



THE OHIO STATE UNIVERSITY

Workfront 101

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Introductions

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workfrontTM



Log in!

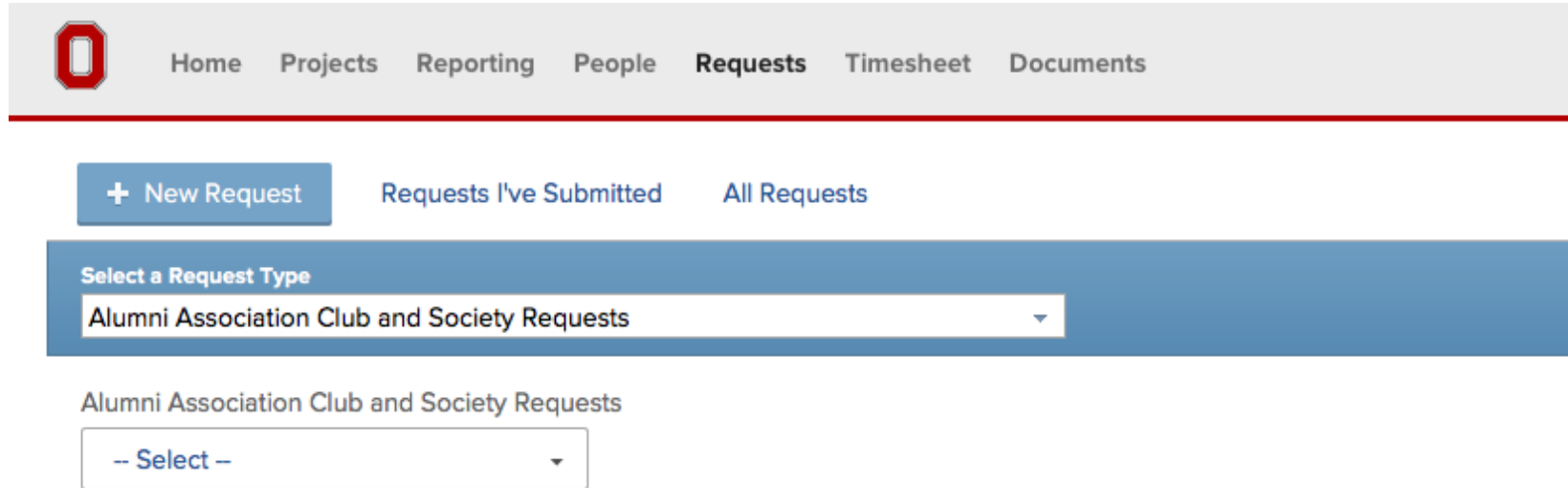
Go to: <https://go.osu.edu/grouprequests>

Username: [groupname@osu.edu](#)

Password



Select the Alumni Association Club and Society Requests form



The screenshot shows a web interface for the Alumni Association. At the top, there is a navigation bar with a logo and menu items: Home, Projects, Reporting, People, Requests (highlighted), Timesheet, and Documents. Below this, there are three buttons: '+ New Request' (highlighted), 'Requests I've Submitted', and 'All Requests'. A blue bar contains a dropdown menu labeled 'Select a Request Type' with 'Alumni Association Club and Society Requests' selected. Below this, the text 'Alumni Association Club and Society Requests' is displayed above another dropdown menu showing '-- Select --'.



Select Alumni Club or Alumni Society

The screenshot shows a web application interface. At the top, there is a navigation bar with a logo on the left and menu items: Home, Projects, Reporting, People, Requests, Timesheet, and Documents. Below the navigation bar, there are three buttons: '+ New Request', 'Requests I've Submitted', and 'All Requests'. A blue bar contains a dropdown menu labeled 'Select a Request Type' with the selected option 'Alumni Association Club and Society Requests'. Below this, the text 'Alumni Association Club and Society Requests' is displayed. A second dropdown menu is open, showing 'Alumni Society' as the selected option, with 'Alumni Club' and another 'Alumni Society' option visible in the list.



Select the request type

+ New Request

Requests I've Submitted

All Requests

Select a Request Type

Alumni Association - Club and Society Requests

Alumni Association - Club and Society Requests

Alumni Society

Alumni Society

- Select -

Alumni Society - Free Event

Alumni Society - Other

Alumni Society - Paid Event

Alumni Society - Web Update

+ New Request

Requests I've Submitted

All Requests

Select a Request Type

Alumni Association - Club and Society Requests

Alumni Association - Club and Society Requests

Alumni Club

Alumni Club

- Select -

Alumni Club Communications - Event

Alumni Club Communications - Non-event

Alumni Club Web Update



Complete Subject, Description and add Documents

Subject

Description

Documents

Or drag and drop here to attach...



Web Updates

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.



Events (no OSUAA registration)

Audience

Approver Name [?](#)

Approver Email [?](#)

Regional Engagement Officer

- Jason Homan - Southeastern US Maggie Sweeney - Western US Colin Veatch - Southern Ohio and Midwest US
 Tyler Gagai - Northern Ohio Natasha Kanakannatt - Northeast US

Event Name

Event Date and Time

Event Description

Event Location Name and Address

Event cost

RSVP

Direct questions to [?](#)

Other Event Details [?](#)

Deliverables Requested

- Email Web Update Print



Events (societies - with OSUAA registration)

Will OSUAA take registration

Yes No

Registration Information

Desired Registration Start Date [?](#)

Is this a multi-day or multi-session event? [?](#)

Yes No

Total event capacity [?](#)

Will walk-ins be accepted?

Yes No

Are the event or any of the registration options limited to a specific audience? [?](#)

Yes No

Is this similar to a past event that ES 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,



Requests for communications not related to a specific event

Audience

Approver Name [?](#)

Approver Email [?](#)

Society Liaison

- Craig Little Nadine Holmes Julie Fridley

Communications Requested

- Email Print

Communications Requested

- Email Print

Additional Details - Email

Email Text

Desired Send Date [?](#)

Additional Details - Print

Is this a free print piece? [?](#)

- Yes No

Desired Delivery Date [?](#)

Postcard Content



Timelines

- Email: Please allow 2 weeks for delivery
- Web Update: Please allow up to 72 hours for completion
- Print: Please allow 6 weeks for delivery



What happens next?

- An email confirming receipt of the request will be sent to your group's @osu.edu address
- The request is delivered to the project manager and routed to your REO or society liaison who reviews the request for missing information and provides the email list
- The request then goes to the regional communications team and is placed in their queue for fulfillment
- You will receive a proof of deliverables for review



Questions?