

REGISTRATION 2016-2017

1) Administrator Access

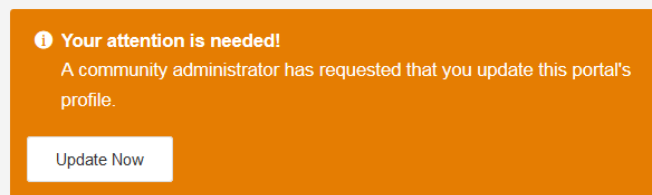
- In order to complete registration you will need administrator access to your organization's profile. Any current admin for your group may give you access. You may also email StudentOrgs@ttu.edu with your organization name and TTU e-mail address.

2) Collect information

- Know your org's purpose, month of elections, membership requirements, how many members the org currently has, when your org's meetings take place
- Know names of advisor, president, treasurer, SORC rep as well as their phone numbers, e-mail addresses, and advisor mailstop number

3) OrgSync Settings

- From your organization's profile, click the "Update Now" button



- Review and UPDATE all of the required information in your organization profile (including Constitution & By-Laws if these have been updated)

4) University Policy Agreement

- Print, sign, scan, and upload the University Policy Agreement into your OrgSync profile at the end before clicking "Finish"

Note: All of the names on the University Policy Agreement must match the names on the OrgSync Profile. Your organization's registration will not be approved if these names do not match.

- Confirmation will be sent via OrgSync when approved

Questions? Contact Student Involvement or Stop by the Center for Campus Life

Center for Campus Life, SUB 201 | StudentOrgs@ttu.edu | 806-742-5433