

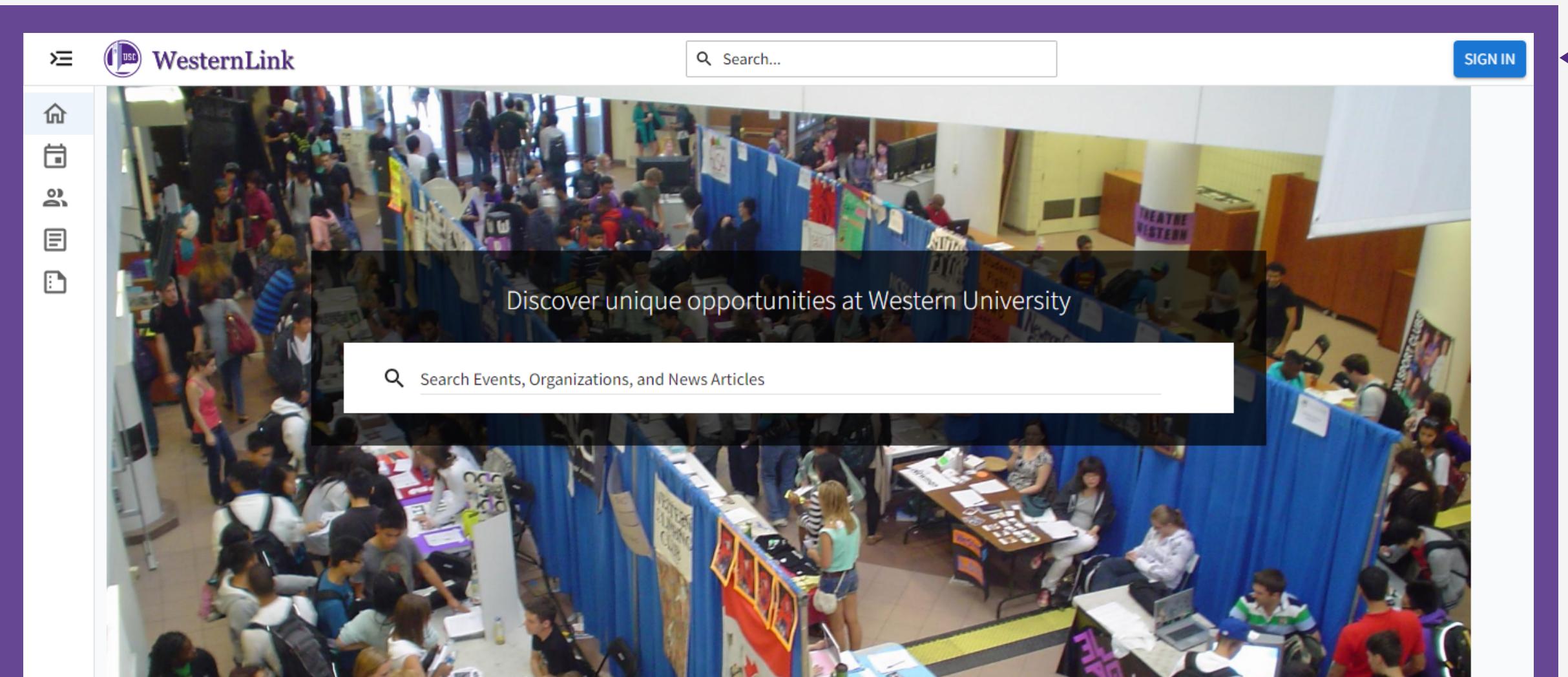


# NAVIGATING WESTERN LINK

Club executives will have access to their club events, documents, membership roster and contact page.



