

How to register your party

1. Visit: <http://partysmart.colostate.edu/>
2. Click on the "Register" icon



3. Once directed to the next page:
 - a. Login with either your CSU EID and password
 - b. OR login with the access code that you created with Neighborhood Services staff when your first party was registered.

4. Verify that the information associated with your account is accurate and up-to-date.
5. Select the date of the party you would like to register
 - a. **REMEMBER:** Parties must be registered the **Thursday before** the date of the party.
6. Click the “Agree” box if all of the information this page is correct.

Home
Register Party

Please verify if the following information is correct

Your Name, Primary Phone, Alternative Phone (if Available), and Email: [Redacted] Edit Phone

Party Location: 2020 N. T St., Fort Collins, CO

If any of the above information is incorrect, please contact Off-Campus Life using the info below:
Our Email Address: ocl@colostate.edu
Our Phone Number: (970) 491-2248
In Person:
 Off-Campus Life
 274 Lory Student Center
 Colorado State University
 Fort Collins, CO 80523

Note: Parties must be registered by midnight of the Thursday prior to the party date.

} Personal Information (Redacted)

Register Your Party

Date of Party: ← Party must be registered the Thursday before it takes place!

By selecting the "I agree" box below, you are agreeing that all the above information is correct.

I Agree

7. Click “Next”
8. Take the quiz that loads below.
 - a. You must get every question correct in order to proceed.
 - b. Correct answers will turn green

Note: Quiz must be correctly completed before proceeding in the registration process

Q: If your party is getting too large you can ask for assistance in breaking it up by calling the Fort Collins Police Services' non-emergency number.

True
False

INCORRECT

Q: It is smart to notify your neighbors that you are having a party before it begins.

True
False

CORRECT

9. Once you have completed the quiz, press "Submit"

Q: It is important to designate a sober host for a party to monitor the situation, control volume, and potentially speak to police.

True

False

CORRECT

Submit

All quiz questions must be answered correctly before proceeding

10. Print Party Registration confirmation and keep handy during the night of the party in case you need to provide proof that the party was registered.



You have successfully completed the online Party Registration!

View/print my confirmation

Thank you for using the online Party Registration system! Please remember that all parties must be registered by the Thursday prior to the party date. If you have registered your party after this deadline, it will not be considered a valid party registration. Off-Campus Life staff will review your submission and you will receive a confirmation e-mail on Friday confirming your registration. If you do not receive an e-mail on Friday, confirming your registration, you are not registered.



11. Have Fun!

Party Registration Form

Today's Date: 7/5/2007

Date of party: 7/28/2017

Party registrant's name: [Redacted]

Address of Party: [Redacted]

Registrant's phone: [Redacted]

Please initial here, certifying that you live at the address you are registering: _____

Registrant's Email: [Redacted]

Registrant's alternate phone: [Redacted]

What time will the party begin? 11:00 PM

By signing, I acknowledge that I have confirmed all information I have provided is accurate. I have received a copy and I have read the "Party Registration Program" document and the "Party Registration Party Smart Tips" document. I understand and agree to the terms of the Party Registration program. I agree to register the party listed above in the CSU and City Party Registration program.

Signature

Date

Attention Fraternity and Sorority Life party registrants: According to the CSU Greek Community Joint Policy on Risk Management - BYOB Event Registration Procedures, if you are hosting a residential house party, the Greek Governing Councils will be confirming with CSU's Off-Campus Life office that you have registered your party through the Party Registration program. Off-Campus Life will only confirm whether the residential address has a registered party on a specific date based on the address and date that Fraternity and Sorority Life has provided. No additional information will be shared.

STAFF USE ONLY:

Party registrant is 18 or older: Yes / No

ID Checked: Yes / No

Staff initials: