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Introduction

Any student, faculty or staff associated with the university and planning a social activity with alcohol consumption must have an approved Alcohol Event Registration form completed prior to the event date. University social activities are any social related activities on university property or for which university funds or other university resources are used. This document will review the registration process and steps to complete the Alcohol Event Registration form.

Form Completion

Any student, faculty or staff with an active Andrew ID is able to prepare the Alcohol Event Registration form, which can be found through the Dean of Students website.

Form Initiation

1. The Preparer launches the Alcohol Event Registration form in an internet browser (Internet Explorer is the preferred browser). The Alcohol Event Registration form number (beginning with ‘AER’) is generated.

   **NOTE:** The Alcohol Event Registration form will time-out after 20 minutes of inactivity, unless the Preparer clicks the 'Save and Complete Later' button.

2. The Preparer, any student, faculty or staff, begins completion of the form with **Section 1 Form Preparer's Information** and enters their Andrew ID in the **Preparer's Andrew ID** field. Once the Andrew ID is entered, tabbing out of the field will allow the **Preparer’s Name** and **Preparer’s Email** to be populated automatically.

3. The Preparer enters an active Andrew ID in the **Additional Contact’s Andrew ID** field if someone else needs to be notified of this form's process. Once the Preparer tabs out of the field, **Additional Contact’s Email** is populated automatically.

4. The Preparer enters data in **Section 2 Event Information** of the form, beginning with **Name of Event** and **Date of Event**. This information will be included in the all of the email notifications that are sent during the form's process.

5. If an event is recurring (all event details must remain the same), the Preparer selects “Y” from **Is this a recurring event?** dropdown and enters the dates for the events in the **Please provide recurring dates for the event** field. The Preparer is encouraged to enter recurring dates in a MM/DD/YYYY format.
format, separated by a comma, but may also enter descriptive text (example: occurs every Friday of March 2018).

6. The Preparer enters the **Name of Group/Department Sponsoring Event, Location of Event, Start Time, and End Time**. The **Start Time** and **End Time** entries must match the format shown on the form (HH:MM) and indicate “AM” or “PM” within each dropdown menu.

7. The Preparer must enter text in **If room has more than one entrance, please note plans to block access from multiple entries, stairwells, and elevators or attach event setup plan** field. The Preparer has the option to attach additional documentation by clicking the ‘Attach Event Setup Plan’ button.

   a. After clicking the ‘Attach event Setup Plan’ button, the Preparer must browse for the document, then click ‘Add’ to add the file to the form. When finished, the ‘Close’ button will return to the Alcohol Event Registration form.

   **Note**: Do not include special characters in the attachment name and do not attach the following file types: .bat, .exe, .com, .pif, .cmd, .js, .vbs, .zip, .dll, .sit.

8. The Preparer enters the **Number of Police Officers** requested if applicable, and must enter the date in the **Date Security requested** field if Police Officers have been requested.

   **Note**: the hyperlink above these fields will lead to the university Police website and their event request form.
9. The Preparer enters **Section 3 Social Hosts Information** of the Alcohol Event Registration form. The Preparer must enter the **Primary Social Host’s Andrew ID** which populates **Primary Social Host’s Name** and **Email** automatically.

**Note:** Social Hosts are designated personnel who have completed specified training. If an Andrew ID is entered for someone who has not been identified as a designated Social Host, an error message will appear.

10. The Preparer may enter up to four additional Social Host's Andrew IDs. With each Andrew ID, if an authorized Social Host is entered, the corresponding **Name** and **Email** will be populated after tabbing out of the **Additional Social Host’s Andrew ID** fields. The Preparer can clear any Social Host's information by clicking the ‘Remove Social Host’ button corresponding to the Social Host's data, or clear all entered Social Host information by clicking the ‘Remove All Social Hosts’ button.

11. The Preparer enters **Section 4 Guest Information** of the Alcohol Event Registration form. At least one guest over 21 must be entered for the form to be submitted successfully.

12. The Preparer enters **Section 5 Alcohol information** of the Alcohol Event Registration form. **Total Amount and Type of Alcohol Being Served** must be entered. The Preparer selects CMU Catering, Social Host or Other Vendor from the dropdown. If Other Vendor is selected then the name of the vendor must be specified in the **If Other** field.

