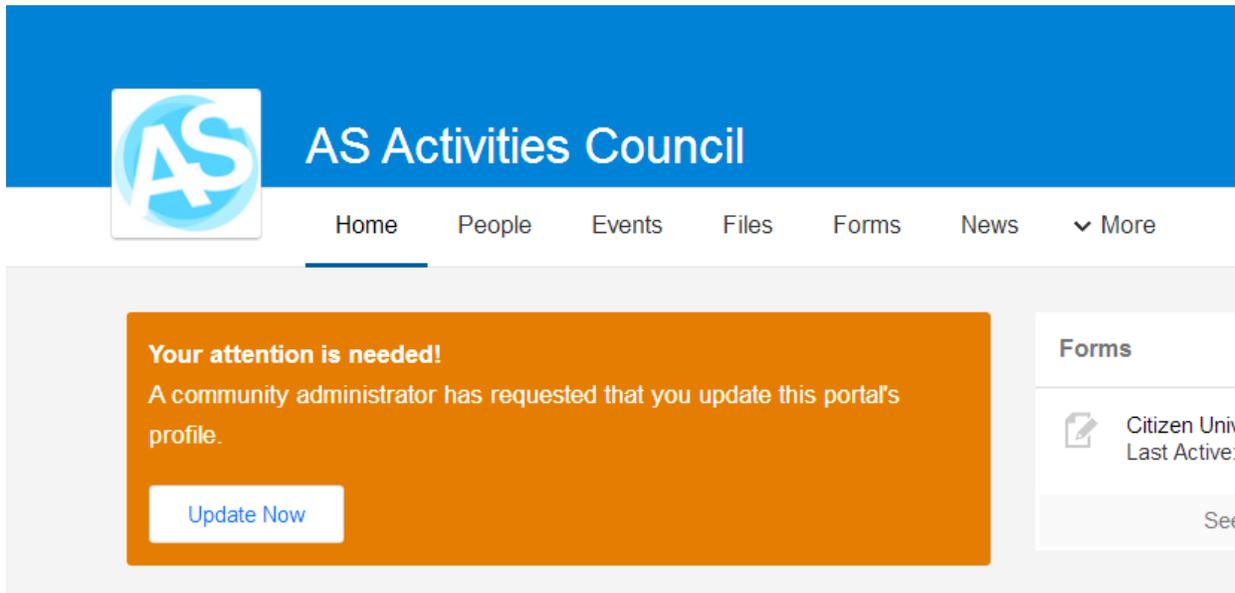


How to Successfully Renew Your Club's Active Status with the AS for Next Year (a.k.a. Renewing Your Club on OrgSync)

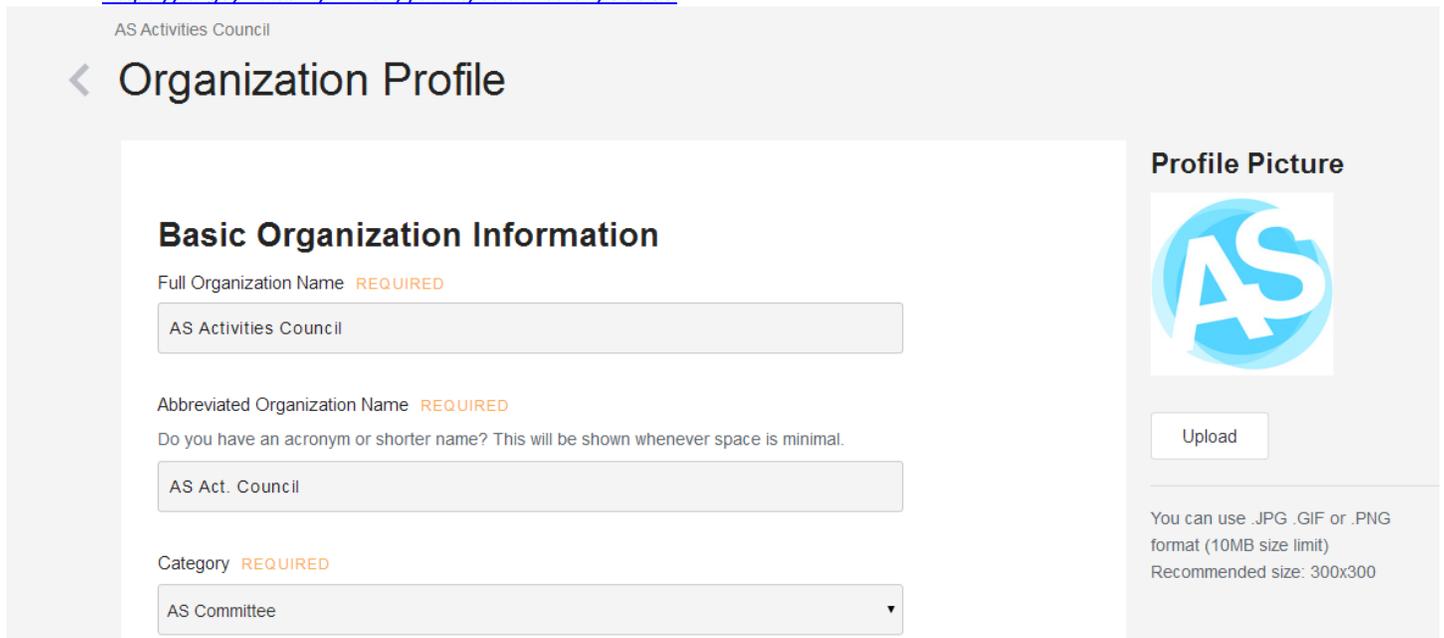
Follow these simple steps. Just scroll down for helpful screenshots to guide you through the process.