# Western Link [westernlink.ca](http://westernlink.ca)



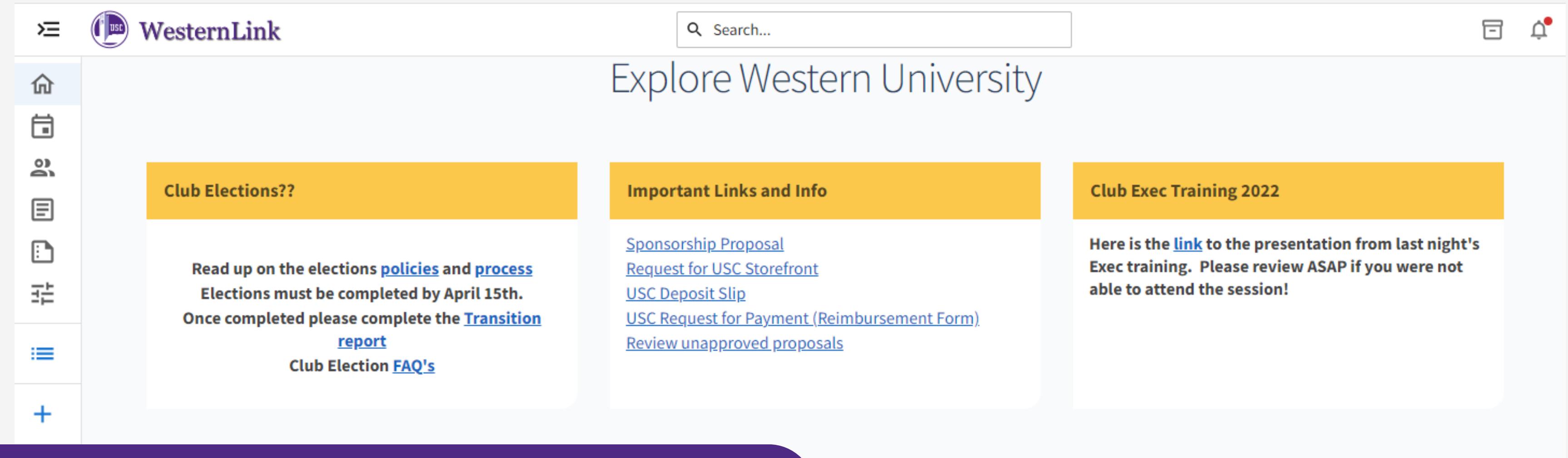
← Sign in using your [uwo.ca](http://uwo.ca)  
USER ID and password

## Who has access to Western Link?

The President, VP Events, VP Finance, and VP Communications  
as listed in the elections transition report.



# Western Link Homepage



The image shows the WesternLink homepage interface. At the top left is the WesternLink logo. To its right is a search bar with the placeholder "Search...". On the far right are icons for a clipboard and a bell with a red dot. A vertical sidebar on the left contains icons for Home, Calendar, People, Documents, and Lists. The main content area features a large blue banner with the text "Explore Western University". Below this are three yellow boxes: "Club Elections??", "Important Links and Info", and "Club Exec Training 2022". The "Club Elections??" box contains links to policies, process, and a transition report. The "Important Links and Info" box contains links to sponsorship proposals, storefront requests, deposit slips, payment forms, and unapproved proposals. The "Club Exec Training 2022" box contains a link to the presentation from the previous night's training.

WesternLink

Search...

Explore Western University

Club Elections??

Important Links and Info

Club Exec Training 2022

Read up on the elections [policies](#) and [process](#)  
Elections must be completed by April 15th.  
Once completed please complete the [Transition report](#)  
[Club Election FAQ's](#)

[Sponsorship Proposal](#)  
[Request for USC Storefront](#)  
[USC Deposit Slip](#)  
[USC Request for Payment \(Reimbursement Form\)](#)  
[Review unapproved proposals](#)

Here is the [link](#) to the presentation from last night's Exec training. Please review ASAP if you were not able to attend the session!

## What you need to know

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.



# Search your club

The screenshot shows a web browser window for 'westernu.campuslabs.ca/engage/'. The main page has a sidebar with icons for Home, Calendar, People, Documents, and Lists. A yellow banner at the top says 'Club Elections??'. Below it, text reads: 'Read up on the elections [policies](#) and [procedures](#). Elections must be completed by April 15. Once completed please complete the [Transition report](#). Club Election [FAQ's](#)'. A button 'All Events' is visible. On the right, there's a 'Club Training' section with a link to 'the link'. A search bar at the top right contains 'Search...'. An overlay window is open, containing a search bar with 'baking club' typed in. The overlay is divided into sections: 'EVENTS' (Reselling Master Class, Western French Club Facebook Social Group Chat, Western French Club Facebook Group For External Advertising), 'ORGANIZATIONS' (The Baking Club (Admin Use Only)), and 'NEWS'.

