

# WaveSync

Disclaimer: Some pages may not look exactly like the screenshots



To make an event: The following sequence of screenshots shows the process and the black circles on each page indicate where to click to get to the next page



# WaveSync Home Page

Wavesync

at Tulane

HOME

EVENTS

ORGANIZATIONS

NEWS

FORMS

Explore Tulane University

Search Events, Organizations, and News Articles

Tulane Student Football Tailgate

Student Tailgate now on Brown Field! Check out all the updates [here](#)

<https://bit.ly/2zeef2P>

Memberships

Invitations Pending

Graduate and Professional Student Association

Student Organization Treasurers

Campus Health

Graduate Studies Student Association

Campus Recreation

Lavin-Bernick Center for University Life & the Commons

All Events

Ended 2 hours ago

LIVE WELL KICKOFF!

THURSDAY, SEPTEMBER 5

11:30 AM - 1:30 PM

100-1000

ALL STUDENTS (FACULTY & STAFF)

Live Well Kickoff!

Thursday, September 5 at 11:30AM CDT

LBC Quad

Campus Health

Ended 2 hours ago

Discussion 2.0 with Zachary Lazar (Equity Thursday)

Thursday, September 5 at 12:30PM CDT

Cudd Hall

Hosted by 2 organizations

Ended 17 minutes ago

Commons Tour (Students Only)

Thursday, September 5 at 2:00PM CDT

Commons Courtyard Atrium Entrance [...]

Hosted by 2 organizations

Ended 17 minutes ago

Recruitment Tabling

Thursday, September 5 at 10:00AM CDT

Percival Stern Hall

Theta Tau

VIEW MORE EVENTS

Latest News

EMC

at Tulane is a student-run organization dedicated to providing a safe and healthy environment for all students. We are currently looking for new members to join our team. If you are interested, please contact us at [emc@tulane.edu](mailto:emc@tulane.edu) or visit our website at [emc.tulane.edu](http://emc.tulane.edu). We are looking for students who are passionate about creating a safe and healthy environment for all students.

Thursday, 9/5

Remember the Exhibition

Friday, 9/6

First General Body Meeting

Tue

Creating Racism

Welcome to SOAR!

Wednesday, September 4, 2019

Posted by Sarah Jones for Students Organizing Against Racism

Join us this Sunday for our first General Body meeting of the semester and tomorrow for Dream Denied: Gordon Plaza Seeks Relocation exhibition.

OGSD Spectrum: Week 2

Wednesday, September 4, 2019

Posted by Rasheeda Bradley for Office for Gender and Sexual Diversity

OGSD's weekly newsletters

5 Things TU Know

Tuesday, September 3, 2019

Posted by Megan Westcott for Lavin-Bernick Center for University Life & the Commons

Your Student Involvement Newsletter for September 3-8

Campus Links

EMS

Gibson

Student Organization Handbook

Tulane Concerns Report

Tulane Student Organization Documents

Privacy

Support

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# GSSA page

## G Graduate Studies Student Association

Member Since September 2018

⚙️ MANAGE ORGANIZATION

✉️ CONTACT

GSSA is the Graduate Studies Student Association at Tulane. It's a student-government based organization for all graduate students, Masters and PhD, within the School of Science and Engineering or the School of Liberal Arts.

### Additional Information

If you are submitting this as a Department Recognized Registered Student Organization (RSO), please list the full name of the university department that is sponsoring your RSO.  
No Response

