

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

NavigateLU

Events

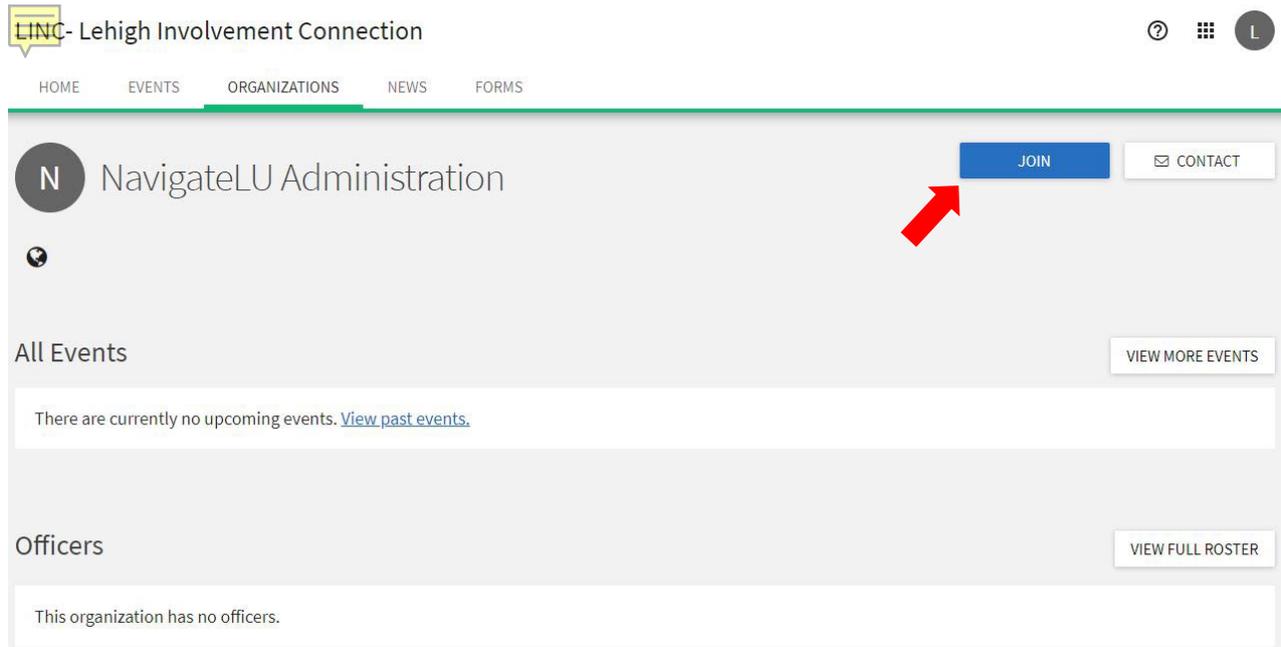
- Challah Baking 101
September 2 4:30 pm - 6:00 pm | Jewish Student Center
- Apple Picking for Rosh Hashanah
September 4 2:00 pm - 4:30 pm | Alumni Memorial Building Fountain
- EUREKA! Pitch Night
September 9 5:00 pm - 7:00 pm | STEPS 101

