



# NAVIGATING WESTERN LINK

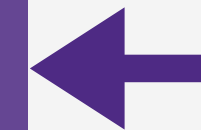
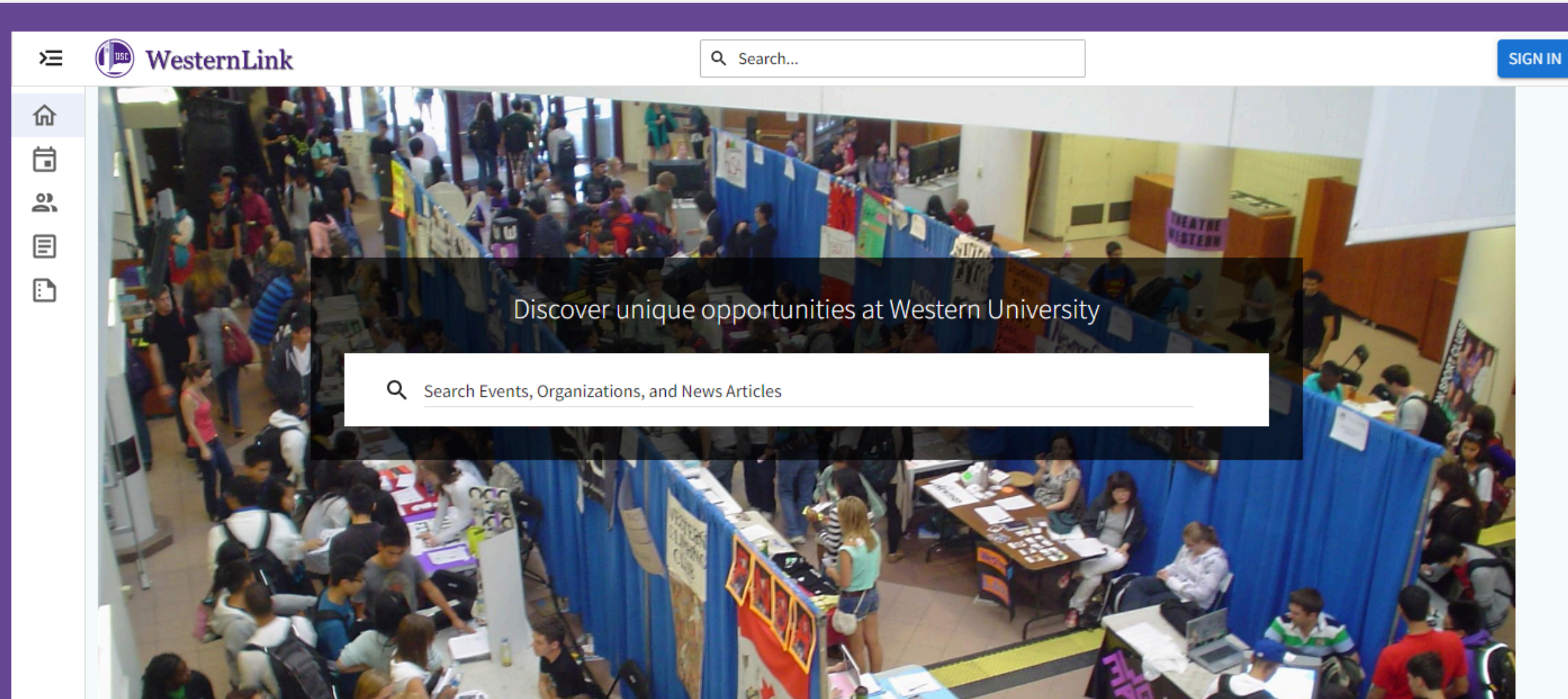
Club executives will have access to their club events, documents, membership roster and contact page.





# Western Link

# westernlink.ca



Sign in using your **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

WesternLink

Search...

## Explore Western University

### Club Elections??

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](#)

### Important Links and Info

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

### Club Exec Training 2022

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!