### Forms

📄 GSSA - Interdepartmental Transfer or Request for Payment Form

### All Events

VIEW MORE EVENTS



#### Math Graduate Student Colloquium

📅 Tuesday, September 10 at 5:00PM CDT  
📍 Stanley Thomas 316

G Graduate Studies Student Association



#### WISE Fall Kickoff -- Uptown

📅 Wednesday, September 11 at 4:00PM C...  
📍 Flower 400

👥 Hosted by 2 organizations



#### GSSA Fall Welcome Mixer

📅 Friday, September 20 at 5:30PM CDT  
📍 Kendall-Cram LBC

G Graduate Studies Student Association



#### Philosophy Department's SOWRITE Meeting

📅 Monday, September 23 at 1:00PM CDT  
📍 Newcomb Hall, Room 105

G Graduate Studies Student Association

### Officers

VIEW FULL ROSTER



ADVISOR

Jennifer O'Brien



PRESIDENT

Sabrina Kragness



TREASURER

Hannah Aziz



SECRETARY

Amanda Reusch



VICE PRESIDENT

Sophie Delsaux

### Documents

📄 GSSA Representative Training Document



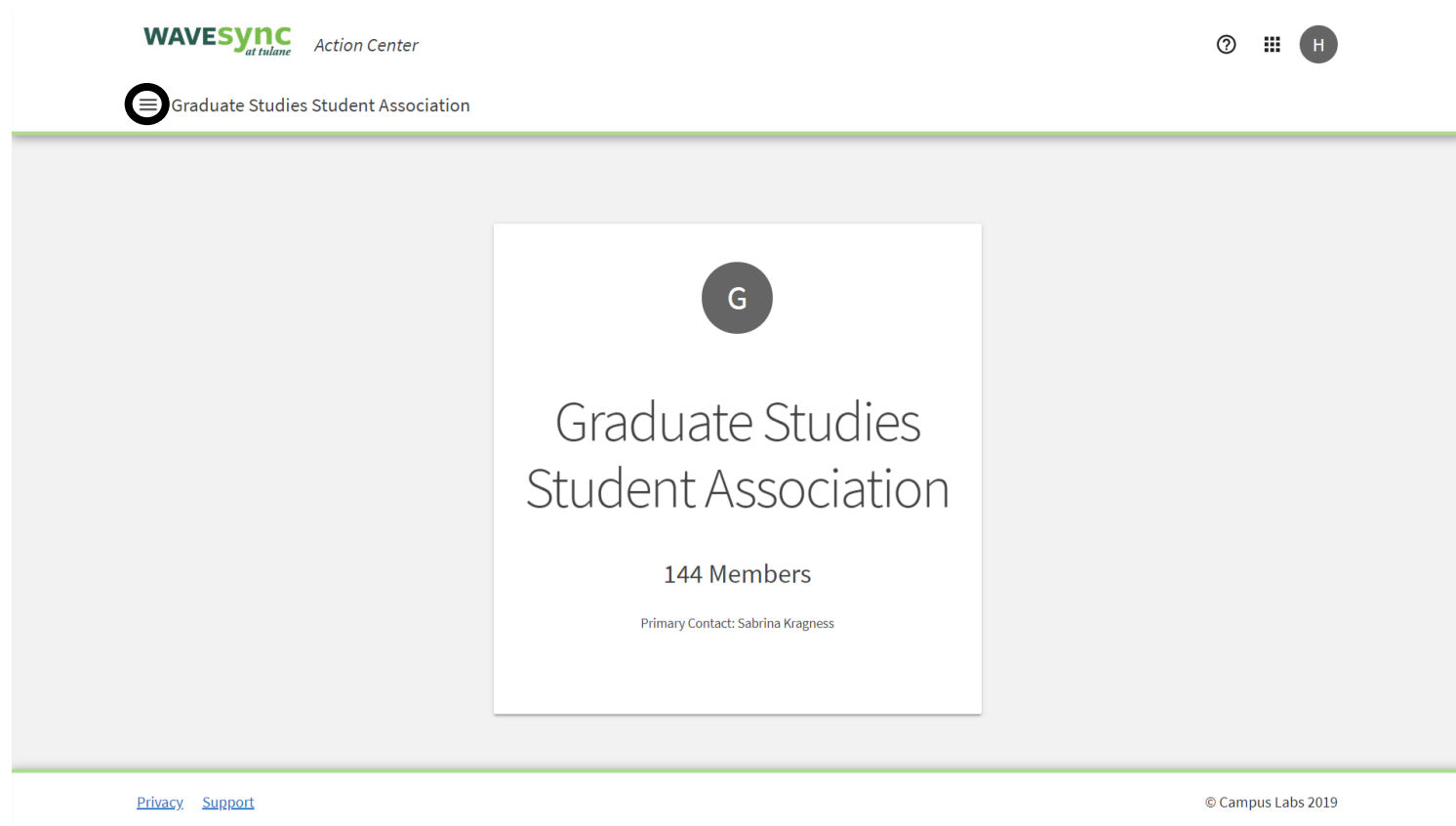
### Discussion



Hannah Aziz

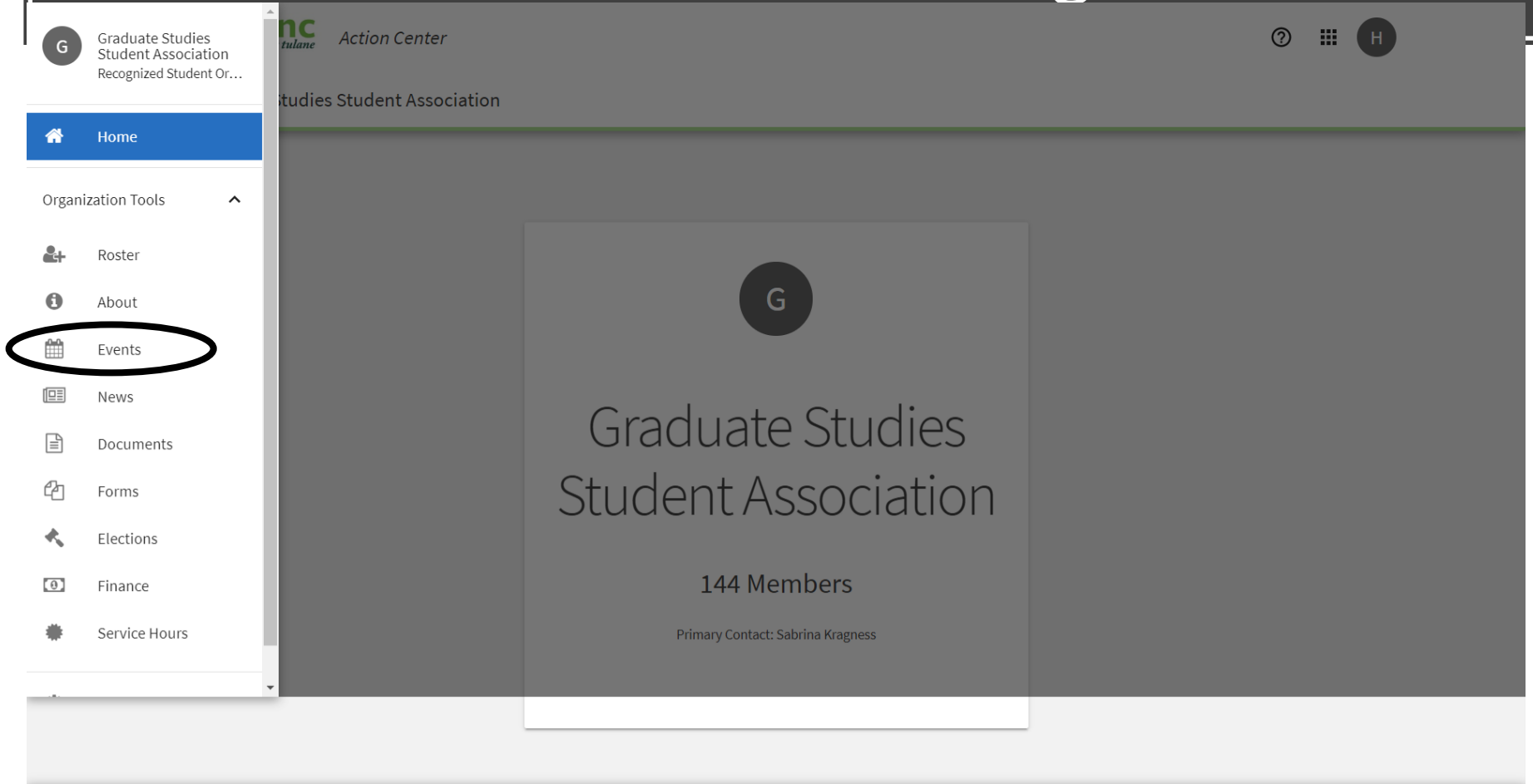


# The screen you see after you have clicked on the “Manage Organization” button





# The screen you see after you have clicked on the “hamburger icon”





The screen you see after you have clicked on “Events” under the “hamburger icon”

