

Organization Re-Recognition 2015-2016 School Year

For those presidents who **have attended** CrimsonConnect Training

You can begin the re-recognition process on Monday, August 31st.

Complete the Following Steps to Re-Recognize Your Organization:

1. Sign into your CrimsonConnect account at <https://iup.collegiatelink.net/>.
2. Click on the *Organizations Button* and find your organization.
3. Find your organization in the listing and click on it.
4. Complete the following steps to finish the re-recognition process:
 - Click on *Roster* and then click on *Manage Roster*.
 - Enter your organization's officers and advisor's contact information for the organization's roster.
 - Remove from the roster those members who have graduated or are no longer members of the organization.
 - After clicking on the *Invite People Button*, invite new members to be listed on your roster.
 - If your constitution has changed since last year, upload the latest copy of your organization's Constitution.
 - Click on the *Manage Button*.
 - If you have not done so, indicate your organization's interests (limit 3 to 5).
 - Select your organization's category, if not already selected.
 - Upload a profile photo and cover photo for your organization.
5. **Your organization will need to complete these steps before September 30th. If you had previously attended a CrimsonConnect training session, you will need to complete these steps at the beginning of the school year in order to re-recognize your organization.**
6. **All organizations that do not complete the re-recognition process by September 30th will no longer appear on CrimsonConnect and you will not be able receive Recognized Student Organization benefits, such as reserving rooms in the HUB and across campus.**
7. You can register your organization for IUP Day through CrimsonConnect if you have not done so already. **Registration is due by September 7th. IUP Day is on September 12th.**

Please e-mail Kevin Foster at kfoster@iup.edu, Vincent Lopez at v.j.lopez@iup.edu, or Ashley Baksis at a.n.baksis@iup.edu, if you have any questions regarding the re-recognition process.

Thank you,
Center for Student Life

Organization Re-Recognition 2015-2016 School Year

For those Presidents who **DID NOT Attend** CrimsonConnect Training

New presidents of existing student organizations must attend the training in order to complete the recognition process for the 2015-2016 school year.

CrimsonConnect Trainings will be held on the following dates:

Aug. 19: 9-10AM

Aug. 25: 11-1PM; 6-8PM

Aug. 26: 11-1PM; 6-8PM

Aug. 27: 11-1PM; 6-8PM

Sept. 2: 11-1PM; 6-8PM

Sept. 3: 11-1PM; 6-8PM

All will be held in the **Wallwork computer lab, G89**. Please **RSVP** or send questions to Ashley Baksis at: **a.n.baksis@iup.edu**.

All organizations must have completed the registration process by September 30th or their organization will not appear on the CrimsonConnect website. Those organizations which do not complete the registration process by September 30th will not be able to receive Recognized Student Organization benefits such as reserving rooms and will not be able to register to participate in IUP Day.

After you have attended training and registered your organization, please complete the form on CrimsonConnect to register your organization for IUP Day, which is being held on September 12th. IUP Day Registration must be completed on or before September 7, 2015.

Thank you,
Center for Student Life