



# STUDENT INVOLVEMENT

## Steps to Sign up for Organization Days

Organization Days (O-Days) are available to student organizations to promote their organizations every Wednesday from 10:00 A.M. - 2:00 P.M. on the Haley Concourse. Availability is on a first come, first-serve basis. Tables will be provided. For questions, please contact [involve@auburn.edu](mailto:involve@auburn.edu).

View a video outlining these steps [here](#).

1. Go to [AUinvolve](#).
2. Navigate to the top right-hand corner and click the blue sign in button.
3. Log in using your Auburn Credentials.
4. Once logged in, click the button in the top left-hand corner with three lines.
5. Select the wheel/gear icon next to your organization and select “Events.”
6. Select the blue “Create Event” button in the upper right-hand corner which you’ll select to create a new event.
7. Enter the event details, including the event title, theme, a description for the event, as well as the location, and start and end times for the event.
8. Select the respective event categories that correspond with your event on the bottom of the first page.
9. Read the social events policy and indicate your understanding of it.
10. Enter the primary contact’s information as well as the organization advisor’s information on the form.
11. Select information indicating that your event is on campus, occurs outside, and is not within the Melton Student Center.
12. The next page will provide the definitions of tabling events. Select the description that best matches what your organization plans to do.
13. Select the O-Days date you wish to sign up for. If you wish to select multiple dates, you will need to complete this process for each subsequent date.
14. Click the submit button to submit your event.

**Note:** You will have the opportunity to make any last edits before you do.