Event scheduling for student organizations

All student organization event requests are processed through the Virtual Event Management System (VEMS) and managed by the Center for Student Involvement (CSI). Organizations are given a new password each semester, pending successful completion of the following:

- Register your organization via HawkSync. This registration must be completed each semester. (See below)
  - You must provide a general group email (i.e. msuclub@gmail.com) on this registration. This is where all scheduling communication will be directed.
  - Once registration is completed, indicated members will be added to Canvas community.
- Complete the VEMS training and quiz through Canvas. This must be completed once per academic year.
  - Visit montclair.edu/csi, under Student Organization Resources to access the instructions
  - Must be completed by a current MSU student, as a valid NetID is required
- More than one person may take the quiz, and it is suggested several members watch the training videos

Registering your organization via HawkSync:
Find your organization and join it, and then update your profile:
(If your organization is not listed, please contact Steve Tolman at Steven.tolman@montclair.edu)

1. If you are not currently listed as an Admin of your site, email steven.tolman@montclair.edu to request admin access. In the email, confirm your name, your MSU email, and which organization(s) you need admin access to
2. Once you are an admin, go to your Org’s portal within HawkSync. You can do these by 1) Browsing Organizations, Searching for your org in the search bar, or 2) clicking on ‘My Memberships’.
3. Once in your Org’s portal, on the right-hand side, click on ‘Settings’ and then ‘Organization Settings’
4. Under ‘Your Organization Profile’, click on the green button ‘Update Profile’
5. Submit all of the requested information about your organization
   1. On the upper-right hand of this screen, you will upload the logo for your organization
   2. You will need to submit your organization’s roster via an excel file you’ll upload.

Please be prepared with an organization roster and photo to complete the form.

Questions?
The Center for Student Involvement is here to help!
Contact us:
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973-655-7818
Student Center 104