Organizations

- NavigateLU Administration
- Office of First-Year Experience

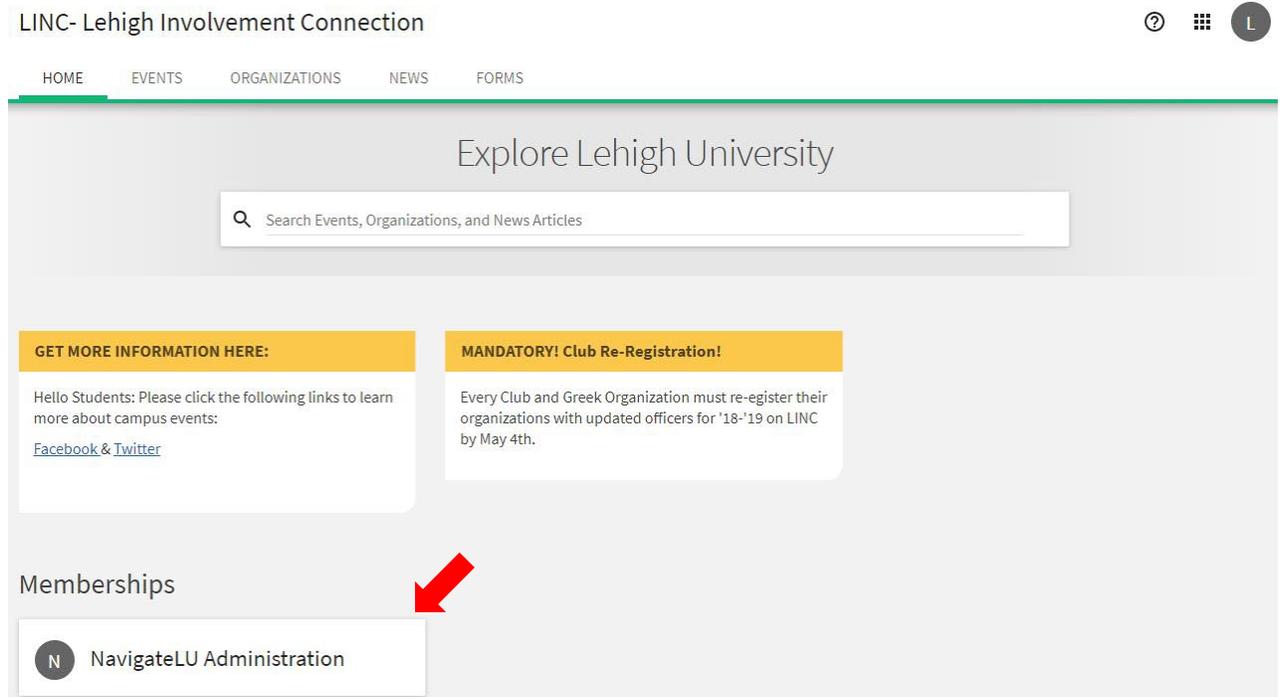
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- In the top right of the page, click the "Join" button.



The screenshot shows the LINC website interface. At the top left, the logo reads "LINC- Lehigh Involvement Connection". The navigation menu includes "HOME", "EVENTS", "ORGANIZATIONS", "NEWS", and "FORMS". The main header area displays the "NavigateLU Administration" organization profile, which includes a profile picture, a name, and a "JOIN" button. A red arrow points to the "JOIN" button. To the right of the "JOIN" button is a "CONTACT" button. Below the header, there are sections for "All Events" and "Officers". The "All Events" section states "There are currently no upcoming events. [View past events.](#)" and has a "VIEW MORE EVENTS" button. The "Officers" section states "This organization has no officers." and has a "VIEW FULL ROSTER" button.

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



The screenshot shows the LINC website homepage. At the top left, the logo reads "LINC- Lehigh Involvement Connection". The navigation menu includes "HOME", "EVENTS", "ORGANIZATIONS", "NEWS", and "FORMS". The main header area displays "Explore Lehigh University" and a search bar. Below the header, there are two informational boxes: "GET MORE INFORMATION HERE:" and "MANDATORY! Club Re-Registration!". The "Memberships" section is visible at the bottom, showing the "NavigateLU Administration" organization listed. A red arrow points to the "NavigateLU Administration" organization card.

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SUBMITTING A 5X10 EVENT PROPOSAL IN LINC

1. From your LINC homepage, click on NavigateLU Administration.

LINC- Lehigh Involvement Connection

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore Lehigh University

Search Events, Organizations, and News Articles

How To Complete Event Planning Form:

1. Click on the Organization for which you're submitting an EPF for
2. Click 'Manage Organization'
3. Click dropdown menu on left, then Click 'Events'
4. Complete Event Planning Form

