JOINING NAVIGATELU ADMINISTRATION ON LINC

1. Go to LINC website: [https://lehigh.campuslabs.com/engage/](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.”

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

5. Once you are approved as a member, you will see the NavigateLU Administration organization on your LINC homepage under "Memberships."
5x10 EVENT PROPOSAL PROCESS - LINC

SUBMITTING A 5X10 EVENT PROPOSAL IN LINC

1. From your LINC homepage, in the top right corner there will be a “square” icon next to the “question mark” icon. Click on the “square icon” and then click the “Manage Organization” button.
2. Click on “NavigateLU Administration.”

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. **Date and Time**
   e. **Location** – Click “Add Location.” You are more than welcome to include an address; however, you do not have to. If you click “No,” you will be able to simply list a Location Name (i.e. UC 303, STEPS 101, Roemmele Global Commons, etc.). Click “Save.”
f. **Event Details**
   i. The “Show To” field should always be “The Public.”
   ii. **DO NOT** check the box that says “Allow anyone to self-report attendance.”
   iii. 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.
   iv. 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.”

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.
   i. Click “Next.”
6. You can add a photo to your event and click “Next,” or you can click “Skip” to proceed to the next page of the form without adding a photo. If you do not add a photo, LINC will add a general stock photo to your event page. You can always update this later if you want/need.
7. In the drop-down menu under “What is your current status within the Lehigh community?” please select “Faculty/Staff/Administrator,” then click “Next.” This will bring you directly to the 5x10 Proposal page.

8. 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. Once you have responded to all of the questions, click “Next.”

9. On this page, please click “Next” to proceed and submit the event for approval.
10. 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.

11. You will now see this page with the statement “Your event submission is pending approval.”
5X10 EVENT PROPOSAL PROCESS - LINC

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

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 the email below. 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.
5X10 EVENT PROPOSAL PROCESS - LINC

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.

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 will use the “Comments” feature in the LINC event form to communicate questions, concerns, and/or inquiries regarding your event proposal. 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.
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.”

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.

This concludes the 2019 “5x10 Event Proposal Process” Guide. There will be additional guides that will walk you through tracking/submitting attendance and conducting assessment (if applicable). If you have any questions about submitting a 5x10 event through LINC, please reach out to Nicole Burke at nmb518@lehigh.edu. Thank you for supporting our first-year students in their transition through the 5x10 program!