

Event Application (Fall 2026 only)

In this tutorial, you'll learn how to:

- Understand how Event Applications will be submitted for Fall 2026
- Access the Event Application in OrgSync
- Create and submit an Event Application

Introduction

[EagleLink](#) is UNT's new student organization management platform. While EagleLink is used for annual registration, organization information management, and roster management, RSOs will continue to submit **Event Applications through OrgSync for Fall 2026**.



Note: This is the ONLY function that organizations can and should utilize in OrgSync.

Once your organization is registered in EagleLink, it will receive access to submit Event Applications in OrgSync on the **next business day**.



Important: For Fall 2026, only the President listed on the organization's **approved EagleLink Registration Application** will have access to submit Event Applications in OrgSync.

If the President or Primary Advisor changes after your organization is registered:

1. Update the information in organization's EagleLink portal.
2. Email student.activities@unt.edu to notify Student Activities of the change, so we can add access in OrgSync.

Before You Begin

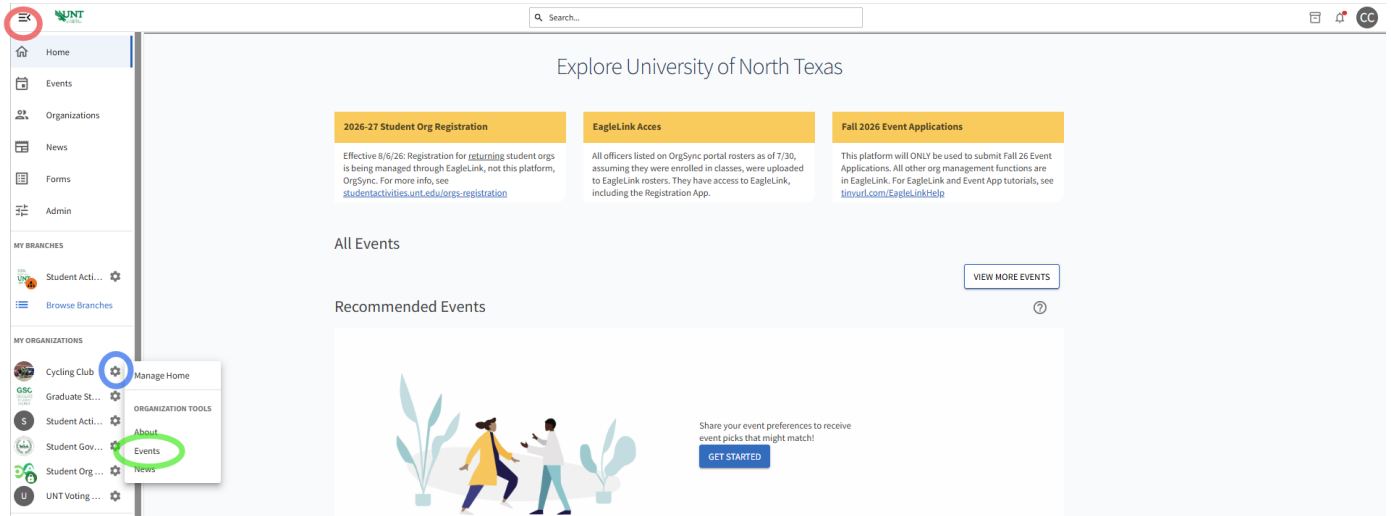
Before completing your first Event Application, watch the **Event Management Training** video, found on the [Event Applications](#) webpage, for tips and guidance on completing the application.

Access the Event Application

To access your organization's Event Application:

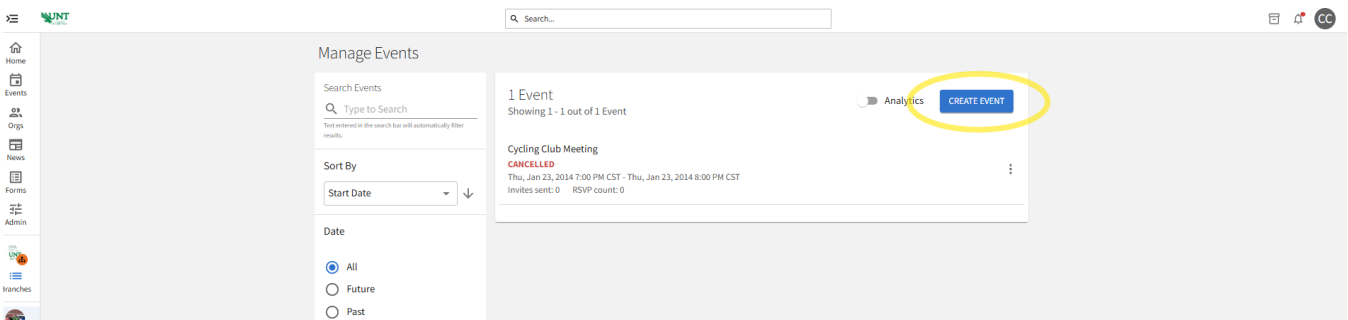
1. Log in to [OrgSync](#) using your UNT credentials.
2. From the OrgSync homepage, click the **hamburger icon** in the upper-left corner (circled in red in the screenshot below) to expand the navigation menu.
3. Scroll to “My Organizations” and select the RSO for which you are the President and want to submit an Event Application.

4. Click the **gear icon** to the right of the organization name (circled in blue below) to open the **Organization Tools** menu.
5. Select **Events** (circled in green below).



Create an Event Application

1. From the **Events** homepage, click the blue **Create Event** button (circled in yellow in the screenshot below).
2. Complete the Event Application.



TIP Refer to the **Event Management Training** video as you complete your application. It includes tips and guidance to help you avoid common mistakes and processing delays.

For more information about the Event Application process, including Event Application Procedures and Event Safety Committee, visit studentactivities.unt.edu/orgs-events.