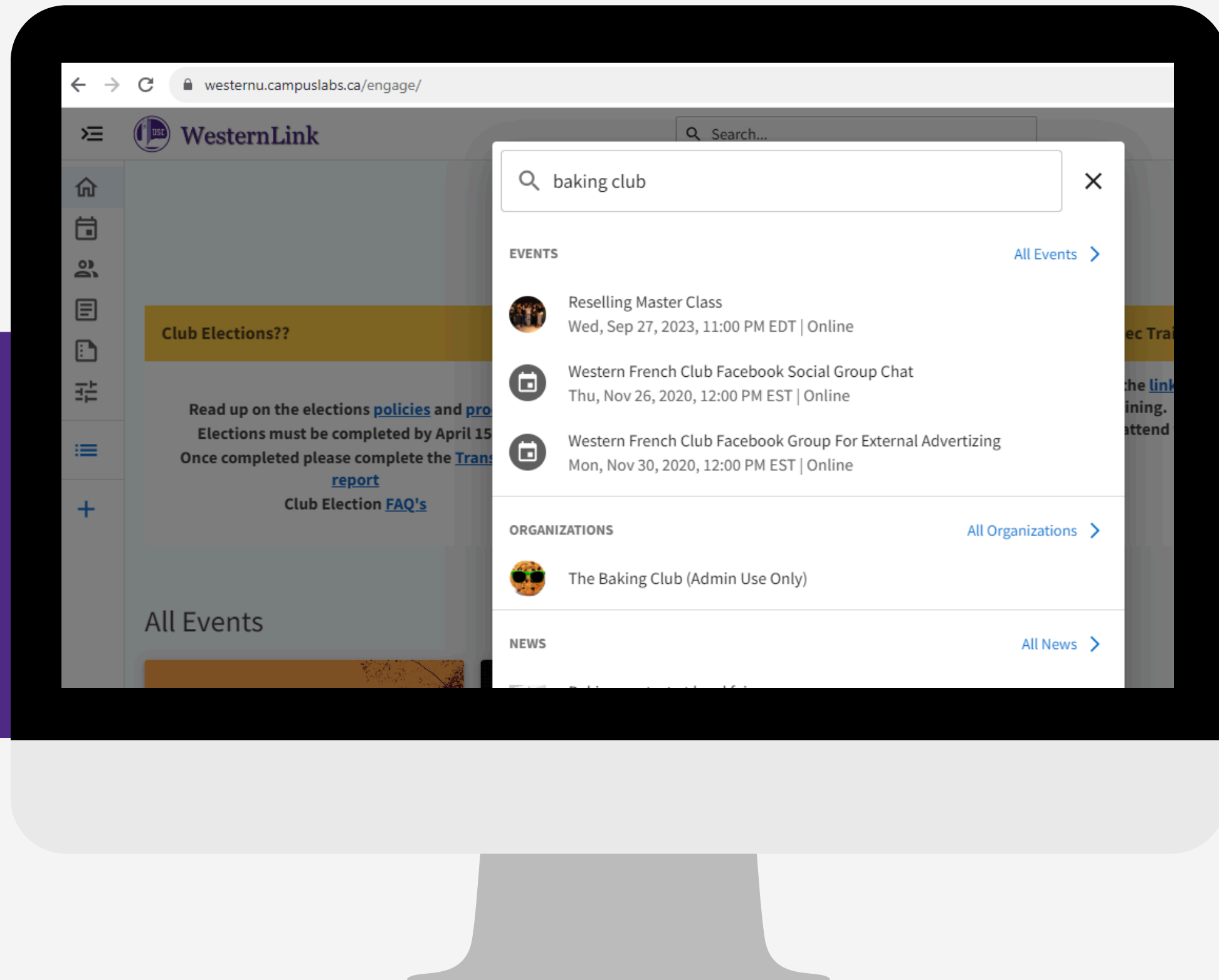
## What you need to know

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



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 Facebook page for 'The Baking Club (Admin Use Only)'. The page features a profile picture of a cookie with sunglasses, a cover photo of a 'JOIN' button, and a 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!'. Below the description is the 'Contact Information' section, which lists the address (Rm 340, UCC Bldg, 1151 Richmond St., London, Canada), email (E: cookies@uwo.ca), and phone number (P: 519-661-3574). There are three gallery images: two showing various cookies and one showing gingerbread cookies and orange slices. The 'All Events' section is currently empty, with a message: 'There are currently no upcoming events. [View past events.](#)'. At the bottom, there is an 'Officers' 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