13. The Preparer enters an explanation for the **consumption of alcohol** and **identification of guests**. If applicable, an explanation for transportation should also be entered.
14. Once the information has been entered into five sections of the form, the Preparer must click the ‘Submit Form’ button.

a. Clicking on this button generates the following message for the Preparer to confirm that the submission was successful:

![Submission Status]

b. Clicking on the ‘Submit Form’ button also generates the following two email messages:

i. The Preparer and additional contact receive the following message with the subject line starting with ‘FYI’ to indicate that no action is required of the Preparer.
ii. Most importantly, the Reviewer receives the following message with the subject line starting with 'Action Required' to indicate that the Reviewer is expected to perform an action. This email and the Reviewer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.

Saving to Complete Later

15. Preparers have an option to save the form and complete it later while entering the event details on page one, by clicking the 'Save and Complete Later' button.
a. Clicking on this button generates the following message for the Reviewer to confirm that the form has been submitted to the Social Host successfully:

![Submission Status](image)

b. Clicking on this button also generates the following email message:

1. The Preparer receives the following email message with a subject line starting with ‘Action Required’ to indicate that the Preparer is expected to perform an action. **This email and the Primary Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.**

   ![Action Required Email](image)

   **Note:** If the Preparer does not use this new email notification to access the form, the form will not show their progress made thus far.

16. To complete the form the Preparer can click on the URL from the email and continue entry on the form. There is no limit to how many times a Preparer can click ‘Save and Complete Later’ on the same form.

**Student Affairs Reviewer Submission**

17. The Student Affairs Reviewer receives the email (see above) containing the URL that must be used to review the Alcohol Event Registration form. After clicking on the URL and reviewing the form, the Reviewer enters the **Dean of Students’ or Designee’s Andrew ID** and tabs out of the field to populate the **Dean of Students’ or Designee’s Name** field in section 7 of the form.
18. The Reviewer can now submit the form to the Primary Social Host by clicking the ‘Send to Social Host’ button.

a. Clicking on this button generates the following message for the Reviewer to confirm that the form has been submitted to the Social Host successfully:

```
Submission Status
Thank you for your submission. It has been successfully submitted.
OK
```

b. Clicking on the ‘Send to Social Host’ button also generates the following two email messages:

   i. The Preparer and additional contact receive the following message with the subject line starting with ‘FYI’ to indicate that no action is required of the Preparer.
ii. Most importantly, the Primary Social Host receives the following message with the subject line starting with 'Action Required' to indicate that the Social Host is expected to perform an action. This email and the Primary Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.

19. The Reviewer has an option to send the form back to the Preparer if additional information is required by entering notes or action items that are required for resubmission and clicking the 'Send to Preparer' button.
a. Clicking on this button generates the following message for the Reviewer to confirm that the action has been submitted to the Social Host successfully:

![Submission Status]

b. Clicking on the ‘Send to Preparer’ button also generates the following email message:

*i. The Preparer and additional contact receive the following message with the subject line starting with ‘Action Required’ to indicate that Preparer is required to perform action. This email and the Preparer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.*

```
Dear Kumar Sajja,

The Alcohol Event Registration Form you submitted for Alcohol Registration Form go live Happy Hour on 2018-03-02 was returned to you from the Student Affairs reviewer for the following reason:

Please add additional details on Event setup plan

Please use the URL below to make changes to the Form. Once you have completed the necessary updates, click on the “Submit” button to return the form to Student Affairs.

https://carnegiemellon-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtRef=90475087-a1e5-4040-84bb-9f061beeb38b1

Frequently asked questions about this Form can be found here.

Thank you,
CMU Forms Transform
On behalf of Systems Implementation and Technology Solutions
```

20. The Reviewer has an option to deny the Alcohol Event Registration form as needed. This action can only be done by the Reviewer and notes are required to be entered before clicking the ‘Deny’ button. Once denied, a form cannot be altered or resubmitted.
21. Clicking on the ‘Deny’ button also generates the following email message:

i. The Preparer, additional contact, and Primary Social Host receive the following message with the subject line starting with ‘FYI’ to indicate that no action is required of the Preparer.

Dear April Brosius,

The Alcohol Event Registration Form you submitted with the following details has been denied by the Student Affairs Office.

Event Name: Testing Event  
Event Date: 2020-01-01

The following URL may be used to view the Denied Form:


Any questions regarding this denied event can be directed to the Student Affairs Office at social-host@andrew.cmu.edu.

