

# GET READY FOR STUDENT ORG REGISTRATION!

Registration for returning student orgs begins Monday, July 22<sup>nd</sup>. 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 11:59pm on Wednesday, July 17.** For a tutorial on how to update the roster, please check out our [YouTube tutorial](#) or the following steps:
  - a. Log into OrgSync [here](#).
  - b. On the Home page, type in your org name in the search bar under "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. Have the currently marked Primary Contact or President complete these steps.*
  - d. Once in your org's portal, click on the 3 horizontal gray bars on the top left corner, to the left of the org name.
  - e. Click on Roster.
  - f. Once in the Roster, update the President, Advisor, and Primary Contact if necessary.
    - i. Update the President and Advisor under "Manage Roster" by finding 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, 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 addresses of the new President and/or Advisor, one person at a time.
        - a. **For Presidents/Primary Contacts:** 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:** 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/Chief 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 President you added and tell them to go to their my.unt.edu email.

Because you input two differently formatted emails 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. If you added an Advisor, reach out to them to 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 profile**, which will be available for an officer (preferably the President) to submit when Registration begins on **Monday, July 22<sup>nd</sup>**. You’ll need:
    - a. Number of active members;
    - b. UNT 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](http://studentactivities.unt.edu/orgs-registration). Still have questions or concerns? Email [student.activities@unt.edu](mailto:student.activities@unt.edu) or call 940-565-3807.