Scheduling Events Through ENGAGE

Finding the Form. Selecting a Room. Confirming Reservation.
ENGAGE Website: https://newpaltz.campuslabs.com/engage

Finding the Form:

1. Click the side menu icon in top left corner of ENGAGE webpage

2. Click the gear icon (⚙️) to the right of your club/organization
   * you must be signed into your New Paltz account and be the primary contact for your club/organization

3. Click the Events tab in the pop-out menu
4. On the new webpage, select Create Event on the right of the screen

Filling Out the Event Form:

1. Fill out your Event Name, Theme and Description of event

2. Time and Place - Section 2
   - Student Union Building requests: select “Add Reservation Request” and follow the directions below
   - Not Student Union Building: follow directions for Manuel Submission

Reserving a Room in the Student Union Building:

1. Select “Add Reservation Request” and fill out event Date, Time and set-up / teardown time needed for event

   **The start time and end time along with the selected date will be the information advertised on your event page and on Student Union promotional material. If time is needed to set up and teardown event, only include these times in the defined areas and not in start and end time of event.**

2. Select “Browse Available Rooms” to begin room selection process
3. In the Pop Up screen, click the drop down menu “Buildings”
   • Select “Student Union Building” in drop down menu
   • Available rooms for your date and time slot will appear in the list to the right.

4. Click on your preferred room to host your event and select “Add Request to Event.”

If you would like to see pictures and layouts of the offered rooms and spaces, check out the website here:
https://www.newpaltz.edu/studentengagement/the-student-union/4thfloor.html
Reserving a Room not in the Student Union Building:

1. Select “Add Location Manually” and enter Event Date & Time
2. Click “Location”
3. Click “No” and type in desired Event Location in “Location Name”
4. Click “Save” to continue.

Completing the Event Request Form:

1. Complete RSVP and Post Event Feedback information
2. Upload a Cover Photo for your Event/Club
3. Complete Additional Information Forms
   **Make sure to select the same Location and Room as filled out in previous steps
4. Submit your event request form!
5. Please note, your event reservation is still pending and in review.

You will receive confirmation on your event page after official approval. Please wait to receive full approval before advertising your event.

Good Luck with Hosting your Event &
Thank you for your Student Engagement!!