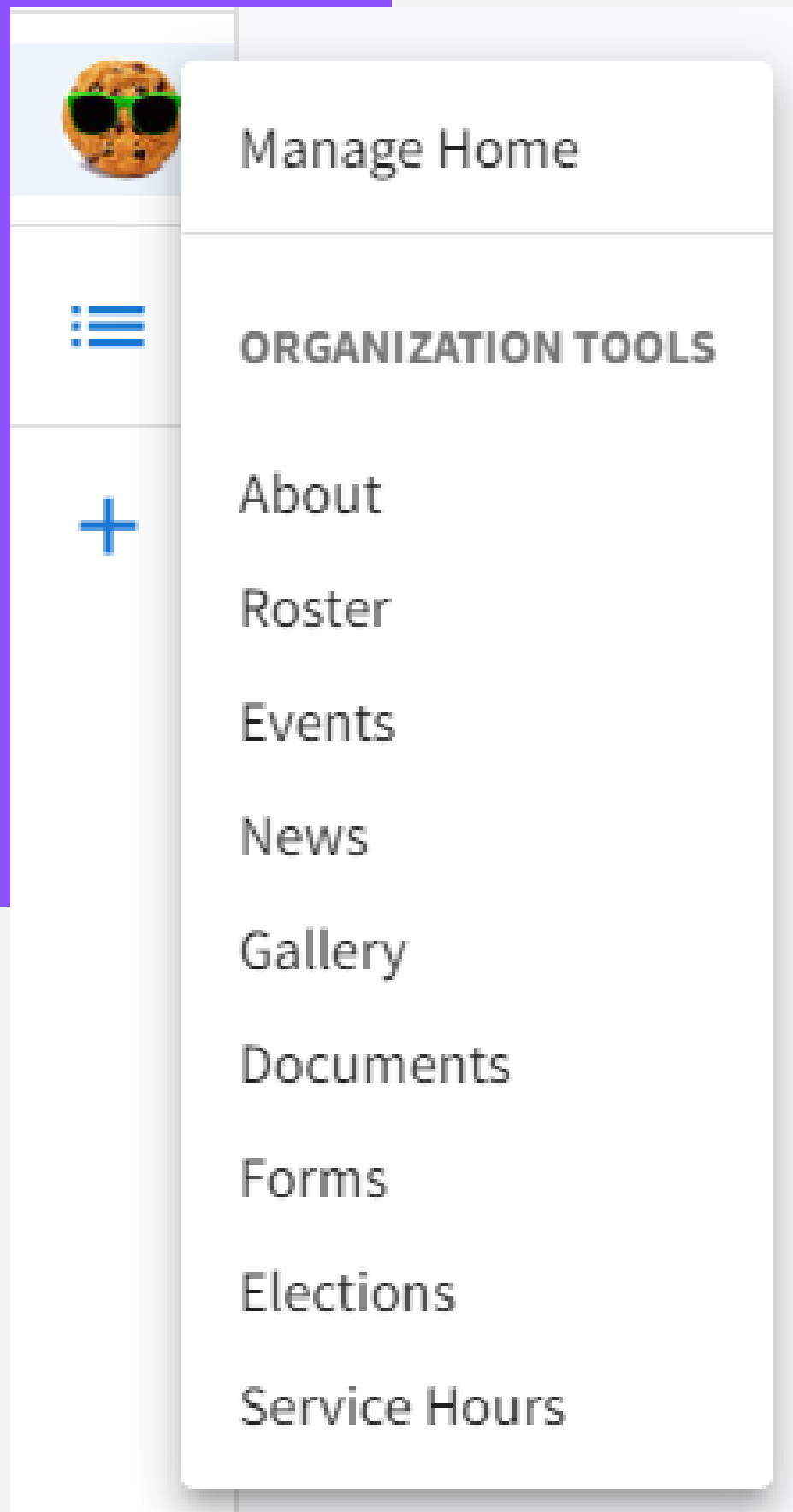
Events that are submitted with an Event Proposal will show here. Remember all club activities require an event proposal.



