

Registration Steps Walkthrough

This quick tips will show you a sneak peek into each of the steps you will complete when you update your organization's profile for registration in OrgSync.

Instructions

A custom set of instructions detailing your registration process will be the first thing you see after clicking the "Re-Register This Organization" button (See "Re-registering your Organization Quick Tips" [here](#) for more information). Instructions are read-only and do not require any action. See below as an example.

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in [My Involvement](#).

Please follow all instructions below to ensure your registration to become a RETURNING organization is accurate.

This process usually takes around 15 minutes and any questions you have during can be directed to the Office of Student Involvement in Baldy Hall 210.

Please have the following information with you as you complete this registration:

- Contact information for all of your officers
- Organization constitution
- Date/time and location for organization meetings

The last (and mandatory) step of the registration process is to sign up for the Student Activities Fair--be sure to complete!

Once complete, don't forget to hit the SUBMIT button or your registration is not yet complete.

Organization Profile

The Organization Profile step allows you to provide basic details and information about your organization, such as the organization description, contact information, and social media links. There will also be some additional fields created by Student Activities that will appear for you to complete.

General Information

*** Official Name**

Baking Club

Acronym/Nickname

Bakers

*** Organization Description Summary**

The baking club is a community of students who meet each Thursday in Reich Hall to help middle school students learn about the science and safety of baking. We also sell our creations on the quad each Tuesday to raise money for our work with k

10 characters remaining

Organization Description

← → **B** *I* U ✂ 📄 🗑️ ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ 🔗 🌐

The baking club is a community of students who meet each Thursday in Reich Hall to help middle school students learn about the science and safety of baking. We also sell our creations on the quad each Tuesday to raise money for our work with kids.

Organization Profile Picture

Organizations are also required to upload a profile photo to show in the organization directory and on their organization's page. The image you select will automatically run through an image resizer, so the larger the better! Your profile photo will appear in a circular shape in the directory and on your organization page, so expect the edges of the photo to be cropped.

Profile Picture

Current organization profile picture



Choose File No file chosen

Organization Interests

Organization interests are used to recommend your organization and your organization's events with users who have identified similar interests in their personal profiles. Click on each topic folder (Academic, Art, etc.) and more options will appear.

Select interests that represent your organization.

Organization Interests

Select Interests

- [Academic](#)
- [Art](#)
- [Community Service](#)
- [Faith & Religion](#)
- [General](#)
- [Ideology & Politics](#)
- [Media](#)

Rank Interests

- 1 On Campus
- 2 Student Led
- 3 Local Service
- 4 Fundraising
- 5 Large Time Commitment

Organization Roster

The Roster step will require you to assign a certain number of required Positions (e.g. President/Chief Officer, Officer 2, Advisor, etc.). During this step, you will by add individual members to the specific required Positions.

Towards the bottom of this page you will see a list of members in your organization portal, you can select a member from this list and click "Edit Position Assignment" to assign them one of the required positions.

Email	First Name	Last Name	Positions	
<input type="checkbox"/> dkaczmarek@campuslabs.com	Dan	Kaczmarek	Member	EDIT POSITION ASSIGNMENT
<input type="checkbox"/> krichardson@campuslabs.com	Kayla	Richardson	Member Dance Master	EDIT POSITION ASSIGNMENT
<input type="checkbox"/> kfelton@campuslabs.com	Katie	Felton	Member	EDIT POSITION ASSIGNMENT
<input type="checkbox"/> smay@campuslabs.com	Siobhan	May	Member Faculty Advisor	EDIT POSITION ASSIGNMENT
<input type="checkbox"/> jhulbert@campuslabs.com	Jonathan	Hulbert	Member	EDIT POSITION ASSIGNMENT

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Roster Requirements
Does your Organization Roster meet all Position requirements?

- At least 1 Treasurer
- At least 1 Secretary
- At least 1 President

If they are NOT in that list, you can add them under the “Add New Members and Assign Positions” section by selecting their “Position” and entering their campus (my.unt.edu) email address. This step will not be complete until you have a green check mark next to the each required position that is listed.

Select members to fill the Positions in your Organization.

View Organization Roster Requirements

Fulfill your Organization's Roster Requirements

- At least 1 Treasurer
- At least 1 Secretary
- At least 1 President

Add New Members and Assign Positions

Add new members or assign positions to your roster.

Add individual Members or Positions
Add multiple Members in bulk

Position

*** Email**

First Name

Last Name

Advisor & Officer Information

Your organization will have a step that will ask for information regarding the organization's advisor(s) and officers. Be sure to have this information collected before filling out this step.

Upload Constitution – Bylaws

The Upload Constitution step requires you to submit your organization's constitution or bylaws by uploading a file.

Select a file to upload as your organization's constitution/bylaws.

Constitution/Bylaws Upload

* Upload Constitution/Bylaws

No file chosen

Submit

After you have completed all steps within the registration process, be sure to click *Submit* so it can be reviewed by Student Activities.

Keep in mind that you must also 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.