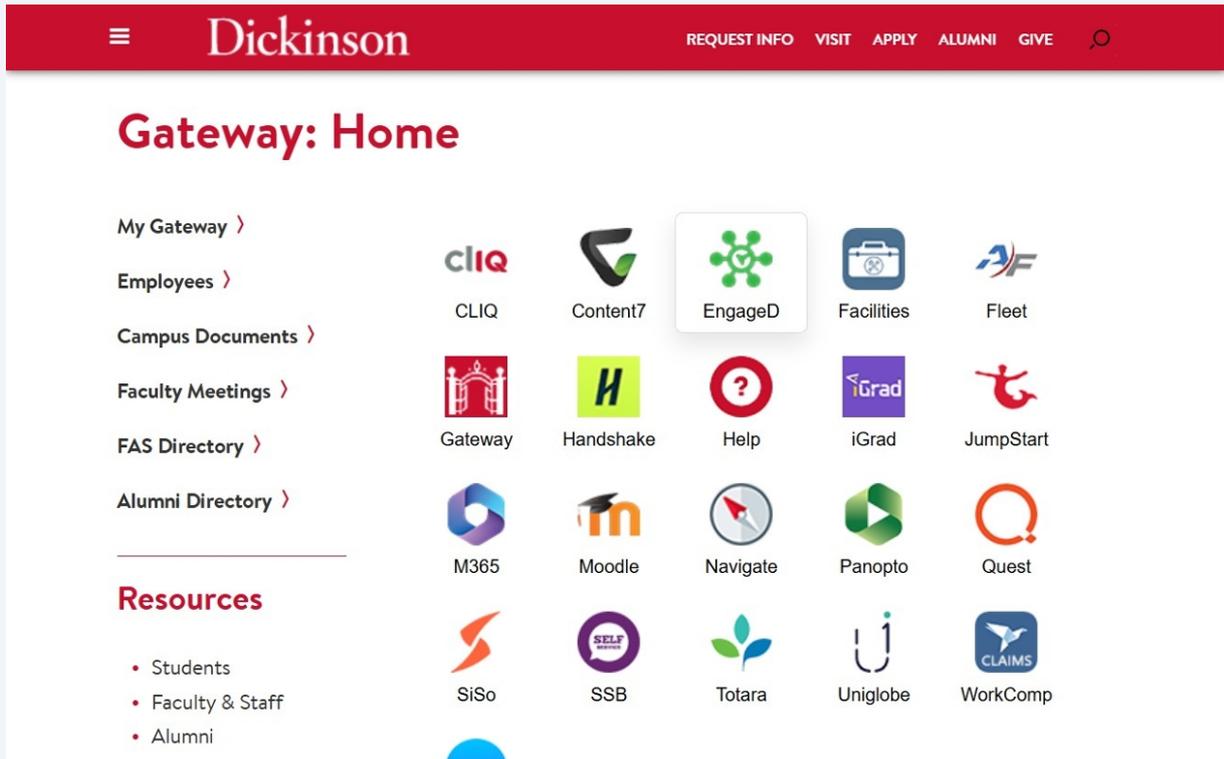


How To Re-register An Organization Through EngageD

1 Navigate to your Gateway homepage.



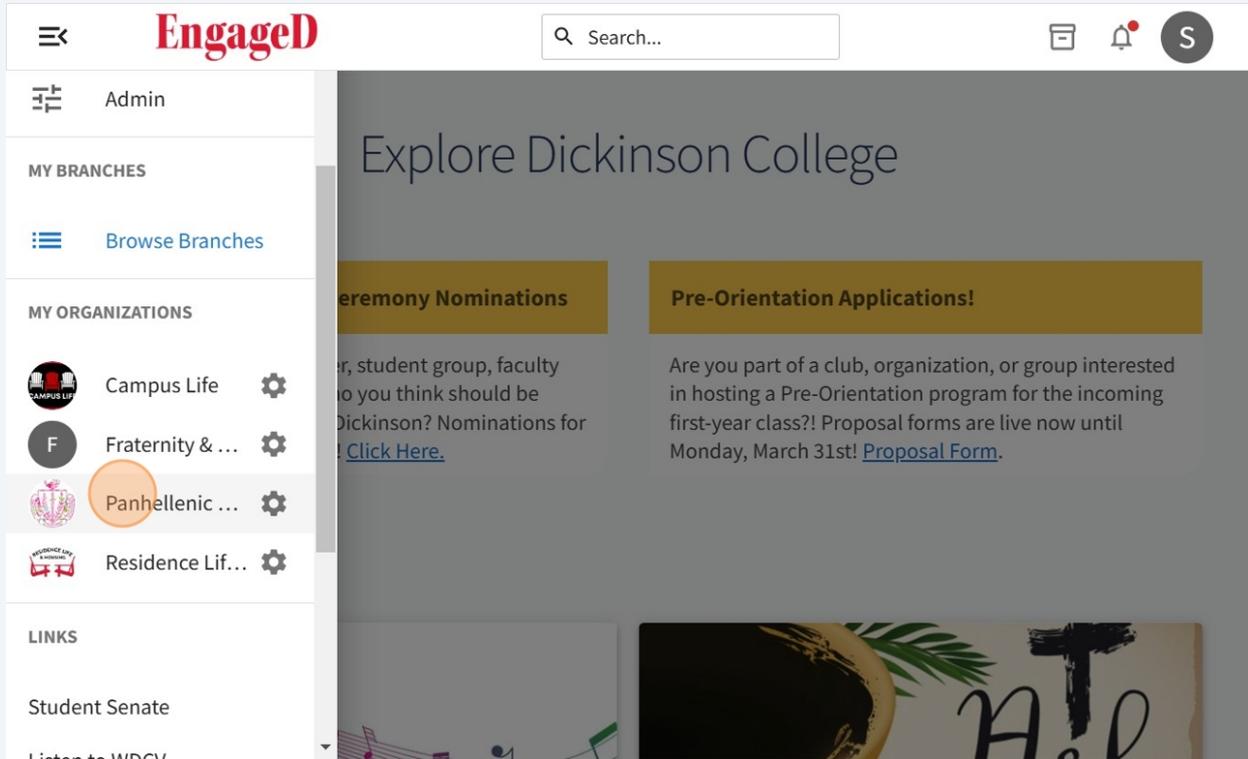
2 Click on EngageD.

The screenshot shows the Dickinson College Gateway: Home page. At the top is a red navigation bar with the Dickinson logo and links for REQUEST INFO, VISIT, APPLY, ALUMNI, and GIVE. Below the navigation bar is the title "Gateway: Home". On the left side, there is a vertical menu with links for My Gateway, Employees, Campus Documents, Faculty Meetings, FAS Directory, and Alumni Directory. Below the menu is a "Resources" section with links for Students, Faculty & Staff, and Alumni. The main content area is a grid of application icons. The EngageD icon, which is a green circle with a white network diagram, is highlighted with a white box. Other icons include CLIQ, Content7, Facilities, Fleet, Gateway, Handshake, Help, iGrad, JumpStart, M365, Moodle, Navigate, Panopto, Quest, SiSo, SSB, Totara, Uniglobe, and WorkComp.

3 Click here to see your organizations.

The screenshot shows the EngageD interface. At the top is a navigation bar with the EngageD logo, a search bar, and icons for a menu, notifications, and a user profile. Below the navigation bar is the title "Explore Dickinson College". The main content area is divided into two sections. The first section is "Leadership Recognition Ceremony Nominations" with a yellow header. The text below reads: "Do you know a student leader, student group, faculty member, or staff member who you think should be recognized for their work at Dickinson? Nominations for LRC are live until March 14th! [Click Here.](#)". The second section is "Pre-Orientation Applications!" with a yellow header. The text below reads: "Are you part of a club, organization, or group interested in hosting a Pre-Orientation program for the incoming first-year class?! Proposal forms are live now until Monday, March 31st! [Proposal Form.](#)". Below these sections is an "All Events" section with two event cards. The first card features a colorful musical note graphic, and the second card features a globe and the word "Help".

4 Select your organization to re-register.



5 Click "Manage Organization"

The screenshot shows the EngageD interface for the Panhellenic Council. At the top, there is a navigation bar with the EngageD logo, a search bar, and icons for a calendar, notifications, and a user profile. Below the navigation bar, a button labeled "Manage Organization" with a gear icon is highlighted with an orange circle. The main content area features the organization's logo, the name "Panhellenic Council", and a "Member Since July 2024" badge. A paragraph of text describes the council's mission. Below this, there is a "Contact Information" section with the email address "panhel@dickinson.edu". An "Additional Information" section contains a link to a "Green Events Checklist".

