

## Your CCR: Using the New Activity/Position Request Form

*(Updated Winter 2022)*

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### About the New Activity/Position Request Form

The New Activity/Position Request form is an online form that students, staff and faculty can use to request new activities and positions, or to request updates to existing activities and positions. This online form replaces previous PDF forms which were used to request activities and positions.

#### Important Notes:

When filling out these forms, please ensure that you keep these notes in mind:

#### Students

- Students should **only** submit a new activity or position request for activities that are managed by students, such as SU Clubs
- For activities and positions that are managed or overseen by a university staff member, please contact them to ask them to submit a position or activity request on your behalf
- When filling the 'Activity Main Contact Person' and/or 'Position Main Contact Person':



Please include the information for the **main person or role who should be contacted by students and Co-Curricular Record staff about the program**. To ensure that all activities and positions are accurately represented in the CCR database, a CCR staff member will always contact UCalgary staff members who manage CCR-eligible programs to ensure information included in the position or activity request is accurate (excluding student-run clubs and organizations).

#### SU Clubs:

- Under contact information, **please ensure you use the general club email and the position title** of the person who should be contacted with questions about the activity or position (e.g. [studentclub@ucalgary.ca](mailto:studentclub@ucalgary.ca), President). As there is regular turnover of club executives and contacts on a yearly basis, this ensures that CCR staff can connect with the current student filling the executive role responsible for managing the clubs' CCR information.
- **When filling out the Validator Contact information, please use 'SU Clubs Coordinator'** and all correlating contact information. All SU Clubs are validated by the SU Clubs Coordinator using the information provided in clubs' year-end reports.
- **Please note that current students cannot be added as club validators.** All requests to have students (including SU Club executives) added as a club validator will be denied.

#### What does the form do?

The New Position/Activity Request form allows you to submit new activities and/or positions to the CCR database which students can add to their records or send in a request to have an existing activity or position updated with new information. All account types are able to access this form, and anyone can send in a request to update or create a new position or activity.

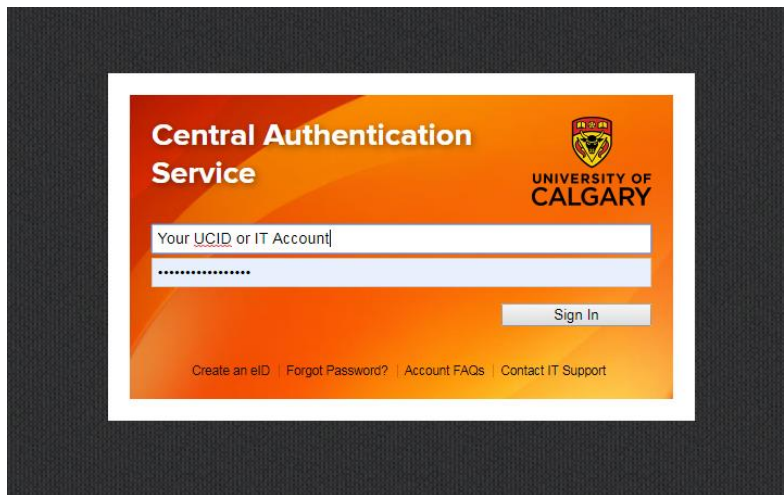
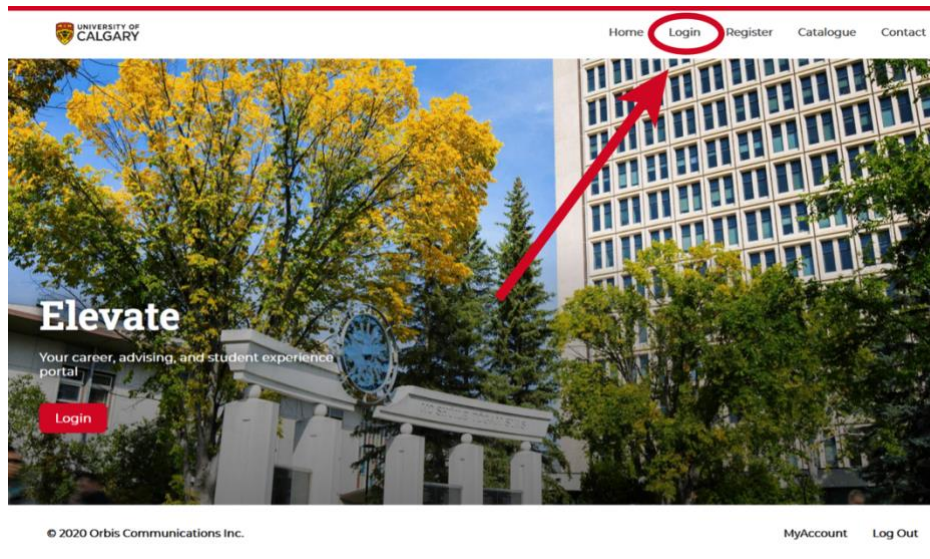
#### Do I use this form to add a position to my personal Co-Curricular Record?

**NO. This form is used exclusively to create new activities and positions that do not already exist in the CCR database. To add a position to your record you must use the 'Add a Position to my Record' button under 'Actions You Can Take' on your CCR profile page.** For detailed instructions please visit the 'Adding a Position to my Co-Curricular Record' section of the full how-to guide.

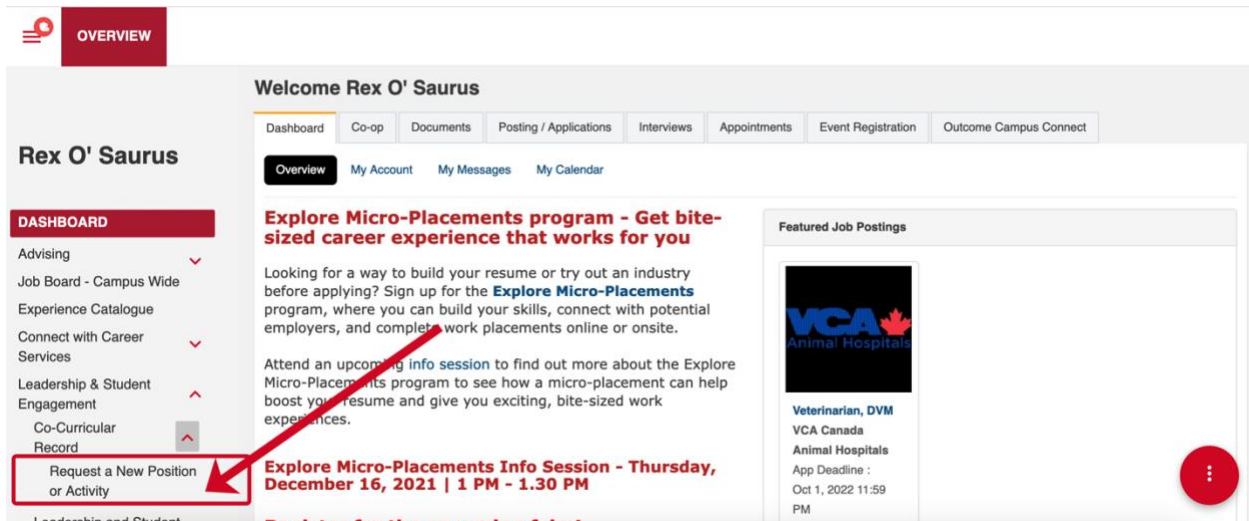
If you accidentally submit a position request through this form when trying to add a position through your personal record, please email [involve@ucalgary.ca](mailto:involve@ucalgary.ca) and we will remove the position request.