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

The screenshot shows a club management interface. On the left, there's a vertical sidebar with icons for file management, users, documents, files, and a plus sign. The main content area displays a club profile for "The Baking Club (Admin Use Only)".  
**Club Information:**  
Icon: A cookie wearing sunglasses.  
Name: The Baking Club (Admin Use Only)  
Description: Come one, come all! Anyone and everyone that loves to bake or wants to learn some new things should join this club! Hope to hear from you soon. this cookie is for you!  
**Contact Information:**  
Rm 340, UCC Bldg  
1151 Richmond St.  
London,  
Canada  
E: cookies@uwo.ca  
P: 519-661-3574  
**Join:** A blue button with white text.  
**Gallery:** Three images of baked goods: chocolate-covered cookies, chocolate chip cookies, and gingerbread cookies with cinnamon sticks.  
**Events:**  
All Events: A section showing no upcoming events with a "View past events" link.  
**Officers:** A section with a "View full roster" button.



## 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.





Manage Home



## ORGANIZATION TOOLS



About

Roster

Events

News

Gallery

Documents

Forms

Elections

Service Hours



# Organization Tools

## 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

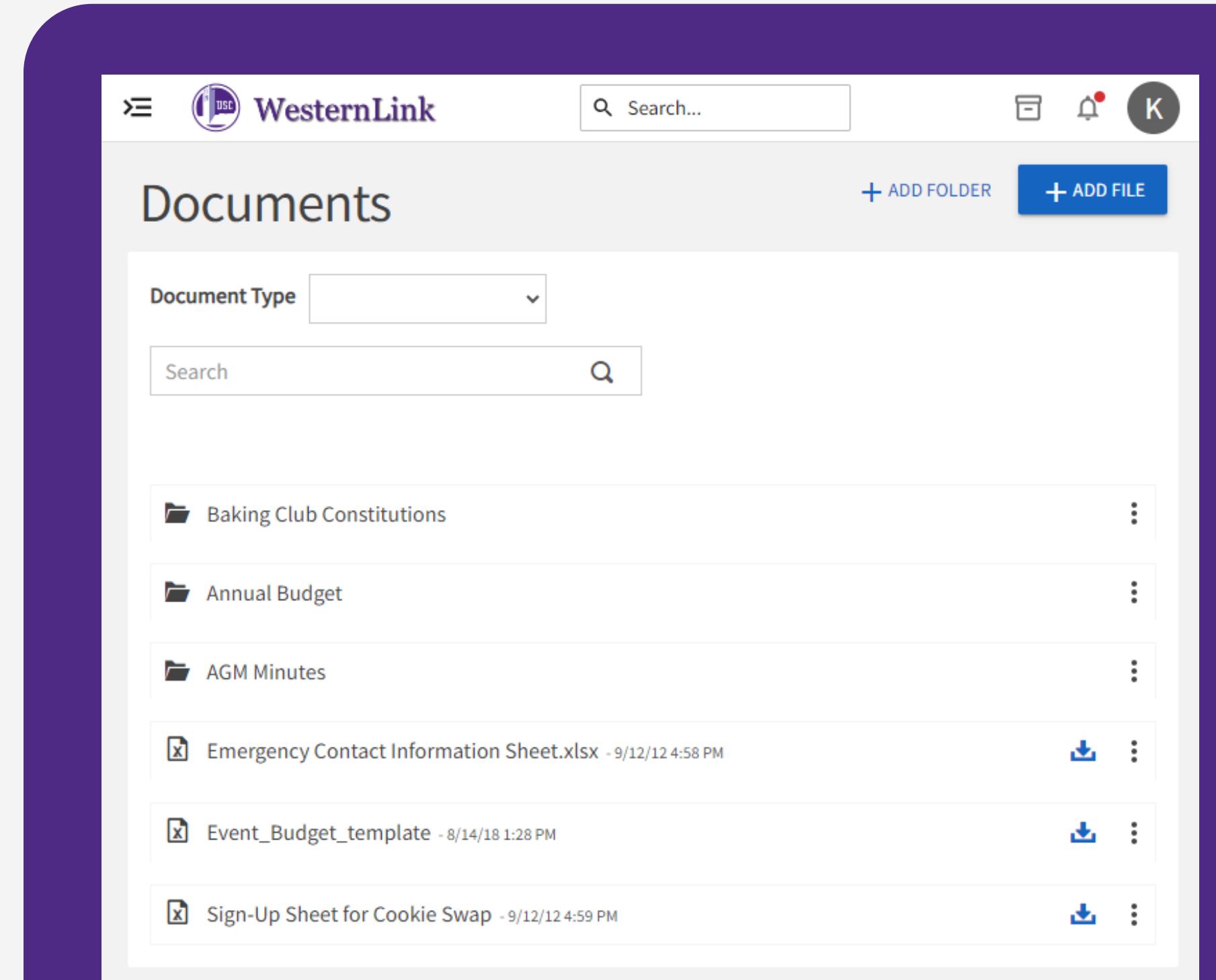
This section is where you create an Event Proposal and manage your events and club regular activities.