Memberships

NavigateLU Administration

2. Click on "Manage Organization."

LINC- Lehigh Involvement Connection

HOME EVENTS ORGANIZATIONS NEWS FORMS

NavigateLU Administration

Member Since September 2019

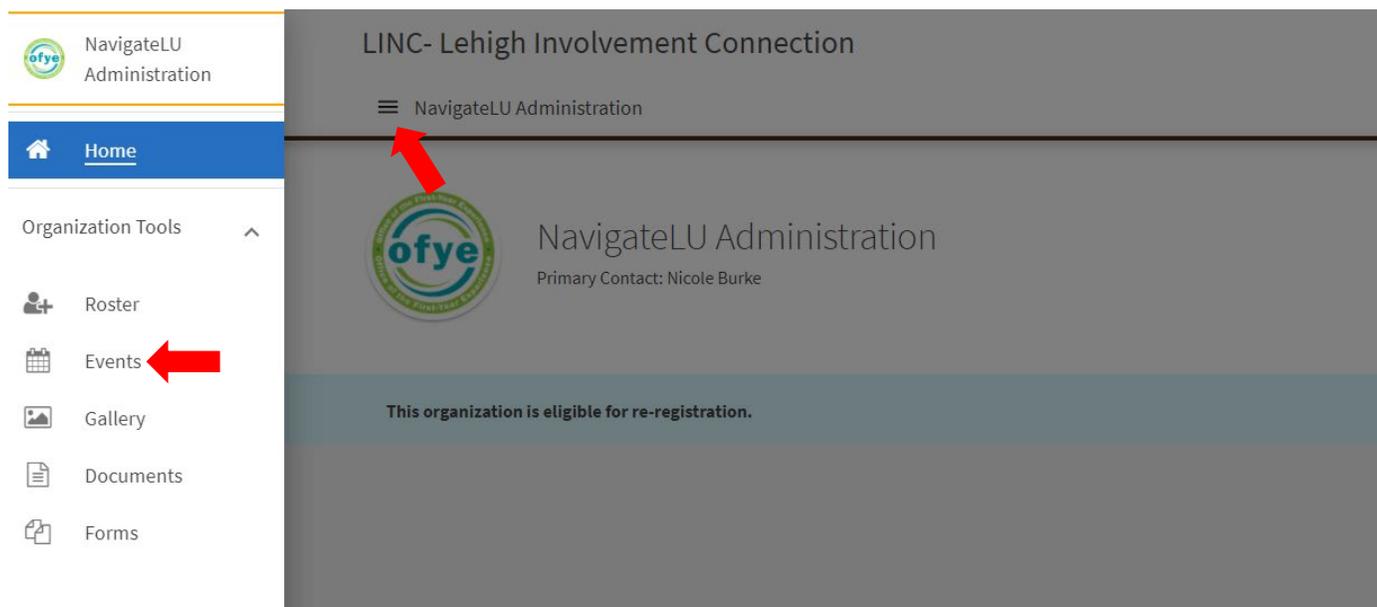
The purpose of this organization is for faculty and staff to submit/manage 5x10 events and to provide a space for students to view all 5x10 events being hosted.

Contact Information

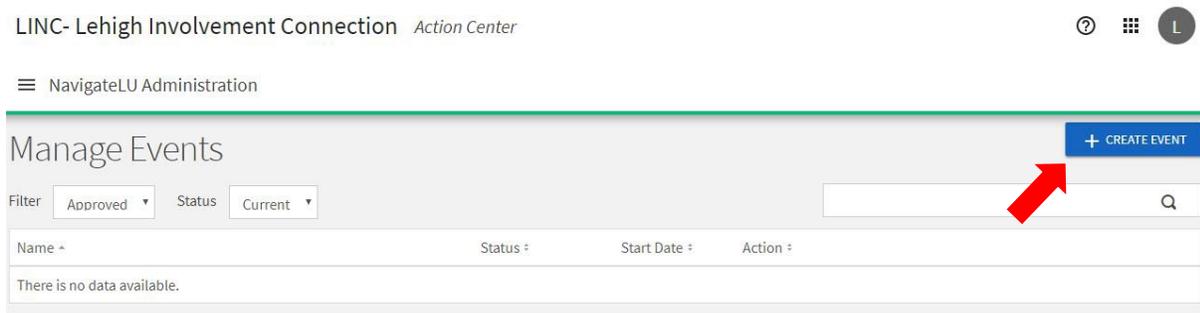
University Center
29 Trembley Drive
Bethlehem, PA 18020
E: infys@lehigh.edu
P: 610-758-1300

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3. In the top left corner of this page there is a drop down menu (three horizontal lines). In that menu, click the “Events” tab.



