2016-2017 Academic Year RSO Re-Registration

1. Go to U of I Connections and log in using your net id and password.
2. Click the “Organizations” tab along the top of the page
3. Search for your organization using the search box on the left side of the page.
4. Once you find your organization, click on its name to take you to the Club’s page.
5. You will see a blue bar across the top of your profile which says “This organization is currently eligible for registration”, click the “Register” button on the right of this blue bar. **NOTE:** If you do not see this option to register, it is possible that your club is currently frozen or inactive, you will need to reach out to the RSO office to reactivate your club so that you can proceed with Re-registration
6. Complete the Page labelled as “Step 1 of 5” which requires general information about your club. Any fields marked with a red asterisk are considered to be required, with the remaining fields being considered as optional information. Required Information includes:
   a. Official Name
   b. Organization Description Summary
   c. Organization Web Site URL (ex. Illinois.collegiatelink.net/organization/xxxxxxx)

   **NOTE:** For most of you, these fields will already be filled in (because you are re-registering, not creating new). If the current president listed their address, phone number, email, etc. you should probably update this 😊

7. Next you will be taken to the page labelled “Step 2 of 5” which lists instructions for registration. We have included these instructions at the end of this document for your reference.
8. Next you will be taken to the page labelled “Step 3 of 5” which asks you to identify your President, Treasurer and 3 Authorized Agents. You will be required to list the name, position and email of each of these people. You must have a total of 5 positions filled in order to proceed (you will see green checkmarks once you have met all criteria).

9. Next you will be taken to the page labelled “Step 4 of 5” which requires you to read and agree to the Statement of non-discrimination in order to proceed.

10. You will be taken to a page labelled “Step 5 of 5” where you must select the category of your organization. Please select “Club Sports” by clicking the green plus sign beside this option. If you do not see club sports as an option, you can select “Athletics/Recreation” (only if club sports isn’t an option though!) and then contact the clubsports@illinois.edu to let me know that the option did not exist for you.

11. Finally you will be taken to the “Review Submission” page where you can look over the information you’ve provided before submitting the application for approval. Once you submit, you will need to wait for a response from the RSO office. First you will receive an email indicating that your organization is awaiting approval (sent from: postmaster@collegiatelink.mail.campuslabs.com). If you don’t receive this email, PLEASE check the junk folder of your email account.

12. At this point you must wait for contact from the RSO office to proceed. The next notification will indicate that your submission was denied.