

Student *Organization* Registration Instructions

(For Advisors)

Your Role During the Registration Process:

You will be asked to complete an Advisor Agreement:

1. You will receive an email from OrgSync (no-reply@orgsync.com) which will ask you to review the registration form submitted by a student from an organization you advise; Click the green “Review Now” button in the email
2. Review the student’s registration form to ensure all of the information correct; **copy down the President and Treasurer’s name and student ID for your own records**
3. Click on the green “Submit Review Form” button on the right side of the page, as this will take you to the registration form.
4. Enter the student’s information that you copied down from the registration form.
5. Enter your contact information, campus mailing address, and department.
6. Review your responsibilities as an Advisor and then **check the box saying that you agree to advise the organization** during the current academic school year.

After you submit your Advisor Agreement:

1. A staff member from the Office of Student Activities (OSA) will review your Advisor Agreement and the student’s registration form.
2. You will receive an email saying whether your Advisor Agreement has been approved, denied, or reopened to make necessary changes.
 - a. **Approved:** Your Advisor Agreement is complete and will help the students complete the registration process.
 - b. **Reopened:** Your Advisor Agreement has been completed incorrectly and you will be asked to make some changes. This will be accompanied by a message providing instructions about what changes need to be made.
 - c. **Denied:** Your Advisor Agreement has been completed incorrectly and you will be asked to complete a new agreement. This will also be accompanied by a message as to why it was denied.

3. You will receive a confirmation email when the organization has completed the registration process.
4. You will be automatically assigned as an administrator of the organization's portal on PurplePost 2.0 when the organization has completed the registration process.

After Completing Registration

Explore PurplePost 2.0:

1. Log into Purple Post 2.0 at www.wiu.edu/PurplePost using your Ecom login
 - a. You will have to create your personal profile if you have logged in before
2. Your organization will now have a "portal" which is very similar to a Facebook page with profile, member information, meeting times, etc.
3. Encourage your organization to update the profile, member information, etc., to make member transition easier and the profile more attractive.
(If you need help with profile information or PurplePost 2.0, contact the OSA)

Meet with the leaders of the student organization you advise:

- Get to know them and the goals that they have the upcoming school year
- Assist with the officer transition process; **Make sure the PurplePost 2.0 portal is updated as this is how the OSA contacts organization presidents**
- Partner with your group to set expectations for both you and them

Contact the OSA at 309-298-3232, osa@wiu.edu, or through our page:
http://www.wiu.edu/student_services/student_activities/