Thank you,  
CMU Forms Transform On behalf of System Implementation and Technology Solutions

Primary Social Host Submission

22. The Primary Social Host receives the email (see step 16) containing the URL that must be used to acknowledge their Social Host responsibility to continue with the process of the Alcohol Event Registration form.

23. After reviewing the form, the Primary Social Host must indicate their acknowledgement and agreement to their Social Host duties: "By selecting “Y”, I acknowledge and agree to the following: I have read and understand the university’s Alcohol and Drug Policy, including section 3 regarding social host guidelines and protocols. I will attend the event and ensure that alcoholic beverages are served only to individuals who are of legal drinking age (at least 21 years of age) at the event. I have completed the Social Host Responsibility program offered through the Carnegie Mellon university Police Department."

   a. Select ‘Y’ from the dropdown to continue the process.

   b. Select ‘N’ from the dropdown to send the form back to the Preparer. The reason for selecting “N” should be communicated internally between the Primary Social Host and the Preparer.
24. After acknowledgement, the Primary Social Host clicks 'Primary Social Host Approve' button to submit the form ('Y' = proceed, 'N' = return to Preparer).

a. Clicking on this button generates the following message for the Primary Social Host to confirm that the action has been submitted successfully. The date of submission is populated automatically in the Date field.

b. Indicating 'Y' and clicking on the 'Primary Social Host Approve' button also generates the following email message:

   i. The Preparer and additional contact receives the following message with the subject line starting with 'FYI' to indicate that no action is required of the Preparer.

   
   Dear Kumari Sajja,

   The Alcohol Event Registration Form you submitted with the following details has been sent to the Social Host, Ryan Jackson, for review.

   Event Name: Alcohol Registration Form go live Hapy Hour
   Event Date: 2018-03-02

   Frequently asked questions about this Form can be found [here](#).

   Thank you,
   CMU Forms Transform
   On behalf of Systems Implementation and Technology Solutions
ii. The Additional Social Host receives the following message with the subject line starting with 'Action Required' to indicate that Additional Social Host is required to perform action. This email and the Additional Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.

Dear Ryan Jackson,

An Alcohol Event Registration Form was submitted by Kumari Sajja for the following event:

Event Name: Alcohol Registration Form go live Happy Hour
Event Date: 2018-03-02

Please review the Form using the URL below. After review, click the "Next Page" button and use the drop down in Section 6 to acknowledge and agree to CMU's social host guidelines and protocols then click "Social Host Approve" below your name. This will send the Form to the next Social Host(s) or to the Office of Dean of the Students for final review.

https://carnegiemellon-transform.perceptivecloud.com/ifier/jFiller.jsp?mtref=59865d5f-bf81-48c8-87c5-ee4b4a48f0e5

Frequently asked questions about this Form can be found here.

Thank you,
CMU Forms Transform
On behalf of Systems Implementation and Technology Solutions

c. Indicating 'N' and clicking on the 'Primary Social Host Approve' button also generates the following email message:

i. The Preparer and additional contact receive the following message with the subject line starting with 'Action Required' to indicate that Preparer is required to perform action. This email and the Preparer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.
Additional Social Host Submission

25. The Additional Social Host receives the email (see step 20) containing the URL that must be used to acknowledge and continue the process of the Alcohol Event Registration form.

26. After reviewing the form, the Additional Social Host can select 'Y' or 'N' from the dropdown menu to acknowledge and agree to their social hosting duties: By selecting 'Y', I acknowledge and agree to the following: “I have read and understand the university’s Alcohol and Drug Policy, including section 3 regarding social host guidelines and protocols. I will attend the event and ensure that alcoholic beverages are served only to individuals who are of legal drinking age (at least 21 years of age) at the event. I have completed the Social Host Responsibility program offered through the Carnegie Mellon university Police Department.”

   a. Selecting 'Y' or 'N' from the dropdown will continue the process, however, the reason for selecting 'N' should be communicated internally between the Additional Social Host and the Preparer.

27. After acknowledgement, the Social Host clicks 'Social Host Approve' button to submit the form.
a. Clicking on this button generates the following message for the Social Host to confirm that the action has been submitted successfully. The date of submission is populated automatically in the Date field.

![Social Host Approve](image.png)

b. Clicking on the 'Social Host Approve' button also generates the following email message:

i. The Preparer and additional contact receive the following message with the subject line starting with 'FYI' to indicate that no action is required of the Preparer.

