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, as part of annual registration. Please note that there are required terms to read and accept throughout the profile steps that are not included in this walkthrough.

Registration Instructions (Step 1)

After clicking the blue "Re-Register This Organization" button on the home page of your student organization portal in OrgSync (see "Re-registering your Organization" Quick Tips for more information), you will see instructions detailing your organization's registration process. Once you've read the instructions, click the blue "Next" button at the bottom to begin updating your profile.

2024-2025 General Information Instructions (Step 2)

Once you've read the instructions, click the blue "Next" button at the bottom.

General Information (Step 3)

The 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., registered in 2023-2024), 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. For umbrella organizations, please do not include a combined count of active members in all student organizations falling under the umbrella; just the ones active in the umbrella itself.

Profile Picture (Step 4)

This step allows your organization to upload a logo or picture to set for your organization's OrgSync profile. It is optional. Unless you have received permission from UNT University Brand Strategy and Communications (UBSC), **you may not utilize any university logos or trademarks** (e.g., diving eagle, UNT logo).

2024-2025 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 officer information: You must submit all information for each officer, making sure to list all officers. In this step only, you may provide each officer's preferred email address (i.e., 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/Primary Officer's information in this Step should match the assigned President position in Step 7, the roster. If you have Co-Presidents, you can list them as such (via the "Position/Officer Title" field) in this Step.

Regarding your UNT faculty/staff advisor: be sure to include their first.last@unt.edu address. Advisor information in this Step should match the assigned Advisor position in Step 7, the roster. Note: Sport Clubs have an assigned

Advisor and must submit a Secondary Advisor (who is also a UNT faculty/staff member), while chapters/organizations affiliated with the Center for Fraternity & Sorority Life have an assigned Advisor and have the option to submit a Secondary Advisor.

2024-2025 Roster Instructions/Terms (Step 6)

Once you've read the instructions and agree to the terms, click the blue "Next" button at the bottom.

Organization Roster (Step 7)

This is the tricky step, so please read this section carefully. It requires you to verify/update officers and your UNT Advisor (and for Sport Clubs, your Secondary Advisor) on the org's portal roster in OrgSync.

The Roster step will require you to designate people to certain Positions (e.g., President/Primary 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 shows under the "View Organization Roster Requirements" section. Note: the Treasurer/Financial Officer is the position that handles financial responsibilities and can be a Position assigned to another officer, including the President, if the student organization does not have a designated Treasurer/Financial Officer.

In this example, the organization needs to minimally assign 4 Positions (turning all circles to green checkmarks, like in this example):

If your organization is returning (i.e., registered in 2023-2024), information previously submitted should be retained, so if any leadership changes have happened since the last year the organization was registered, you will need to make edits to Position assignments despite seeing green checkmarks already.

1. **First, scroll down the page to the "Review Roster" section to see which officers and advisor are currently listed.**

Use the "Edit Position" button to **make sure former officers/advisors are no longer marked** as being an officer or advisor. You may remove them from the profile roster if they are no longer members of the org by selecting them on the left and then clicking the "Remove" button.

2. **Next, add missing new officers and advisor(s).**

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, 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 roster. For example:

Email	First Name	Last Name	Positions	
☐ dkaczmarek@campuslabs.com	Dan	Kaczmarek	Member	EDIT POSITION ASSIGNMENT
☐ krichardson@campuslabs.com	Kayla	Richardson	Member Dance Master	EDIT POSITION ASSIGNMENT
☐ kfelton@campuslabs.com	Katie	Felton	Member	EDIT POSITION ASSIGNMENT
☐ smay@campuslabs.com	Siobhan	May	Member Faculty Advisor	EDIT POSITION ASSIGNMENT
☐ 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 is just above the list of names.

If the new officers/advisor appears on the roster, click "Edit Position" to assign them as one of the required Positions.

If the new officer's/advisor's name does <u>not</u> 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. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions   **Add multiple Members in bulk**

Position   * Email

[Treasurer/Financial Officer   ∨]   [   ]

First Name   Last Name

[   ]   [   ]

Select their "Position" from the drop-down box and enter their **<u>campus</u>** email address **AND** first and last name (even though the first and last name are not required fields). Their campus email address is <u>most likely</u> firstlast@my.unt.edu for students and first.last@unt.edu for advisors. 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	
☐ dkaczmarek@campuslabs.com	Dan	Kaczmarek	Member	EDIT POSITION ASSIGNMENT
☐ krichardson@campuslabs.com	Kayla	Richardson	Member Dance Master	EDIT POSITION ASSIGNMENT
☐ kfelton@campuslabs.com	Katie	Felton	Member	EDIT POSITION ASSIGNMENT
☐ smay@campuslabs.com	Siobhan	May	Member Faculty Advisor	EDIT POSITION ASSIGNMENT
☐ jhulbert@campuslabs.com	Jonathan	Hulbert	Member	EDIT POSITION ASSIGNMENT

Showing 1 - 5 of 8   first | prev | next | last

If the name is not hyperlinked, the email address you used is incorrect. Remove them from "Review Roster" section 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 when a campus email does not work.

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 completely.

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, and your Registration Profile will be sent to the advisor. If this is not set up correctly, it will delay the processing of your Registration Profile and, once registered, your Event Applications.

Side note: Immediately after completing the OrgSync profile, let anyone that you <u>added</u> to the roster know that they should check their campus email. If they received an invitation from "UNT Student Activities OrgSync" 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:

2024-2025 Constitution Instructions (Step 8)

Once you've read the instructions, click the blue "Next" button at the bottom.

Constitution/Bylaws Upload (Step 9)

Upload your most recent constitution/bylaws.

By policy/law, all constitutions/bylaws must include several specific clauses, as indicated in red on our <u>sample constitution</u>. For the membership statement, chapters affiliated with the Center for Fraternity & Sorority Life may remove "sex," "gender identity," and/or "gender expression." If you have questions, please contact Student Activities at 940-565-3807.

2024-2025 Registration Reminders (Step 10)

Once you've read the instructions and agree to the terms, click the blue "Next" button at the bottom.

After you have completed all steps within the registration profile process, be sure to click the blue "Submit" button at the bottom so it can be submitted to your Advisor for review before it is sent to Student Activities. **Only the person who submits the form will receive emails regarding edits needed or if the submission was approved.**

Organization Orientation

As a reminder, in order to complete the second part of registration, an officer must complete the Student Org Orientation course, including all quizzes, in Canvas.

For Sport Clubs and any org or chapter associated with the Center for Fraternity & Sorority Life, the officer **MUST** be the President or Risk Management officer. For all other orgs, it can be any current officer.

The link to Orientation can be found here.

The officer must pass with a score of at least 80% to receive credit.

For more information about the registration process, visit studentactivities.unt.edu/orgs-registration and select either "New Organization Registration" or "Returning Organization Registration."