Student Leadership & Involvement Event Registration Policy

Every event that is not a "general meeting" must be registered in TigerZone **at least 2 weeks prior to the event**. Your event will **not** be approved by Student Leadership & Involvement or Conference and Event Services until you register your event and your advisor approves the event. To register an event follow the steps below:

1. Log onto TigerZone using your UID and Password.
2. From there you will click on your organization
3. Once on your organization page click on the right side of your click "Manage Organization."
4. Once you are to the Manage Organization Page open the menu on the left hand side by clicking the three horizontal lines on the top of the page, a side bar will appear, Click "Events." This will take you to a "Manage Events" page.
5. Once on the Manage Events page you will be able to see all events that you have registered and create new events. To create a new event click the blue "+ Create Event" box on the right hand side of the page.
6. Follow the prompts throughout the Event Registration page. Your event will not be registered until you push the "Submit" Button on the last page. Failure to click this button will result in your event not being registered.