6 Click "Re-register this organization"

The screenshot shows the EngageD interface for the Panhellenic Council. The navigation bar is identical to the previous screenshot. The main content area is divided into several sections. On the left, there is a summary card for the Panhellenic Council, showing its logo, name, "Primary" status, contact information for Katie Arcara, and a "Total Memberships" count of 5. To the right of this card is a section titled "Help us improve this page" with a "LET US KNOW" link. Below that is a section stating "This Organization is eligible for re-registration." with a prominent blue button labeled "RE-REGISTER THIS ORGANIZATION" highlighted by an orange circle. At the bottom left, there is an "Organization Tools" section with links for "Roster" and "About". At the bottom right, there is an "Upcoming Organization Events" section showing "0 Upcoming Events" and a "CREATE EVENT" button.

7

Click "Club Constitution Template" to view a template Constitution. Make sure to update the dates on your Constitution from this year and any amendments as decided by your executive board.

The screenshot shows the EngageD web application interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. Below the navigation bar, there is a light blue banner with the text "Download New Constitutional Template for clubs here:" and a link "Club Constitution Template" which is circled in orange. Below this banner, there is a "Group Banner Code" input field containing the text "PANS". Another light blue banner contains the text "Please review the Green Events Checklist" and a link "Green Events Checklist". Below this, there is a question: "* Does your club agree to review and adhere to the Green Events Checklist?" with two radio button options: "Yes" (selected) and "No".

8 Fill out the information pertaining to your organization and click "Next"

The screenshot shows the EngagedD web interface. At the top, there is a navigation bar with the EngagedD logo, a search bar, and user profile icons. Below the navigation bar, there is a blue banner with the text "Download New Constitutional Template for clubs here:" and a link "Club Constitution Template". Below this, there is a form field for "Group Banner Code" with the value "PANS". Another blue banner contains the text "Please review the Green Events Checklist" and a link "Green Events Checklist". Below this, there is a question: "* Does your club agree to review and adhere to the Green Events Checklist?". There are two radio button options: "Yes" (selected) and "No". At the bottom right, there is a blue button labeled "NEXT".

9 Click this dropdown to update and add new members/positions within your club.

The screenshot shows the EngagedD web interface with a dropdown menu open. The dropdown menu lists various roles and positions: "Member", "Alumni Involvement", "Faculty/Staff Club Advisor", "New Member Educator", "President", "Recruitment", "Risk Management", "Scholarship", "Treasurer", "Vice President", "Council Representative", "Study Away Full Year", and "Study Away Single Semester". The "Member" option is highlighted. Below the dropdown, there is a form with fields for "Email" and "Last Name". There is also a blue button labeled "ADD" at the bottom left.

10

Here you will see required positions depending on your type of organization. Click "Next" and continue through the re-registration process.

The screenshot shows the EngageD web interface. At the top, there is a navigation bar with the EngageD logo, a search bar, and user profile icons. The main content area is titled "Roster Requirements" and asks "Does your Organization Roster meet all Position requirements?". Below this, there is a list of ten requirements, each with a corresponding radio button. The requirements are: "At least 1 Alumni Involvement", "At least 1 Faculty/Staff Club Advisor", "At least 1 New Member Educator", "At least 1 President", "At least 1 Recruitment", "At least 1 Risk Management", "At least 1 Scholarship", "At least 1 Treasurer", "At least 1 Vice President", and "At least 1 Council Representative". The radio buttons for "At least 1 Faculty/Staff Club Advisor" and "At least 1 President" are checked with green checkmarks. At the bottom of the form, there are "PREVIOUS" and "NEXT" buttons.

| Requirement | Status |
|---------------------------------------|----------------------------------|
| At least 1 Alumni Involvement | <input type="radio"/> |
| At least 1 Faculty/Staff Club Advisor | <input checked="" type="radio"/> |
| At least 1 New Member Educator | <input type="radio"/> |
| At least 1 President | <input checked="" type="radio"/> |
| At least 1 Recruitment | <input type="radio"/> |
| At least 1 Risk Management | <input type="radio"/> |
| At least 1 Scholarship | <input type="radio"/> |
| At least 1 Treasurer | <input type="radio"/> |
| At least 1 Vice President | <input type="radio"/> |
| At least 1 Council Representative | <input type="radio"/> |



Reach out to Sophie Bisbal at bisbals@dickinson.edu with any questions or concerns. Re-registrations are due with updated executive boards and Constitutions by **April 14th**.