GET READY FOR SPRING
STUDENT ORG REGISTRATION!

Registration for returning student orgs begins **Monday, December 2nd**. All orgs must register each long semester. While you can’t register yet, you can get ready now to ensure a smooth registration process.

*Please read this document carefully before contacting Student Activities with any questions.*

1. **Make sure that, minimally, the Primary Contact and President are updated/correct on your organization’s OrgSync Roster ASAP** so that we contact the correct person about Spring registration. If officer positions have changed in the last few months, you’ll likely need to update the Roster. *Only the people currently marked as Primary Contact and President can update the roster.* How to update the roster:
   a. Log into OrgSync [here](#).
   b. On the Home page, type in your org name in the search bar under “Explore University of North Texas.”
   c. Once on your org’s public page, click on the “Manage Organization” button in the top right corner to access your org’s portal. **Note:** If you don’t see that button, you do not have access to update the Roster. Have the currently marked Primary Contact or President complete these steps.
   d. Once in your org’s portal, click on the 3 horizontal gray bars on the top left corner.
   e. Click on Roster.
   f. Once in the Roster, update the Primary Contact and President, if necessary.
      i. Update the Primary Contact at the top left by clicking the pencil icon and selecting the new Primary Contact.
      ii. Update the President under “Manage Roster” by finding the new President’s name and clicking on the pencil icon to the right and changing their position to President.
      iii. If you add a new President, you’ll likely need to remove the previous President by finding their name under “Manage Roster” and clicking on the pencil icon to the right and changing their position.

   iv. **Note:** If your new Primary Contact or President does not show up in the list of names, they will need to be added to the Roster. To do that:
      1. In the top right corner of your Roster page, click on the blue “Invite People” button.
      2. Insert the university email addresses of the new Primary Contact and/or President. The university email address connected to the person you want to add is **one of two addresses**. It would be easier to add both addresses in the text field to ensure you capture the correct one. Let’s use the name “Scrappy A. Eagle,” who’s EUID is sae1234, as an example. Use these two email formats to add Scrappy to the Roster: EUID@unt.edu (so sae1234@unt.edu) AND firstlast@my.unt.edu (so scrappyeagle@my.unt.edu). **Please verify the person’s EUID and my.unt.edu address with them before you insert them here.**
      3. Click “Add E-Mail Addresses.”
      4. Click on the drop down box next to “Invite as” and select “Member.” You can select “President/Chief Officer” if the person you’re inviting is the new President.
      5. Click “Send Invitations.”
      6. Reach out to the person you added and tell them to go to their my.unt.edu email. Because you input two differently formatted emails for them (EUID@unt.edu and firstlast@my.unt.edu), they should have received **two** emails;
tell them to open one and click on the “Manage Invitations” button. If the first one they try says they have no pending invitations, have them try the other email. One of the two emails will work and add them to the Roster.

7. Once they appear on the Roster, then you can follow the instructions under step f. (i. and ii.) above to add them as Primary Contact and/or President.

2. Start collecting information for your OrgSync profile, which will be available when Registration begins on Monday, December 2nd. You’ll need (a) the number of active members; (b) UNT advisor name, department, phone, and email; (c) the names, titles, EUID’s, and preferred email addresses of ALL officers.

g. UPDATE- There has been a change to the officer information section. Instead of providing an “Officer 2”. We ask that you list the officer that oversees any financial responsibilities (Treasurer, fundraising or financial chair, etc.). If you do not have a designated role for this, assign the role to your President or VP.

3. For those who did not complete registration for Fall 2019- RSVP for a Student Organization Orientation. All student orgs must attend a Student Org Orientation in order to register. If you did in the Fall, you do not need to for the Spring; however, if you have elected new officers, we recommend that you send someone. At least one current officer (someone who will be listed in your org’s OrgSync profile once Registration begins) is required to attend. Dates and times will be posted at the link below soon.

For more information about Spring registration, visit http://studentactivities.unt.edu/orgs (and click on the “Registration” link on the right).

Still have questions or concerns? Email student.activities@unt.edu or call 940-565-3807.