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



5. 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** have not made your room/space reservation yet, you can click “Add Reservation Request” to select a space and include it in your event request.
 - ii. If you already 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. UC 303, STEPS 101, Roemmele Global Commons, etc.). Click “Save.” *Remember, events must be held in a contained space. Also, you must have a space reserved prior to receiving approval for your event.*

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Location

🕒 23 May 2019 12:00 PM - 23 May 2019 01:00 PM

Include Map on Event Page

YES
I want to add a helpful Map

NO
I'd prefer to not show a Map

* Location Name

SAVE CANCEL

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.” 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.”

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RSVP

Settings 

Fields marked with an asterisk (*) are required.

*Who can RSVP 
Anyone

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

Limit number of available RSVP spots

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

RSVP Questions

Include questions for respondents to complete when they RSVP

Question Instructions

Include a summary or instructions about the questions the respondent is about to answer

Add Summary

There are currently no Custom Questions
Select a Question Type and then select the Add Question button to start

- 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 Form live on the 5x10 Website throughout the entirety of the program, 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://forms.gle/hSN2t45iWMZrojMc7>*
- 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.

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 >

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

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.

*What is your current status within the Lehigh community and what type of event are you planning?
I am a STAFF/FACULTY MEMBER planning a 5x10 even

*How will this event take place?
...

[< PREVIOUS](#) [NEXT >](#)

- 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

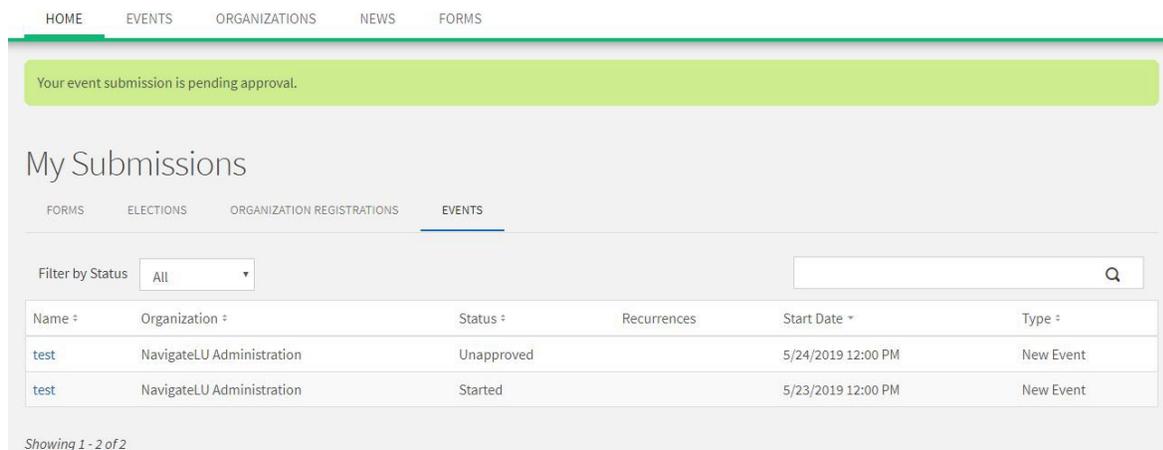
- Details
- Cover Photo
- Event Planning Form
- 5x10 Proposal Form
- Page 14

This will be submitted for approval.

[SUBMIT](#) [CANCEL](#)

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



The screenshot shows the LINC website interface. At the top, there is a navigation bar with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. Below this, a green banner displays the message: "Your event submission is pending approval." The main content area is titled "My Submissions" and includes sub-navigation for FORMS, ELECTIONS, ORGANIZATION REGISTRATIONS, and EVENTS. A filter by status dropdown is set to "All", and there is a search bar. Below the filter is a table with the following data:

