



SharkHub

The main hub for student involvement at NSU

FAQ's

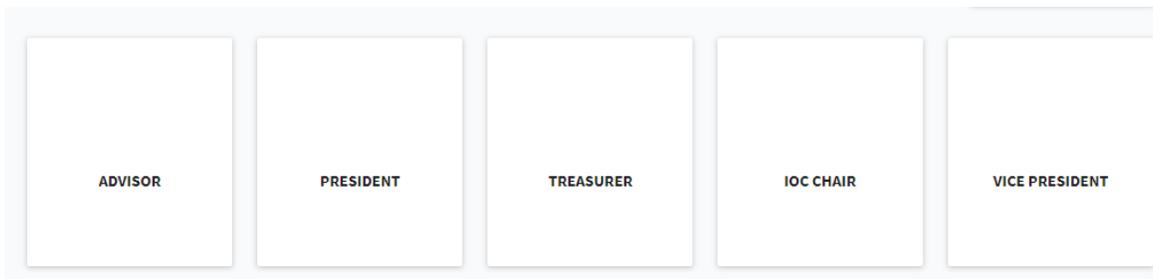
When do I need to submit an event request?

When your Club or Organization is having any of the following:

- Meetings (Recurring or Singular)
- Events (Small-Scale or Large-Scale)
- Virtual Events
- Off-Campus events you will be attending or hosting
- Fundraiser

Who can submit an event request?

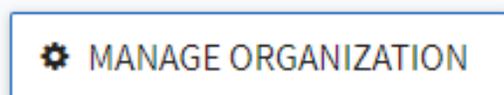
- Must be a member of the Organization on SharkHub.
- Must be marked as an Officer of the Club or Organization on SharkHub.
 - Can be added as an Officer through the Roster Tab.



- Only someone who is already an Officer can make someone else an Officer.

How do I submit an event request?

- Log into your SharkHub account.
- On your SharkHub page there will be a section called “Memberships.”
- In this section, you will see all the organization you are a part of on SharkHub.
- Click on the Organization you are submitting the Event Request for.
- Once you are on this page you will see on the right-hand side a button labeled “Manage Organization”. Click this button.



- Once you click this button, it will bring you to a new page. On this page you should see three bars followed by your organizations name on the top left-hand side. Click the three bars.

☰ Office of Campus Life & Student Engagement

- When you click the three bars, you will see all the organization tools. Click Events.

🏠 Home

Organization Tools ^

👤 Roster

ℹ About

📅 Events

- This should bring you to a new page where you will see a blue “Create Event” button. This will bring you to the form you must submit for any meetings or events for your Club or Organization.

Manage Events

+ CREATE EVENT

What happens after I submit an event request?

- A member of the NSU Clubs operations team will view the submission.
- We will then check to see if your preferred date and location are available.
 - Location
 - If it is not available, we will check your second preference.
 - If this is still not available, we will contact you via the SharkHub discussion section on the bottom of the event submission to discuss other possible locations.

Discussion

👤 User Name

Write a message

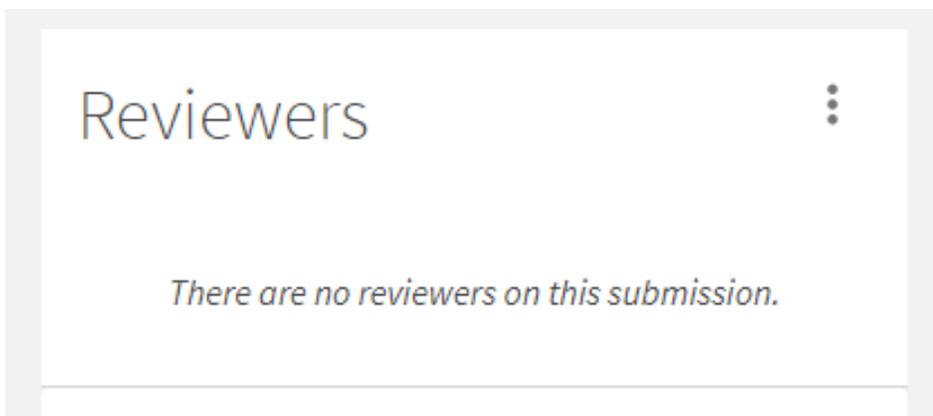
📎 Add an Attachment

CANCEL POST

- **Date**
 - If the location you want is not available on the date you are looking for, we will check if your secondary location preference is available.
 - If neither locations are available on that date, we will contact you via the discussion section on the bottom of the event submission to discuss other locations available that date or discuss moving the event to a different date.

- **Once the date and location are secured, the team member will then continue with your event request by checking all equipment and/or electrical and audiovisual needs.**
- **Our office does not provide equipment or electrical/audiovisual needs directly; we must contact other university departments to provide these materials.**
 - This step may take time; because we work with various university departments to ensure you have all your event needs, additional information or clarification may be needed.

