2022	 Johnson-Phillip All Faiths Chapel
 Office of Student Affairs & University Advancement	 Office of Student Engagement	 Office of Volunteer Services & Civic Engagement



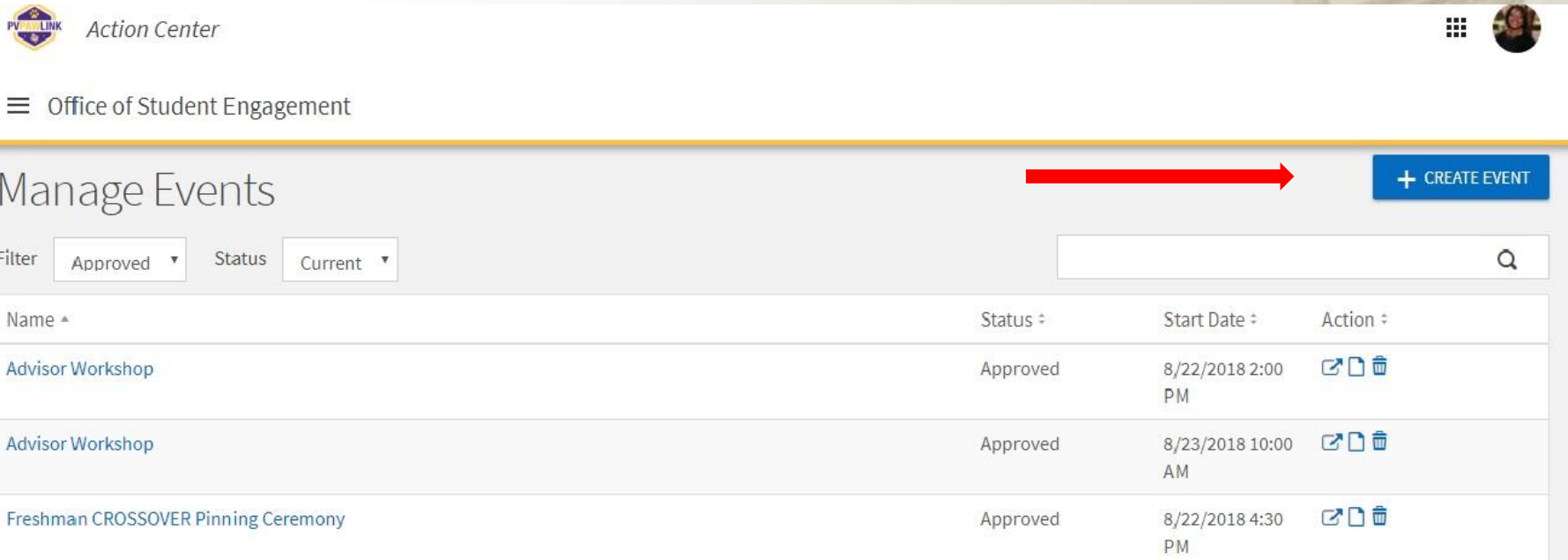
Space Reservations

- Hamburger Drawer
- Roster
- Events
- Documents
- Forms












Space Reservations

- Choose “Create Event”



The screenshot shows the 'Action Center' interface for the 'Office of Student Engagement'. The main heading is 'Manage Events'. Below the heading, there are filter options for 'Approved' and 'Current', and a search bar. A red arrow points to a blue button labeled '+ CREATE EVENT'. Below the search bar is a table with three rows of event data.

Name ▲	Status ▾	Start Date ▾	Action ▾
Advisor Workshop	Approved	8/22/2018 2:00 PM	  
Advisor Workshop	Approved	8/23/2018 10:00 AM	  
Freshman CROSSOVER Pinning Ceremony	Approved	8/22/2018 4:30 PM	  

Space Reservations

* Start Date: 15 Aug 2018

* Start Time: 12:00 PM

* End Date: 15 Aug 2018

* End Time: 01:00 PM

* Location: **ADD LOCATION** ← **Insert "TBD"**

+ ADD ANOTHER DATE ↑ **Enter up to 11 dates (Reoccurring Events)**

Event Details

* Show To: **Anyone in the world** ← **1st & 2nd Choice put your event on the main calendar**

Students & staff at PVPaw Link

Organization Members

Invited users only

3rd & 4th do not

Event Categories: Select categories

Perks: Special benefits for your attendees

Select perks

Space Reservations

- On this page you will Add your Advisor to the Request, this will notify them that they have to review the request.
- Contact Ms. Wright if you do not see your Advisor's name listed

Event Coordinator & Organization Information

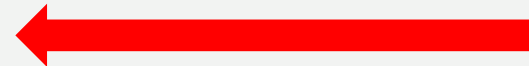
* Name and Title/Position of the Organization member in charge of event.

