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Event Permit requests are due at least ten (10) business days in advance of your event. This deadline is in place to provide ample time for you to make arrangements. If you have questions or would like to setup an event planning consultation, contact the Student Activities Center at 644-6673.

Before Entering Your Event Permit Request Online

1. BEFORE ENTERING YOUR REQUEST, make a space reservation through the proper office. Space reservations and event permit requests are two separate processes, but the departments handling both to communicate all the time so we can best help you. Here are some commonly used spaces used for events and their contact information.
   - Union Guest Services - Oglesby Union and academic space
     http://union.fsu.edu/guest_services
     644-6083
     GuestServices@admin.fsu.edu
   - The Center for Global and Multicultural Engagement (The Globe)
     http://theglobe.dsa.fsu.edu/
     645-2112
     cge-reservations@admin.fsu.edu
   - Student Commons Courtyard - The Globe/Askew/Dunlap Courtyard
   - Miller Hall or Langford Green – University Relations
     http://unirel.fsu.edu/Space-Reservations
     644-1000
- **Landis Green** – a restricted use space, non-reservable
  Matt Watson in Guest Services
  644-6083
  mwatson2@admin.fsu.edu

- **Rec SportsPlex, Main Campus Fields, Westside Courts, Tully Gym, Speicher Tennis Center** –
  Campus Recreation
  [http://campusrec.fsu.edu/sports/facilities/rentals](http://campusrec.fsu.edu/sports/facilities/rentals)
  644-0551

- **FSU Reservation**
  [http://campusrec.fsu.edu/outdoors/reservation/rentals](http://campusrec.fsu.edu/outdoors/reservation/rentals)
  644-6892
  rezoffice@admin.fsu.edu

- **Housing - contact individual residence halls**
  [http://www.housing.fsu.edu/](http://www.housing.fsu.edu/)
  644-2860

- **5k's on the FSU campus** – Lt. Justin Maloy
  644-1343
  jmaloy@admin.fsu.edu

- **FAMU-FSU College of Engineering**
  Engineering Student Services [studentsupport@eng.fsu.edu](mailto:studentsupport@eng.fsu.edu)

**Login**

To login to [http://nolecentral.dsa.fsu.edu](http://nolecentral.dsa.fsu.edu), click the “Login” button in the top right corner of the Nole Central page. You will be prompted to enter your FSUID and password to enter the system.
**Entering an Event Permit Request**

The Student Activities Center event staff will view all incoming Event Permit requests. Submissions will gather information based on a set of common questions, as well as data based on those answers. You are responsible for all information communicated through the Event Permit request. Please read it carefully and fill out information as thoroughly as possible.

**Event Permit requests are due at least ten (10) business days in advance of your event.** This deadline is in place to provide ample time for you to make arrangements.

**To Enter an Event Permit request,**

1. Log in to [http://nolecentral.dsa.fsu.edu](http://nolecentral.dsa.fsu.edu). You will be taken to the welcome page.
2. Go to your organization’s page. You can find it fastest by clicking on My Shortcuts and a drop down menu will show organizations that have you on their roster. If the organization you are planning an event for isn’t listed, click here for instructions on how to be added as an officer. You will have to be an officer to enter an Event Permit request through this site.

3. Click on “Events” to the left, not at the top of the page.
4. Click on the green “Create Event” button.

5. Fill out all information about your event as thoroughly as possible by answering questions as prompted.

6. On the last page you will see a submission summary where you can go back to individual pages to edit information if needed. On this page, click green “Submit” at the bottom to submit your Event Permit request.
What do I do after the event is submitted? How does my event get “Approved”?  

1. You must look at your Event submission for any instructions or questions that need to be answered. You should check in on it within 48 hours and regularly throughout your planning process.  

