How to Re-Register a Student Group

This guide will instruct students on how to complete the re-registration process in EngageD. By doing this, students will ensure that the profile information, profile picture, roster (executive and general membership), and governing documents are up to date. Re-registrations must be completed to ensure participation in Activities Fair. Rosters must be kept up to date in order to reserve space on campus; only those officers with the requisite permission setting can create an event and reserve space.

Navigating to the Re-Registration

1) After logging into EngageD, click the tile icon (ображення) in the upper-right and select “Manage.”
2) This page is the Action Center and is the hub for managing various groups for which a user is an officer. Select the group that will be hosting the event under “My Memberships.”
3) If the group needs to submit a re-registration, a notice will appear on the group page as shown below. To begin, select “Re-Register This Organization” in blue.
Completing the Re-Registration

1) **Instructions Page:** This page provides information on why the process exists, how to do it, and any deadlines or possible sanctions that may exist.

2) **Organization Profile:** This page will pre-populate with the information from the previous registration. Users should review, update, and confirm all details.
   a. **NOTE:** Organization contact information on the next page should not be personal email addresses, phone numbers, etc. If the group does not have an email address or phone number, simply leave that blank.

3) **Organization Profile Photo:** Images will be run through an image re-sizer to optimize them for the many places they will appear. The larger the original is, however, the better it will appear.

4) **Organization Roster:** This is where required membership information is updated. This usually means confirming who the president, treasurer, and advisor are, but more may be required for based on the group’s type.
   a. **NOTE:** While it is important that the group’s full membership information is up-to-date, it’s recommended to update that information through the organization’s Roster tool.

5) **Upload Constitution- Bylaws:** Upload the group’s constitution here. If it is unavailable or missing, upload a document that says as much.

6) **Organization Categories:** These are self-selected categories that help other users discover new groups and events. Please select only those that apply to the group.