****Note:** Only current club portal "Administrators" will be able to complete this process (i.e. current or out-going leaders who can see the 'Settings' menu). If you aren't an Admin and can't get your existing Admin to do this process (due to graduation or alien abduction), email as.clubs@wwu.edu requesting to become an Admin on your club's portal.

1. **(For Club Admins) Login to your club's OrgSync portal to find the notice about renewing your club and updating your profile. Click the banner notification to begin.**



2. **At the Organization Settings page, review ALL sections of your profile, editing as you go.** In order to be renewed for next year, we'll need the correct contact info for at least the mandatory 5 currently enrolled Western students who will lead the club next year (names, phone #'s, email, and W#'s – all info must be accurate to be reactivated). *Note: The renewal period is mainly about updating contact info, but if you'd like to change your club name or statement of purpose at this time, you may do so by additionally submitting this form:* <https://orgsync.com/22434/forms/submission/38683>



****Note that the FIRST 3 people (President, Vice President and Treasurer) will be the people with permission to reserve rooms! You must correctly update the information of all 5 contacts but these 3 are particularly important.**

NAME: Coordinator/President/Director *

(authorized to make space reservations)

Kasey Koenig

PHONE: Coordinator/President/Director *

3606506121

EMAIL: Coordinator/President/Director *

as.clubs@wwu.edu

W#: Coordinator/President/Director *

W0 [REDACTED]

Validation Valid input may include: Alphanumeric - ex: A11a
Character count must be between 8 and 9.
Spaces are not allowed.
Punctuation is not allowed.

NAME: Asst. Coordinator/Vice Pres. *

(authorized to make space reservations)

3. **Once you've made it through the full profile**, made all necessary edits, and uploaded a new version of your constitution (*if you have one, otherwise leaving the existing constitution is fine*), **click finish to submit the updated profile**. AS Club Activities Office staff will review the submission and approve it / reactivate the club for next year as long as all required info is entered. If you are missing something, you'll get a message about that requesting correction.

Organization Registration

You're Almost Done!

You may use the "Previous" button to review or change any of your answers.

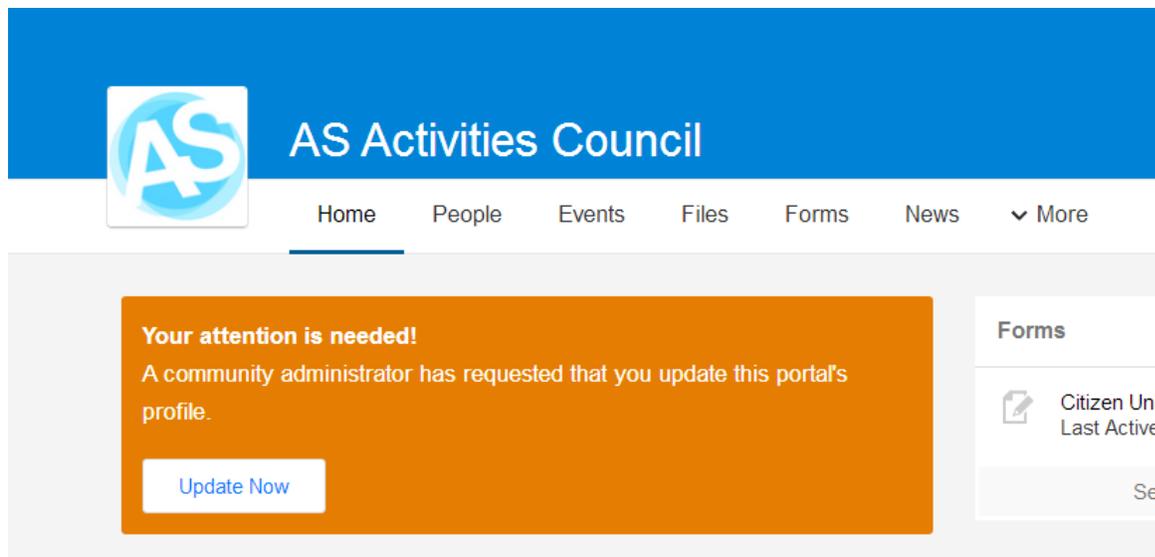
Click "Finish" when you are ready to submit your form.