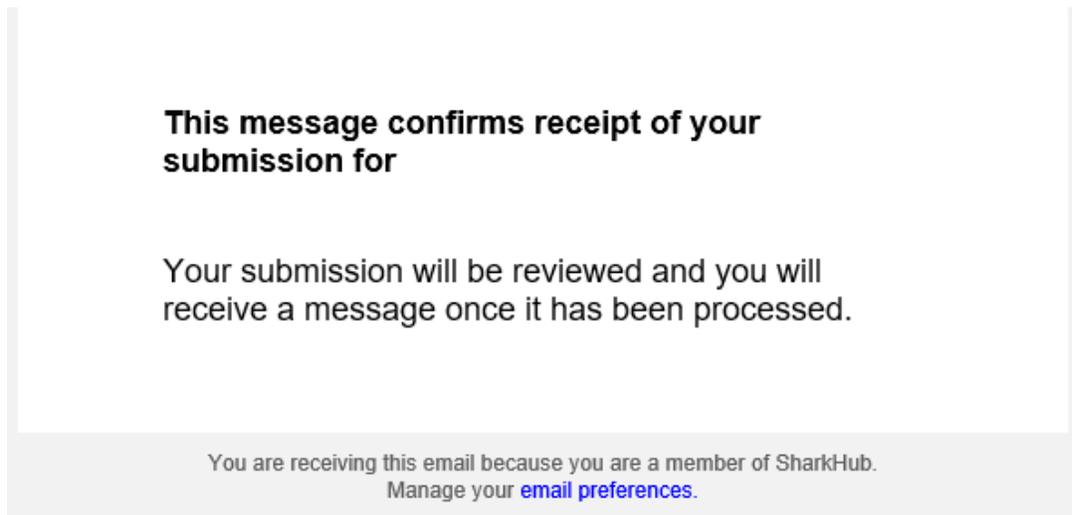
- **If the equipment and electrical/ audiovisual needs are confirmed and approved, we then check to see if the event has been approved by all necessary voters.**
- **Approval consists of your organization's Advisor and the Graduate Assistant for Club and Organization Engagement (all Clubs/ Organizations) or Graduate Assistant for Fraternity and Sorority Life (Social Greek Organizations). These will show up in the Reviewers section.**



- **Once all the above steps are complete, the event can be approved overall.**

How do I know my request has been submitted?

- You will receive an email that your request has been submitted.



- It will also remain pending in your SharkHub submissions.

What do I do if I need to change/update my submission?

- There are two ways to change or update your event submission.
 - You can change/update the submission on your own.
 - Only the person who submitted the request can update it.
 - Once you go to your Organizations page and click on the Event tab, you will find the event you would like to update. Once you're on the event you can select "Edit Submission."

Approval

You can Approve, Deny, or Edit the submission.

 EDIT SUBMISSION

- You can write a comment in the discussion section of the event submission and someone from the NSU Clubs Operations team can change/update your request.
 - **Please note:** If your event has already been approved or denied and you comment in the discussion section requesting something be changed, it will not be seen. You will need to do your change submission or email nsuclubs@nova.edu.

- **Please note:** If you change/update the submission, the original request will be automatically denied and a new request will be automatically created even if the event has already been approved. Someone on the NSU Clubs Operations team will review what you have changed on the new request and will approve the change unless there is an issue with this change/update.

What do I do if my advisor can't access the submission?

- The first step is to make sure your Advisor has a SharkHub account.
- Once they are on SharkHub, make sure they are a member of your organization and also marked as an officer on the page (the officer position should be Advisor).
- **Please note:** In order for your Advisor to have access and be a voting member on the approval of your event, they must be an officer of the page before the event submission is created. If you created your event submission before adding your advisor to your officer list, please email nsuclubs@nova.edu for further assistance.

How do I know someone is processing my event?

- All updates to the process of your event are posted in the discussion section on the bottom of the event submission.
- This is where we will post all updates as well as questions we have for your event. Be sure to check your event request often in order to ensure any questions or updates for you are viewed and we can process your event as efficiently as possible.

When will my event be approved overall?

- In order for an in-person event to be approved, the following must be met.
 - Space reservation is confirmed.
 - Work orders (if needed), have been submitted and approved.
 - A/V requests (if needed), have been submitted and approved.
 - Your advisor has approved.

- The Graduate Assistant for club and organization engagement (all registered clubs/orgs) or the Graduate Assistant for Greek Life (Greek organizations) has approved.

Can I submit a recurring event or do they all have to be submitted separately?

- If you are having an event that is recurring, you can submit one event request for all the dates. You do not have to submit a separate request for each date.

Time and Place

The screenshot displays a form for submitting an event. It features a main event section and three 'Additional Date' sections. Each section includes fields for Start Date, Start Time, End Date, and End Time, along with a 'LOCATION' button and an 'ADD ONLINE LOCATION' button. The location is set to 'DeSantis classroom'.

Section	Start Date	Start Time	End Date	End Time
Main Event	25 Aug 2020	12:00 PM	25 Aug 2020	01:00 PM
Additional Date 1	01 Sep 2020	12:00 PM	01 Sep 2020	01:00 PM
Additional Date 2	08 Sep 2020	12:00 PM	08 Sep 2020	01:00 PM

Why was my event denied?

- Events can be denied due to various reasons specific to your event but some examples include:
 - The event was not submitted at least ten business days in advance for in-person events or five business days for virtual events.
 - Advisor does not approve
 - Your organization does not reply to questions or comments in the discussion section and the operations team cannot move forward with your request in a timely manner.

Once I submit an event request do I have to check it often?

- Yes! Please review your submission at least once a day until it is approved. Our operations team often reaches out through the discussion section of your request to clarify different things on your request or ask any questions we may have. We want to ensure you have your event approved as quickly as possible.

What is the best way to contact someone about my event request?

- The best way to contact someone about your event request is directly through the event request. Any questions, concerns, or comments you have can be written in the discussion section and someone from our team will respond.
- Another option is to email nsuclubs@nova.edu.

What if I am part of a Graduate organization?

- If you are a graduate organization, you do not have to submit an event request through SharkHub.
 - Please contact your respective college on how to submit event requests.