## Sending in a New Position or Activity Request

1. To send in a new position or activity request, login to [elevate.ucalgary.ca](http://elevate.ucalgary.ca) using your UCID or IT credentials.



2. Click the drop-down arrow next to 'Leadership and Student Engagement', then click the drop-down arrow next to 'Co-Curricular Record'. Underneath the 'Co-Curricular Record' tab you will see a drop-down option that says 'Request a New Position or Activity'. Click on this option.



3. You will be redirected to begin the New Activity or Position Request form. There are five sections to the form: Grouping, Activity, Position, Validator, and Requestor.



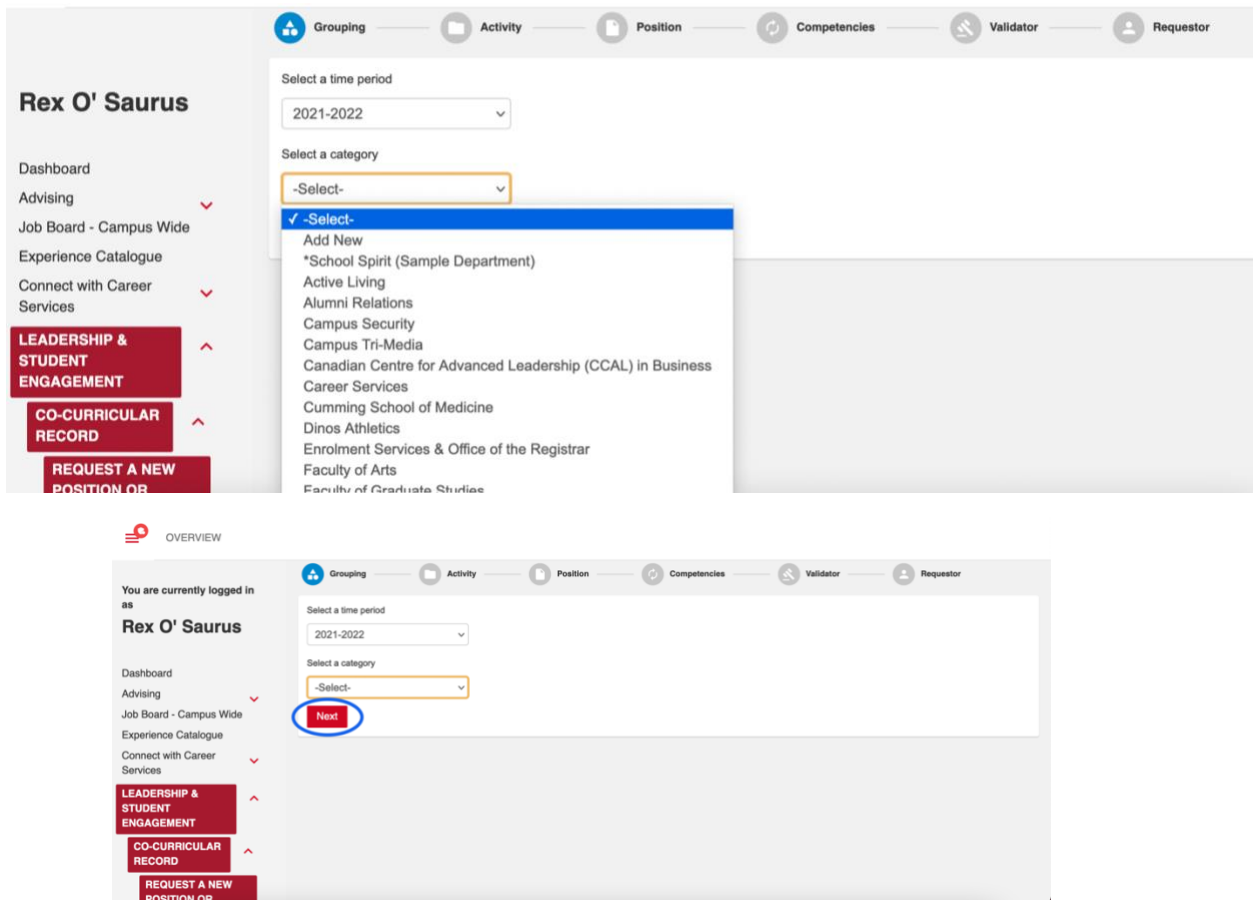
The first section will ask you to select the time period for the Activity/Position: please select the current time period (e.g. 2021-2022). You will also be asked to select the CCR Department the Activity is in. Please scroll through the departments and select the department you would like your activity to be listed under. Please ensure you carefully look through the existing CCR Departments and select the correct department to add your new activity and/or position to.

Click 'next' when you have finished. From here, you can choose to create a new CCR activity or create a new CCR position within an existing activity in the CCR database.

## Request a New Activity

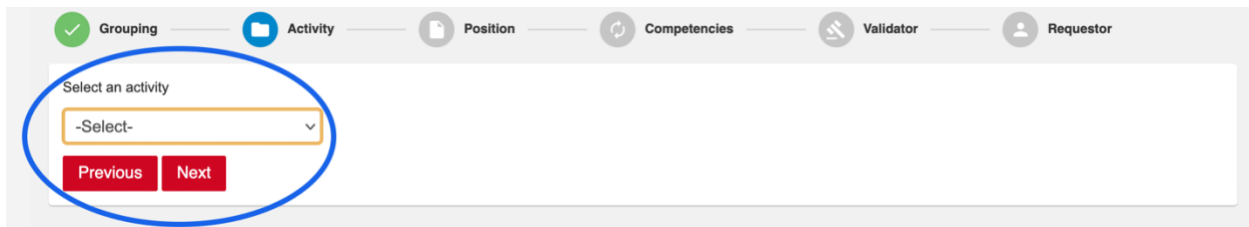
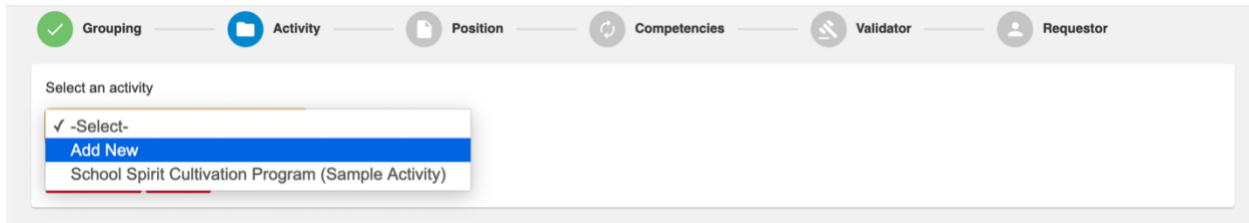
If you would like to request a new activity, please follow these instructions after accessing the New Activity or Position Request Form.