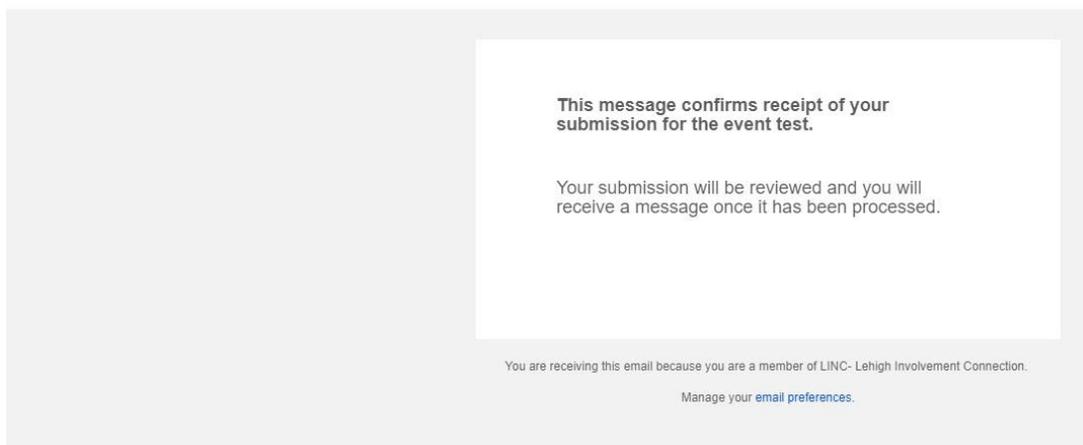
Name	Organization	Status	Recurrences	Start Date	Type
test	NavigateLU Administration	Unapproved		5/24/2019 12:00 PM	New Event
test	NavigateLU Administration	Started		5/23/2019 12:00 PM	New Event

At the bottom of the table, it says "Showing 1 - 2 of 2".

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

Event Submission Confirmation: test » Inbox x

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



The screenshot shows an email confirmation message. The main text reads: "This message confirms receipt of your submission for the event test." Below this, it says: "Your submission will be reviewed and you will receive a message once it has been processed." At the bottom, there is a footer that says: "You are receiving this email because you are a member of LINC- Lehigh Involvement Connection. Manage your email preferences."

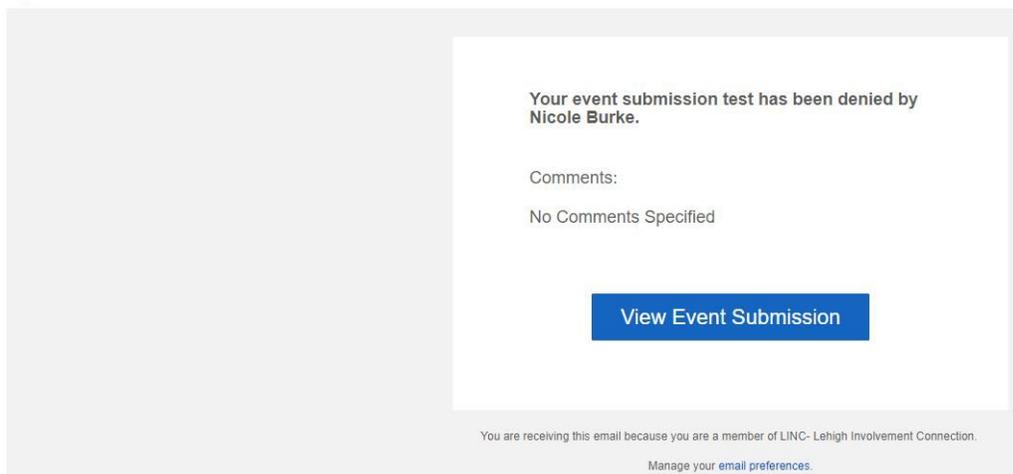
5x10 PROPOSAL REVIEW/APPROVAL PROCESS

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) 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.

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- 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.

