HOSTING AN EVENT?
REGISTER IT ON AXES

1. LOGIN TO MYSFA: "NEWS" TAB
2. SELECT: GET INVOLVED: AXES LINK
3. SELECT THE ORGANIZATIONS TAB
   SELECT YOUR ORGANIZATION PAGE
4. SELECT EVENTS TAB FROM RIGHT
   SELECT CREATE EVENT BUTTON

5. COMPLETE ONLINE FORM: INCLUDE ALL DETAILS
6. WAIT FOR CONFIRMATION EMAIL TO BEGIN PROMOTING

REMINDERS:
REQUESTS MUST BE SUBMITTED 48 HRS IN ADVANCE
EVENTS & TABLES MUST HAVE PRIOR APPROVAL
MUST BE A REGISTERED STUDENT ORGANIZATION
HAVE A COPY OF CONFIRMATION DURING EVENT

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