## 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.





# 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

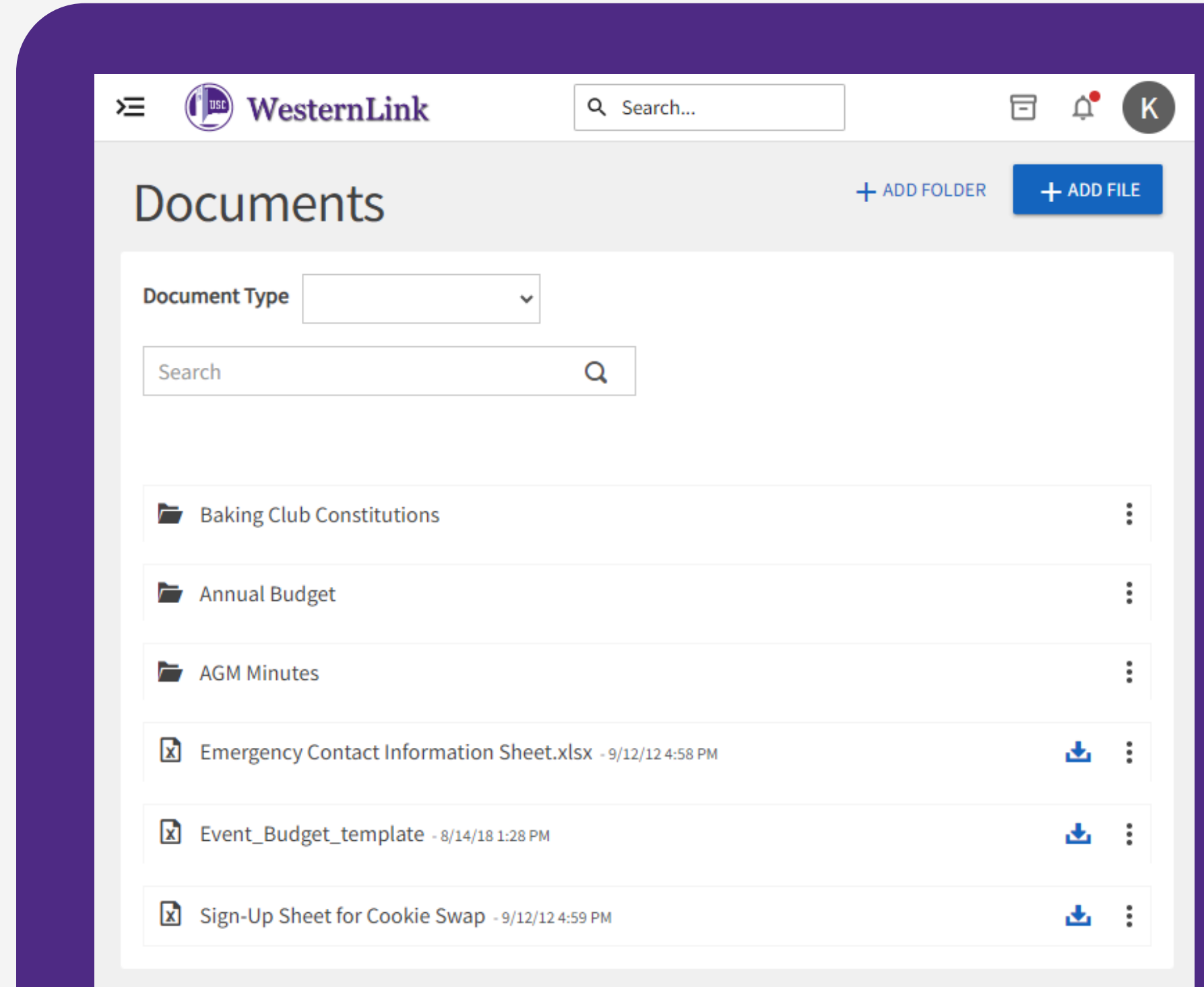
This section is where you create an Event Proposal and manage your events and club regular activities.



