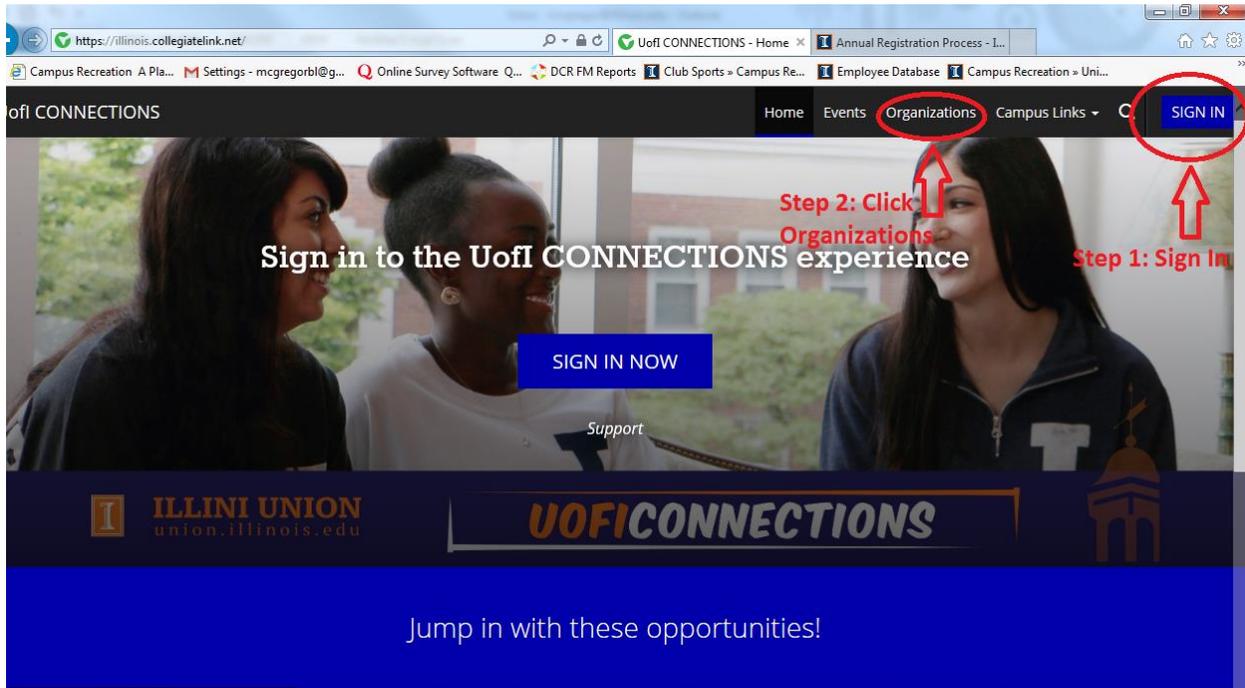
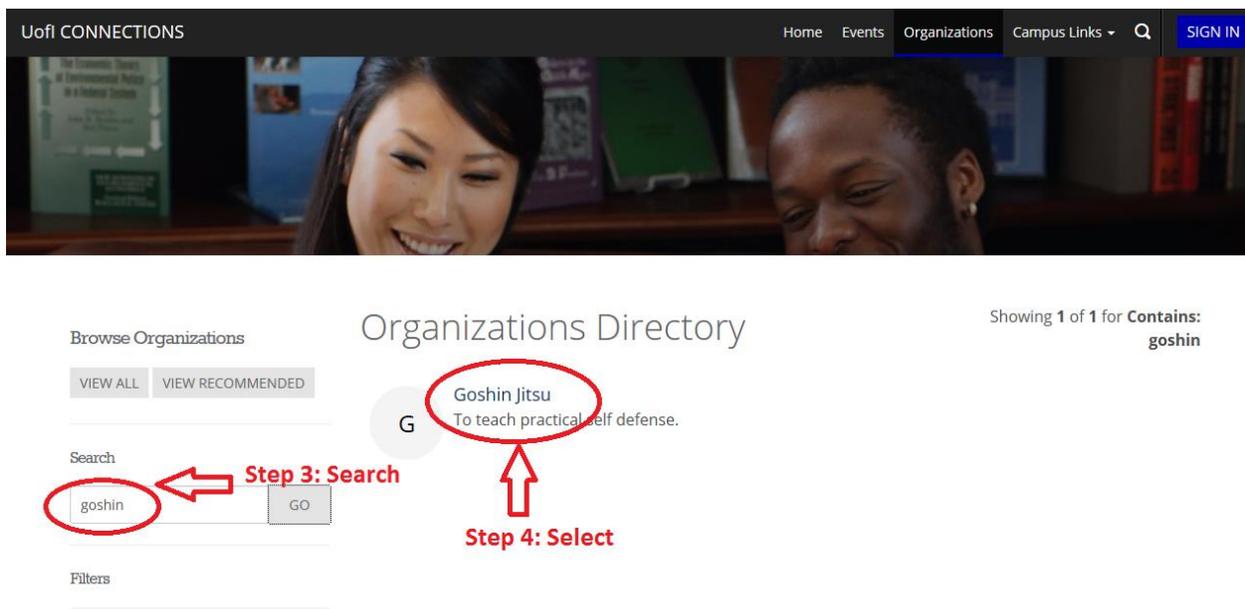


2016-2017 Academic Year RSO Re-Registration

1. Go to [U of I Connections](https://uofillinois.collegiatelink.net/) and log in using your net id and password.
2. Click the “Organizations” tab along the top of the page



3. Search for your organization using the search box on the left side of the page.
4. Once you find your organization, click on its name to take you to the Club’s page.