WAVESync Action Center

Graduate Studies Student Association

### Manage Events

Filter: Approved Status: Current

+ CREATE EVENT

Name	Status	Start Date	Action
Chemistry Departmental Meeting	Approved	10/2/2019 5:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
CMB - ATCG Business Meeting	Approved	9/23/2019 6:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
ESGA monthly meeting	Approved	10/2/2019 12:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
GSSA Fall Welcome Mixer	Approved	9/20/2019 5:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Ling Lunch	Approved	9/24/2019 12:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Math Graduate Student Colloquium	Approved	9/10/2019 5:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meetin	Approved	12/30/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	9/23/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	9/30/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	10/7/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	10/14/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	10/21/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	10/28/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	11/4/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	11/18/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	11/25/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	12/2/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	12/9/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	12/23/2019 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	1/6/2020 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's SOWRITE Meeting	Approved	1/13/2020 1:00 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's Tuesday SOWRITE Meeting	Approved	10/8/2019 12:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's Tuesday SOWRITE Meeting	Approved	10/15/2019 12:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's Tuesday SOWRITE Meeting	Approved	10/22/2019 12:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>
Philosophy Department's Tuesday SOWRITE Meeting	Approved	11/5/2019 12:30 PM	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 - 25 of 48

first | prev | next | last

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Once submitted, an event cannot be edited until the approval process has been completed. If a change needs to be made, comment in the section below the event and Student Affairs will make the change.



If you need help on  
WaveSync, here is a link  
you can go to:

<https://lbc.tulane.edu/node/4226>



Filling out the forms:  
All of the following forms  
can be found on the GSSA  
website ([gssa.tulane.edu](http://gssa.tulane.edu))



Event Reimbursement:  
This will be a paper packet  
that will be submitted to  
the treasurer at office  
hours as long as a student  
incurred the expense for  
the event.



# Events: Reimbursement Checklist (Page 1 of packet)

## **GSSA Event Reimbursement Checklist**

**Department:**

**Name of Event:**

**Date of Event:**

**Request Amount:**

Request for Entertainment Reimbursement Form

Original, itemized receipts taped on a sheet of white paper

- All receipts show payment information (name, check # / credit card #)
- All receipts are itemized

Attendee List with Event Name and Date

Minutes (Needed for Meetings only)

**3 Paper clipped packets** (1 Original and 2 Copies) arranged in the following order:

1. Payment Information Form
2. Original receipts taped to white paper
3. Attendee List
4. Minutes (meetings only)

**GSSA Representative Signature:**

**GSSA Representative Printed Name:**

**Date Signed:**

**Submit 2 packets (1 Originals, 1 Copy) to GSSA Treasurer**

☐



NOTE: Packets must be submitted no later than two weeks after the event!  
If you do not do this, we cannot guarantee your money will be reimbursed.

## Events: Reimbursement Checklist Example (Page 1 of packet)

All packets must be  
paperclipped!  
ABSOLUTELY NO  
STAPLES

### GSSA Event Reimbursement Checklist

Department: *Underwater Basket Weaving*

Name of Event: *Underwater Basket Weaving Departmental Meeting*

Date of Event: *09/05/2019*

Request Amount: *\$1.00*

- ✓ Request for Entertainment Reimbursement Form
- ✓ Original, itemized receipts taped on a sheet of white paper
  - ✓ All receipts show payment information (name, check # / credit card #)
  - ✓ All receipts are itemized
- ✓ Attendee List with Event Name and Date
- ✓ Minutes (Needed for Meetings only)

3 Paper clipped packets (1 Original and 2 Copies) arranged in the following order:

1. Payment Information Form
2. Original receipts taped to white paper
3. Attendee List
4. Minutes (meetings only)

GSSA Representative Signature: *Jane Doe*

GSSA Representative Printed Name: *Jane Doe*

Date Signed: *09/06/2019*

Submit 2 packets (1 Originals, 1 Copy) to GSSA Treasurer

Reps must bring two  
(2) copies to  
treasurer office hours  
and keep one (1)  
copy for their own  
records.