![FYI: Alcohol Event Registration](image.png)

Dear Kumari Sajja,

The Alcohol Event Registration Form you submitted with the following details has been sent to the Social Host, Terri Burner, for review.

Event Name: Alcohol Registration Form go live Happy Hour
Event Date: 2018-03-02

Frequently asked questions about this Form can be found [here](#).

Thank you,
CMU Forms Transform
On behalf of [Systems Implementation and Technology Solutions](#)

ii. The next Additional Social Host receives the following message with the subject line starting with 'Action Required' to indicate that Additional Social Host is required to perform action. This email and the Additional Social Host taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.
Dean of Students (or Designee)

28. The Dean of Students (or Designee, as indicated by the Reviewer) receives the email (see step above) containing the URL that must be used to review and act on Section 7 of the Alcohol Event Registration form.

29. The Dean can now approve the form by clicking the 'Student Affairs Approve' button.

a. Clicking on this button generates the following message for the Dean to confirm that the action has been submitted successfully:
b. Clicking on this button also generates the following email message:

   i. The Preparer, additional contact, Primary Social Host, and all additional Social Hosts receive the following message with the subject line starting with ‘FYI’ to indicate that no action is required. The form process has ended and a read-only version is available within this email notification.

   
   ![](image)

   **FYI: Alcohol Event Registration AER00000027 on 2018-03-02 Approved**

   To: Uzwala Sajja
   Cc: Terri Burney; Ryan Jackson; April Brosius; Uzwala Sajja; April Brosius

   Dear Kumari Sajja,

   The Alcohol Event Registration Form you submitted with the following details has been approved by the Office of the Dean of Students.

   Event Name: Alcohol Registration Form go live Happy Hour
   Event Date: 2018-03-02

   The following URL may be used to view the completed Form:

   [https://carnegiemellon-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=5eefd347-d01b-422a-9e00-6661d85ed9ce](https://carnegiemellon-transform.perceptivecloud.com/iFiller/iFiller.jsp?mtref=5eefd347-d01b-422a-9e00-6661d85ed9ce)

   Please contact the Office of Dean of the Students (social-host@andrew.cmu.edu) with any additional questions.

   Thank you,
   CMU Forms Transform
   On behalf of Systems Implementation and Technology Solutions

   1. The read-only version can be accessed by clicking the URL and clicking View Read-only on the resulting prompt.
30. The Dean has the option to reject the form, which returns the form to the Reviewer for more information. This action requires notes or questions to be entered in the text box, then clicking the ‘Reject’ button.

a. Clicking on this button generates the following message for the Dean to confirm that the action has been submitted to the Social Host successfully:

![Submission Status]

b. Clicking on the ‘Reject’ button also generates the following two email messages:

i. The Preparer, additional contact, Primary Social Host, and Additional Social Host(s) receive the following message with the subject line starting with ‘FYI’ to indicate that no action is required.

![FYI: Alcohol Event Registration AER00000027 on 2018-03-02]

Dear Kumari Sajja,

The Alcohol Event Registration Form you submitted with the following details has been returned to the Student Affairs review for additional information. The Office of Dean of the Students may be contacting you with additional questions, comments, or information.

Event Name: Alcohol Registration Form go live Happy Hour
Event Date: 2018-03-02

Frequently asked questions about this Form can be found here.

Thank you,
CMU Forms Transform
On behalf of Systems Implementation and Technology Solutions

ii. The Reviewer receives the following message with the subject line starting with ‘Action Required’ to indicate that action must be taken. This email and the Reviewer taking the action of clicking on the URL within the email are critical to ensure that the Alcohol Event Registration form continues to be processed.
Dear Student Affairs Reviewer,

An Alcohol Event Registration Form was submitted by Kumari Sajja for the following event:

Event Name: Alcohol Registration Form go live Happy Hour
Event Date: 2018-03-02

Please review the Form using the URL below. Once you have completed your review, click either "Send to Social Host" or "Send to Preparer".


Frequently asked questions about this Form can be found here.

Thank you,
CMU Forms Transform
On behalf of Systems Implementation and Technology Solutions

Additional References

- Frequently Asked Questions about this process: https://www.cmu.edu/student-affairs/dean/social-event/faqs.html
- Form assistance by phone: 412-268-2075
- Form assistance by email: social-host@andrew.cmu.edu