5. You will see a blue bar across the top of your profile which says “This organization is currently eligible for registration”, click the “Register” button on the right of this blue bar. **NOTE:** If you do not see this option to register, it is possible that your club is currently frozen or inactive, you will need to reach out to the [RSO office](#) to reactivate your club so that you can proceed with Re-registration



6. Complete the Page labelled as “Step 1 of 5” which requires general information about your club. Any fields marked with a red asterisk are considered to be required, with the remaining fields being considered as optional information. Required Information includes:

- a. Official Name
- b. Organization Description Summary
- c. Organization Web Site URL (ex. Illinois.collegiatelink.net/organization/xxxxxxx)

NOTE: For most of you, these fields will already be filled in (because you are re-registering, not creating new). If the current president listed their address, phone number, email, etc. you should probably update this 😊

2016-2017 Academic Year New RSO Registration - Step 1 of 5

Provide some basic information about your organization.

General Information

| | |
|----------------------|----------------------|
| * Official Name | Acronym/Nickname |
| <input type="text"/> | <input type="text"/> |

* Organization Description Summary

254 characters remaining

Organization Description

← → **B** *I* U ✂ 📄 🗑️ ☰ ☷ ☹️ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

* Organization Web Site URL

<https://illinois.collegiatelink.net/organization/>

7. Next you will be taken to the page labelled “Step 2 of 5” which lists instructions for registration. We have included these instructions at the end of this document for your reference.

- Next you will be taken to the page labelled "Step 3 of 5" which asks you to identify your President, Treasurer and 3 Authorized Agents. You will be required to list the name, position and email of each of these people. You must have a total of 5 positions filled in order to proceed (you will see green checkmarks once you have met all criteria).

2016-2017 Academic Year New RSO Registration - Step 3 of 5

Select members to fill the positions in your organization.

Position Fulfillment

Requirements

- ✔ At least 1 President/Primary Contact
- ✔ At least 1 Treasurer
- ✔ At least 1 Authorized Agent #2
- ✔ At least 1 Authorized Agent #1
- ✔ At least 1 Authorized Agent #3
- ✔ At least 5 total participants

[Add Positions](#) [Add Member List](#)

| | |
|--|----------------------|
| Position | * Email |
| President/Primary Contact <input type="checkbox"/> | <input type="text"/> |
| First Name | Last Name |
| <input type="text"/> | <input type="text"/> |

[ADD](#)

- Next you will be taken to the page labelled "Step 4 of 5" which requires you to read and agree to the Statement of non-discrimination in order to proceed.
- You will be taken to a page labelled "Step 5 of 5" where you must select the category of your organization. Please select "**Club Sports**" by clicking the green plus sign beside this option. If you do not see club sports as an option, you can select "Athletics/Recreation" (only if club sports isn't an option though!) and then contact the clubsports@illinois.edu to let me know that the option did not exist for you.
- Finally you will be taken to the "Review Submission" page where you can look over the information you've provided before submitting the application for approval. Once you submit, you will need to wait for a response from the RSO office. First you will receive an email indicating that your organization is awaiting approval (sent from: postmaster@collegiatelink.mail.campuslabs.com) . If you don't receive this email, PLEASE check the junk folder of your email account.

From: Get Involved <postmaster@collegiatelink.mail.campuslabs.com>
Date: Tue, Apr 12, 2016 at 4:10 PM
Subject: Registration Confirmation: Goshin Jitsu
To: matt2@illinois.edu

This message confirms that you submitted a registration application for Goshin Jitsu on 4/12/2016 at 4:10 PM. Your submission will be reviewed and you will receive a message once it has been processed.

- At this point you must wait for contact from the RSO office to proceed. The next notification will indicate that your submission was denied.

13. Once denied, your president will be enrolled in the President quiz and the treasurer will be enrolled in the Treasurer quiz on Compass2g. Both will be enrolled in the Food & Safety quiz at this time as well. These quizzes must be completed with 100%. If you do not get 100% of your first attempt, the system will indicate which questions you got wrong. The following are strategies that can help with the successful completion of the quiz:
 - a. Use the .pdf version of the [RSO handbook](#) as a resource
 - b. Print or save a .pdf copy of the quiz before you start- this way you can keep track of the answers that you selected (in case you get any wrong!). If you have to retake the quiz, you will know which answers you got wrong. On the next attempt, the responses to questions may be re-ordered, so it's good to keep track of your full answer (rather than just writing down the letter for multiple choice questions)
 - c. Save your answers as you go because the system can time you out if you take too long
 - d. If you are consistently struggling with a question, please reach out to the Club Sports Office or the RSO Office and we will do our best to help you!
14. Once the quizzes are completed with 100%, (for the treasurer and president) the president will resubmit the application on UoflConnections by going to "My Involvement" → "Submissions" → "Organization Registrations". **Groups should not submit a new application at this step!**
15. The application will be reviewed by the RSO Office staff for final approval, and if approved, your president should receive an approval message from the RSO Office,
16. At some point, all authorized agents must log in to UoflConnections or their @illinois.edu email to confirm their involvement as an authorized agent with the club.
17. Once all steps are completed, re-registration is now complete!