1. The first section will ask you to select the time period for the Activity/Position: please select the current time period (e.g. 2019-2020). You will also be asked to select the department the Activity is in. Please scroll through the departments and select the department you would like your activity to be listed under. Click 'next' when you have finished.



The screenshot displays the 'Request a New Activity' form in the CCR system. The user is logged in as 'Rex O' Saurus'. The form is titled 'Rex O' Saurus' and includes a sidebar with navigation options like 'Dashboard', 'Advising', and 'LEADERSHIP & STUDENT ENGAGEMENT'. The main form area has a breadcrumb trail: Grouping > Activity > Position > Competencies > Validator > Requestor. The 'Select a time period' dropdown is set to '2021-2022'. The 'Select a category' dropdown is open, showing a list of departments including 'Add New', '\*School Spirit (Sample Department)', 'Active Living', 'Alumni Relations', 'Campus Security', 'Campus Tri-Media', 'Canadian Centre for Advanced Leadership (CCAL) in Business', 'Career Services', 'Cumming School of Medicine', 'Dinos Athletics', 'Enrolment Services & Office of the Registrar', 'Faculty of Arts', and 'Faculty of Graduate Studies'. A red 'Next' button is highlighted with a blue circle.

2. The following page will ask you to select an activity. If you are requesting a new activity to be created in the CCR Database, please select 'Add New'.

- When you click 'Add New', a new activity form will be generated below the drop-down menu. Fill out all the form fields below with as much detail as possible.



**ACTIVITY DETAILS**

The 'Activity Name' is the name of the program, club, or organization. For example, "UCalgary Leadership Club"

\* Activity Name

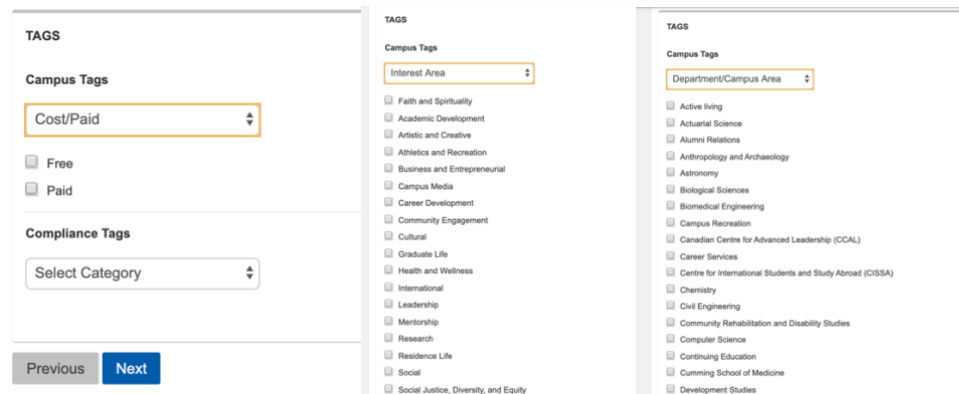
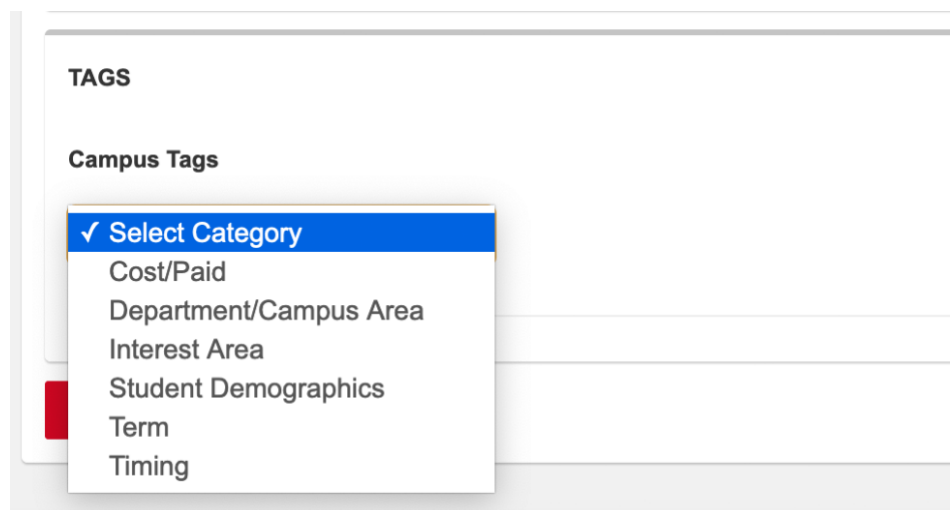
Activity Descriptions should be written in full-sentence form, and should be limited to one paragraph, with a maximum

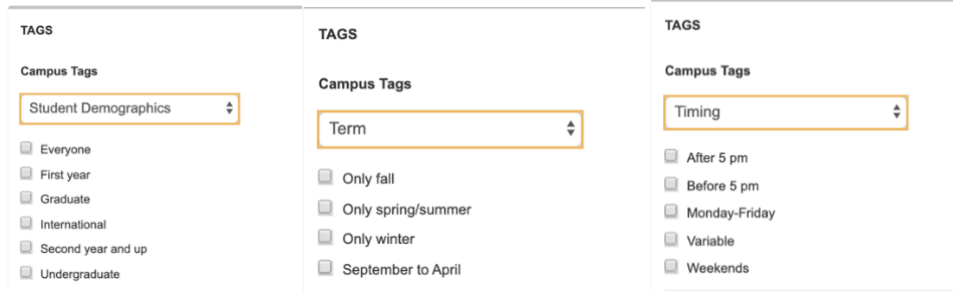
When filling out the new activity details, ensure you have read through the [CCR Activity and Position Description Guidelines Document \(link here\)](#) before filling in your new Activity Description. All activity descriptions must follow these guidelines, or the submitted request will not be approved. More details are available in the document and in the form on these requirements.



