

How to Create Event Requests in Spartan Connect

1. Visit <http://spartanconnect.uncg.edu>
2. Log in with your iSpartan username and password
3. Find your organization by searching or clicking on the “Organization” tab on the top of the page.
4. Click on your organization’s name and then click on “Manage Organization”.
5. On the top left side of the screen, you will see three small vertical lines. Click on those then the “Events” tab on the left.
6. Click on “Create Event” on the top right.
7. Fill in all required information and include as many details as possible about the event you are creating.
8. Continue through the form until you have the option to submit the request.
9. **Event requests must be submitted 30 days prior to the start of your event. The last day for student group events is the last day of classes for the semester.**
10. Once the request is submitted, it will be reviewed by the office in which the reservation was made, the CAP event consultant, the UNCG Police Department, and any other entities involved in the event. While the 30 day deadline is a minimum requirement, it is strongly encouraged that you submit events as soon as you have a date and space confirmed.