# 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**



WesternLink Search... K

Create Election Form fields marked with an asterisk (\*) are required

\*Name

Include Instructions

Additional Instructions

Active

Start Date and Time  
8/4/2023 12:15 PM

End Date and Time  
9/4/2023 12:15 PM

Display an alert on the organization homepage when the election is active and voting is open

Only Allow Users Listed on the Roster of this Organization to Vote

# 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.





# 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  \*Theme

\*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 (Business Days: Monday to Friday, 9 am to 4 pm)

**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.



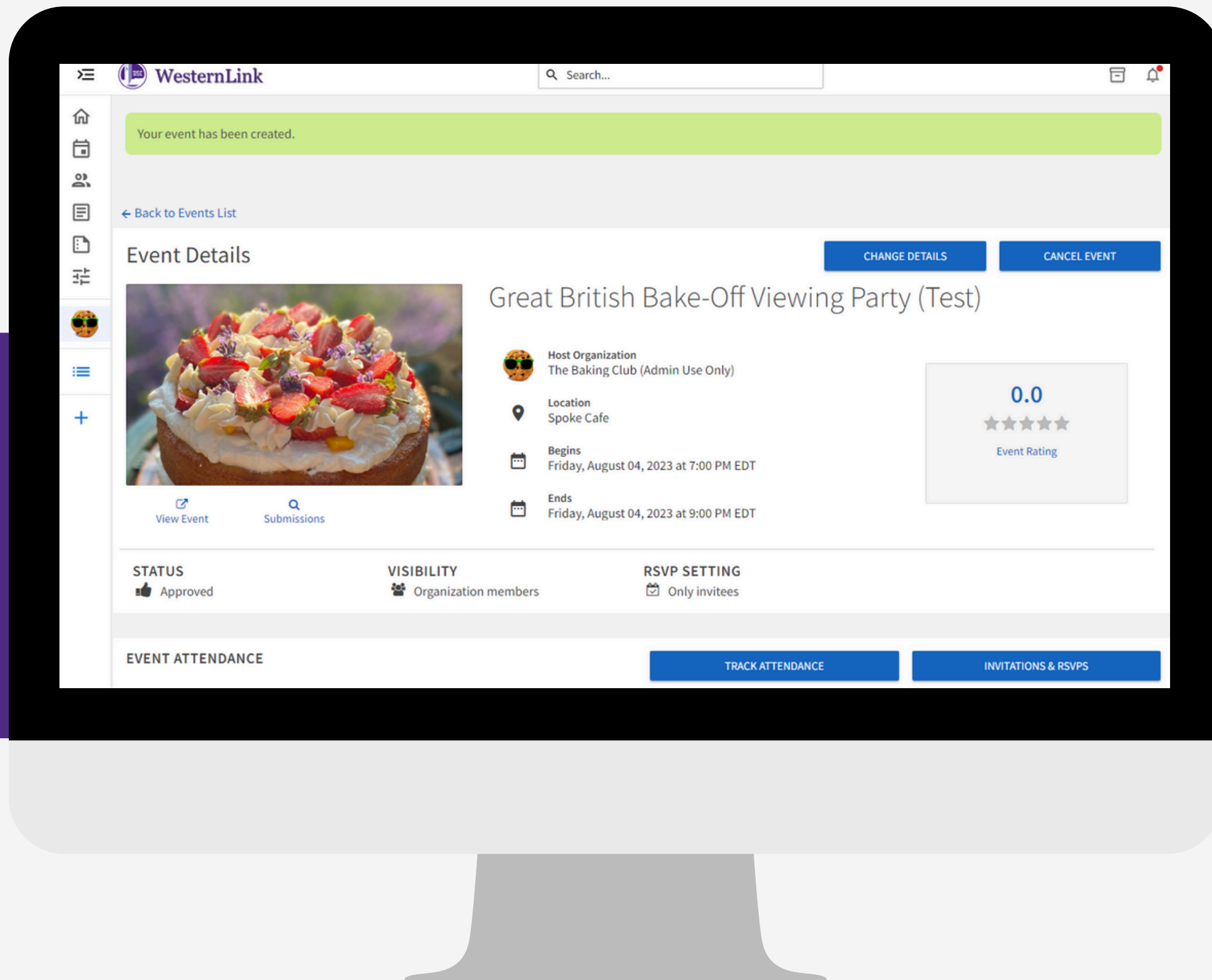
### Required Fields

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



# Event Proposal Approval

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](https://westernusc.ca/clubs)  
[clubs@westernusc.ca](mailto:clubs@westernusc.ca)

Room 320 UCC

