

# 5x10 EVENT PROPOSAL PROCESS - LINC

## JOINING NAVIGATELU ADMINISTRATION ON LINC

1. Go to LINC website: <https://lehigh.campuslabs.com/engage/>
2. If you have never used LINC before, you will be prompted to create an account. Fill in your First Name, Last Name, and Lehigh Email Address, and click "Create My Account."

LINC- Lehigh Involvement Connection

HOME EVENTS ORGANIZATIONS NEWS FORMS

### Create Account

We just need a little info to get you started.

First Name

Last Name

Campus Email Address

CREATE MY ACCOUNT

3. Once you create an account, you will be brought to the home page. In the search bar under the text "Explore Lehigh University," type "NavigateLU." The NavigateLU Administration organization will pop-up. Click it.

LINC- Lehigh Involvement Connection

HOME EVENTS ORGANIZATIONS NEWS FORMS

### Explore Lehigh University

Search: NavigateLU

Events

- Challah Baking 101  
September 2 4:30 pm - 6:00 pm | Jewish Student Center
- Apple Picking for Rosh Hashanah  
September 4 2:00 pm - 4:30 pm | Alumni Memorial Building Fountain
- EUREKA! Pitch Night  
September 9 5:00 pm - 7:00 pm | STEPS 101

Organizations

- NavigateLU Administration
- Office of First-Year Experience

# 5x10 EVENT PROPOSAL PROCESS - LINC

- In the top right of the page, click the “Join” button.

LINC- Lehigh Involvement Connection

HOME EVENTS ORGANIZATIONS NEWS FORMS

N NavigateLU Administration

JOIN CONTACT

All Events VIEW MORE EVENTS

There are currently no upcoming events. [View past events.](#)

Officers VIEW FULL ROSTER

This organization has no officers.

- Once you are approved as a member, you will see the NavigateLU Administration organization on your LINC homepage under “Memberships.”

LINC- Lehigh Involvement Connection

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Lehigh University

Search Events, Organizations, and News Articles

**GET MORE INFORMATION HERE:**  
Hello Students: Please click the following links to learn more about campus events:  
[Facebook & Twitter](#)

**MANDATORY! Club Re-Registration!**  
Every Club and Greek Organization must re-register their organizations with updated officers for '18-'19 on LINC by May 4th.

