

# Re-registering your Organization

For organizations that have registered with Student Activities in one of the previous two long semesters: You can view which of your organizations might be up for registration by accessing your Action Center for the organization.

Note that what content you see within your organization's Action Center depends on the access granted to you within each student organization.

To access your Action Center, click the Switchboard Icon on the top right-hand corner of your community:



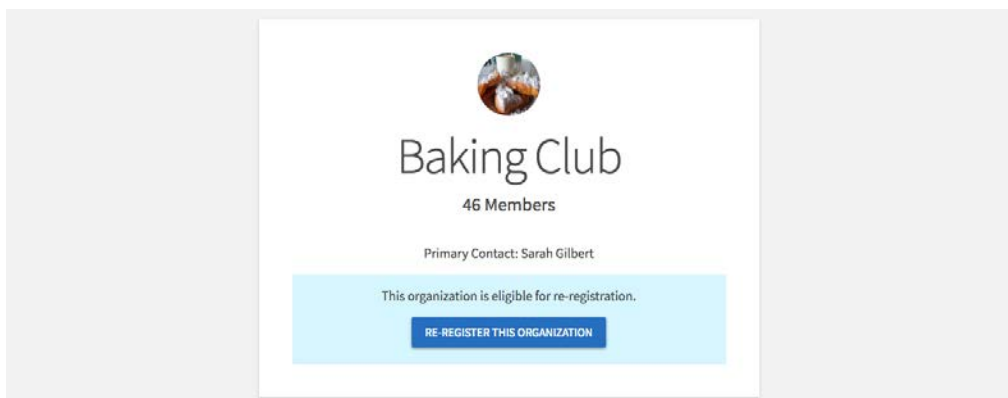
... and then "Manage."



From your Action Center home page, you will see a list of your organizations. From here, there are two ways you can go about submitting an organizational profile as part of re-registering your organization.

## Select a single organization to view

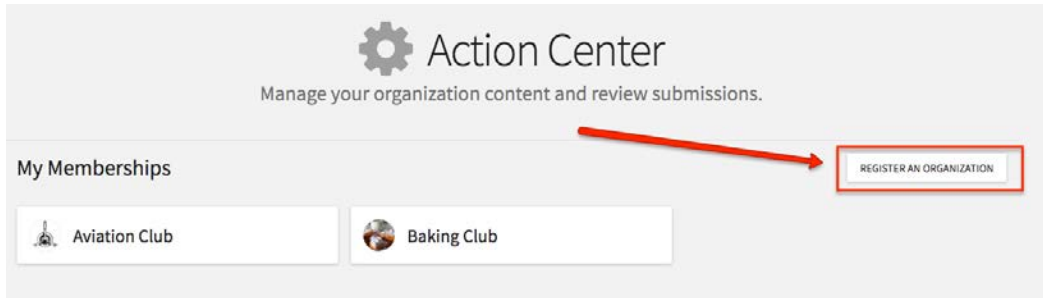
Click the name of an organization to navigate to the management section for that organization. In this example, you've selected the Baking Club. If the organization is eligible for registration, you will see the following blue button:



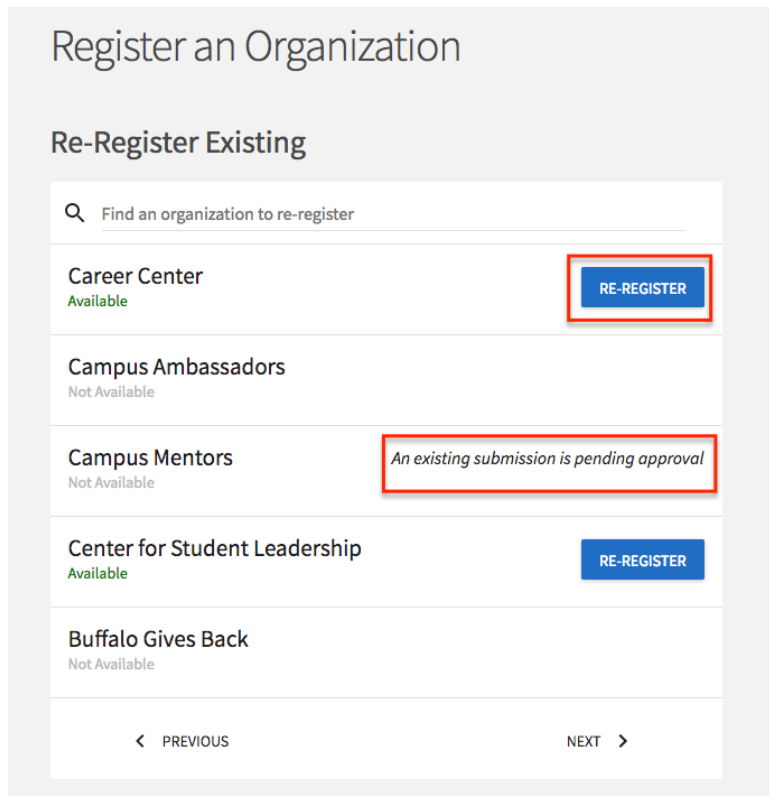
Click "RE-REGISTER THIS ORGANIZATION" to update the organization's profile.

## View re-registration eligibility of all organizations

On your Action Center home page, select the "Register an Organization" button on the right-hand side.



On the next screen, you'll be shown a list of all the organizations on your campus. Locate your organization by scrolling through using the "Next" button. If your organization is eligible for re-registration, you will see the blue "Re-Register" button to the right of the org to update the org's profile. You may also see that an existing submission is already in progress for your organization.



Keep in mind that only Primary Contacts can complete the re-registration process this time. If you do not see the "re-register" button, you are not the Primary Contact for that organization and you do not have

access to submit the organization's profile. If you think you should be able to re-register your organization, please contact [student.activities@unt.edu](mailto:student.activities@unt.edu).

When you re-register an existing organization, some of the steps might already be complete if they were also included in your initial registration process. Click through the process and update any information that needs to be changed, or complete any new steps your administrators might be requesting of you. When you are finished, hit *Submit*.

Keep in mind that in addition to submitting this profile, you must send at least one officer (as indicated in its OrgSync profile) to Student Organization Orientation to become registered for Fall. As orientation is only required once per school year, all you need to do is update your organization's profile in the Spring to become registered. For more information about the registration process, visit [www.studentactivities.unt.edu/orgs](http://www.studentactivities.unt.edu/orgs).