It is strongly recommended that you write your new activity and position request descriptions out in a separate word document before starting the online form to ensure you have a chance to edit and review your descriptions beforehand.

- You will be asked to fill out a number of 'Campus Tags' in the new activity form. These tags are utilized in the Involvement Catalogue to help tag and filter CCR activities and positions. To fill out each tag, select an option from the drop-down menu: this will pull up the available tags for that area. Select the tags you believe are applicable to that area, then go back to the drop-down menu and select the next tag area option from the drop-down menu.

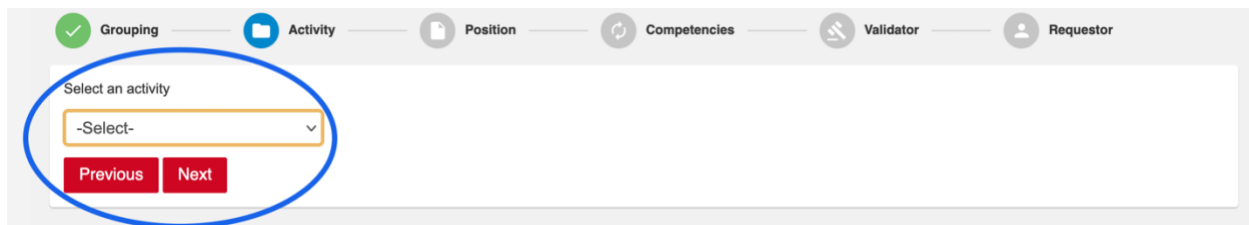




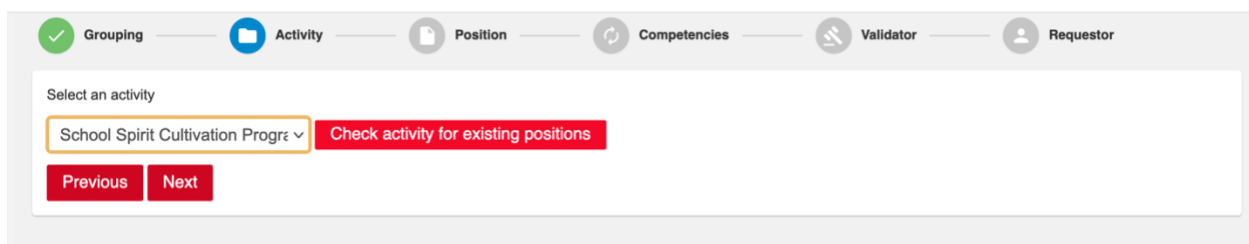
Complete each of the tag areas, including: Cost/Paid, Department/Campus Area, Interest Area, Student Demographics, Term, and Timing. After you select the tags for each area these choices will be saved when you select the next tag area from the drop-down menu. Please fill out these tags with as much detail and accuracy as possible.

Once you have completed the Activity Details page, click 'Next'.

- After filling out your new activity request, you will be directed to fill out a new position request for this activity. You can fill out any position you would like for your new activity, and you will be able to fill out additional new position requests after the activity form has been submitted and processed by the CCR staff team.



- When you select your activity, a button will pop up next to the drop-down menu called 'Check activity for existing positions'. Click on this button to view the positions that currently exist within this activity, to make sure that the position you would like to request does not already exist.





**Existing Positions For:** ✕

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Category: **\*School Spirit (Sample Department)**  
Activity: **School Spirit Cultivation Program (Sample Activity)**

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**Positions Found: (2)**

Position Title / Description	Start Date	End Date
<p><b>School Mascot (Sample Position)</b> The School Mascot is responsible for helping to create school spirit and a sense of community at the University of Calgary. The School Mascot attends all DINOS games, roams the halls offering high-fives, and cheers students on as they complete their studies.</p>	09/01/2020	
<p><b>Dino Wrangler</b> Dino Wranglers are responsible for coordinating school mascot activities and supervising school spirit initiatives, in addition to ensuring that school mascots do not eat anyone if they get too hungry. <i>Sample position only.</i></p>		

Close

7. After viewing the existing positions, if you still need to add a new position click 'Close' on the pop-up window and hit 'Next'.
8. You will be directed to a new page called 'New Position Details'. In the first question checkbox, click the button that indicates 'This is a new position'. Fill out all position details in the areas below and click 'Next' when you are done.

✓ Grouping
✓ Activity
P Position
R Competencies
V Validator
R Requestor

**POSITION DETAILS**

Please enter the name of the position title. E.g. 'President'

\* Position Name/Title

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Please enter the start and end date for this position.

\* Start and End Date

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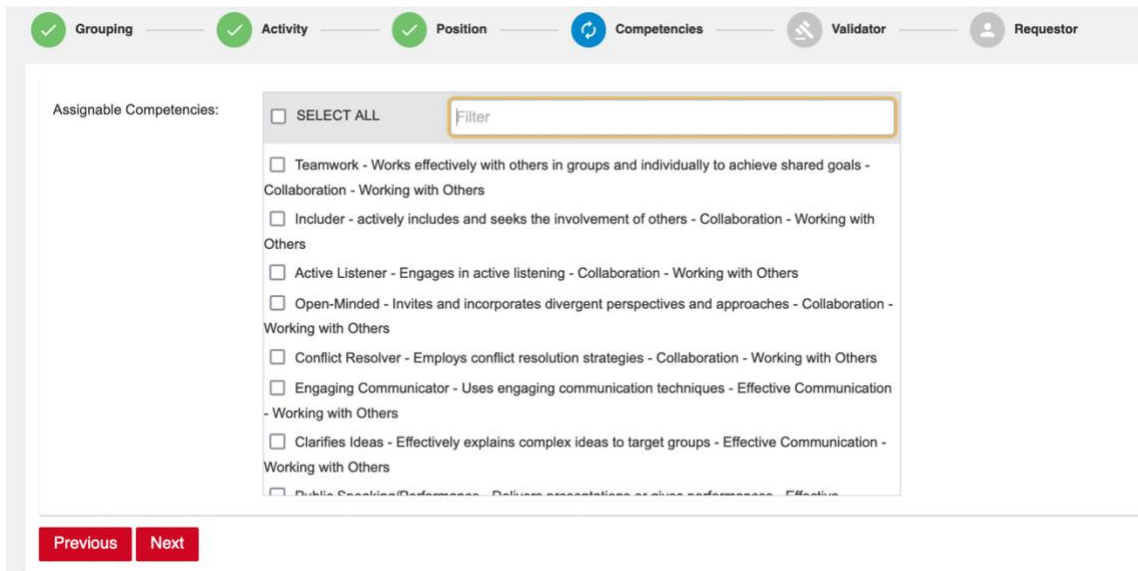
Please indicate the total time commitment for participating in this position. This should be the total number of hours participants will engage in position-related activities (e.g., volunteering, holding meetings, etc.). Estimates are accepted.