# Documents Required

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.

**Constitution  
Annual Budget  
AGM Minutes**



The image shows a screenshot of the WesternLink document management system. The interface has a purple header with the WesternLink logo, a search bar, and user icons. Below the header, the word "Documents" is displayed. There are buttons for "+ ADD FOLDER" and "+ ADD FILE". A "Document Type" dropdown menu is open. A search bar with a magnifying glass icon is also present. The main area lists several documents and folders:

- Baking Club Constitutions
- Annual Budget
- AGM Minutes
- Emergency Contact Information Sheet.xlsx - 9/12/12 4:58 PM
- Event\_Budget\_template - 8/14/18 1:28 PM
- Sign-Up Sheet for Cookie Swap - 9/12/12 4:59 PM

Each item in the list has a download icon and a more options icon (three dots) to its right.

# Club Executive Elections

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.

The screenshot shows the 'Create Election' page from WesternLink. At the top, there's a header with the WesternLink logo, a search bar, and user icons. Below the header, the title 'Create Election' is displayed. A note says 'Form fields marked with an asterisk (\*) are required'. The main area contains several input fields:

- A required field labeled 'Name' with a text input box.
- A checkbox labeled 'Include Instructions'.
- A rich text editor labeled 'Additional Instructions' with a toolbar containing bold (B), italic (I), underline (U), and other formatting options.
- A checkbox labeled 'Active'.
- Date and time inputs for 'Start Date and Time' (set to 8/4/2023 at 12 PM) and 'End Date and Time' (set to 9/4/2023 at 12 PM).
- Checkboxes for 'Display an alert on the organization homepage when the election is active and voting is open' and 'Only Allow Users Listed on the Roster of this Organization to Vote'.



# 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

Create Event

Basic Details

\*Event Title

Enter Event Title

\*Theme

Not Selected

\*Description

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Additional organizations co-hosting this event