This form is **not** submitted until you press "Finish".

Previous

Finish

4. **Wait for the AS Club Activities Office to approve the renewal request.** You'll get an auto-generated email from OrgSync verifying your submission, and another one when it is approved.
5. **If there is something incorrect or missing in your renewal application** you will get an email detailing what needs to be corrected and the orange bar will remain on the top of your portal.



The screenshot shows the AS Activities Council portal. At the top is a blue header with the AS logo and the text "AS Activities Council". Below the header is a navigation menu with links for Home, People, Events, Files, Forms, News, and More. A prominent orange notification bar is displayed, stating "Your attention is needed!" and "A community administrator has requested that you update this portal's profile." with an "Update Now" button. To the right, there is a "Forms" section with a list of forms, including "Citizen Univ" and "Last Active:".

6. You can **"Save and Finish Later"** if you start editing your profile and realized you don't have all the information. You will still need to complete you profile by the renewal deadline. After you save, if you go into settings you will see who was last editing your profile and when.

✓ Your submission progress has been saved successfully.

Your Organization Profile

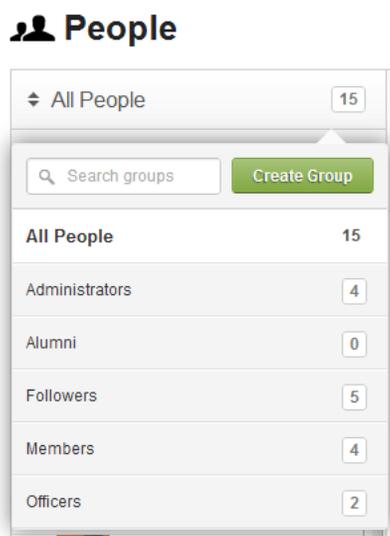
Your complete profile information shown below is available to administrators of Associated Students of WWU and members of your organization who have full administrator privileges. Any updates to your profile, including your profile picture, must be approved by administrators of Associated Students of WWU and will not be published until approved.

Submission in progress updated by  November 15, 2013 2:18 PM

[Resume Submission](#)[Cancel Submission](#)

Essential Steps to Prepare your Portal for Next Year's Leaders

7. Click 'People' then 'All People' to check to see what member groups you have set up. Below are some examples of categories of users you might want. You can rename groups and create as many new ones as you like. Adding 'Alumni' is a great way to place graduates in a category of their own so you can choose not to message them all the time but won't lose complete touch with them and the org's history over time. 'Followers' might be useful to a club that has a list of 100 – 300 email followers and wants to make a distinction between truly involved 'members' and people who simply want to be informed about (i.e. follow) club news/events. Make this structure work for YOU (see the A'capella Club example). By going into 'Settings' then 'Permissions', you can set the permission levels of each group for each and every OrgSync tool. *And remember, you only want as many Administrators as really necessary since that is the top level of permission with the authority to add/delete members and change all settings; 2 – 3 per club should suffice, and old officers need to have Admin privileges removed.*

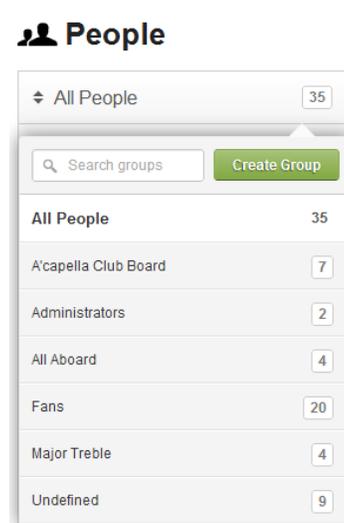


People

↕ All People 15

Search groups [Create Group](#)