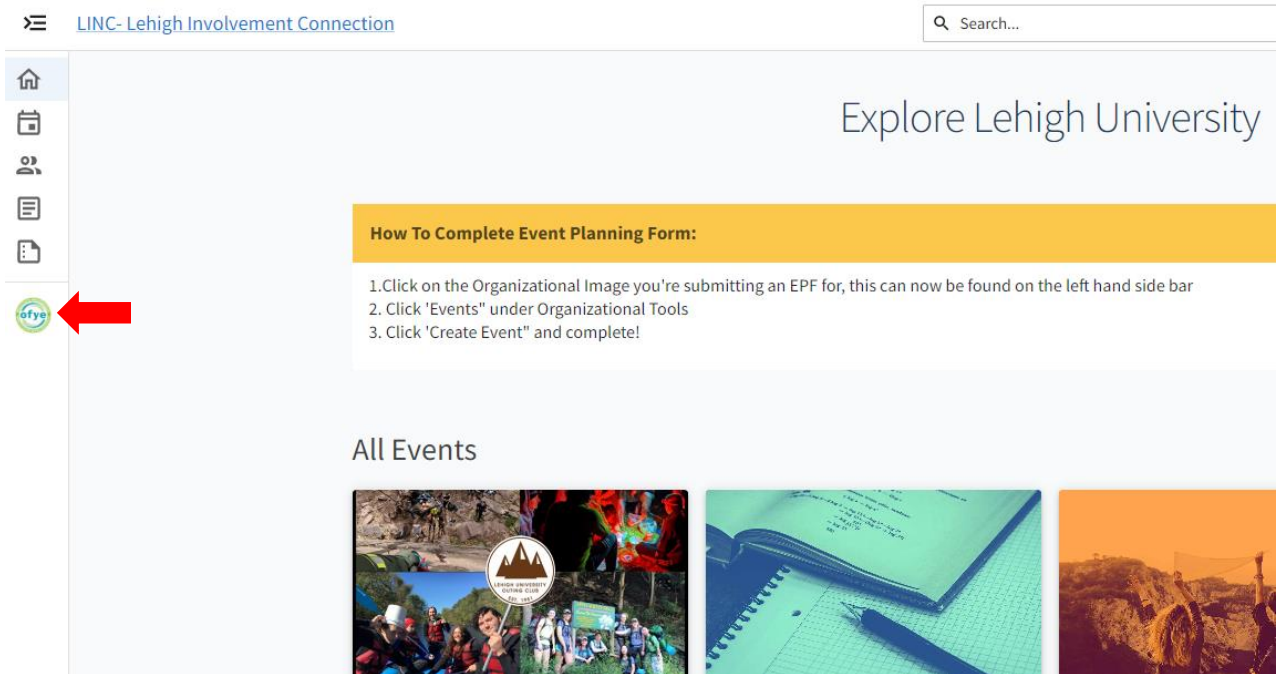
Memberships

N NavigateLU Administration

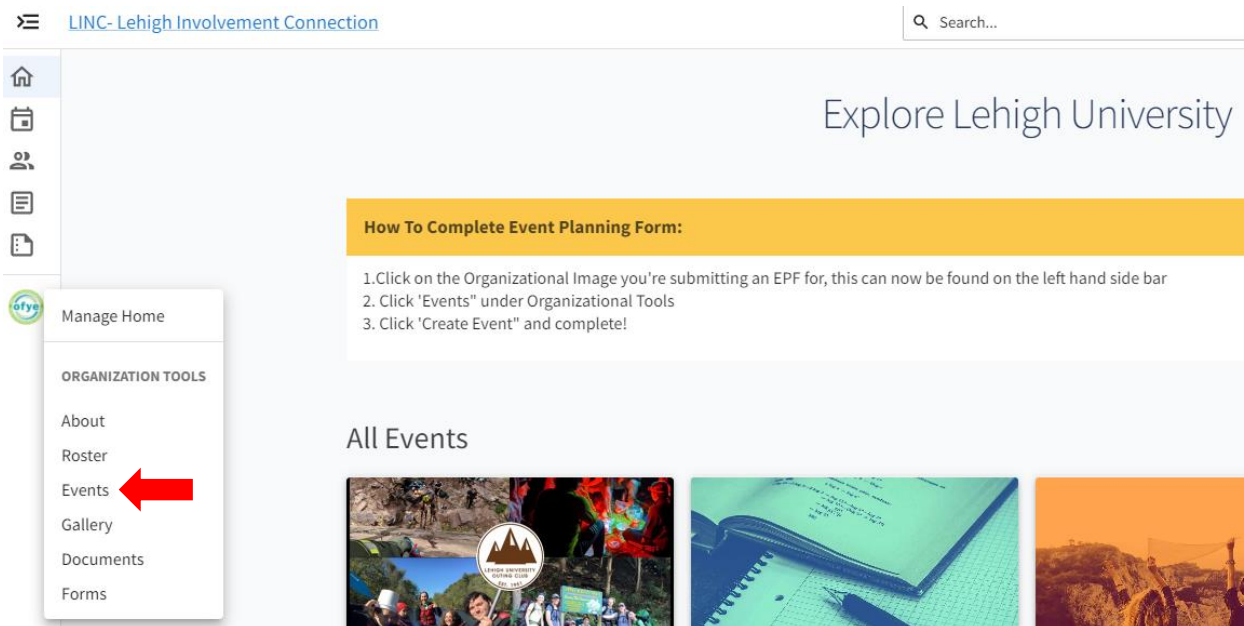
# 5x10 EVENT PROPOSAL PROCESS - LINC

## SUBMITTING A 5X10 EVENT PROPOSAL IN LINC

1. From your LINC homepage, click on NavigateLU Administration icon in the left-hand sidebar (the icon should be the "OFYE" logo).

