How to Submit a Program/Reservation Form

As an Officer to your Organization/Club (BaySync Org Administrator), you will have access to creating and submitting event forms for your organization. This form will also be used to request for CSUEB venues/facilities. It's real simple!

1. Click Here to login into BaySync

2. Click “Sign in with your Campus ID” to use your CSUEB Net ID & Password to login

3. Click the Organization Tab and find your Organization
4. Click on Events Tab to find the Program Form using the “Create an Event” Button.

5. Once you hit “Submit,” stay tuned for final program approval by your Student Life Advisor. Pending and Approved Status will also be noted in your BaySync portal. Approved status means you have received approval from your Student Life Advisor and your event venue has been approved.
Quick Q&A

● **Question: I do not see the “Create an Event” Button, what do I do?**
  ○ **Answer:** If you do not have the option to create an event, you are currently not recognized as an Officer for your student organization (known as administrator in BaySync). If you are not an administrator, you can send a message to the current administrator requesting admin access.

● **Question: I cannot contact my organization’s past Officers. What can I do?**
  ○ **Answer:** If your organization does not have an administrator or your current administrator(s) no longer attend CSU East Bay, contact Student Life Advisor via BaySync and we'll take care of it!

● **Question: How do I reach my Student Life Advisor?**
  ○ **Answer:** Based on the your program type, your Student Life Advisor may reach out to you to set-up a Program Form meeting. If you need to reach your Student Life Advisor for a quick question, you can do so by sending them a message on BaySync. Click on your profile icon, and select your Inbox option.