REGISTERING YOUR PROGRAM FOR PURPLE & GOLD POINTS

① Find the Event Registration Form

Go onto wiu.edu/leathernecklink click **Forms** in the top bar and then select the form titled "Event Registration".

② Fill Out the Form

Fill out the information about your event including the name, time, location, and description.

③ Add The Purple & Gold Information

- Make sure in the "Tags" Section in the form select both "Campus Wide" and "Purple & Gold Points".
- In the "Opportunity" Section in the form select "Point" and then select "Purple & Gold Points". Then put in your point amount either 25, 50, or 100 points based on your point tier.
- Event flyers must include one of the Purple & Gold Stamps and follow the Purple & Gold Marketing Guide.

④ Submit the form

Submit your event for approval. Staff from the Office of Student Engagement will review your event registration, make updates if needed, and approve your event.

⑤ Check-In Students

Use the mobile app (Involve) or the Leatherneck Link website to check-in students at the event.