

2022-2023 STUDENT ORG REGISTRATION INSTRUCTIONS

1) Primary Contact:

- o We recommend that the Primary Contact for TechConnect is the President of the organization. If you are the incoming president and are not the primary contact on your roster, the outgoing president can make that change for you. Your other option is to email us at StudentOrgs@ttu.edu and let us know; we are happy to make that change for you. While you do not have to be the primary contact to register the organization, the person who registers the organization will be marked as the primary contact; therefore, we ask the president to submit the registration as to avoid confusion.

2) Accessing Registration:

- o The "Registration" button will be accessible to those org members whose TechConnect organizational access grants them permissions to submit registrations. These positions are usually the President and Treasurer. The "Registration" button is accessible during the registration season time frame: From the conclusion of the Student Org Academy through the first day of fall classes.
- o First, you must be logged into TechConnect.dsa.ttu.edu to access the registration button. Use your eraider login credentials to login to the platform.
 - In the middle of the TechConnect homepage under "Memberships", you should see the organization/s listed that you wish to register. If you do not see the organization/s listed under "Memberships", click on the circle that contains either your initials or a profile picture in the top right corner of the homepage. From the vertical drop-down menu, click "Memberships" where you will then see the organization/s of which you are listed as a member. Find and click on the respective organization/s link, which will direct you to that organization's homepage.
 - On the organization/s homepage, click the button that says, "Manage Organization" located in the top right-hand corner of the page. This selection will take you to a new page, where you will see a blue, horizontal ribbon running the width of the page with a blue button on the right side of the page. This button says, "Re-Register Organization". Click this button, which will direct you to the first step in the registration process.
 - Start the registration process.
- o If you cannot complete the registration in one sitting, you do not need to click the "Re-Registration" button when you return to the registration. Rather, when you return to working on the registration, login to TechConnect, and in the top right corner of the

homepage, click on the circle with your initials or profile picture. In the vertical menu, find and click on “My Submissions”. Then select “Organization Registrations” to continue your work on the registration. Make sure to click “**Submit**” when finished with the registration.

3) Advisor Agreement Form:

- First, print the form or email the form to your advisor.
- Next, schedule a meeting with your Faculty/Staff Advisor to discuss the relationship and responsibilities and expectations between the organization and the officer team. Upon agreement of the advisor and officer team/organization’s relationships, have your advisor complete the form by listing the org’s name at the top of the form and completing the bottom of the form (Electronic signatures are accepted).
 - Fraudulent Advisor Agreement Forms will not be accepted by the Student Involvement Office.
- You will need to upload (by either scanning or taking a picture of) the form to your TechConnect registration before clicking “**Submit**” for your registration.
 - *Note: The form should be signed by your primary advisor. Additional advisors can only sign the form in certain situations.*

4) Registration Steps:

- Step 1: Registration Instructions:
- Step 2: Organization Profile:
 - General Organization Information (Please do not change your Org name)
 - Website
 - Social Media
 - Organization Contact Information
 - Please update this information to the best of your abilities to provide as much information about the organization as possible.
 - Please remove any incorrect or outdated information.
- Step 3: Profile Picture:
 - Optional but it makes your org’s profile more appealing.
- Step 4: Categories:
 - Select *no more than two(2)* categories.
 - Select the two categories that best apply to your organization.
 - If your organization is not a registered Sport Club with REC Sports, *do not* select “Sports Club” as a category.
- Step 5: Interests:
 - Select all that relate to your organization, so students can find your org.
- Step 6: Roster:
 - Required Positions: President, Treasurer, Faculty/Staff Advisor.
 - Required to upload whole roster. Check your org’s TechConnect roster to see who is currently listed on the roster before adding members to the roster within the registration.

- Remove graduated or inactive members from the org's TechConnect roster.
- Step 7: Constitution/Bylaws Content & Upload:
 - Read the instructions for providing the org's constitution.
 - Using the org's constitution document, complete the following steps:
 - Copy/Paste these 12 required elements into the space provided in the registration:
 - Organization Name & Purpose
 - Membership Requirements
 - Membership Selection Process
 - Membership Accountability & Removal Process
 - Anti-Discrimination Statement
 - Officer Titles & Duties
 - Officer Election & Removal Process
 - Departmental and/or External Relationships
 - Financial Procedures (regardless of if the org has a bank account or not, or collects dues or not)
 - Procedures for Decision Making
 - Faculty/Staff Advisor Selection Process & Expectations
 - Parliamentary Authority
 - Lastly, upload the org's Constitution/Bylaws document.
- Step 8: Risk Management Questions:
 - Answer the questions to accurately reflect your organization's operations.
- Step 9: Registration Questions:
 - Multiple Pages of Questions:
 1. General Org Information
 2. Philanthropy/Community Service Information (Only if applicable)
 3. Financial Information
 4. On-Campus Mailing Address
 5. Faculty/Staff Contact Information
 6. Additional Advisor/Chapter Advisor/Coach Contact Information (Only if applicable)
 7. Officer Contact Information
 8. National or Affiliate Information (Only if applicable)
 9. Verification of Information & University Policy Agreement
 10. Advisor Agreement Form (Upload required)

5) Confirmation of Approved Registration will be sent via email from TechConnect!

- The individual who submits the org's registration will receive *all* communication about registration feedback via their TTU email. The individual who submits the registration will receive notice of registration approval or denial via their TTU email.

Questions? Contact Student Involvement in the Center for Campus Life
 SUB 201 | StudentOrgs@ttu.edu | 806-742-5433