(This individual serves as the event coordinator who should be contacted prior to or during the event)

* Event Contact Email Address

* Event Contact Phone Number

* Choose your Advisor for your Organization



(Primary Advisor's listed only, Department please choose "N/A")

Space Reservations

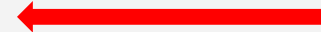
- Choose your (3) different choices of space request
- All available spaces are listed
- If your desired space is not listed, that means we do not reserve that space

Room & Space Needs

In order to accommodate your space request, you will need to choose **(3) DIFFERENT** spaces. Rank them in order from (1) most preferred to (3) least preferred.

DO NOT PUT THE SAME SPACE (3) consecutive times. This will cause the event to be denied and sent back to the requestor.

Rank in order your (3) preferred spaces that you would like to request



- ... A.I. Thomas Building, Becton Auditorium
- ... Agriculture Business Building, Auditorium (Room 127)
- ... Agriculture Business Building, Courtyard
- ... Agriculture Business Building, Room 114
- ... Alumni Field
- ... Billy J. Nicks Complex (Baby Dome)
- ... Bistro 1876
- ... C.L. Wilson Engineering Building , Room 103

Rec Center & MSC Spaces

- If you choose any space in the Rec Center or MSC you MUST fill out there form online in addition to PVPaw Link. Once you fill out the form, navigate back to PVPaw Link and click “Yes” you submitted the request

Event Additional Information Form

Student Recreation Center Events

You have chosen a space located in the Student Recreation Center.

You **must** visit [Recreational Services](#) site and enter your event request there as well. Click the link above, navigate to the site, now and fill out the request. Come back to complete this form, once you are done.

Once you have done so, please check the box below. Failure to do this step, could delay your request for this space.

* Did you enter your event request on Recreational Services form above?

Yes

No

Signature Page

- In lieu of a signature, you will click that you acknowledge the guidelines around space usage



Event Additional Information Form

Acknowledgement & Guidelines

Event & Space Usage Agreement:

The organization's advisor and/or department contact must be present at all functions, meetings, events, etc;

The organization and/or department will adhere to all food and beverage policies that are outlined for usage of space on campus;

The organization and/or department will be responsible for any property that is damaged or destroyed while the space reserved is in use;

The organization and/or department will ensure that all furniture is placed back in its proper position if moved or relocated;

The organization and/or department will ensure that all garbage or miscellaneous items will be removed in the areas that were occupied;

No items may be nailed, posted, taped or pasted to walls, windows or other objects;

All damages that are assessed, the organization and/or department will be expected to render payment to the facilities/maintenance department for repairs;

We agree not to exceed the time limits outlined by this event confirmation;

We agree that all members of the organization and/or department will be fully made aware of the guidelines in utilizing space on or off campus.

* Required

- We, as an organization and/or department, by checking this box, we acknowledge that we have read the material above covering risk management and agree to use these concepts in planning.

Next Steps

- Submit button
- Advisors must Approve
- 15 Business Days/30 Business Days
- Submissions
- Notifications

Next Steps (Congrats)

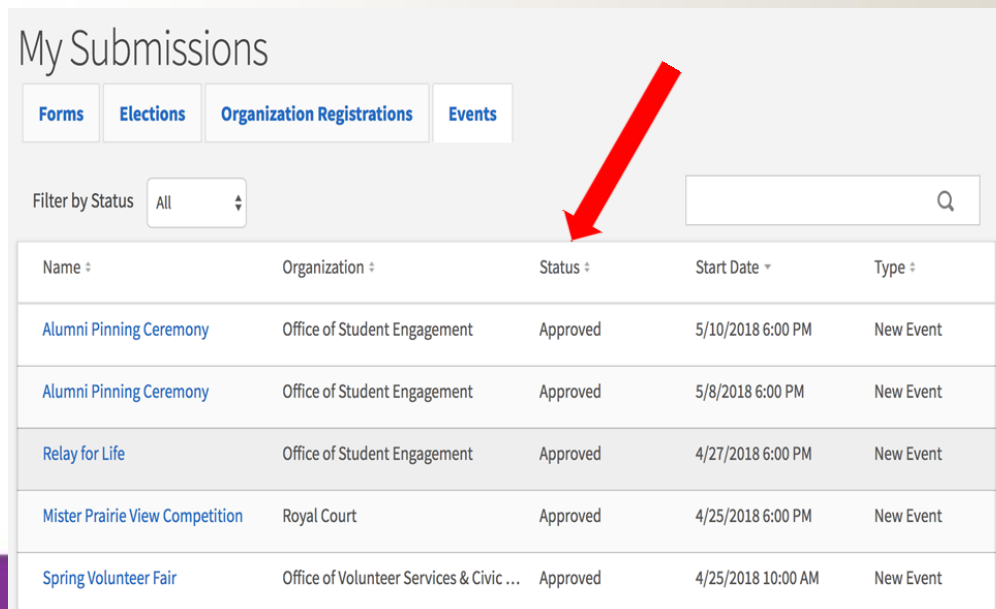
Congrats, you have completed your space request.

