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 kids.

10 characters remaining

Organization Description

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**

<table>
<thead>
<tr>
<th>Select Interests</th>
<th>Rank Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>📚 Academic</td>
<td>1 On Campus</td>
</tr>
<tr>
<td>🎨 Art</td>
<td>2 Student Led</td>
</tr>
<tr>
<td>⚡ Community Service</td>
<td>3 Local Service</td>
</tr>
<tr>
<td>🕉 Faith &amp; Religion</td>
<td>4 Fundraising</td>
</tr>
<tr>
<td>📜 General</td>
<td>5 Large Time Commitment</td>
</tr>
<tr>
<td>🌟 Ideology &amp; Politics</td>
<td></td>
</tr>
<tr>
<td>📰 Media</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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.
**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

Choose File 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](http://www.studentactivities.unt.edu/orgs).