

**OrgSync Users Guide for
Students Profiles and
Club Registration**



Santa Clara University



How to Create an OrgSync Profile:

1. Go to www.orgsync.com and click register in the top right corner of the screen.
2. Select "CA" from the list of states on the left.
3. Scroll down to find Santa Clara University and click register.
4. Fill out the form using your GroupWise email account and click "create." You can then create your profile. Remember, you are registering yourself, not creating an organization.

Requirements for Club Registration:

1. A completed **club registration** (available online at orgsync.com).
2. A **constitution/By-laws** (must be uploaded online at orgsync.com).
3. "**Officer Agreement Forms**" from each officer (available online at orgsync.com in "Tools" or at <https://orgsync.com/forms/show/19734>)
4. A roster, including all officers, of at least **15 members**. After the organization is approved, all members must create OrgSync profiles and join the organization.
5. **Club Quiz** – Two members of the organization must take (and pass with an 80% or better) the Club Quiz (available online at <http://www.scu.edu/csl/organizations/clubs/register/clubquiz.cfm>).
6. **Advisor** – In addition to your CSL advisor, all clubs must have a faculty/staff advisor. That advisor must submit an "**Advisor Agreement Form**" (available online at orgsync.com in "Tools" or at <https://orgsync.com/forms/show/19731>).

How to Register an Organization:

1. Click the "Join an org" on the top menu bar.
2. Click "Organizations" to the right of Santa Clara University.
3. Click "Register New Org" tab.
4. Complete all the registration pages. Information you will need:
 - a. A soft copy of your organization's Constitution/By-laws.
 - b. An organizational photo or graphic (optional).
 - c. Titles, names, student ID numbers, and GroupWise addresses of all officers.
 - d. The names of at least 15 students (officers and members) who intend to create an OrgSync profile and join the organization.
 - e. Name, title, department, and email address of your organization's faculty/staff advisor.
5. You will receive a notification when your organization has been approved. When this happens, you will see your organization under "My Orgs." Select from the dropdown and click the name of your organization.
6. After clicking the name you will be sent to the organization's homepage.
7. You will see tab labeled "Settings." Work through each item to set up your portal for your organization. The person completing the club registration process is the default "Administrator" of the organization. You can add administrative rights in the "Settings" page.

Page By Page Club Registration Instructions:

Page One – Basic Organization Information:

- Complete all the fields with the required information.
- When selecting a name for your organization, please DO NOT include "SCU" or "Santa Clara University" unless it's actually part of your organization's name (e.g. SCUBA)
- Use your GroupWise email address.

Page Two – Club Information:

- Complete all the fields with the required information.

- Upload your organization's constitution/by-laws.

Page Three – Primary Contact Information:

- The person completing the club registration will become the primary contact and “Administrator” of the organization. The primary contact must agree to the “Primary Contact Agreement Statement.”

Page Four – Officer Information:

- Complete all the fields with the required information.
- After creating an OrgSync profile, each officer must complete and submit an “Officer Agreement Form.” All forms are available in the left navigation bar in “Tools.” After the organization has been approved, each officer must also join the organization.
- All four officer information fields must be filled in. If you do not have four officers, enter a member's name and identify their title as “member.” “Members” do not need to complete an “Officer Agreement Form”

Page Five – Member Information:

- Each club must have at least 15 members. Since you've already identified four officers, you need to list at least 11 more members of your organization in the space provided.
- After the organization has been approved, each member must create an OrgSync profile and join the organization.

Page Six – Club Quiz:

- Two members of the organization must take (and pass with an 80% or better) the Club Quiz.
- You must agree that two people from the organization will take the Quiz.
- The Quiz is available online at <http://www.scu.edu/csl/organizations/clubs/register/clubquiz.cfm>.

Page Seven – Advisor:

- All organizations must have a faculty/staff advisor.
- All advisors are required to complete an “Advisor Agreement Form.”
- Advisors have two options for completing the “Advisor Agreement Form:” Student organizations can either copy and paste the public URL (<https://orgsync.com/forms/show/19731>) for the form and forward that to the advisor OR the advisor can create an OrgSync profile and navigate to forms in the “Tools” link.
- You must agree that you will have a faculty/staff advisor and that you (or someone from your organization) will ensure the advisor completes the “Advisor Agreement Form.”

If you have any questions or concerns feel free to contact the Center for Student Leadership at 408-554-4745, or email Jonathan Gray at JGray@scu.edu.

If you need technical support, contact the OrgSync HelpDesk, at 972.907.0900 or email support@orgsync.com.