

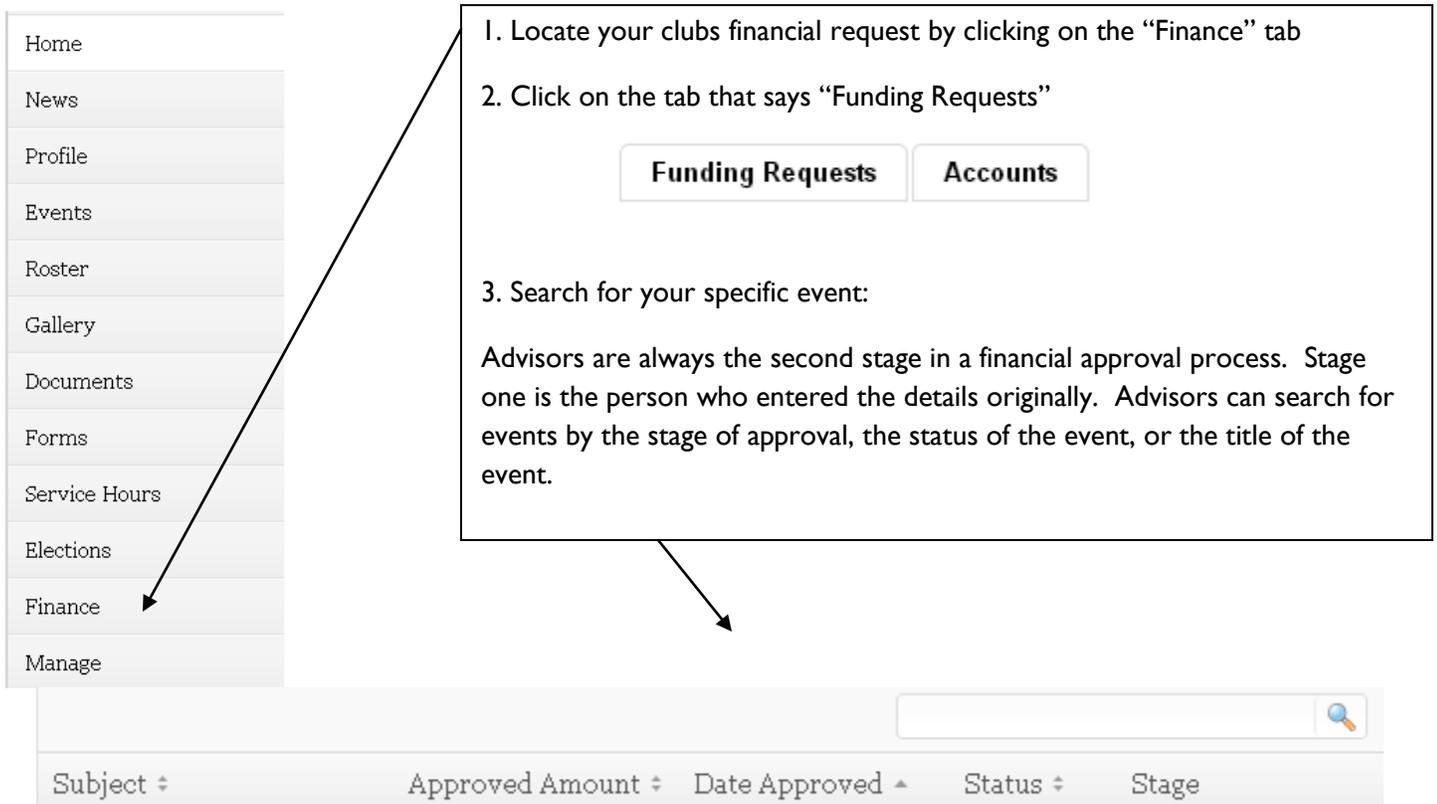
1

Make Sure you are the Clubs Advisor

1. Advisors need to first be members of the club. Follow the sign-up steps outlined in the roster sign-up process.
2. The primary contact must assign you the advisor status on the roster. Editing positions within a club are also outlined in the roster sign-up process. (You can check your status by looking at the clubs roster. Leadership positions are listed on the top of the page).

2

Find the Financial Request



1. Locate your clubs financial request by clicking on the “Finance” tab

2. Click on the tab that says “Funding Requests”

3. Search for your specific event:

Advisors are always the second stage in a financial approval process. Stage one is the person who entered the details originally. Advisors can search for events by the stage of approval, the status of the event, or the title of the event.

Home
News
Profile
Events
Roster
Gallery
Documents
Forms
Service Hours
Elections
Finance
Manage

Funding Requests Accounts

Subject ▾ Approved Amount ▾ Date Approved ▲ Status ▾ Stage

3

Change the Stage

- Once you find the event you are approving, click the change stage button →



Current Stage

Stage 1

Stage *(required)*

Stage 2 

Comment

Save

[Cancel](#)

Advisors need to be the Stage 2 approvals. Make sure the stage box is set to stage 2. Please note, it is possible to

Stage History

Date	Stage	Comment	Changed By
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