\* Total time commitment  hours per

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Position Description Overview and Agreement

9. The next page will ask you to select the Learning Outcomes (also known as 'Competencies') that you believe apply to your position. Scroll through the relevant Learning Outcomes and select no more than fifteen that you feel apply most strongly to your position.



Grouping — Activity — Position — **Competencies** — Validator — Requestor

Assignable Competencies:

SELECT ALL

Teamwork - Works effectively with others in groups and individually to achieve shared goals - Collaboration - Working with Others

Includer - actively includes and seeks the involvement of others - Collaboration - Working with Others

Active Listener - Engages in active listening - Collaboration - Working with Others

Open-Minded - Invites and incorporates divergent perspectives and approaches - Collaboration - Working with Others

Conflict Resolver - Employs conflict resolution strategies - Collaboration - Working with Others

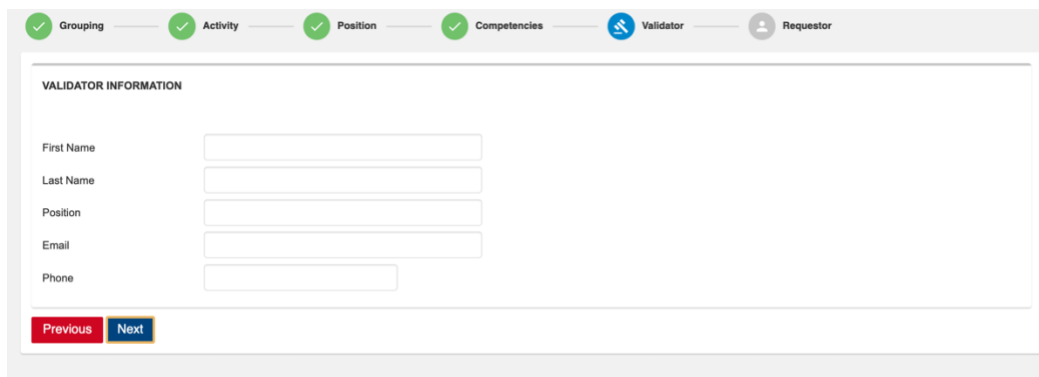
Engaging Communicator - Uses engaging communication techniques - Effective Communication - Working with Others

Clarifies Ideas - Effectively explains complex ideas to target groups - Effective Communication - Working with Others

Public Speaking/Performance - Delivers presentations and gives performance - Effective Communication - Working with Others

**Previous** **Next**

10. From here, you will be directed to enter ‘Validator Information’. An CCR Validator is a **University of Calgary staff member** who manages the program activity which you are entering a request for, or oversees the specific position you are submitting a request for. This could include: a program manager or supervisor, faculty supervisor, or other staff member.



Grouping — Activity — Position — Competencies — **Validator** — Requestor

VALIDATOR INFORMATION

First Name

Last Name

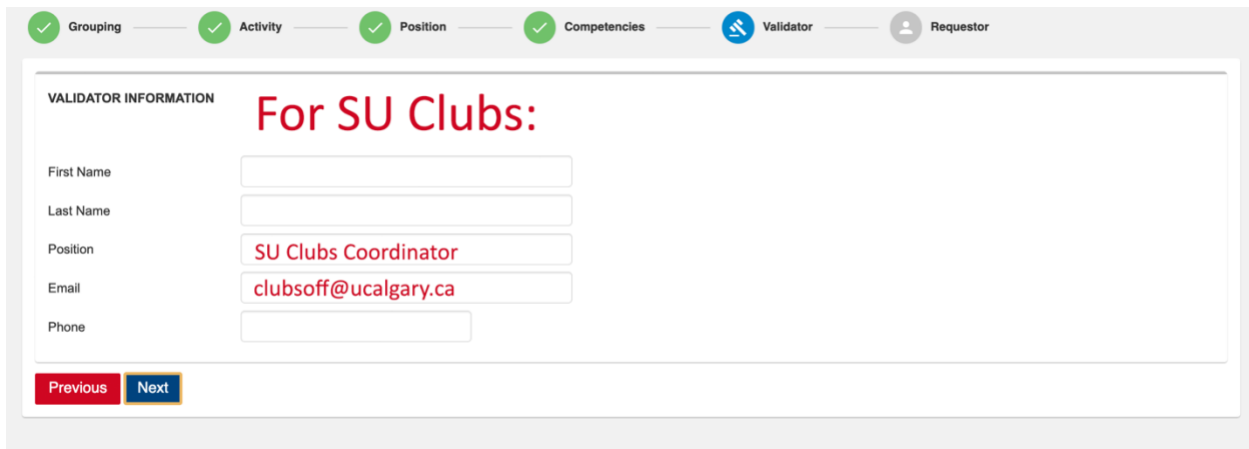
Position

Email

Phone

**Previous** **Next**

**For Students’ Union Clubs, please enter the information of the SU Clubs Coordinator in these fields.** For all other programs, check with your program manager on who should be added as a validator. If you are unsure who should be added as a validator, please leave this section blank, or simply enter ‘unknown’. Validators can also be added to activities after the activity is created by emailing [involve@ucalgary.ca](mailto:involve@ucalgary.ca). When you have added all relevant information, please click ‘Next’.



VALIDATOR INFORMATION

## For SU Clubs:

First Name

Last Name

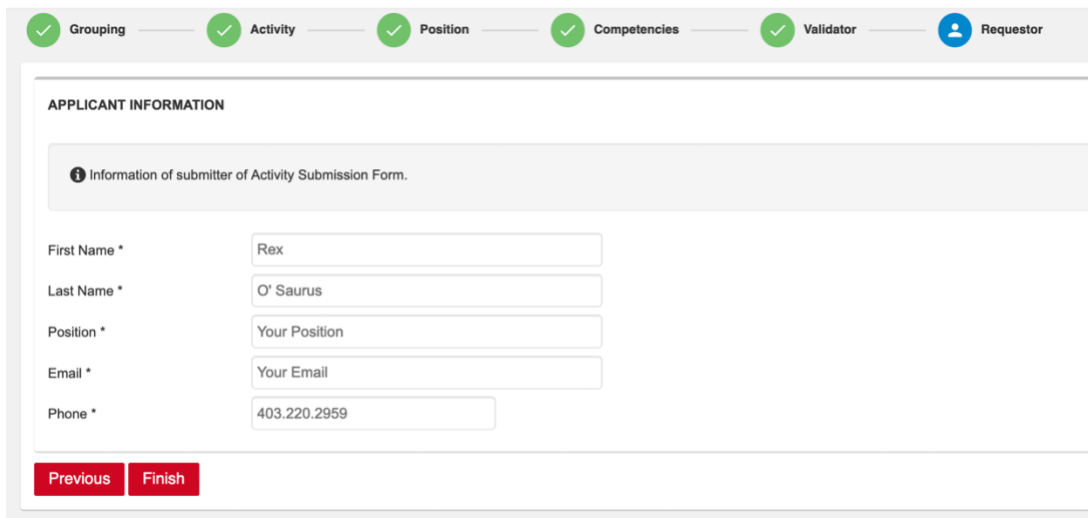
Position

Email

Phone

[Previous](#) [Next](#)

