



Student Organization Renewal Guide

1. Please navigate to the Student Login page on the South Alabama website: <u>https://www.southalabama.edu/services/logins/students/</u>

| UNIVERSITY OF SOUTH ALABAMA | | | | | | |
|----------------------------------|-----------------------------|--|---------------------------------|--|--|--|
| About - | Students • Parents • Alumni | Academics - Research | Athletics - | | | |
| HOME / SERVICES / LOGINS / STUDE | NT LOGINS | | | | | |
| ♠ Student Logins | Student Logins | | SWITCH TO FACULTY & STAFF VIEW | | | |
| Student Applications A-Z | | | | | | |
| All Applications A-Z | Popular Applications | | | | | |
| Student Resources | | | Jag | | | |
| New Student Resources | | Conine | Mail | | | |
| About SSO | Navigate | handshake | Parking Services | | | |
| About the Logins Pages | • Journ | | | | | |
| Student Account Activate | InvolveSOUTH | 1 My USAHousing | USA Financial Aid | | | |
| Campus Services | | zoom | JagSpot | | | |
| University Police | | | More Applications | | | |

- 2. You will login with your J number and email password.
- Once logged in, you will look for the 'Memberships' area involveSOUTH

| EX, | plore University of South Alab | ama | |
|--|---|--|--|
| Q Search Events, Organiz | ations, and News Articles | | |
| | | | |
| Welcome to Involve South! | RSO Renewal Deadline | New Org Applications | |
| I know the community is looking a bit empty at the moment, but have no fear; things will become much more vibrant in the upcoming weeks! | All Registered Student Organizations must submit a Renewal Registration application by Friday, September 18th! Check back for more information and training opportunities. | Applications for new organizations opens on Monda August 17th and closes Friday, September 18th | |
| | | | |
| Memberships | | | |
| | | | |

4. Look for the name of the organization you want to renew and CLICK on the name of the organization.

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5. After clicking on name of organization, you will want to click on 'Manage Organization' button.

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|--|------------------------------|-----------------------------------|------------------------------|--|---------------------|
| HOME EVENTS | ORGANIZATIONS NEWS | FORMS | | | \frown |
| Sample Member Si | Portal | | | → (| MANAGE ORGANIZATION |
| Contact Information E: activities@southalabam | a.edu | | | | |
| Officers | | | | | VIEW FULL ROSTER |
| S | S | S | S | S | |
| TREASURER Savannah Greene | PRESIDENT Savannah Greene | VICE PRESIDENT Savannah Greene | SECRETARY Savannah Greene | CO-PRESIDENT Savannah Greene | |

6. You will then click the <u>blue button</u> under the number of members. It should say 'Renew Organization.'

NOTE: The primary contact will have to do the renewal.

NOTE: You can become the primary contact two ways:

- a. Have the current primary contact assign the position to you
- b. Email <u>activities@southalabama.edu</u> to request to be added

| Involve | SOUTH | | R |
|------------------|---|---------------------------|------|
| ≡ 123 Club | | | |
| 1 | 123 Club Primary Contact: Student Activities Account | 2 Members | |
| This organizatio | n is eligible for re-registration. | RE-REGISTER THIS ORGANIZA | ΤΙΟΝ |
| | | | |

7. This will open the renewal process. There are 6 steps of this process. Incomplete submissions will be denied.

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8. Step 2 of 6 is selecting the category for your organization. Remember: this is how potential new members will sort through all the organizations, so you will want to pick the categories most relevant to your organization

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|------------------------------|----------------------------|----------------------------|------------|--------------------|------|
| HOME | EVENTS | ORGANIZATIONS | NEWS | FORMS | |
| X – St Select the | tep 2 of e categories f | f G that your organizat | ion belong | is in. | |
| Organiz Available | zation Cate Categories | egories | A | ssigned Categories | |
| Club Sports Cultural, Div | versity, and inclus | ion | | | |
| Faith, Religi | ous, and World Vi | ews | | | |
| Honor Socie | eties | | | | |
| Recreation | & Hobbies | | | | |
| Service / Ph | ilanthropy | | | | |
| Special Inte | rests | | | | |
| PREVIOUS | | | | | NEXT |