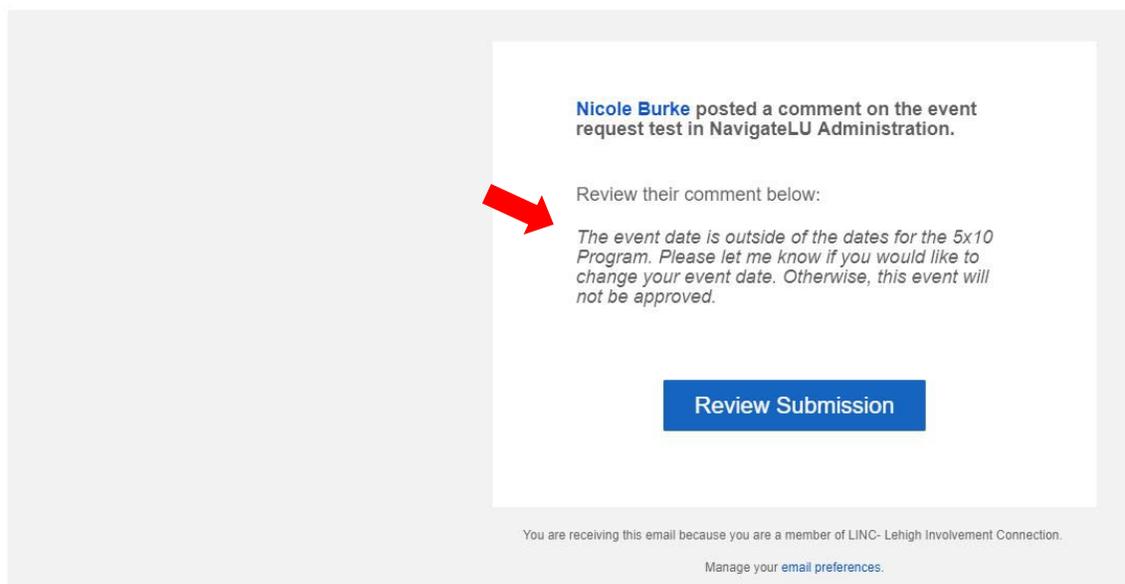
LINC <noreply@engage.mail.campuslabs.com>
to INFYS ▾



- 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.

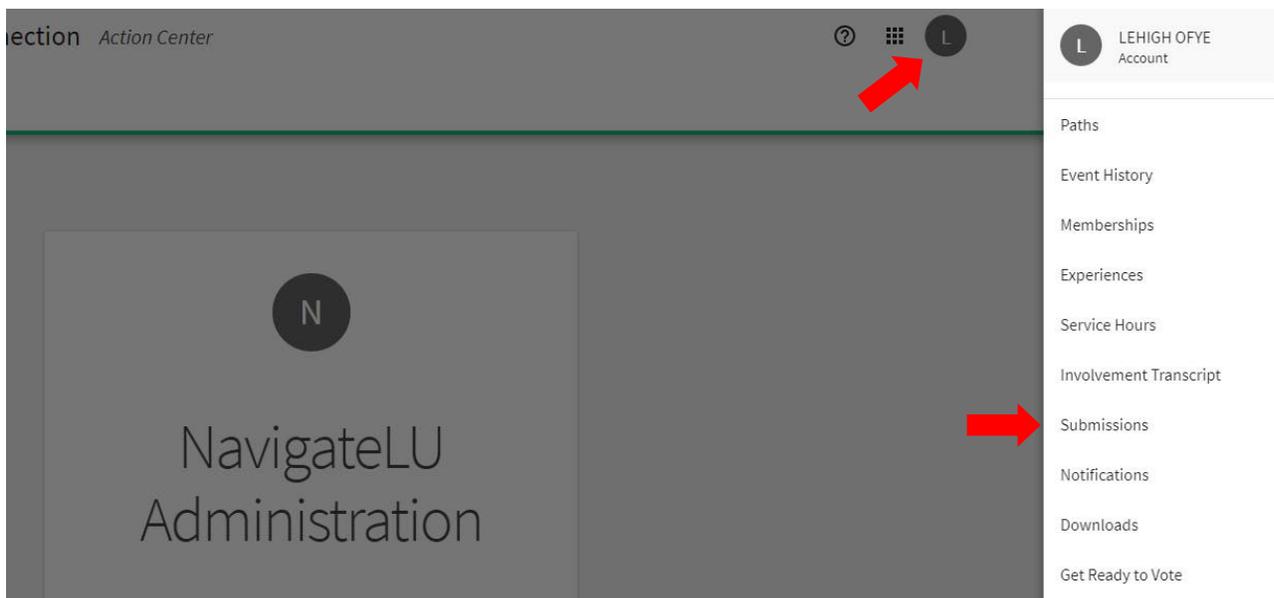
New comment on the event submission: test  

