Registration Instructions **(PLEASE READ DOCUMENT CAREFULLY)**
- You must be logged in to the system to access re-registration
- Only the individual assigned as the President of the organization will be able to access the re-registration process. **Advisors and other members will be unable to view the re-registration button.**
- We recommend that registration be completed by the **incoming president** of the 2021/2022 academic year. If your organization does hold elections until the Fall semester, your current president will be responsible for completing re-registration prior to May 14th.
- If the incoming president is not listed in the portal as President, the outgoing president and advisors can make the position change in the portal or contact the Office of Student Engagement to do it from the back end.

To access the re-registration process, presidents must first log-in to PurplePost > go to your organization's portal > manage organization > re-register this organization (blue button). The registration process will take approximately 10 minutes.

Once you begin the registration process you will see the following sections:

General Information
Organization Description
Create a description of your organization so that prospective members can have an idea of what your organization does.

Website
** put in your organization's name without spaces. This will generate a unique PurplePost URL that can be used to navigate directly to your page. **DO NOT** put an existing website into this space or else the registration process will fail.

Organization Contact Information
This information is not mandatory and will appear on the main portal of your organization. If you intend to fill in this section, we recommend that you use your campus address.

Roster Requirements
Please ensure that your organization has all required positions filled. You will not be able to move on to the next step in the re-registration process unless this is done. As a reminder, the President and Treasurer positions **must** be held by separate individuals.

**You cannot remove members from your portal in the re-registration process. In order to remove users from your organization you will have to go to organization portal > Manage organization > hamburger menu > Roster > select members > end membership.

Constitution/Bylaws Upload

You MUST upload a constitution that has a publish date within the past two years. If your constitution has a date of 2019 or earlier, your registration will be denied and returned to you for amendment.

You MUST include the following sections in your constitution:
- Not-for-profit Statement
- Statement of Non-discrimination
- Statement of Non-Hazing
- Statement of Compliance with Campus Regulations

****Please note**** The Office of Student Activities does not keep copies of each organization's constitution. If you no longer have access to your constitution, it will be your responsibility to redevelop this document. There is a [sample constitution](#) on page 20 of the handbook that you should use as a template.

Organization Categories

Please select the categories that you believe best fit the purpose/aims of your organization. You can choose as many categories as you see fit.

Profile Picture

Upload a profile picture so that your organization stands out! We recommend using your organization's logo.

Once you submit your re-registration, it will be sent to the Office of Student Activities for review and approval. Your re-registration will not be considered complete until your advisor completes and submits the Advisor Agreement, which will be sent to them by a staff member in the Office of Student Activities. Students are NOT allowed to fill out Advisor Agreements.