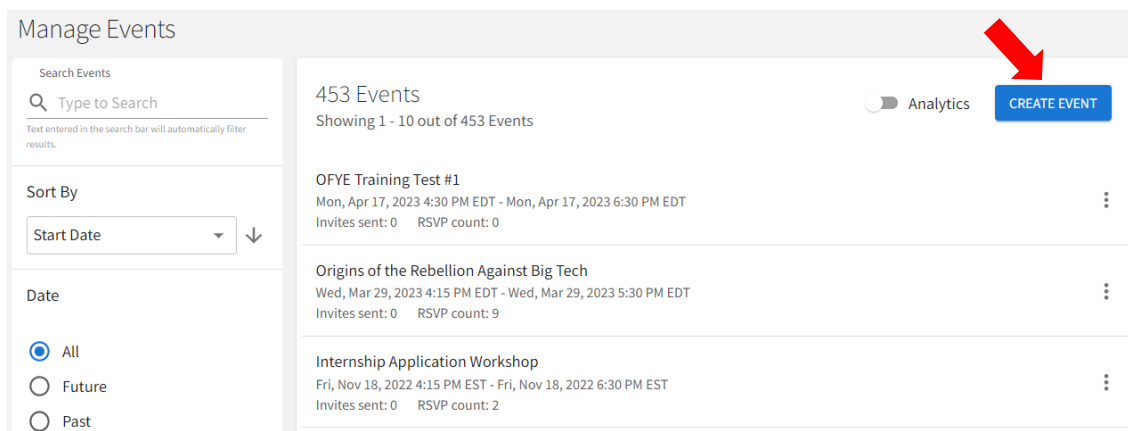


2. A drop-down menu will appear, and you will click on "Events."

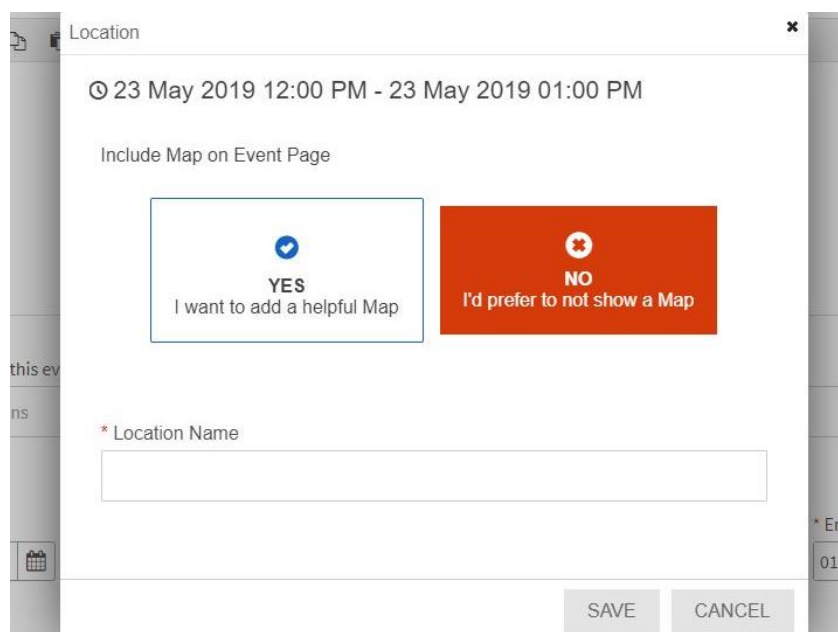


# 5x10 EVENT PROPOSAL PROCESS - LINC

3. Click the “Create Event” button in the top left corner of the page.



4. You now must add the required information about your event:
  - a. **Event Title** – This is the title that will be displayed when students see your event.
  - b. **Theme** – Please choose a theme that is closely related to your event. The theme will not impact 5x10 eligibility/approval, but students will be able to see it when browsing events.
  - c. **Description** – This is the description that will be displayed when students click on your event to learn more about it.
  - d. **Additional organizations co-hosting this event** – If you are submitting the event from your office/organization LINC account, please list “NavigateLU Administration” as a co-host (and vice-versa).
  - e. **Time and Place**
    - i. If you are submitting the event through NavigateLU Administration and you have not reserved a space yet, please do that **SEPARATELY** through the [25Live website](#). If you submit your reservation request through LINC, the reservation will be submitted on behalf of the OFYE, not your office/department, and we are trying to avoid that.
    - ii. Once you’ve made your room/space reservation, click “Add Location Manually” you will be prompted to either include an address, or, if you click “No – I’d prefer to not show a Map,” you will be able to simply list a Location Name (i.e. STEPS 101, Roemmele Global Commons, etc.). Click “Save.” *Remember, events should be held in a contained space. Also, you must have a space reserved prior to receiving approval for your event.*