11. You will be directed to the final form section, 'Applicant Information'. In this section, please enter **your personal information** into the fields. This will allow CCR staff members to connect with you once the activity has been approved, or to follow up on any questions. When you have entered the information, click 'Finish' or go back and edit earlier information in the form by clicking 'Previous'.



APPLICANT INFORMATION

**i** Information of submitter of Activity Submission Form.

First Name \*

Last Name \*

Position \*

Email \*

Phone \*

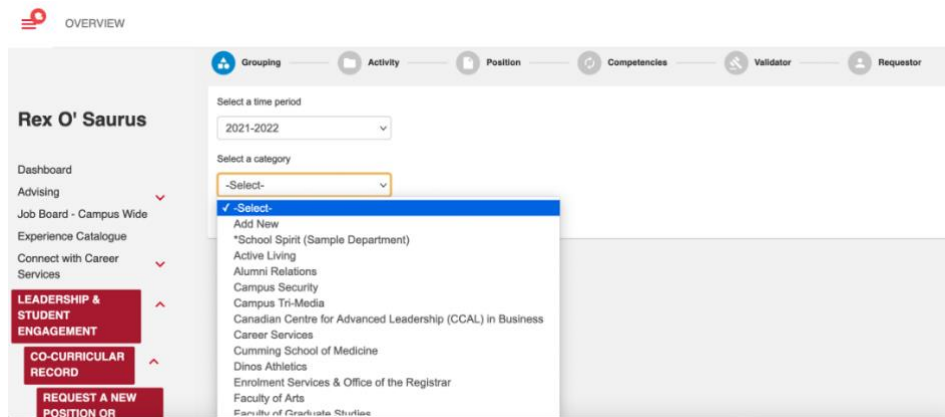
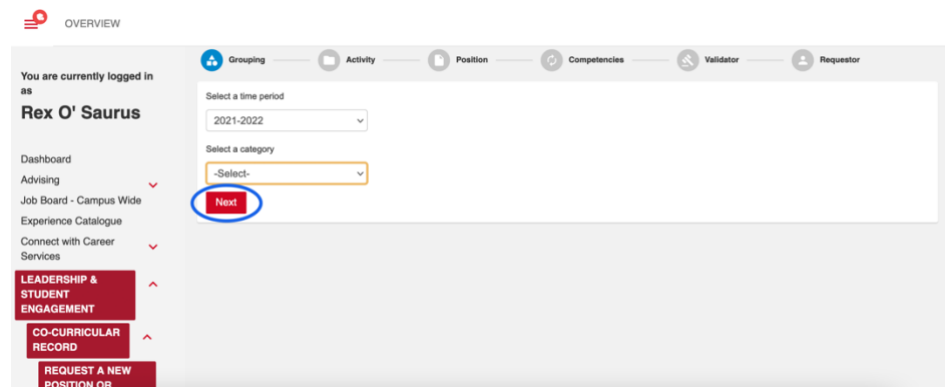
[Previous](#) [Finish](#)

Congratulations, you have now submitted the New Activity form! Once you submit the form, a member of the Co-Curricular Staff team will review your new activity and position application. If approved, you will receive an email notifying you that the new activity request has been approved. If declined, the CCR staff member will provide information on why your new activity request was denied and any further steps you should take.

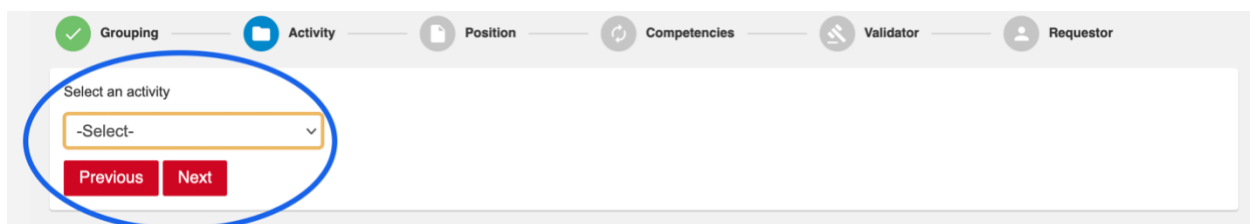
## New Position Request

If you would like to request a new position to be added to an **existing activity**, please follow these instructions after accessing the New Activity or Position Request Form.

1. The first section will ask you to select the time period for the Activity/Position: please select the current time period (e.g. 2021-2022). You will also be asked to select the department the Activity is in. Please scroll through the departments and select the department you would like your activity to be listed under. Click 'next' when you have finished.

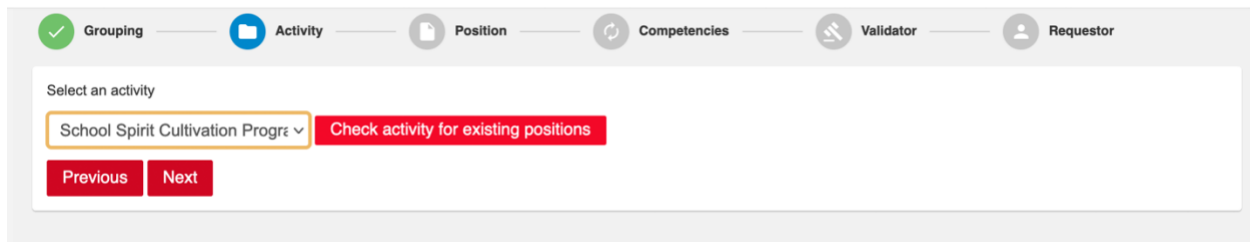



2. Select the existing activity that you would like your position to be listed under from the drop-down menu.



- When you select your activity, a button will pop up next to the drop-down menu called 'Check activity for existing positions'. Click on this button to view the positions that currently exist within this activity, to make sure that the position you would like to request does not already exist.

