

How to Submit a Reservation Request for Outdoor University Space and a Concrete Table for Recognized Student Organizations

Only students with full Event management access for the organization can submit an event request to reserve outdoor space and/or a concrete table.

Students with full event management access for an organization can: edit and delete organization events, manage invitations & RSVPs for organization events, manage event attendance, and submit event requests for the organization.

The MIC automatically provides the following positions with Event management access:

1. President,
2. Treasurer, and
3. Primary Contact

PLEASE NOTE: The Primary Contact must have the name and CSUN email address for a currently enrolled CSUN student. If the email and/or contact name is a general group email for the organization, the request will be denied.

The organization President can give other Positions Event management access, by updating a Position's management access in MataSync.

Steps to Update Position Management Access

To change a Position's management access:

1. Sign-in to MataSync using your CSUN email and password
2. Go to the Organization's portal
3. Select **Roster**, from the Organization Tools menu
4. Select **Manage Positions**
5. Select the Position title (e.g., fundraising chair, recruitment chair, secretary, etc.) you want to update (*Note: any changes made to one position, will be applied to every individual that holds that same position, on the organization's Roster*)
6. Under **Set Management Access**, you can select All Access or Limited Access. The MIC recommends selecting **Limited Access**, because you can select the specific management features you want the Position to be able to access.
7. After selecting **Limited Access**, select **Events**, then select **Full**
8. Save the changes

Steps to Submit an Event Request for Outdoor Space or a Concrete Table Reservation

1. Sign-in to MataSync using your CSUN email and password
2. Go to the Organization's portal that will be hosting the event
3. From the **Organization Tools** menu, select **Events**
4. Select the **Create Event** button
5. Complete and submit the form

Review the [Creating a New Event in your Organization](#) support article for more detailed instructions with pictures.

Completing the Form Sections

Basic Details

- In this section you will provide the event title, theme, an description. This information will be displayed on the MataSync event calendar if the event is approved.

Time and Place

- In this section you will select the event date and time. Requests submitted less than seven business days in advance may not be approved.
- Although this section allows users to select multiple event dates, forms with multiple event dates WILL NOT be approved. Please only select one event date.

Location

- Select, **“NO, I’d prefer to not show a map”**. Next enter the name of the location. A complete list of outdoor space and concrete table locations is available on the [MIC Reservations](#) website.
- Make sure you use the **exact name of the location as stated on the MIC Reservations website**.
- Additionally, you can **only list one (1) location in this section**.
- There is another section on the form, where you can list additional locations.

Optional Sections

- The following three (3) sections are optional:
 1. RSVP Settings
 2. Post Event Feedback
 3. Event Cover photo

Event Additional Information

- The questions in this section are **required** to request the outdoor space and/or concrete table.
- The event details (date, time, location, etc.) must be consistent with the information included in the previous sections. Any discrepancies may result in the form being denied.

If you have questions or need assistance contact the Matador Involvement Center at 818-677-5111.