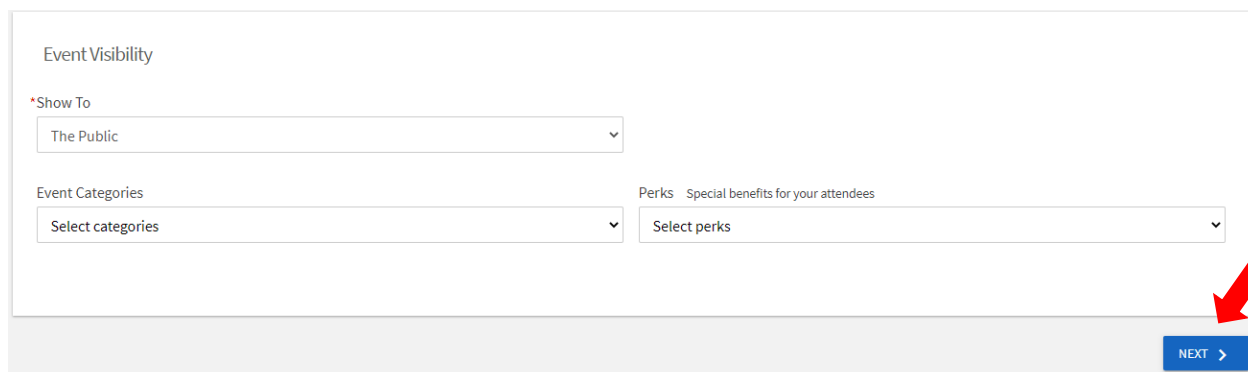


# 5x10 EVENT PROPOSAL PROCESS - LINC

## f. Event Visibility

- i. The “Show To” field should always be “The Public.”
- ii. You do not have to select “Event Categories,” but if any of the categories align/make sense, feel free to do so. This will be another way students can filter to find events.
- iii. You do not have to select any “Perks,” but if any of the perks apply, feel free to do so. First-Year students will know they can receive credit because it will be labeled a 5x10 event, so it’s not necessary to add that.

## g. Click “Next.”



Event Visibility

\*Show To  
The Public

Event Categories  
Select categories

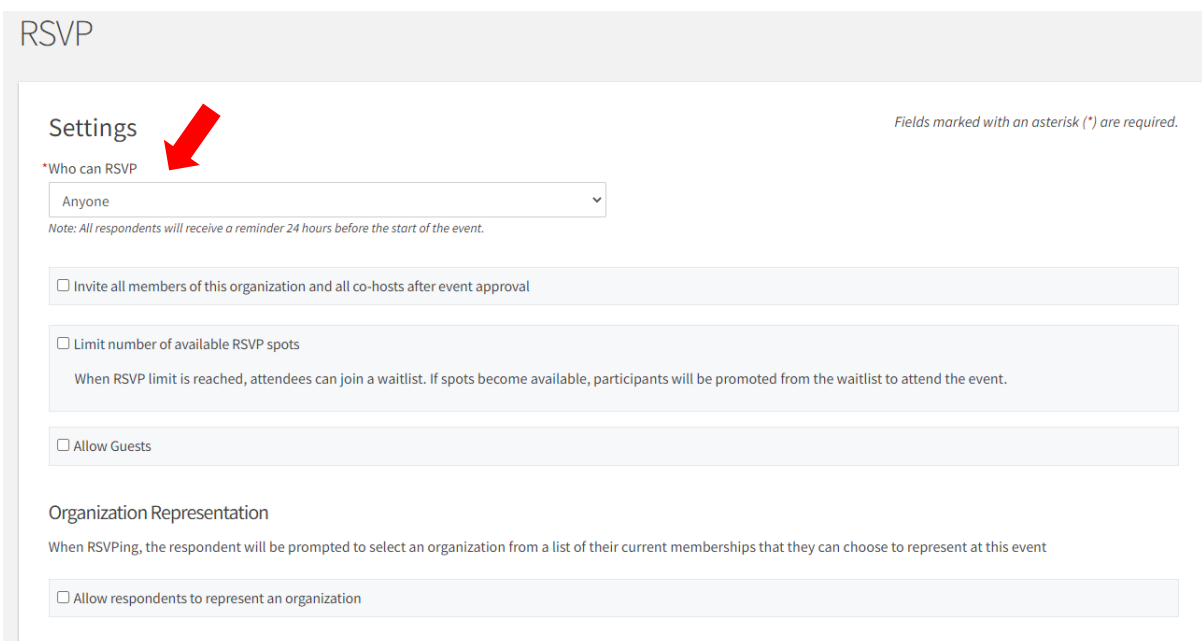
Perks Special benefits for your attendees  
Select perks

