Club executives will have access to their club events, documents, membership roster and contact page.
Who has access to Western Link?
The President, VP Events, VP Finance, and VP Communications as listed in the elections transition report.

Sign in using your uwo.ca USER ID and password
Upcoming information is posted here and Important Links and Info allows you to access documents often used for clubs.

Clubs training is always available throughout the year in case you need extra training or information. Clubs training can be shared with anyone that can benefit from this information.
Start typing in your club name and under “Organizations” you will see your club.

(Note, The Baking Club is not a real club and used for training purposes)
Managing your Page

**Club Info and Contact**
A description of your club and contact info including your westernusc.ca email, social media, and other general information.

**Events**
Events that are submitted with an Event Proposal will show here. Remember all club activities require an event proposal.

**Membership Roster**
As members register and join the club, you can view the roster. This is only visible to the four execs. You can send message relay to all your members through here.
Documents
Documents to upload include constitutions (archive and revised), annual budget, and other information that can be reviewed by your execs and the Student Organizations Support office.

Elections
This section is where you create an elections form. This is the only area where you can hold elections.

More information about bi-elections and year end elections is available.

Events
This section is where you create an Event Proposal and manage your events and club regular activities.
Every year, clubs must submit in the Documents section a review of their constitution, annual budget, AGM minutes, and other meetings that require minutes. These documents are archived in Western Link and are accessible for incoming execs each year to help plan for the upcoming club year.

**Documents Required**

- Constitution
- Annual Budget
- AGM Minutes
It is required every year that elections are held in March and a transition report is submitted by April 15. In some cases, there are vacancies and a bi-election is held in September.

Elections must be created through Western Link and follow the procedures as outlined in Clubs Policy and Western Link. Only elections processed here will be considered valid.
Submitting an Event Proposal

Every club activity requires an event proposal. These can be in-person events or non-physical events such as club purchases. This shows that your club is active and your proposal is reviewed to ensure that the club event runs successfully.

The VP Events usually submits these but the other signing officers can also submit event proposals for review.

In-person Events
This includes weekly meetings, conferences, fashion shows, exec dinners, bar nights, travel outside London. Time frame of submitting the event depends on the review period required to approve your event. Online meetings should be included here.

Non-physical Events
This includes website fees, merchandise orders, club banner, equipment, and social media giveaways.

These events usually require payment so an event budget will have to be included for review.
Creating an Event Proposal

Submission Timeline
- **3 days before**: meetings, table and simple events
- **5 days before**: events with advertising, budgets, and display materials
- **10 days before**: events with security, contracts, venue rentals, bar events, and ticket sales
- **15 days before**: Trips outside London and within Canada
- **20 days before**: Trips to the U.S.

Required Fields

You will be prompted to fill in required details before moving to the next section. Be as detailed as possible.
Remember that all event proposals must be reviewed before you can start planning your events or make purchases. We will work with you in the planning process for some larger events.
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