9. <u>Step 3 of 6 is the organization general information for your organization</u>.

| | JIII | | | |
|--|--------------------------------------|-------------|---|--|
| HOME EVENTS | ORGANIZATIONS | NEWS | FORMS | |
| X - Step 3 O Provide some basic inform | IF 6 ation about your organi | zation. | | |
| General Informa | tion | | Acronym/Nickname | |
| 123 Club | | ± | 123 Club | |
| *Organization Descriptio We loves items in 3s. ⁻ | on Summary Three is a magical num | ber. It mak | xes a triangle and triangles are the perfect shape. | |
| 149 characters remaining Organization Description | g n | | | |
| | ⊻ % ₽ € I | E # 3 | ≣ ⊟ ⊟ & % | |





10. Step 4 of 6 is for uploading the organization profile picture.

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|--------------------|----------------------------|---------------|------|-------|------|
| HOME | EVENTS | ORGANIZATIONS | NEWS | FORMS | |
| x - S | tep 4 o | f6 | | | |
| Profile Current or | Picture ganization prof | ĩle picture | | | |
| Choose | File No file ch | osen | | | |
| PREVIOUS | | | | | NEXT |
| | | | | | |
| | | | | | |

11. Step 5 of 6 is assigning positions for your organization. NOTE: Officers must be 4 different individuals.

| elect members to fill the Positions ir | n your Organization. | |
|---|--|-----------------|
| ew Organization Roster Req | quirements | |
| At least 1 Advisor | | \bigcirc |
| At least 1 Treasurer | | \bigcirc |
| it least 1 President | | \bigcirc |
| at least 1 Vice President | | 0 |
| It least 1 Secretary | | Q |
| | | <u> </u> |
| dd New Members and Assig | n Positions | omnimion |
| dd New Members and Assig d new members or assign positions to your roster. Please Add individual Members or Positions | n Positions use a school associated e-mail (Jedu/Jca) when inviting users to this Add multiple Members in bulk | organization. |
| dd New Members and Assig d new members or assign positions to your roster. Please Add individual Members or Positions ² osition | n Positions use a school associated e-mail (adu/.ca) when inviting users to the Add multiple Members in bulk * Email | s organization. |
| dd New Members and Assig d new members or assign positions to your rocter. Please Add individual Members or Positions ² osition Member | n Positions use a school associated e-mail (edu/.ca) when inviting users to this Add multiple Members in bulk * Email | sorganization. |

NOTE: Make sure to update your roster.

- You will want to remove members who have graduated or are not currently enrolled.
- Do not forget to add new members by adding their Jagmail.

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12. Step 6 of 6 is uploading your organization's constitution/bylaws.



13. Once you have submitted, you will see a green bar that it was successfully submitted. You can also check the status of your organization.

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|---|------------------------------|-------------------------------|-------------------|------------|
| HOME EVEN | TS ORGANIZATIONS | NEWS FORMS | | |
| Registration submi | ission has submitted success | fully. | | |
| My Subm FORMS ELER Filter by Status | TIONS ORGANIZATION F | EGISTRATIONS EVENTS BUDGETING | | Q |
| Name = | Status = | Status Date 🔶 | Date Completed = | Action |
| 123 Club | Pending | 8/25/2020 2:48 PM | 8/25/2020 2:48 PM | • |
| Showing 1 - 1 of 1 | | | | |

14. Your submission will be partially Approved <u>pending</u> the completion of the Advisor Agreement/Terms & Conditions. We will contact you if your advisor does not complete the Advisor Agreement/Terms & Conditions. NOTE: If your renewal is denied, you will have a chance to edit and resubmit before the deadline.

NOTE: Please allow for our office 5 to 7 business days to process the renewal.