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 for registration.

Instructions (Page 1)

A custom set of instructions detailing your 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 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 (Page 2)

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. If your organization is returning (i.e., has registered in the last year), information previously submitted should be retained.

For example:
**Organization Profile Picture (Page 3)**

Organizations are required to upload a profile photo to show in the organization directory and on their organization’s OrgSync home page. If your organization is returning (i.e., has registered in the last year), information previously submitted should be retained. The image you select will automatically run through an image resizer, so the larger the better!

For example:

![Profile Picture]

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.
Organization Roster (Page 4)

The Roster step will require you to designate people to certain Positions (e.g., President/Chief Officer, Officer 2, Advisor, etc.). During this step, you will add individual members to the specific required Positions. The number of required Positions you need to fill show under “View Organization Roster Requirements.” In this example, the organization needs to minimally designate 4 positions (turning all circles to green checks):

If your organization is returning (i.e., has registered in the last year), information previously submitted should be retained. If you need to make edits, like if there’s a new Advisor or Officer 2, you will make them now. In this step you only need to make edits to the required Positions.

If you need to make edits to the required Positions, 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.
Note that you may have several pages of members. In the graphic above, 3 members (people 6-8) will show on the next page.

**If their name appears in the roster**, click “Edit Position Assignment” to designate 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.

Select their “Position” from the drop down box and enter their **campus** email address and first and last name (even though name is not required). Their campus email address is most likely firstname.lastname@my.unt.edu for students and first.lastname@unt.edu for faculty/staff. Click the “Add” button. **Important:** You will know that you have used the correct email address and have correctly designated 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.
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 name is not required). 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 designated 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.

*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, that they should accept the invitation.*

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

![Roster Requirements](image)

**Advisor & Officer Information (Page 5)**

In this step, you must add the organization’s UNT faculty/staff advisor information, officer information, etc. You must submit all information for all officers. Each officer should have a unique email address. Please ensure correctness in all fields to avoid a delay in processing.
Upload Constitution – Bylaws (Page 6)

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

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 studentactivities.unt.edu/orgs.