NEXT >

## h. RSVP Settings – The “Who can RSVP” field should always be “Anyone.”

- i. Please **do not** check the box that says “Invite all members of this organization and all co-hosts after event approval.” This will send a mass email to all members of NavigateLU Administration inviting them to your event, and NavigateLU Administration is only faculty/staff interested in hosting 5x10s (which is likely not your target audience).
- ii. Please **do not** check the box that says “Limit number of available RSVP spots” unless you have spoken with the OFYE about this. You can leave the rest of the RSVP screen blank.

## i. Click “Next.”



RSVP

Settings

\*Who can RSVP  
Anyone

Note: All respondents will receive a reminder 24 hours before the start of the event.

Invite all members of this organization and all co-hosts after event approval

Limit number of available RSVP spots  
When RSVP limit is reached, attendees can join a waitlist. If spots become available, participants will be promoted from the waitlist to attend the event.

Allow Guests

Organization Representation  
When RSVPing, the respondent will be prompted to select an organization from a list of their current memberships that they can choose to represent at this event

Allow respondents to represent an organization

Fields marked with an asterisk (\*) are required.

# 5x10 EVENT PROPOSAL PROCESS - LINC

- The next screen will say “Post Event Feedback.” You’re welcome to add evaluation questions if you would like, or you can leave all fields blank and click Next to move on. *The OFYE will have a general 5x10 Feedback that will be sent to participants after every event, and we encourage all event hosts to share the link with attendees so we can capture feedback for individual events and the program as a whole.* **5x10 Feedback Form Link:** [https://lehigh.co1.qualtrics.com/jfe/form/SV\\_6FHlfRqvwDSA7cy](https://lehigh.co1.qualtrics.com/jfe/form/SV_6FHlfRqvwDSA7cy)
- We recommend that you add a personalized photo to your event (the flyer/social media image for your event, your office/organization logo, etc). If you do not have a photo to add, click “SKIP” and LINC will add a general stock photo to your event page. You can always update this later if you want/need to.

Event Cover Photo

Upload Photo

Click to select an image

Instructions

Your Cover Photo helps draw attention to your event. To make sure your image looks great, choose a high resolution photo that's eye-catching, high quality, with a central focal point.

**Guidelines for image files**

Use the following guidelines to get the highest quality Event Cover Photo.

**Dimensions:** Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

**File Type:** JPG, JPEG, GIF, PNG and PDF.

**File Size:** Use a photo that's no larger than 10MB.

**General:** Avoid images that have text or logos. PDF files will not have a preview and can not be cropped.

< PREVIOUS

SKIP >

- Event Planning Form** – Select the answer to “How will this event take place?” In the drop-down menu under “What is your current status within the Lehigh community?” please select “STAFF/FACULTY MEMBER planning a 5x10 event.” This will bring you directly to the required 5x10 Proposal page. Then, answer “Will the event or activity be taking place on-campus or off-campus?” Click “Next.”

Event Additional Information Form

Event Planning Form

The Event Planning Form is a tool available for use by Lehigh student organizations to help in planning campus events and programs. Student organizations are required to complete this form each time an event (on or off campus) is being planned. An event is defined as any type of activity that takes place other than regularly scheduled organization meetings.

Upon submission of the form a Lehigh staff member from either the Office of Student Engagement or the Office of Student Center Facilities will send a personalized e-mail with tips, suggestions and instructions to aid in planning the event. This response will be sent within five (5) business days.

As your organization begins planning its event the Offices of Student Engagement and Student Center Facilities are available as a resource yet view the student leaders as the ones responsible for making all event arrangements in a timely fashion. It is advised that organizations begin planning at least four weeks ahead of time for on campus events and two weeks for off-campus events (excluding conference travel).