GSSA representatives  
must sign off on all  
reimbursement packets!  
A rep's signature means  
that you have checked  
that the packet is  
completed correctly!



# Events: Request for Entertainment Reimbursement (Page 2 of packet)

## REQUEST FOR ENTERTAINMENT REIMBURSEMENT

1. Complete form. All spaces must be filed.
2. Attach documentation:
  - a. original, itemized receipts showing proof of payment
  - b. attendee list
  - c. meeting agenda (if applicable)
3. Have form signed by your organization advisor.
4. Submit form to the Financial Request Box at the back desk of the Student Organization Center (SOC).

### Check disposition instructions:

- ☐ Hold for pickup in SOC
- ☐ Mail to recipient

Date \_\_\_\_\_

Organization \_\_\_\_\_

Amount to be Reimbursed \_\_\_\_\_

1st Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

2nd Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

### FOR REIMBURSEMENT

Person to be Reimbursed \_\_\_\_\_

TU ID # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by \_\_\_\_\_  
Name Phone Number Email

Approved by \_\_\_\_\_  
Student Organization Advisor signature

For Office Use Only

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Number \_\_\_\_\_

Tulane University

LAVIN-BERNICK CENTER  
for university life



Please fill this form out as seen below.

## Events: Request for Entertainment Reimbursement (Page 2 of packet)

### REQUEST FOR ENTERTAINMENT REIMBURSEMENT

1. Complete form. All spaces must be filled.
2. Attach documentation:
  - a. original, itemized receipts showing proof of payment
  - b. attendee list
  - c. meeting agenda (if applicable)
3. Have form signed by your organization advisor.
4. Submit form to the Financial Request Box at the back desk of the Student Organization Center (SOC).

#### Check disposition instructions:

- ☒ Hold for pickup in SOC  
☐ Mail to recipient

Date 09-05-19

Organization Underwater Basket Weaving Department

Amount to be Reimbursed \$1.00

1st Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

2nd Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

#### FOR REIMBURSEMENT

Person to be Reimbursed Jane Doe

TU ID # 123456789

Address 1 Tulane Drive

City/State/Zip New Orleans, LA 70118

#### NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE

Name: Underwater Basket Weaving Departmental Meeting

Date: 09-05-19

Location: 500 LBC

Description of Expense: Pizza and soda

Requested by Jane Doe 123-456-7890 jdoe1000@tulane.edu

Name Phone Number Email

Approved by DO NOT WRITE ON THIS LINE (Jennifer and Mike sign here)

Student Organization Advisor signature

#### For Office Use Only

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Number \_\_\_\_\_

Tulane University

LAVIN-BERNICK CENTER  
for university life

Indicate how you would like to receive reimbursement!

Treasurer will complete these lines so leave them blank.

Completely fill out this section. Use your name as you want it on a check. The mailing address should be your personal address, not the department's.



If the “hold for pickup in SOC” box was checked, students should receive their checks 4-6 weeks after they have submitted their packets to the treasurer.

Checks are printed every Wednesday so if someone is waiting for a check, they can check to see if it's in the clipboard on Thursday mornings.

If the department incurred the expense for the event, reps must submit an IT on WaveSync.



Speaker Reimbursement:

This will be done as an IT  
through WaveSync as long  
as the department incurred  
the expenses.



# Speaker: Honorarium

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Please include the following when submitting ITs for honoraria:

- Flyer about event (including date and speaker name)
- Contract
- W-9

Please see the next slides for blanks of contracts and W-9s. These documents can be found on the website.