Make sure the you do the following items to ensure the success of your request:

- Hit the "**Submit**" button at the end of this request to make sure that the event is submitted;
- **Student Organizations only:** Make sure that you follow up with your advisor to approve your request. Delay in your advisor reviewing this request, could delay the processing of your request;
- Make sure that you are submitting this request no less than **(15) fifteen business days** in advance of the event, **(30) thirty business days** in advance of the event is needed for all major event requests. See a copy of the Reservations Guidelines **HERE**;
- You can check the status of your event request under your personal drawer, under "**Submissions**". Make sure you check there for updates, and final approval;
- Once final approval or denial is made, the requestor will receive notification, via the email on file for PVPaw Link. Make sure that you visit "**Notifications**" to make sure that you have your settings updated.

Space Reservations

- To check the status of a space request:
 - Click on your Picture/Initial to open your personal drawer
 - Scroll to “Submissions” then click the “Events” tab



The screenshot shows a user interface for 'My Submissions'. At the top, there are four tabs: 'Forms', 'Elections', 'Organization Registrations', and 'Events'. The 'Events' tab is highlighted with a red arrow. Below the tabs is a 'Filter by Status' dropdown menu set to 'All' and a search box. The main content is a table with the following columns: Name, Organization, Status, Start Date, and Type.

Name	Organization	Status	Start Date	Type
Alumni Pinning Ceremony	Office of Student Engagement	Approved	5/10/2018 6:00 PM	New Event
Alumni Pinning Ceremony	Office of Student Engagement	Approved	5/8/2018 6:00 PM	New Event
Relay for Life	Office of Student Engagement	Approved	4/27/2018 6:00 PM	New Event
Mister Prairie View Competition	Royal Court	Approved	4/25/2018 6:00 PM	New Event
Spring Volunteer Fair	Office of Volunteer Services & Civic ...	Approved	4/25/2018 10:00 AM	New Event



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Managing the Event

PVPaw Link 101









Manage Event View


- Event Certificate – Proof that your event is Approved and reserved
- Manage Invitations – Add email addresses to invite people to the event
- Track Attendance – Use the access code to swipe students into the event
- Cancel Event – 72 business hours needed to cancel and event

Manage Event

WOW - Novelty Night

 View Submissions	 View Certificate	 Manage Invitations	 Track Attendance
 Change Details	 Cancel Event		

Access Code



CORQ / Check In



PULL OUT YOUR CELL PHONE!

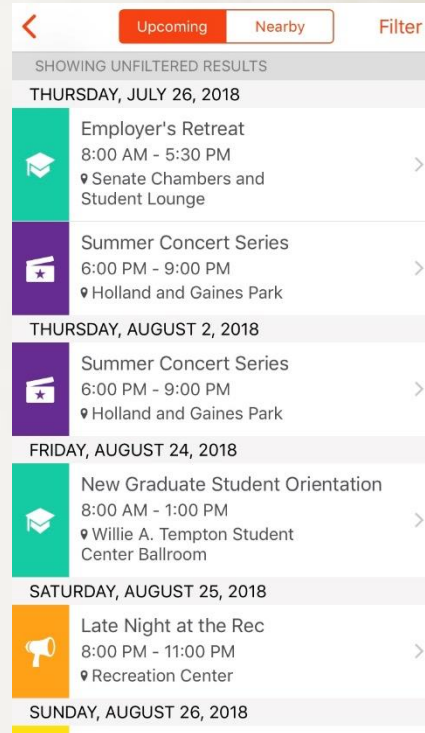
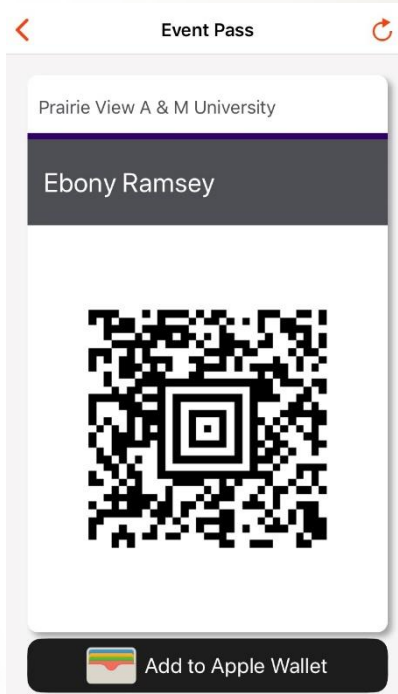
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CORQ / Check In