## 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.

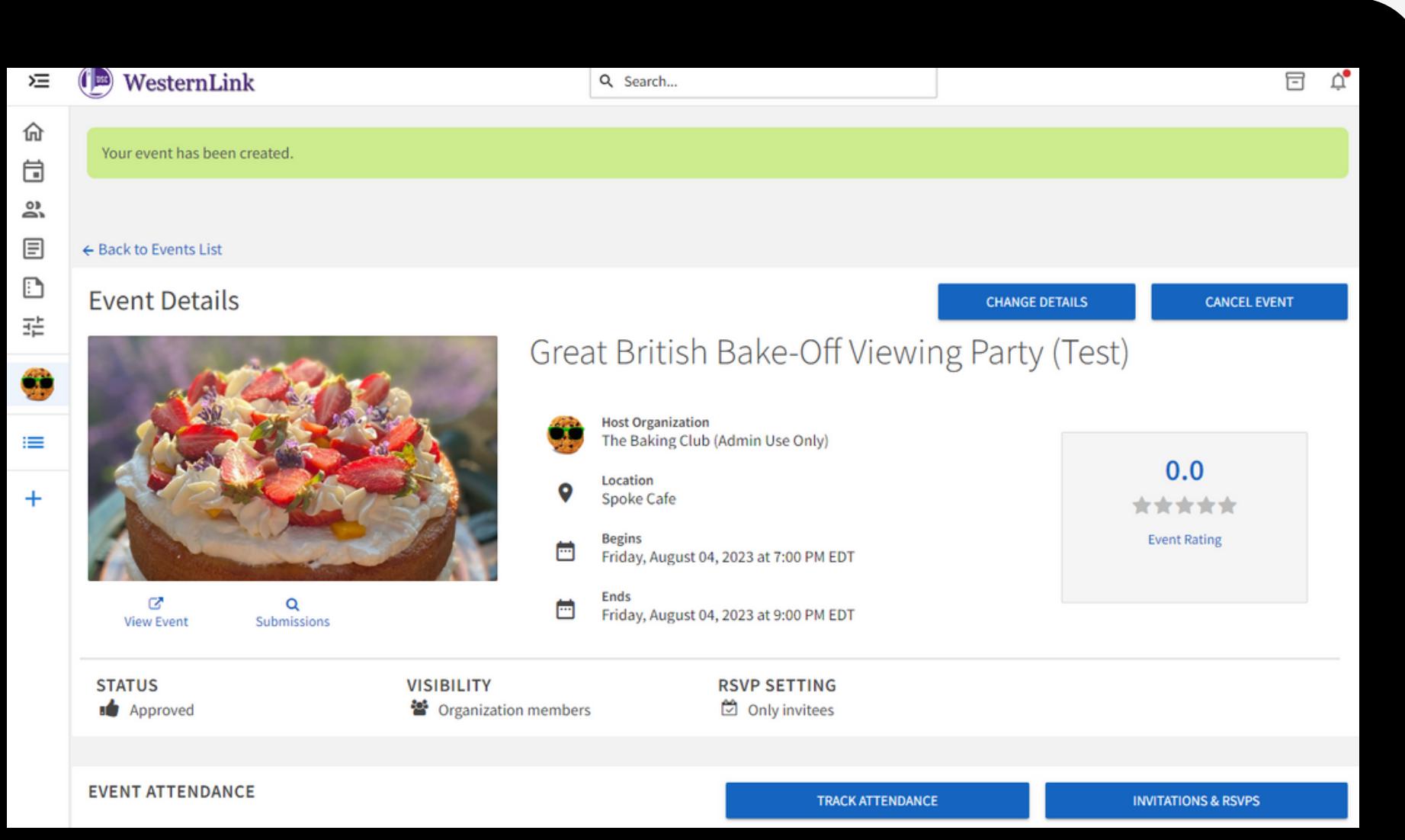


## Required Fields

You will be prompted to fill in required details before moving to the next section. Be as detailed as possible.



# Event Proposal Approval



The screenshot shows the WesternLink event management interface. At the top, a green banner displays the message "Your event has been created." Below this, the event details for "Great British Bake-Off Viewing Party (Test)" are shown. The event features a large, round cake decorated with strawberries and cream. Key details include:

- Host Organization:** The Baking Club (Admin Use Only)
- Location:** Spoke Cafe
- Begins:** Friday, August 04, 2023 at 7:00 PM EDT
- Ends:** Friday, August 04, 2023 at 9:00 PM EDT

The event has a current rating of 0.0 stars. The status is listed as "Approved". The visibility is set to "Organization members", and the RSVP setting is "Only invitees". Buttons for "View Event" and "Submissions" are also visible.

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.



**Info:**  
**[westernusc.ca/clubs](http://westernusc.ca/clubs)**  
**[clubs@westernusc.ca](mailto:clubs@westernusc.ca)**  
**Room 260 UCC**