# Speaker: Honorarium

- STUDENTS/REPS MAY NOT SIGN THIS CONTRACT.
- It must be signed by someone from Student Affairs.
- This contract must be completed PRIOR to the speaker event/honorarium

## CONTRACT

This contract is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Administrators of the Tulane Education Fund through: \_\_\_\_\_ (hereinafter referred to as "Tulane") and \_\_\_\_\_ (hereinafter referred to as "Presenter").

In consideration of the mutual promises and agreements of the parties hereto, as hereinafter set forth, it is agreed to as follows:

1. Presenter shall present a performance as specified below:

- A. Date: \_\_\_\_\_  
B. Number and length of service/performance(s): \_\_\_\_\_  
C. Service/Performance time(s): \_\_\_\_\_  
D. Service/Performance location: \_\_\_\_\_

2. All equipment necessary for Presenter shall be at the location specified in Paragraph 1D no later than (time) \_\_\_\_\_ on the date of the service/performance. For performers, and a sound check shall commence at (time) \_\_\_\_\_.

3. Tulane is not responsible for any equipment not specifically provided for in this agreement.

4. In the event that Presenter is unable to appear or perform as a result of the physical disability of the Presenter (except being under the influence of intoxicating beverages, narcotics or drugs) or act of regulation of public authority, civil tumult, interruption or delay of transporting service, act of God, force majeure or any other cause beyond the control of the Tulane or Presenter, then this agreement shall terminate and the Parties hereto shall be released from any and all obligations to the other.

5. In the event Tulane or Presenter cancels or otherwise breaches this agreement in a manner not enumerated in Paragraph 4 above, the party in breach shall be responsible for the payment of all costs and expenses incurred by the other party in preparation for the performance(s).

6. Tulane agrees to pay Presenter the sum of \$ \_\_\_\_\_ upon completion of the service/performance(s) specified in Paragraph 1 above. Payment shall be made by University check within 7-10 business days of the performance or service provided).

7. Additional provisions or conditions: \_\_\_\_\_

8. The Presenter, and each of the Presenter's employees and agents, shall be solely liable for and shall release, protect, defend, indemnify and hold harmless The Administrators of the Tulane Educational Fund, dba Tulane University, its Associated Student Body, and each of its agents, officers, administrators, directors, employees and representatives (individually a "University Indemnified Party" and collectively, "the University Indemnified Parties"), from and against any and all losses, liabilities, claims, damages, actions and expenses (including reasonable costs of investigation and attorneys' fees) (collectively, the "Losses") (i) arising out of or in connection with the Presenter's (or any of Presenter's employees or agents) failure to comply with any and all federal, state, foreign, local, and municipal regulations, ordinances, statutes, rules, laws, constitutional provisions, and common laws (collectively, the "Laws") applicable to the Presenter's performance of this Agreement and/or activities at Tulane, (ii) arising out of or in connection with any unlawful acts, negligent acts, errors, omissions, or willful misconduct on the part of the Presenter's (or any of Presenter's employees or agents), (iii) brought by the Presenter (or any of Presenter's employees or agents), which in any way arises in connection with this Agreement, including, without limitation, Losses for bodily injury, personal injury, death, property damage, or punitive damages regardless of whether caused in whole or in part by negligence or other legal fault of any University Indemnified Party, or (iv) arising out of or in connection with any material breach, default or non-performance pursuant to this Agreement by the Presenter (or any of Presenter's employees or agents). This provision shall survive any completion, expiration or termination of this Agreement.

9. The terms of this agreement shall be construed for all purposes in accordance with the laws of the State of Louisiana.

In Witness Whereof, the Parties hereto have affixed their signatures at New Orleans, Louisiana.

### For TULANE UNIVERSITY:

By: \_\_\_\_\_  
(students do not sign here)

G03 Lavin-Bernick Center  
Tulane University  
New Orleans, Louisiana 70118-5698  
(504) 314-2188

### For PRESENTER:

By: \_\_\_\_\_  
(students do not sign here)

Name: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_







## Speaker: Expenses

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Please include the following when submitting ITs for Speaker events

- Flyer about event (including date and speaker name)
- Proof of flight (receipts/boarding passes)
- Proof of lodging (receipts)
- Contract