**PLEASE DO NOT SKIP THIS - help us ensure duplicate positions are not created in the database!**



**Existing Positions For:** ✕

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Category: **\*School Spirit (Sample Department)**  
Activity: **School Spirit Cultivation Program (Sample Activity)**

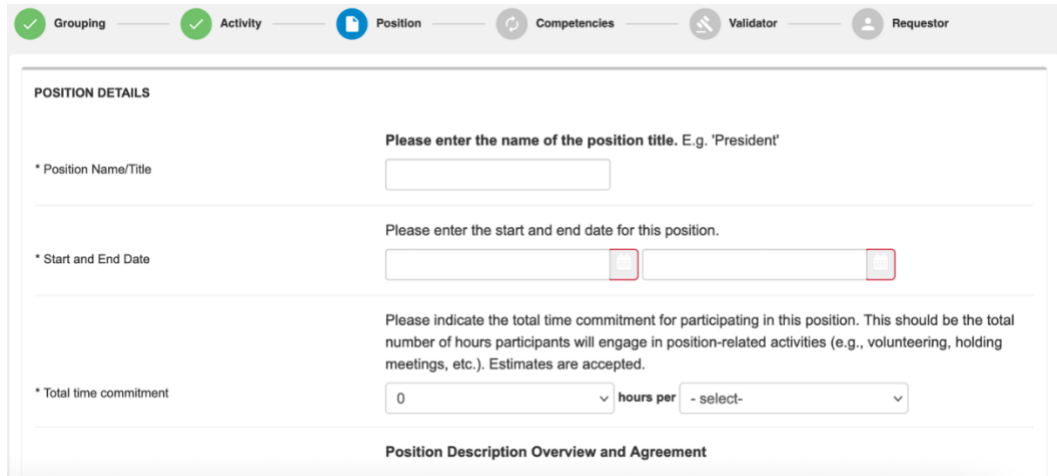
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**Positions Found: (2)**

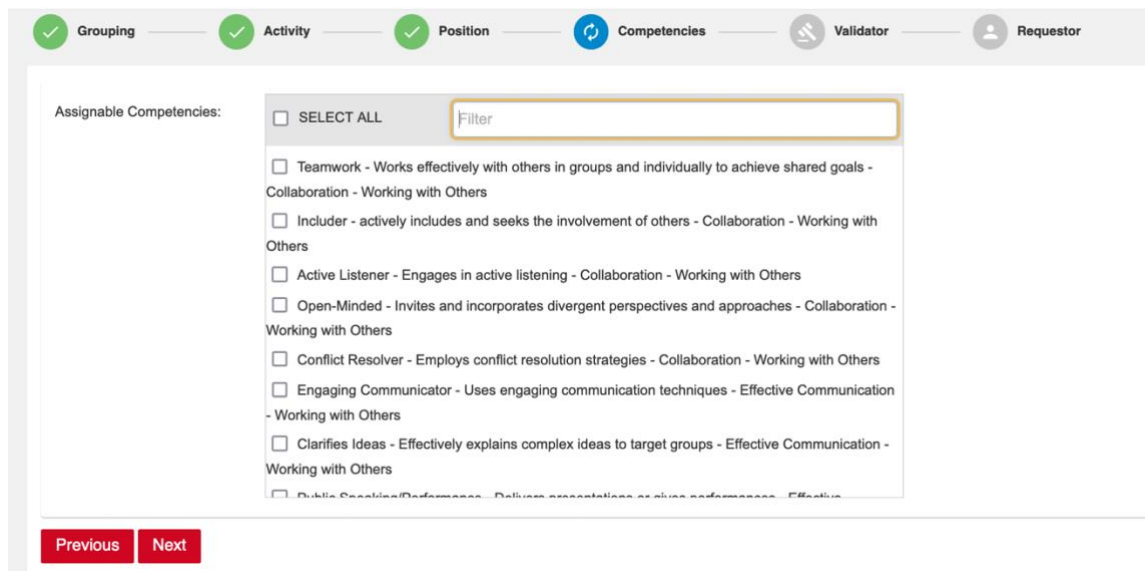
Position Title / Description	Start Date	End Date
<b>School Mascot (Sample Position)</b> The School Mascot is responsible for helping to create school spirit and a sense of community at the University of Calgary. The School Mascot attends all DINOS games, roams the halls offering high-fives, and cheers students on as they complete their studies.		09/01/2020
<b>Dino Wrangler</b> Dino Wranglers are responsible for coordinating school mascot activities and supervising school spirit initiatives, in addition to ensuring that school mascots do not eat anyone if they get too hungry. <i>Sample position only.</i>		

Close

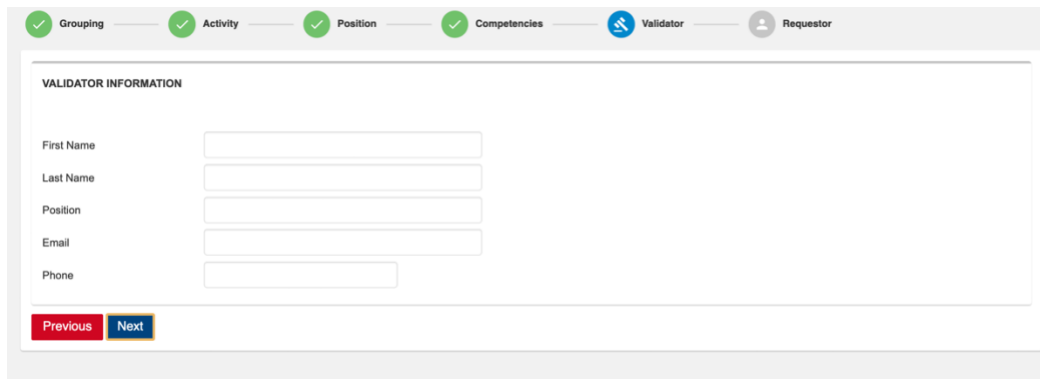
- After viewing the existing positions, if you still need to add a new position click 'Close' on the pop-up window and hit 'Next'.
- You will be directed to a new page called 'New Position Details'. In the first question checkbox, click the button that indicates 'This is a new position'. Fill out all position details in the areas below and click 'Next' when you are done.



12. The next page will ask you to select the Learning Outcomes (also known as ‘Competencies’) that you believe apply to your position. Scroll through the relevant Learning Outcomes and select no more than fifteen that you feel apply most strongly to your position.



13. From here, you will be directed to enter ‘Validator Information’. An CCR Validator is a **University of Calgary staff member** who manages the program activity which you are entering a request for, or oversees the specific position you are submitting a request for. This could include: a program manager or supervisor, faculty supervisor, or other staff member.



