

## Dear Student Organization Leaders & Advisors,

Registration of student organizations is an annual process and must be completed each school year. Please review the Student Affairs Policies and Procedures Manual, [1302-01](#), regarding student organization registration. Your organization should have an updated constitution on file with the advisor and officers. A [sample constitution](#) is available for download in MS Word Format.

### Registration Process for 2009 -2010

All ASU student organizations – new and existing are required to register their clubs annually with the SORC. To complete the registration process, clubs must complete the following 4 steps, not necessarily in the same order. All clubs will need to register following the steps below (no exception).

1. **Visit the ASU Clubs & Organization webpage: [asu.orgsync.com](http://asu.orgsync.com) and set up a personal account using your asurite and password. For details on how to set up a personal account, see section below\***
2. **Complete the online registration form on OrgSync. (<https://orgsync.com/forms/show/15294>); must have:**
  - a. President, and 2 officers' information ready
  - b. Electronic constitution

You will also need to drop off the advisor commitment letter with the SORC or scan and upload the advisor letter online. The advisor commitment can be found at [campus.asu.edu/files/ADVISOR%20COMMITMENT%20LETTER%2009%20Pan.doc](http://campus.asu.edu/files/ADVISOR%20COMMITMENT%20LETTER%2009%20Pan.doc). Please copy and paste this link on to your web browser. This is not a clickable link.

After the President of your club sets up his/her personal account and completes the online registration form, the SORC office will grant admin access to the President of your club within 1 business day. The President in turn can grant admin access to other officers in the club. **Note:** It is recommended that admin access be limited to 2 to 3 members in a club. Not all club officers will need to be admins.

3. **Build your Organization profile (club portal) on OrgSync.** To do this, you will need to set up a personal OrgSync account first. Note: Only admins will be able to build Organization profiles under Settings. It is imperative that you set up your club profile as THIS WILL BE OUR PRIMARY MODE OF COMMUNICATION with your club.
4. **Attend a mandatory SORC information session. Information session dates posted below.** Information session fall & spring schedule posted below.

**ATTENTION: 2009-2010 registration will close on NOVEMBER 14.** Clubs that miss this fall deadline will be able to register in the spring.

### Fall 2009 SORC Information Session Schedule

| Date         | Time                  | Location |
|--------------|-----------------------|----------|
| September 02 | 12:00 P.M – 1:30 P.M. | MU 230   |
| September 08 | 12:00 P.M – 1:30 P.M. | MU 230   |
| September 09 | 5:00 P.M – 6:30 P.M.  | MU 230   |
| September 14 | 12:00 P.M – 1:30 P.M. | MU 230   |
| September 16 | 5:00 P.M – 6:30 P.M.  | MU 230   |
| October 07   | 12:00 P.M – 1:30 P.M. | MU 230   |
| November 05  | 12:00 P.M – 1:30 P.M. | MU 230   |

### Spring 2010 SORC Information Session Schedule

| Date             | Time                   | Location |
|------------------|------------------------|----------|
| January 20, 2010 | 12:00 P.M – 1:30 P.M.  | MU 230   |
| February 5, 2010 | 3:00 P.M – 4:30 P.M.   | MU 230   |
| March 3, 2010    | 1:00 P.M – 2:30 P.M.   | MU 230   |
| March 25, 2010   | 10:00 A.M – 11:30 A.M. | MU 230   |

### **\*CREATING A PERSONAL ACCOUNT & 'JOINING' YOUR ORG**

**ATTENTION: All members of new and existing clubs are required to create a personal account on OrgSync. Follow steps below to create an OrgSync account and 'join' your organization.**

1. Visit the ASU Clubs & Organization webpage: [asu.orgsync.com](http://asu.orgsync.com)
2. Click on OrgSync sign in at the top right to create a personal OrgSync account and use your asurite and password.
3. This will bring you to the 'New's Home' page. Click on edit profile.
4. Enter your First name, Last name and Email address (in @asu.edu format) and click on Finish. (**Note:** It'll seem like nothing happened after you click on Finish, but it did. If you click on Back to my account on the top right corner, you will see that the changes have been made)
5. Now click on the Add an Org button on the left.
6. Find Arizona State University (at the very top) and click on Organizations.

7. You will be dropped into a long list. Scroll down the page until you get to your club, they are by category. Then click next to your club name – “join”. If you are a new club, it’ll take up to one 1 business day after you complete the online registration form for your club to show up on this list.
8. The request to join will be emailed to the club President, who will need to ‘accept’ your request.
9. It is the responsibility of the club administrator to set an organization profile (i.e. build your club portal). This is available under the Settings tab. **Note:** The Settings tab is only available for club administrators.
10. To become the administrator the current admin will have to promote you. The SORC office will grant admin access to the club President after the electronic registration form has been submitted.