All undergraduate student organizations must register their event in order to reserve any space on-campus and receive funding from Associated Students. In addition, clubs and organizations must register an off-campus event for risk management checks and as a stipulation to receive any allocated funding.

REGISTERING ON-CAMPUS EVENTS:
- Every on-campus event sponsored by your organization must be registered in order to reserve an on-campus facility (indoor or outdoor).
- First, be sure to check the Online Campus Calendar to see when/where the most convenient time/place is for your event – https://reservations.sandiego.edu/virtualems/BrowseEvents.aspx. It’s helpful to determine multiple dates (a preferred date and back-up dates) on which your event can take place in case the space you want is not available initially. Also, consider other events that are occurring simultaneously; avoid programming over other positive, student-centered programs.

Please note that you must be a registered member of your club to submit an EvR. The ToreroOrgs and Virtual EMS systems are synched on a weekly basis.

- Next, fill out the On-Campus Event Registration and Approval (EvR) Form. This form is how you register your event AND request an ON-CAMPUS space reservation – www.sandiego.edu/slic (click on “Events” and use your MySanDiego username and password).

**Keep in mind: The EvR Process for ON-CAMPUS events is a two-step process.
1. A USD scheduler will review your request for content.
2. After all of the necessary information is received, a scheduler will then confirm your reservation.
- To confirm the status of your On-Campus EvR, go to “View My Requests” on EMS. A status of “confirmed” indicates that your event registration has been completed and accepted. A status of “confirmed pending” indicates that there is additional paperwork that must be submitted for the registration to be accepted.

REGISTERING OFF-CAMPUS EVENTS:
- Any event or activity your organization sponsors off campus should be registered on Virtual EMS. We can help you with your event planning, including risk management considerations, to ensure your event’s success and your members’ safety. Off-Campus EvRs are also a stipulation to receive University funding for events held off-campus.

- Fill out the Off-Campus Event Registration (EvR) Form – www.sandiego.edu/slic (click on “Events” and use your MySanDiego username and password).

- One of the purposes of Off-Campus Event Registration is risk management. You will be asked to assess your event for potential risk factors. Based on the level of risk, your event will either be approved, or you will be contacted by a Student Organization Representative (SOR) to discuss the precautions needed for your event to occur.

- Once your Off-Campus Event is approved for content and safety, you will receive an e-mail confirmation through Virtual EMS.

**ALL EvR FORMS SHOULD BE SUBMITTED AT LEAST 2 WEEKS PRIOR TO YOUR EVENT DATE. PROCESSING/CORRESPONDENCE TAKES AT LEAST 5 BUSINESS DAYS AND IS SUBJECT TO CHANGE.**

Helpful Hint: USD’s Event Planning website is a useful resource for all of your event/program planning needs. You can even download a full “Event Checklist” to help you get organized! Visit the site at http://www.sandiego.edu/eventplanning. As always, e-mail us if you have any questions!