It's time to renew your organization!

RSOs MUST renew their organization each semester in order to retain their recognition status.

Only managers of the RSO page can access the settings tab to edit profile information. If you believe you should have access to the page but are unable to renew your RSO, please contact Hailey Canada at hcanada2@uca.edu.

The renewal process is done online through CubConnect. When renewals are required, you will see a blue

box on the Manage page of your RSO (pictured on right). Simply click the "Re-Register This Organization" button to begin the renewal process.

Organizations	Re-Register Existing
organizationio	Q Find an organization to re-register
Q Search Organizations	Bear Den RE-REGISTER
Branches	Bear Essentials Food Pantry Not Available
Select branches 🗸	Bear Hall Not Available
Categories	Bear Patrol RE-REGISTER
Select categories 🗸	Bear Village Apartments Not Available
REGISTER AN ORGANIZATION	PREVIOUS



You may also visit the CubConnect Organizations tab, click "Register an Organization," and there will be a blue "Re-Register" button next to any organization that you are eligible to renew.

PAGE 1: Instructions

The person who completes the renewal process will automatically be listed as your RSO's Primary Contact. Users now have the option to directly email an RSO's page, and the primary contact will be responsible for receiving those emails.

Re-Registration for RSO - Step 1 of 6

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your Submissions.

Your primary contact will receive all emails and inquiries that are directed to your page. This should be a student leader.

PAGE 2: Basic organization information

You can change your RSO's description, information, and website here. Please list your meeting time, if applicable. During your first CubConnect renewal, you will be asked for your "Organization Web Site URL." This is because you have the ability to customize your CubConnect URL. This should be reflective of your RSO's name. *(Example: The Bear Den, URL: bear-den)*

PAGE 3: Categories

Select the categories that describe your RSO. You may select multiple categories.

PAGE 4: Profile Picture

Do not skip this step. Be sure that your profile picture will look good in this square format and when cropped to a circle.

PAGE 5: Constitution

Upload your RSO's constitution. If you no longer have your Constitution file because it was housed on OrgSync, please contact Hailey Canada at <u>hcanada2@uca.edu</u>.

**Due to privacy restrictions, Greek organizations will NOT be required to upload their constitution during the renewal process.

Re-Registration for RSO - Step 5 of 6

Select a file to upload as your organization's constitution/bylaws.

Constitution/Bylaws Upload

* Upload Constitution/Bylaws Choose File No file chosen

PREVIOUS

Re-Registration for RSO -	- Step 2 of 6	Form Fields Marked with an asterisk (*) are required.
ovide some basic information about your organiz	zation.	
ieneral Information		
"Official Organization Name Bear Den	Acronym/Nickname Bear Den	
"Organization Description Summary The purpose of The Bear Den shall be to plac creating opportunities to promote school spirit	e UCA first in our hearts by unifying students and Purple Pride. Purple Power.	
84 characters remaining	4	
Organization Description		
	E 38 1∃ 1∃ d° 22	
The purpose of The Bear Den shall be t unifying students and creating opportu Pride. Purple Power.	to place UCA first in our hearts by nities to promote school spirit. Purple	
febsite		
"Organization Web Site URL bear-den		
https://uca.campuslabs.com/engage/organizatio	in/bear-den	
External Website		
ocial Media		

Re-Registration for RSO - Step 3 of 6

Select the categories that your organization belongs in.

vailable Categories	Assigned Categories	
Academic	Departmental	
Academic - College of Business	Spirit and Alumni Organizations	
Club Sports		
Committee		
Cultural		
aith-Based		
Sreek		
lonorary		

Re-Registration for RSO - Step 4 of 6



NEXT

PAGE 6: Roster & Officers

The next page will allow you to update the current officers of the organization. *Please note that in order for someone to be listed as an officer of your organization, they must already be a member of your CubConnect page.* Some positions are required; others are optional. You may create officer titles as needed.

You will also update your RSO roster on the page. Your roster should only consist of current RSO members.

	PAGE 7:	Review	&	Submit
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The next page will allow you to review the previous pages. Be sure to click the blue "Submit for Approval" button. The renewal will then be reviewed by the Student Life. *Your organization's recognition status can be removed at any time if it is deemed necessary by Student Life.*

lect members to fill the Positions in your	- 0
ew Organization Roster Requirer Ill your Organization's Roster Requirements	ments
t least 1 President	\odot
least 1 Treasurer	0
t least 1 Faculty/Staff Advisor	Õ
Id New Members and Assign Poi I new members or assign positions to your roster. Pie organization.	sitions associated e-mail (adu/.ca) when inviting users to
I new members or assign positions to your roster. Ple	
Inew members or assign positions to your roster. Ple organization. Add individual Members or Positions osition	Add multiple Members in bulk * Email
I new members or assign positions to your roster. Pie organization. Add individual Members or Positions	asse use a school associated e-mail (adu/.ca) when inviting users to Add multiple Members in bulk
Inew members or assign positions to your roster. Ple organization. Add individual Members or Positions osition	Add multiple Members in bulk * Email
I new members or assign positions to your rosate. Pla organization. Idd individual Members or Positions osition Wember	Add multiple Members in bulk * Email

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

Submission		🖨 PRINT
In Progress		
Bear Den		
1. Instructions (optional)		
2. Organization Profile		
3. Organization Categories (optional)		
4. Organization Profile Picture (optiono	ŋ	
5. Upload Constitution - Bylaws		
6. Organization Roster		

If you have any questions, please contact the Coordinator of Student Organizations and University Events, Hailey Canada, at hcanada2@uca.edu.