
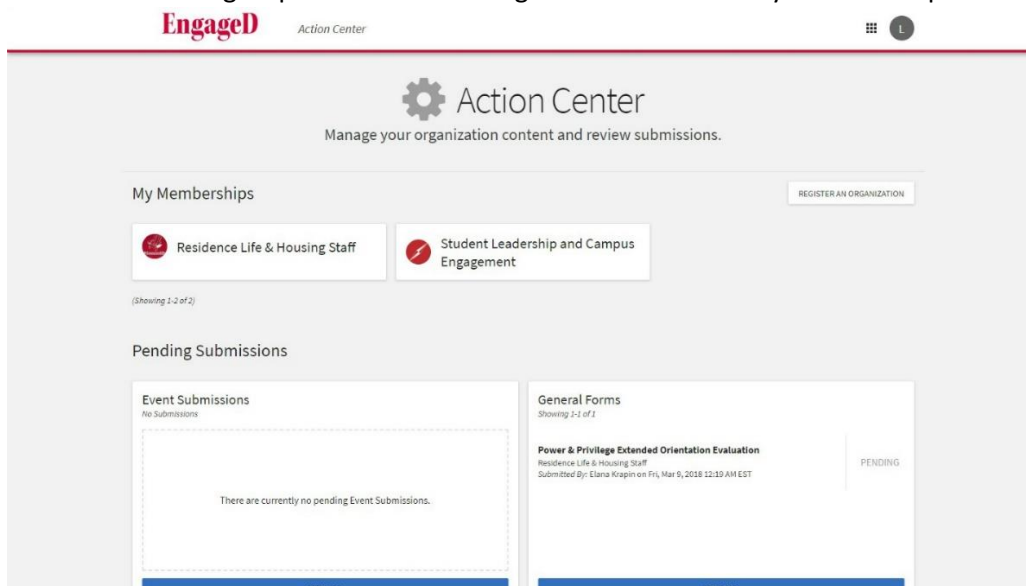


## How to Re-Register a Student Group

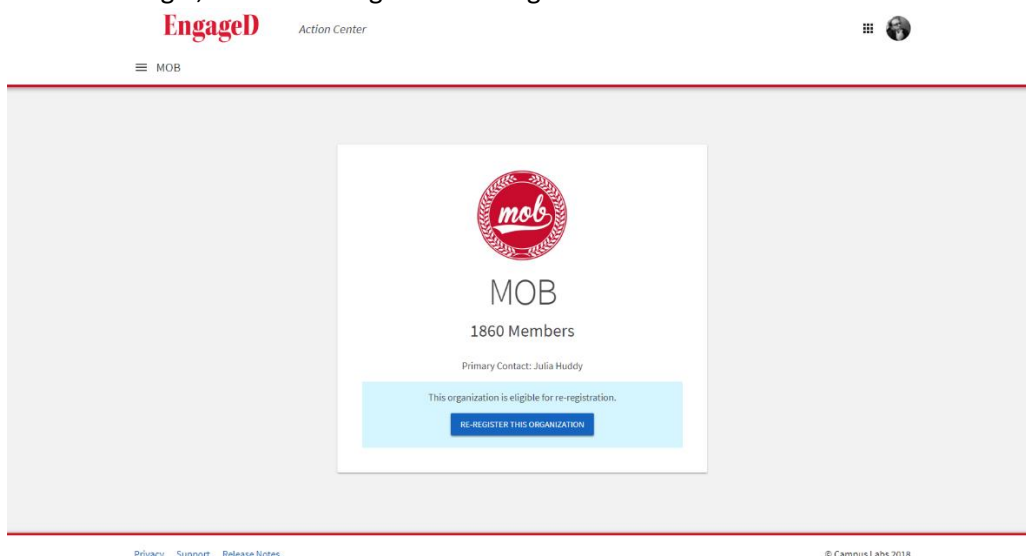
This guide will instruct students on how to complete the re-registration process in EngageD. By doing this, students will ensure that the profile information, profile picture, roster (executive and general membership), and governing documents are up to date. Re-registrations must be completed to ensure 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 (  ) 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.

The screenshot shows a web page titled "Fall 2018- Clubs - Step 1 of 6". At the top right, it says "Form Fields Marked with an asterisk (\*) are required." Below the title, it says "Please review the following instructions." The main heading is "Registration Instructions". The text explains that if the submission is approved, the user will become the Primary Contact of the organization. It notes that the registration process can be resumed at any time from the "Submissions" page. A key instruction is that "Club registrations must be completed and SUBMITTED before noon on September 7 to guarantee table space at Activities Fair." It also states that if approved, the user will become the Primary Contact of the club, and they will receive messages on the club's behalf. The process can be resumed at any time from "My Submissions". Users are asked to follow instructions to ensure their club's information is accurate and current. The process usually takes 15 minutes, and questions can be answered by email to [slce@slcickinson.edu](mailto:slce@slcickinson.edu) or by stopping by SLCE from 8:30 am-4:30 pm in the lower level of the HUB. Users are asked to provide the following information to complete registration: contact information for all officers, club constitution, and date/time & location for club meetings. A "NEXT >" button is visible at the bottom right.

- 2) **Organization Profile:** This pages 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.