Grouping ✓ Activity ✓ Position ✓ Competencies Validator Requestor

**VALIDATOR INFORMATION**

First Name

Last Name

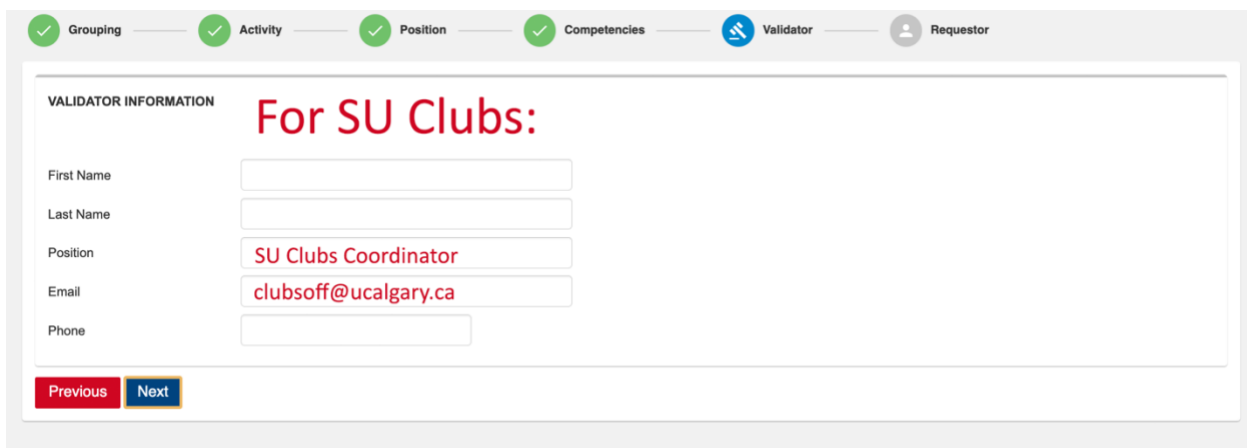
Position

Email

Phone

Previous Next

**For Students' Union Clubs, please enter the information of the SU Clubs Coordinator in these fields.** For all other programs, check with your program manager on who should be added as a validator. If you are unsure who should be added as a validator, please leave this section blank, or simply enter 'unknown'. Validators can also be added to activities after the activity is created by emailing [involve@ucalgary.ca](mailto:involve@ucalgary.ca). When you have added all relevant information, please click 'Next'.



Grouping ✓ Activity ✓ Position ✓ Competencies Validator Requestor

**VALIDATOR INFORMATION** **For SU Clubs:**

First Name

Last Name

Position

Email

Phone

Previous Next

- You will be directed to the final form section, 'Applicant Information'. In this section, please enter **your personal information** into the fields. This will allow CCR staff members to connect with you once the activity has been approved, or to follow up on any questions. When you have entered the information, click 'Finish' or go back and edit earlier information in the form by clicking 'Previous'.



✓ Grouping — ✓ Activity — ✓ Position — ✓ Competencies — ✓ Validator — Requestor

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**APPLICANT INFORMATION**

**i** Information of submitter of Activity Submission Form.

First Name *	<input type="text" value="Rex"/>
Last Name *	<input type="text" value="O' Saurus"/>
Position *	<input type="text" value="Your Position"/>
Email *	<input type="text" value="Your Email"/>
Phone *	<input type="text" value="403.220.2959"/>

Congratulations, you have now submitted the New Position form! Once you submit the form, a member of the Co-Curricular Staff team will review your new activity and position application. If approved, you will receive an email notifying you that the new activity request has been approved. If declined, the CCR staff member will provide information on why your new activity request was denied and any further steps you should take.

## Other Information

### Updating Activities and Positions

To update existing activities and positions within the Co-Curricular Record you can submit a request through our online request forms. If you have multiple positions and/or activities you would like to request updates to please re-submit the same form with each new update request.

[CCR Position Update Request Form \(link\)](#)

[CCR Activity Update Request Form \(link\)](#)

### Standardized Activity and Position Description Formatting

Updates have been made to the formatting for CCR activity and position descriptions to ensure they are standardized and accurate. All new CCR Activity and Position requests submitted through the Elevate portal are required to meet these formatting requirements for requests to be approved.

To help us standardize the Co-Curricular Record database, please review your CCR activities and positions, and submit a request to update your CCR activities and positions via the [CCR Position Update Request Form \(link\)](#) and the [CCR Activity Update Request Form \(link\)](#) to request to update the position and activity descriptions used for your activities and positions to meet these new formatting guidelines.

## Managing Co-Curricular Record Activities and Positions

If you are a validator for an activity in the Co-Curricular Record, and/or you oversee an activity or position that is included in the CCR database, there are additional roles and resources you can access to support your use of the Co-Curricular Record.

### I. Co-Curricular Record Validator and Activity Director D2L Course

Join the CCR Validator and Activity Director D2L course to gain access to additional resources, training opportunities, and to hear regular updates about the Co-Curricular Record. To join the course email [involve@ucalgary.ca](mailto:involve@ucalgary.ca).

### II. Sign up as an Activity Director

Do you manage a program or activity that is included in the CCR database? Want to have more control over your CCR activity and positions? Become an Activity Director for your CCR activity!

### What are Activity Directors?

'Activity Directors' (AD) are CCR users who have been given a specific type of account permissions and assigned to a group that allows them to directly edit specific activities within the CCR database. Activity directors can be made members of 'Activity Director Groups', with multiple AD's added to specific Activity Director Groups. Activity directors may be made members of multiple Activity Director Groups, which enables them to manage and edit different programs and positions within the CCR database.

### Who can be an Activity Director?

Activity Directors must fit the following criteria: they must be a UCalgary staff member, participate in CCR Activity Director training through the office of Leadership and Student Engagement, and must be connected to a CCR-eligible program in some way (this could include a role as a program manager, volunteer manager, staff member of the unit/department a program is offered through, etc.).

### How can I set up Activity Directors for a CCR activity?

If you would like activity directors to be created for a CCR activity, please follow these steps:

1. Identify the UCalgary staff member(s) that should be added as activity directors and be able to directly edit and update your activity and its positions. Multiple people can be added as activity directors to an activity, so if there are multiple staff members that manage a program or activity it is recommended that they be added as activity directors.
2. Send an email to [involve@ucalgary.ca](mailto:involve@ucalgary.ca) and cc' the staff members who you believe should be added as activity directors to this email. In this email please identify:
  - Your name and position (i.e. student, staff member)
  - What activity you believe these staff members should be added to as activity directors
  - How you are related to the activity (i.e. participant, volunteer, manager, etc.)
3. We will connect with the staff members to ensure they are the appropriate contacts for the program/activity, and provide them with access to the necessary account permissions to be activity directors.
4. The activity directors will be provided with training via Leadership and Student Engagement on using the Co-Curricular Record.