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

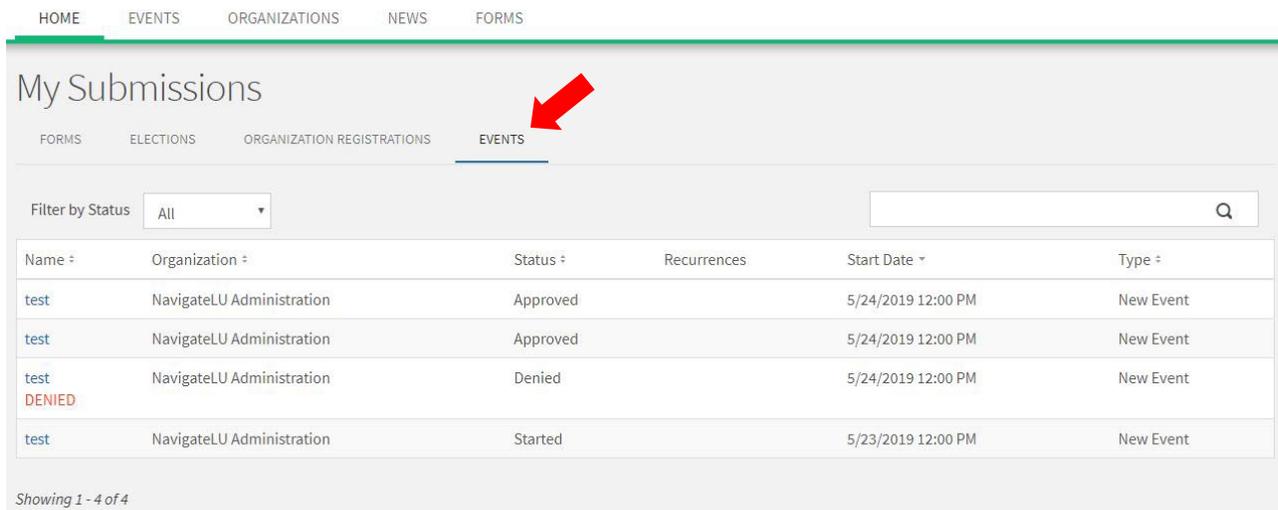


2. You can also review all of the events you submitted from the “NavigateLU Administration” organization management (see Steps 1 and 2 under the **Submitting a 5x10 Event Proposal in LINC** section). From that page, click the letter icon in the top right corner. When the drop down menu appears, click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

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3. 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.



4. **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.*

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TRACKING & SUBMITTING ATTENDANCE

1. 5x10 event hosts are required to track attendance for all first-year students attending events. Event hosts should collect students' First and Last names AND Lehigh Usernames (i.e. abc123) OR Lehigh Identification Numbers (LINs). *It's helpful to have both names and either usernames or LINs for verification purposes.*
2. There are a several options for taking attendance. Here are a few that seems to work well based on years past:
 - a. Use an ID card swipe machine that automatically populates student LIN numbers into an excel spreadsheet. You may request a card swipe machine from the OFYE in advance of your program (subject to availability). *You do not need to collect names if using this method.*
 - b. Have students type their information into a spreadsheet on a computer/other electronic device at the event.
 - c. Have students scan a QR code that links to a Google Form asking for their full name AND username or LIN.
3. We do not recommend having students hand write their information, as it can be difficult to read and, as a result, student attendance may not be 100% accurate. We will not accept hand-written attendance sheets, so if you do choose to use that method, you will need to type the attendance prior to submitting it.
4. Regardless of which method you choose, make sure you send the attendance to the OFYE via email no more than 2 days after your event. Please email us at innavlu@lehigh.edu to submit attendance.

This concludes the 2022 “**5x10 Event Proposal Process**” Guide. If you have any questions about submitting a 5x10 event through LINC, please reach email innavlu@lehigh.edu. Thank you for supporting our first-year students in their transition through the 5x10 program!