Please direct any questions to the Office of Student Engagement at [instuact@lehigh.edu](mailto:instuact@lehigh.edu).

\*How will this event take place?

...

\*What is your current status within the Lehigh community and what type of event are you planning?

...

\*\*Will the event or activity be taking place on-campus or off-campus?

On-Campus

Off-Campus

< PREVIOUS

NEXT >

# 5x10 EVENT PROPOSAL PROCESS - LINC

- Please review the 5x10 Event Proposal Criteria prior to completing this page. Your responses on this page are critical to whether or not the program will be considered/approved as a 5x10 Event. **Please fill out the 5x10 proposal with as much detail as possible.** You may be asked for additional information/clarification. Once you have responded to all of the questions, click “Next.”
- You are now ready to submit your event for approval! On this page, you are able to review the information you included in the proposal prior to submitting it. If you do not need to make any changes, please proceed and click “Submit” to complete the event proposal.

**Review Event Submission**

If you have reviewed and completed the necessary steps below, please submit your Event for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Event Submission Form. Your event will be available once it has been approved but it may take a few minutes to appear in Search Results.

**Submission**

8/25/2021 12:00 PM - 8/25/2021 1:00 PM  
test

**Details**

- Cover Photo
- Event Planning Form
- 5x10 Proposal Form
- Page 14

*This will be submitted for approval.*

**SUBMIT** CANCEL

- You will now see this page with the statement “Your event submission is pending approval.”

HOME EVENTS ORGANIZATIONS NEWS FORMS

Your event submission is pending approval.

### My Submissions

FORMS ELECTIONS ORGANIZATION REGISTRATIONS **EVENTS**

Filter by Status: All

Name	Organization	Status	Recurrences	Start Date	Type
test	NavigateLU Administration	Unapproved		5/24/2019 12:00 PM	New Event
test	NavigateLU Administration	Started		5/23/2019 12:00 PM	New Event

Showing 1 - 2 of 2

- You will also receive an email that your event was successfully submitted.

Event Submission Confirmation: test [Inbox](#)

LINC <noreply@engage.mail.campuslabs.com>  
to INFYS

**This message confirms receipt of your submission for the event test.**

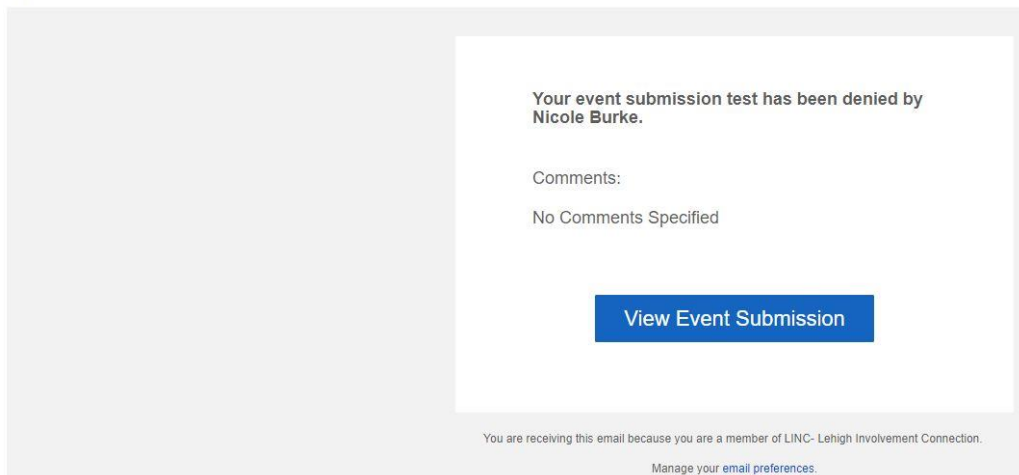
Your submission will be reviewed and you will receive a message once it has been processed.

