Engage Event Submission Form Instructions

Now that you’ve made your room/space request with IMU Event Services, it’s time to get your event approved. All Student Organizations Events must be approved. The steps below will help you get your event approval started.

STEP 1: Log into Engage
You will need to sign in if you haven’t already

STEP 2: Navigate to the Manage Organization Screen

Once you’ve done this. You’ll need to click on the organization you wish to submit an event for.

*If you don’t have the “Manage” Button or you don’t see the organization you need to submit an event for, you do not have the correct access for that event. You can request that access by completing the Portal Access Form.*

STEP 3: Click on the drop down menu and click on Events

*If you don’t have the “Events” Button you do not have the correct access for that event. You can request that access by completing the Portal Access Form.*
STEP 4: Create a New Event

![Image of Engage platform]

STEP 5: Follow the steps in the Event Submission Form to tell us about your event

Once your submission is complete, staff from various university departments will review. Only staff who have a relevant interest or from whom approval is required will be reviewing your Event Submission Form. You can always review your event submission to check on approval by navigating back to Events in the organization portal and clicking on the submitted event name.

PLEASE NOTE: Communication regarding your Event Submission Form will be conducted through the Engage platform. You may receive emails from staff who have left comments about your event. Responding to those in a timely manner will help us approve your event more quickly.

If you have any questions or concerns, please contact the Center for Student Involvement & Leadership at csil-student-org@uiowa.edu or (319) 335-5039.