All People	15
Administrators	4
Alumni	0
Followers	5
Members	4
Officers	2



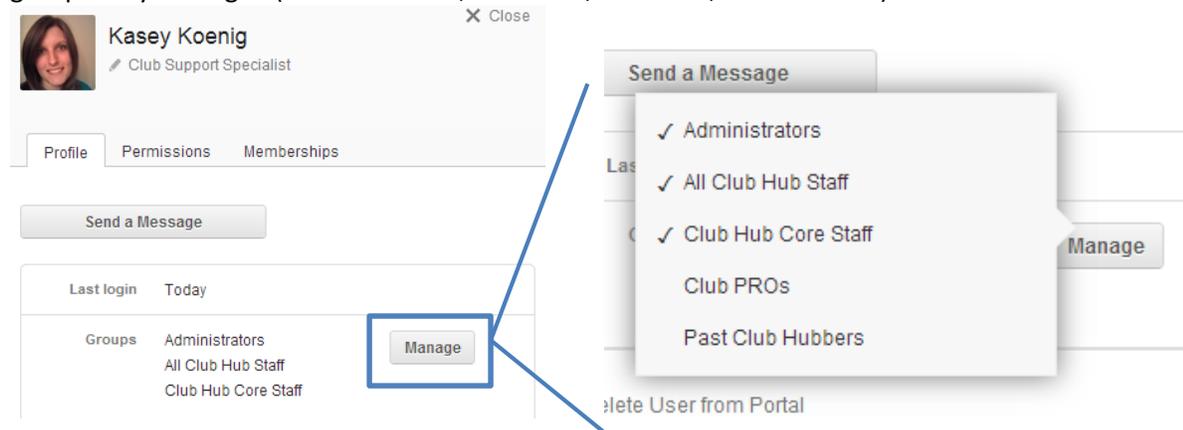
People

↕ All People 35

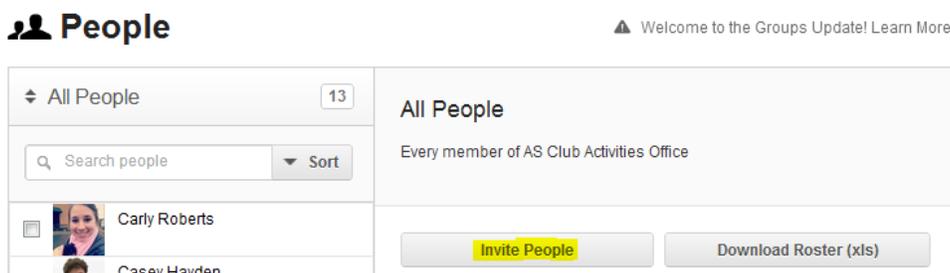
Search groups [Create Group](#)

All People	35
A'capella Club Board	7
Administrators	2
All Aboard	4
Fans	20
Major Treble	4
Undefined	9

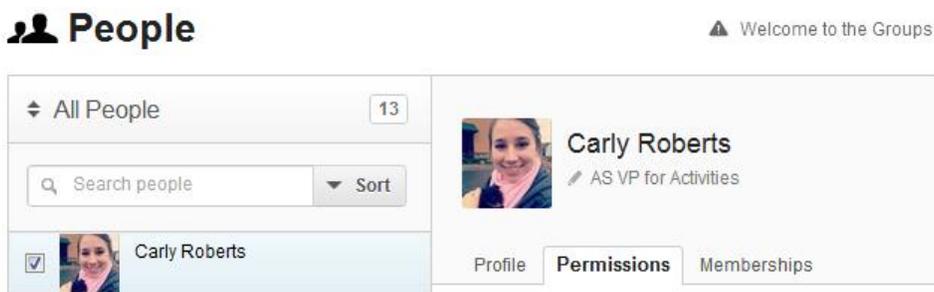
You can change what groups a person is a part of by clicking on their profile, selecting 'Manage' and selecting the groups they belong in (Administration, members, followers, timelords ect).



- Be sure that all officers/leaders (especially the 5 listed in your profile) have actually JOINED the club. If not, invite them by clicking 'People' then 'Invite People.'



- Once the right people are in, don't forget to grant the right permissions to each person. Here is where you'd remove high-level permissions from out-going officers and add them to new leaders/admins. (still under the 'People' menu)



- Lastly, don't forget to monitor Join Requests. Students might learn about your club through the AS Clubs website and click to join; you don't want to leave them hanging. Also, work hard to get 100% of your active membership invited and actually "joined" into OrgSync. If you're feeling at all like OrgSync is just another online tool to manage, that's only because not all of your members are in. Once they are, you'll see how easy it is to message everyone, maintain a roster, create events that everyone sees, manage group to-do lists, vote via polls,

and so many more things. But without everyone in, you'll be reluctant to fully reap these benefits because you'll feel like you're leaving someone out. So, go BIG! Go 100%!

All People
Every member of Brony Reinforcement Outreach: Helping Organization of Friendship

[Invite People](#) [Download Roster \(xls\)](#)

Your Join Requests

		Reject	Approve
	 Privacy!	Reject	Approve



All People
Every member of AS Club Activities Office

[Invite People](#) [Download Roster \(xlsx\)](#)

Your Join Requests

There are no join requests.