

# Registration Steps (Profile) Walkthrough

This Quick Tips will provide direction on each of the steps you will complete when you update your organization's profile in OrgSync each long semester.

## Registration Instructions (Step 1)

A custom set of instructions detailing your organization's registration process will be the first thing you see after clicking the blue "Re-Register This Organization" button (See "Re-registering your Organization" Quick Tips at [studentactivities.unt.edu/orgsync](http://studentactivities.unt.edu/orgsync) 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

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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 (Step 2)

The organization profile/general information step allows you to provide basic details and information about your organization, such as the organization description, contact information, and social media links. If your organization is returning (i.e., has registered in the last year), information previously submitted should be retained.

Please review and make updates as needed.

Do not change the "Official Organization Name," as this will cause a delay in processing your profile.

Take care in reviewing the "Number of Active Members" towards the bottom. This number should reflect how many unique UNT students are active (for example, on the executive board, serve as committee members, attend events, pay dues, etc.) in the organization's activities. This helps Student Activities determine a more realistic estimate of the number of students involved at UNT.

## Organization Profile Picture (Step 3)

This step allows your organization to upload a logo or picture to set for your organization's OrgSync profile.

## Organization Roster (Step 4)

**This is the tricky step**, so please read this section carefully. In this step, you only need to make edits to the required Positions, as explained in the next paragraph.

The Roster step will require you to designate people to certain Positions (e.g., President/Chief Officer, Advisor, etc.). During this step, you will assign individual members to the specific required Positions. The number of required Positions you need to fill show under "Position Fulfillment." In this example, the organization needs to minimally assign 3 positions (turning all circles to green checkmarks, like in this example):

<b>Position Fulfillment</b>	<b>Now requiring</b>
Requirements	<b>Treasurer/Financial Chair on the roster. An officer position that handles any finance responsibilities. Can be a President or VP if the org does not have a designated role</b>
At least 1 President/Chief Officer	✓
At least 1 Officer-2	✓
At least 1 Advisor	✓

If your organization is returning (i.e., has registered in the last year), information previously submitted should be retained, so if any leadership changes have happened since the last semester in which the organization was registered, you will likely need to make edits to Position assignments despite seeing green checkmarks already.

**If you need to make edits to previously submitted information**, like if there's a new Advisor or President, you will make them now. To do that, first scroll down to the "Review Roster" section. What you see here is the list of organization members who are currently listed in your organization's portal. For example:

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

Showing 1 - 5 of 8

first | prev | next | last

Note that you may have several pages of members in your roster. In the graphic above, 3 members (people 6-8) will show on the next page. Click the "next" link to see them. If you have a lot of members in your roster, you can search by name in the search field, which should be just above the list of names.

If their name appears in the roster, click “Edit Position Assignment” to assign them as one of the required Positions.

If their name does **not** appear in the roster AND they are one of the required Positions, you will need to add them in order to proceed. Scroll up to the “Add New Members and Assign Positions” section.

### 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**

**ADD**

Select their “Position” from the drop down box and enter their **campus** email address AND first and last name (even though the first and last name are not required fields). Their campus email address is most likely firstlast@my.unt.edu for students and first.last@unt.edu for faculty/staff. Click the “Add” button.

**Important:** You will know that you have used the correct email address and have correctly assigned this person into the required Position if, when you scroll down to the “Review Roster” section, their name is hyperlinked in blue, like Dan Kaczmarek and the other members below.

Email	First Name	Last Name	Positions	
<input type="checkbox"/> dkaczmarek@campuslabs.com	<a href="#">Dan</a>	<a href="#">Kaczmarek</a>	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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If the name is not hyperlinked, the email address you used is incorrect. Remove them from “Review Roster” and try to add them again under the “Add New Members and Assign Positions” section. Select their “Position” from the drop down box AND enter their first and last name (even though the first and last name are not required fields). Then try using this format as their campus email address: euid@unt.edu (their EUID is their initials and 4 digits, like abc1234@unt.edu). Click the “Add” button. Scroll down to the “Review Roster” section. If their name is hyperlinked in blue, you have entered the correct email address and have correctly assigned this person into the required Position.