**ACCESS CODE
ZJY5DMN**

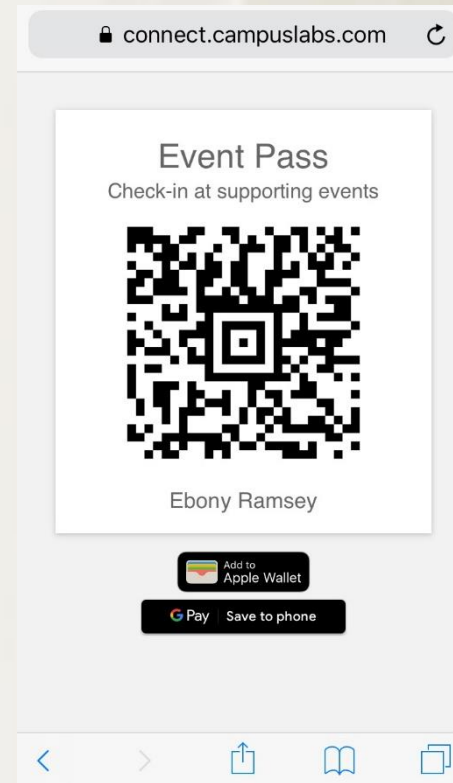
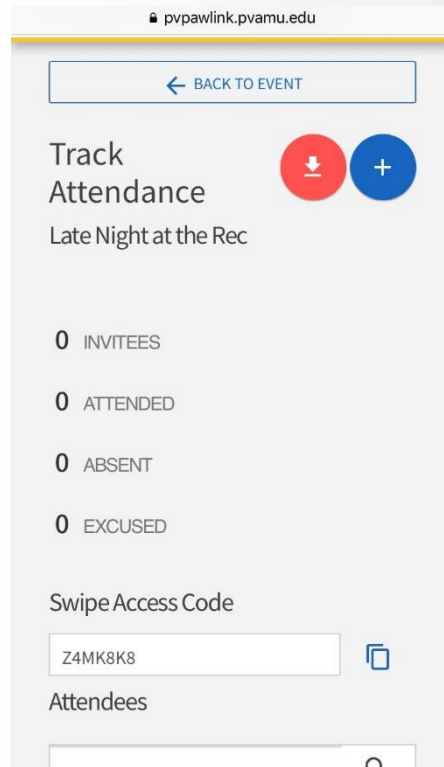
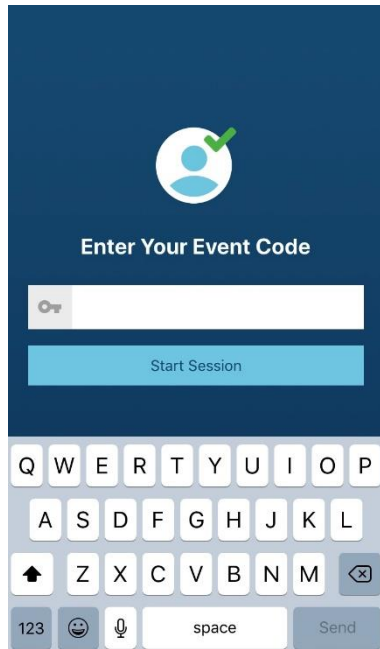
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CORQ / Mobile Check In



- Allows Access to Paw Pass
 - Use for attendance/Tracking
 - Path
 - Get the Details
 - Find Your Way
 - Share your experience

CORQ / Mobile Check In



- USAGE:
 - Enter Event Code
 - Start Scanning
 - Manually (Guests, Forgetful, etc.)
 - Reporting
 - Events, Meetings, Workshops, etc.

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Questions!

(936) 261-1340

Studentengagement@pvamu.edu

@PVAMU_OSE