# 5x10 EVENT PROPOSAL PROCESS - LINC

## 5x10 PROPOSAL REVIEW/APPROVAL PROCESS

1. After you successfully submit your 5x10 event proposal in LINC, the OFYE will review your submission and determine whether or not it effectively meets the 5x10 criteria. There are three things that could happen...
  - a. If your event is **approved**, you will receive two emails – one from LINC and one from a member of the Office of First-Year Experience (from the email [innavlu@lehigh.edu](mailto:innavlu@lehigh.edu)) with more details about tracking attendance and other reminders. Your event will then show up on the events calendar in LINC and will have both a 5x10 label and a label for the Foundation the event addresses. *If you have not received an email from [innavlu@lehigh.edu](mailto:innavlu@lehigh.edu) officially approving your event, it may have been accidentally approved and not reviewed as a 5x10. It also would not have the appropriate 5x10 category tags on the event page. Please reach out to [innavlu@lehigh.edu](mailto:innavlu@lehigh.edu) ASAP if you think this may have happened.*
  - b. If your event is denied, you will receive the email below. There will be comments added to the event that will explain why the event will not be considered a 5x10 event.

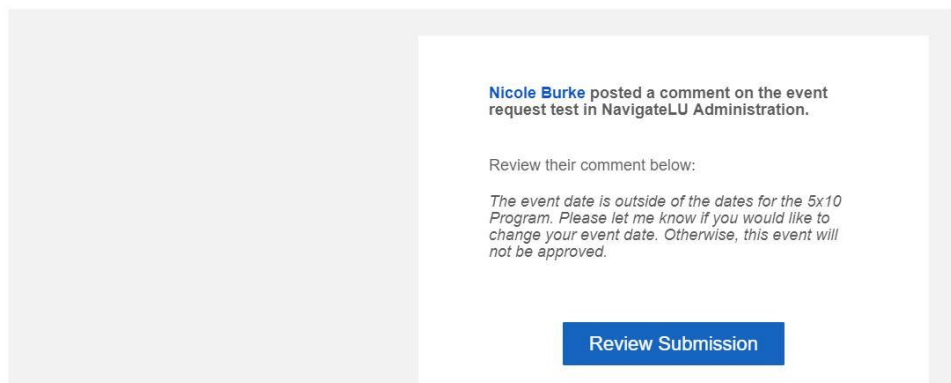
LINC <noreply@engage.mail.campuslabs.com>  
to INFYS ▾



- c. In certain scenarios, an event may qualify as a 5x10, but we need more information or to clarify certain information you provided. In that case, we may use the “Comments” feature in the LINC event form to communicate questions, concerns, and/or inquiries regarding your event proposal. Depending on the circumstances, we may just communicate via email directly with the event contact. Some inquiries are quick-fixes, while others require some back and forth communication to determine whether or not the event will qualify as a 5x10. You are always welcome to reach out to the OFYE and/or Nicole Burke directly, and using this LINC feature be an easy way to streamline and track all communication.

New comment on the event submission: test Inbox x

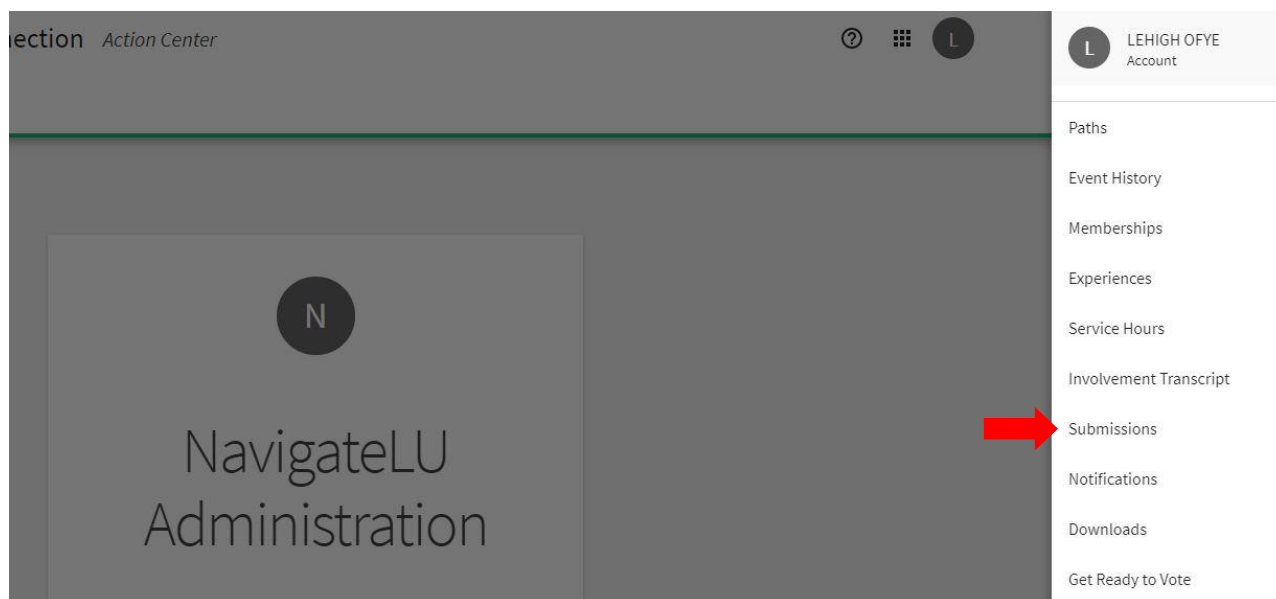
LINC <noreply@engage.mail.campuslabs.com>  
to INFYS ▾