   To check for instructions and answer questions about an Event submission,  
   i. Log into http://nolecentral.dsa.fsu.edu. Click on My Involvement, then My Submissions.  
   ii. Click on the Events tab to see all Event Submissions. Click on the event that you would like to check in on.
iii. Scroll to the bottom of the page and enter any comments or instructions in the “Discussion” box. You will find information about arrangements that must be made, questions from people working with your event around campus, and you can add in any information you would like.

b. Student Activities Center staff will review your Event Permit request in studentgroups.fsu.edu. They will post comments to let you know what arrangements you must make for your event. *These arrangements are required or your event will be denied.*

c. Campus partners such as FSUPD, First Responders, and individuals involved in space reservations will review your request. They may leave comments or directions for you in the system. *These arrangements are required or your event will be denied.*

d. Some campus partners may have questions for you that they post as comments. You can answer questions or provide additional information as well.

2. Once all campus partners have reviewed your event and given you clearance, and once you have made all the arrangements outlined by the SAC staff, your Event Permit will be “Approved” in the system and you can hold your event. You will get an email letting you know your event was “Approved” and any final instructions.

**What if my event gets “Denied”?**

1. If your event is “Denied”, you will receive an email through the system letting you know why and giving you instructions. Most often your event will be denied because you don’t have space reserved or you did not submit the request by the proper deadline.

2. If you are asked to make alterations to your Event Permit request, sign in at [http://nolecentral.dsa.fsu.edu](http://nolecentral.dsa.fsu.edu).
3. Click on “My Involvement”, then Click on “Submissions”.

4. Click on the “Events” tab.
5. Click on the event you need to alter. You can click on individual pages of the Event Permit request to make alterations and re-submit the event. *Don’t forget you have to click the green “Re-submit” button at the bottom of the page.*

**What if I want to change details about my event after I submitted it?**

1. If you would like to change details for your event, you can contact the SAC event planning staff via phone or email and have them deny your event so you can re-submit it with new information. You can also change information for an event that has been “Approved” and re-submit it.
2. To re-submit your event, click on “My Involvement”, then “Submissions” at the top of the page.

3. Click on the “Events” tab. You can also filter the results by Denied or Approved and choose the event you need to re-submit.
4. Click through the pages to make edits.
5. Click the green “Re-Submit” button to save changes and re-submit it for review by SAC staff.

**Gaining Access to Submit Events**

You must be listed as an officer for your organization in order to submit events. This allows your organization to ensure that events are being entered by officers or members who are authorized to plan events on behalf of your organization. *The following steps must be taken by the student listed as the President of your organization before you can enter an event.*

1. Login to [http://nolecentral.dsa.fsu.edu](http://nolecentral.dsa.fsu.edu).
2. Click on your organization on the left side of the welcome page, or view your organization’s page through the “My Involvement” option.

3. Click on “Roster” on the left side of your organization’s page.
4. Click on “Manage Positions”. This will allow you to give an officer access to the events section or create a new officer.

   a. To add events access to an officer currently listed...
      i. Click on the position name. You will be taken to a page specifically for that position.
      ii. Make sure the “Active” box is checked.
      iii. Set the access level to “All Access” or give them access to just event management by clicking “Limited Access” and choosing “All” from the drop down list.
      iv. Click the green “Save” at the bottom.
b. To add events access to an officer that is not listed in the system (like a specific Event Coordinator)...
   i. Click on the “Create a New Position” button.
   
   ii. Type in your own position name and choose a position type from the drop down list.
   iii. Make sure the “Active” box is checked.
   iv. Set the access level to “All Access” or give them access to just event management by clicking “Limited Access” and choosing “All” from the drop down list.
   v. Click the green “Save” at the bottom.
5. Click on “Invite People” on the left side under Roster.
6. Enter the email addresses of any students who have access to enter events on behalf of your organization.
7. Choose the member type from the “Invite as” drop down menu.

8. Click the green “Send Invitations” button. The invitations will be emailed directly to the student and also show up as an invitation when they login the system. The person you invited must login to studentgroups.fsu.edu and accept the invitation to be a member/officer of your organization. They will be able to enter events on behalf of your organization and show up on your roster.

Need help or have questions?

- Contact the Student Activities Center Event Planning staff at 644-6673.
- Setup an Event Consultation to talk through your event and get help in planning, coordination, and the Event Permitting process.