**If the name is still not hyperlinked**, verify with the person you are trying to add that you have their correct my.unt.edu email address and EUID. If you have verified that both are correct and that you typed them in correctly, contact Student Activities because albeit rare, there are a few extenuating circumstances that we've found.

**If you make any edits by assigning someone to a Position, make sure you un-assign** any person previously assigned to that required Position or delete that person from the roster. For example, if you have a new President and assign them to the President position, you will likely need to un-assign the President position from the member who previously served as President or delete the previous President. In this step, **an organization should have no more than one person assigned to the Positions of President and Advisor**. That is because these Positions are tied to a number of things, including Event Application review. So while you may have Co-Presidents in reality (and you can reflect that in Step 5), you do not want to mark multiple people in the President's position in this step because it means that it will take longer for things like Event Applications to be approved (because the system will generate approval emails to both Presidents and we will not process your Event Application until both, as opposed to just one, of them approve).

In the end, regardless of whether you changed any Position assignments, **it is important that you ensure that both the current President and Advisor have blue hyperlinked names in the "Review Roster" section** (like Dan Kaczmarek and the other members below) **and are assigned to the President and Advisor positions** in this Step because Event Applications are automatically sent to the people in these two positions. If this is not set up correctly, it will delay the processing of your Event Applications.

Email	First Name	Last Name	Positions	
<input type="checkbox"/> dkaczmarek@campuslabs.com	<a href="#">Dan</a>	<a href="#">Kaczmarek</a>	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	<a href="#">Siobhan</a>	<a href="#">May</a>	Member Faculty Advisor	EDIT POSITION ASSIGNMENT
<input type="checkbox"/> jhulbert@campuslabs.com	Jonathan	Hulbert	Member	EDIT POSITION ASSIGNMENT

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*Side note: While you do not need to do it while completing the OrgSync profile, let anyone that you added to the roster know that they should check their campus email. If they received an invitation to join your organization's portal, tell them to accept the invitation.*

This step will not be complete until you have a green check mark next to the each required positions that is listed:

### Roster Requirements

Does your Organization Roster meet all Position requirements?

- At least 1 President/Chief Officer
- At least 1 Officer<sup>2</sup> ←
- At least 1 Risk Management Officer
- At least 1 Advisor

**Now requiring  
Treasurer/Financial Chair on  
the roster. An officer position  
that handles any finance  
responsibilities. Can be a  
President or VP if the org  
does not have a designated  
role**

✓  
✓  
✓  
✓

PREVIOUS
NEXT

## Advisor & Officer Information (Step 5)









In this step, you must add the organization’s UNT faculty/staff advisor, officer, and any other required information.

Regarding your UNT faculty/staff advisor: be sure to include their first.last@unt.edu address. Primary Advisor information in this Step should match the assigned Advisor position in Step 4.

Regarding officer information: You must submit all information for each officer, making sure to list all officers. In this Step, you may provide each officer’s preferred email address (it doesn’t have to be their UNT address). Each officer should have a unique email address. Please ensure correctness in all fields to avoid a delay in processing. The President/Chief Officer’s information in this Step should match the assigned President position in Step 4. If you have Co-Presidents, you can list them as such (via the Position/Title field) in this Step.

## Upload Constitution/Bylaws

Organization Tools ^

-  Roster
-  About
-  Events
-  News
-  Gallery
-  Documents ←
-  Forms
-  Elections

**To upload an updated Constitution, go to your Organization tools found under the three lines on the left side of your screen. Go to the documents tab and upload there.**

To gain registered status, organizations must, by Policy, include several clauses in their constitution/bylaws. For guidance, see the “Sample Constitution/Bylaws” at <https://studentactivities.unt.edu/orgs> (Resources link). There are comment bubbles embedded in that document that indicate which clauses are required, verbatim.

## Submit

After you have completed all steps within the registration profile process, be sure to click *Submit* so it can be reviewed by Student Activities. **Only the person who submits the form will receive emails in regards to edits needed or if the submission was approved.**

Keep in mind that you must also send at least one officer (as indicated in your OrgSync profile) to Student Organization Orientation to register for the academic year. If an officer attended in Spring 2020, you DO have to send another for the Fall. If you have new officers who have not attended, it is strongly encouraged that they do.

For more information about the registration process, visit [studentactivities.unt.edu/orgs](https://studentactivities.unt.edu/orgs).