OrgSync Registration Help

Getting started
Returning to your registration after closing it

Highlights of registration:
- Faculty advisor information
- Uploading your roster
- Space allocation requests
- Submitting your budget

Getting your organization’s registration started:
1. Check with the other members of your org to ensure that only one person from the org is going into the system to register your group for the 2015-16 year
2. Follow this link to the organization registration portal in OrgSync
3. You will be redirected to the OrgSync login page (see below)

4. Sign-in to OrgSync

2A. If you have a GW NetID, select the green “Sign in with your Campus ID” button

2B. If you do not have a GW NetID, select “Don’t have a Campus ID?” below

4A. If you have a net ID login as you would with your GW email

4B. If you do not have a NetID you will be asked to create an OrgSync account
5. If you are prompted to complete your OrgSync profile, you may choose to do so at this time; you may also choose to complete your profile at a different time. If you are not prompted, simply continue to step 6 and complete your profile at a different time.

6. You will next see the first page of registration, asking you to identify which umbrella your organization falls under – all student organizations at GW fall under the Center for Student Engagement umbrella.

7. Continue with your registration – You will be asked to submit basic org information throughout several pages. Note you will be asked to upload a roster, a constitution, and a budget request throughout. Read and follow all directions as you go.

6A. Click on “Center for Student Engagement”
6B. Click the green “Select” button

Don’t forget to upload a profile photo for your organization.

Categories describe the type of organization as well as the main make-up of the groups – note that you should select the category that most closely represents the work you do, as well as GRADUATE if your org is primarily grad students, UNDERGRAD if your org is primarily undergraduate students, or UNDERGRAD/GRAD if your org is open to both undergrads and grads.
8. After you complete everything and are ready to submit your registration, you will see the screen below. Please note that if you do not have a reviewer listed (as shown below), this is okay. You will only see a reviewer if you have a faculty advisor (see further information about registering faculty advisors).

Returning to your registration after closing it:

1. From any page within OrgSync click on your name in the upper right corner of the screen
2. From the drop down menu that appears select "Activity"

3. This will pull up a page that will be able to show all things that you have done in OrgSync. Select “Registration and Renewals” from the left hand column.
4. Find the registration that you have started, then hover over the wrench to the right of the abbreviated name of the org you are registering. While hovering, you will see a drop down menu that includes the option to “Edit,” select this option to return to your registration.

Highlights from Registration

Faculty Advisor Information
1. If you do not have a faculty advisor, skip this page. You should not fill in your CSE (SAT) advisor’s information on this page, only a faculty/staff member from an outside department.
2. The email address you enter for your faculty advisor will automatically send the faculty or staff member an email and a form to fill out and agree to be your faculty advisor.

Roster Upload

1. To upload a roster for your org, you will first need to fill out a roster in Excel. A blank Excel roster can be downloaded from OrgSync here, or by right clicking on the link in the Registration form and opening the form in a new tab (this is to not exit out of the Registration page — though you can return to registration after closing it).
2. Simply download the file from OrgSync by selecting the green “download File” button.

3. Complete the roster form in Excel – do your best to include as much information for as many members as you have. You must have all the information for at least 10 members. After you fill this form out save it with a unique name (i.e. 2015 YOUR ORG NAME Roster).

4. Return to the OrgSync page and upload the saved roster by clicking on “Upload” and selecting the file from your computer’s files. After it is uploaded, click the green “Continue” button.
Space Allocation Requests

1. Registration this year allows you to submit your application for office space or storage space. You can select to submit an application for office space or storage space, or neither. You may only select one of these three options.

2. After selecting the office or the storage space application you will be redirected to the corresponding form. On the form you will be provided a link to the appropriate application. Right click on the link and open it in a new tab (this will prevent you from exiting out of Registration – though you can reopen registration after closing it).
3. The link will take you to a form within OrgSync for either office space or storage space, click on “Begin Form”

4. You must affirm that you are submitting this form on behalf of yourself – note that in the future you will be able to submit forms on behalf of organizations, but your organization is not yet in the system at this point to do this. Select the green “Next” button to continue.
5. Completely fill out the space request form. When you reach the final page (shown below) click the green “Finish” button to close the form. After you finish the form, you can close the tab and return to your Registration form. NOTE: you can come back to the space request form of your choice at any time before March 23rd.

Submitting your budget

1. First, indicate that you will be submitting a budget request to the SA
2. You will be directed to the budget submission form. You will need to fill out a blank budget request form to upload to this page. You can download a copy of the budget request form by right clicking on the link in the registration page and opening it in a new tab (this will prevent you from exiting out of Registration – though you can reopen registration after closing it).

3. This link will bring you to the form download page, click on the green “Download File” button.
4. Open the budget file and fill it out completely. If your organization is an umbrella org and has suborgs, complete the suborg sections and add additional tabs to the document as needed. If you are a suborg you will submit your budget to your umbrella org. If your org is not an umbrella leave the suborg pages blank. Further instruction on how to utilize this form will be provided by the Student Association.

5. After you complete the form, save it with a unique name (i.e. FY2016 YOUR ORG NAME Budget Request).
6. Return to the Registration form and click on “Upload;” then find the file that you saved and select it. Once uploaded into the Registration click on the green “Continue” button to move forward.