

# How to Make a GSSA Event Request

The Event Request procedure has **2 STEPS. Detailed instructions for each step are provided below.**

1. Create an event request in WaveSync through GSSA 3+ Weeks before the Event Date.
2. Apply for GSSA Funding Approval at the next assembly meeting (must be before event date). Fill out the form to submit your request to the agenda by Sunday @ 5pm before the Assembly Meeting.

---

## STEP 1: Create an event request in WaveSync through GSSA 3+ Weeks before the Event Date.

1. Make sure you are a member of GSSA's WaveSync page. If you are not, email the secretary as far in advance as possible.

**Tulane WaveSync Home:** <https://tulane.campuslabs.com/engage/>

**GSSA WaveSync Home:**  
<https://tulane.campuslabs.com/engage/organization/graduate-studies-student-association>

2. Once you've signed in to your account, click on the Arrow-Triple-Bar in the top-left corner to expand the menu options.
3. You should see a menu bar starting with a pictograph of a house, calendar, person, etc.. On the bottom-half of this menu bar, there is a collection of the organizations of which you are a member. **Hover** over the grey-G to access GSSA: select "Events" from the drop-down menu, and then select "Create Event" from the top-right (blue button).
  - see images on following pages!
4. Fill out the prompts given the details of your event.

Event Visibility: Make available to Organization Members Only, or Invited Only.  
Organization Category: Select "USG, GAPSA, & Departmental Organizations"

# Graduate Studies Student Association How to Make a GSSA Event Request, Updated 2022

The image shows two screenshots from the WAVESync at Tulane website. The top screenshot displays the main navigation menu on the left, which includes Home, Events, Organizations, News, and Forms. Below this is a section for 'MY ORGANIZATIONS' with icons for Campus Health, Campus Recreation, Graduate Studies, Philosophy Club, and Student Organizations. A dropdown menu is open for the Graduate Studies organization, with 'Events' circled in red and a red arrow pointing to it. The bottom screenshot shows the 'Manage Events' page. It features a search bar, a list of 805 events, and a 'CREATE EVENT' button circled in red with a red arrow pointing to it. The event list includes items like 'Chemistry Departmental Meeting' and 'GSSA Assembly Meeting'.

**WAVESync at Tulane**

Home  
Events  
Organizations  
News  
Forms

**MY ORGANIZATIONS**

- Campus Health
- Campus Recreation
- Graduate Studies
- Philosophy Club
- Student Organizations

**LINKS**

- EMS
- Gibson
- Student Organization Handbook
- Tulane Concerns Report

**ORGANIZATION TOOLS**

- About
- Roster
- Events
- News
- Documents
- Forms
- Elections
- Finance

**Manage Events**

Search Events  
Type to Search

Sort By  
Start Date

Date  
Start Date to End Date

All  
Future  
Past

Status  
Cancelled  
Approved

805 Events  
Showing 1 - 10 out of 805 Events

Analytics **CREATE EVENT**

- Chemistry Departmental Meeting  
Wed, Feb 1, 2023 5:00 PM CST - Wed, Feb 1, 2023 6:00 PM CST  
Invites sent: 0 RSVP count: 0
- Chemistry Departmental Meeting  
Wed, Jan 18, 2023 5:00 PM CST - Wed, Jan 18, 2023 6:00 PM CST  
Invites sent: 0 RSVP count: 0
- Chemistry Departmental Meeting  
Wed, Dec 7, 2022 5:00 PM CST - Wed, Dec 7, 2022 6:00 PM CST  
Invites sent: 0 RSVP count: 0
- GSSA Assembly Meeting  
Thu, Dec 1, 2022 6:00 PM CST - Thu, Dec 1, 2022 9:00 PM CST  
Invites sent: 0 RSVP count: 0
- GSSA Assembly Meeting  
Thu, Nov 17, 2022 6:00 PM CST - Thu, Nov 17, 2022 9:00 PM CST  
Invites sent: 0 RSVP count: 0
- Chemistry Departmental Meeting

**STEP 2: Apply for GSSA Funding Approval at the next assembly meeting (must be before event date). Fill out the form to submit your request to the agenda by Sunday @ 5pm before the Assembly Meeting.**

1. **At least four days before** the GSSA meeting preceding your event, place an [Online Event Request](#) through Google Docs. For example, for a Thursday meeting, all event requests would need to be placed **before 5pm** on the preceding Sunday. Events may only be approved **BEFORE** the event takes place. Late requests will not be included in the agenda and will not be brought up for a vote. Events can be requested several months in advance.
2. For recurring events, such as weekly or monthly meetings, a separate request must be placed for **each** event.
3. If the amount requested for an event is greater than \$300, an itemized budget for the event must be sent to the GSSA treasurer when the request is submitted. Lack of an approved itemized budget will lead to the omission of the event from the agenda. This budget must include estimated number of attendees, cost of materials requested per attendee, and any other line items unique to the event (rental, usage, security fees etc.).
4. Please be available for communication via email in the days leading up to the meeting in case the treasurer needs to contact you with any last minute questions regarding your event.
5. You must come to the meeting and should be prepared to give a brief description of the event including the amount requested and reason for the event. You should be ready to answer questions about your event. If you cannot make the meeting, find a proxy to fill in. Unrepresented events will be pulled from the agenda and not be voted on.