

Please follow these steps to request communications from the Alumni Association. For assistance, contact your OSUAA representative. See the accompanying video for a step-by-step walkthrough.

Login here: <https://osu.attask-ondemand.com/login>

Enter your society email and password

Select the **Alumni Society Communication Request** form.

The Ohio State University | Home | Projects | Reporting | People | **Requests** | Timesheet | Documents

+ New Request | Requests I've Submitted | All Requests

Select a Request Type

- Select a Request Type
- ADV COMM Web Update
- Advancement Events - Assistance
- Advancement Services Request
- Alumni Association - Buckeye GameDay
- Alumni Association - Summer Send Off
- Alumni Society Communication Request
- Human Resources - Requests
- IT Training Request

Select a Request Type From Above

*Note: ADV COMM and UM forms are for internal use only. If you submit a request through these forms we cannot guarantee a response.*

Enter the subject: This is the name of your project

Select a Request Type

Alumni Society Communication Request

Subject

Add documents: This is where you'll upload Word documents, photo files, or PDFs to supplement your communication request. Drag the desired document into the box or click Add Documents to select the file from your computer

Documents

Add Documents

Or drag and drop here to attach...

Audience: Specify who this email will go to (i.e. society members, alumni in a specific area, etc.)

Approver name and email: Please enter your name and preferred email here.

Requesting communications for: Select the type of request. You will be able to select specific deliverables related to this request further down on this form.

- If you select Other, you will receive options for a print piece, email request or web update not related to an event, game day or membership drive. Please be sure to attach supporting materials that outline your specific request.

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## AA - Society Communication Request

\*\*\* Upload any supporting materials in the Add Documents box above \*\*\*

This form is for Ohio State alumni society requests only.

### General Information

Audience

Approver Name

Approver Email

Approver Phone Number

Requesting Communication For

Event  Membership Drive  Other

**Event, membership drive:** Enter all of the details for your request in the boxes. Use the Other details box to give any additional information that doesn't fit one of the provided categories.

**Details - Event**

Event Name

Event Date and Time

Event Location Name and Address

Event cost

Other Event Details [?](#)

SO - RSVP Instructions

Links

**Details - Membership Drive**

Membership Details and Benefits

Membership Payment Option [?](#)

Start Date

End Date

Other Membership Details

**Will OSUAA take registration:** If this is a paid event, you are able to use OSUAA for registration. Select Yes, and fill in the following questions. An OSUAA engagement services representative will contact you about this request to set up the registration. Please allow 3 weeks from the submission date for the start of registration.

Will OSUAA take registration

Yes  No

Desired Registration Start Date <sup>?</sup>

Is this a multi-day or multi-session event? <sup>?</sup>

Yes  No

Total event capacity <sup>?</sup>

Will walk-ins be accepted?

Yes  No

Are the event or any of the registration options limited to a specific audience? <sup>?</sup>

Yes  No

Is this similar to a past event that CSC took registrations for?

Yes  No

If yes, which event?

A member of OSUAA Engagement Services will contact you about this request within two business days,

Select your deliverables:

**Deliverable Options**

Print Request

Yes  No

Email Request

Yes  No

Website Request

Yes  No

**Print piece:** Please indicate if this is a free piece and select the desired delivery date (allowing six weeks from request date). Upload any additional content for the print piece in a Word document to the Add documents box at the top of the page.

**Additional Details - Print**

Is this a free print piece? <sup>?</sup>

Yes  No

Scarlet groups receive two free print pieces and gray groups receive one free print piece per fiscal year.

Desired Delivery Date <sup>?</sup>

**Email request:** Please enter your desired email text, a direct contact if we should not email the society .edu email with questions, and the desired send date (allowing two weeks from the request date).

**Additional Details - Email**

Email Text

Direct questions to 

Desired Send Date 

### Web updates/new additions

New addition: Select New addition and enter the desired update in the box provided. Upload additional content to the Add documents box at the top of the page.

Update existing: Select Update existing, enter the link to the page to be updated and enter the desired update in the box provided. Upload additional content to the Add documents box at the top of the page.

**Additional Details - Web**

Is this new or an update?

New Addition  Update Existing

Link to page

Desired Updates

Please allow up to 72 hours from request date for completion.

### What happens next?

Your OSUAA representative will review your request and will contact you if anything is missing. Once complete, the request will be submitted to the advancement communications team and they will work on a draft of the communication. When it is ready, they will send it to you for your review and approval.