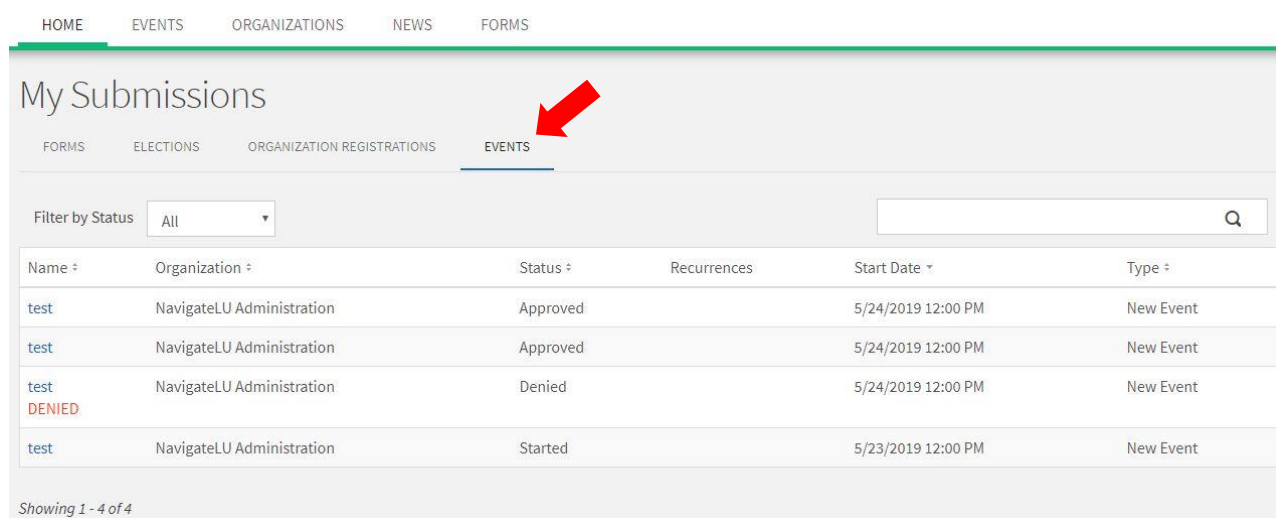


# 5x10 EVENT PROPOSAL PROCESS - LINC

- You can also review all of the events you submitted from the “NavigateLU Administration” organization management (see Steps 1 and 2 under the **Submitting a 5x10 Event Proposal in LINC** section). From that page, click the letter icon in the top right corner. When the drop down menu appears, click “Submissions.”



- Under “My Submissions,” click “Events” and you will be able to see events you have submitted. You can filter by All, Started, Approved, Unapproved, or Denied.



- If you need to make a change to your event** (i.e. update the event photo) after it’s been approved, you can click on your event title from the “My Submissions” list, and it will take you to the original form you filled out. You will need to click through the entire form – updating only what you need to update – and “resubmit” the form. From there, it will need to be “Approved” again based on the changes you’ve made. *Please note that changing the time/date/location should be avoided after initial approval since students may have already seen the event in LINC.*

This concludes the 2023 “5x10 Event Proposal Process” Guide. If you have any questions about submitting a 5x10 event through LINC, please reach email [innavlu@lehigh.edu](mailto:innavlu@lehigh.edu). Thank you for supporting our first-year students in their transition through the 5x10 program!