

GET READY FOR STUDENT ORG REGISTRATION!

Registration for returning student orgs begins in July. 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 President, Advisor, and Primary Contact are updated/correct on your organization's OrgSync Roster by 11:59 pm on Sunday, July 21.** To do this, please complete the following steps. If you would like additional assistance, please see our [YouTube tutorial](#).
 - a. Log into OrgSync [here](#).
 - b. On the Home page, type in your org name in the search bar above *Explore University of North Texas*. Select your org.
 - 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 the "Manage Organization" button, you do not have access to update the Roster. In that case, have the currently marked Primary Contact or President complete these steps.*
 - d. Once in your org's portal, click on "Roster" under *Organization Tools*.
 - e. Once in the Roster, update the President, Advisor, and Primary Contact if necessary.
 - i. Update the President and Advisor under *Manage Roster* by searching for the new President and Advisor's names and clicking on the pencil icon to the right and changing their position to President or Advisor, respectively.
 - ii. If you add a new President and/or Advisor, you'll likely need to remove the previous President and/or Advisor by finding their names under *Manage Roster* and clicking on the pencil icon to the right and changing their positions.
 - iii. Update the Primary Contact at the top left by clicking the pencil icon and selecting the new Primary Contact.
 - iv. **Note:** If your new President, Advisor, and/or Primary Contact does not show up in the list of names under *Manage Roster*, 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 address of the new President or Advisor, one person at a time.
 - a. For Presidents and Primary Contacts, who should be UNT students: The university email address connected to the person you want to add is one of two addresses. It is 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.

- b. For Advisors, who should be UNT employees: The university email address is likely first.last@unt.edu. **Please verify the person's unt.edu address with them before you insert it here.**
 3. Click "Add E-Mail Addresses."
 4. Click on the drop-down box next to "Invite as" and select "President/Primary Officer" if the person you're inviting is the new President, and "Advisor" if the person you're inviting is the Advisor.
 5. Click "Send Invitations."
 6. Reach out to the person you just added and tell them to look for an email from "UNT Student Activities OrgSync."
 - a. For Presidents and Primary Contacts: Tell them to go to their my.unt.edu email account. Because you input two differently formatted email addresses 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.
 - b. For Advisors, tell them to go to their work email and click on the "Manage Invitations" button to join the Roster.
 7. Once they appear on the Roster (after they accept the invitation), then you can follow the instructions under step f. (i. - iii.) above to add them as President, Advisor, or Primary Contact.
2. Start collecting information for your OrgSync registration profile, which will be available (and accessible by the President or Primary Contact, as designated in Step 1) to submit when Registration opens. You'll need:
 - a. Number of active members;
 - b. UNT faculty/staff advisor name, department, phone, and UNT email;
 - c. Names, titles, EUIDs (initials and 4 digits), and preferred email addresses of ALL officers;
 - d. Most updated copy of your organization's constitution with required clauses. The template with required clauses can be found [here](#).

For more information about registration, visit studentactivities.unt.edu/orgs-registration and click on "Returning Organization Registration." Still have questions or concerns? Email student.activities@unt.edu or call 940-565-3807