RE-REGISTRATION 10 STEP GUIDE
FOR EXECUTIVE SIGNERS

1. As the Executive Signer for the organization for the 2015-2016 academic year, visit www.campusorgs.uci.edu/registration to begin the re-registration process. Remember, the executive signer, who is usually the president for the organization, should only initiate the re-registration process.

2. To begin, enter your UCI NET ID at the login button on the top right corner.
3. Once you have logged in, you see the following options on the bottom of the webpage. Please click on the “Re-Register an Existing Organization.”

![Re-Register an Existing Organization](image)

4. After you have selected re-registration, you will see the “Initiate Re-Registration Process “ page with a list of previous organizations.

Find and select your organization among the list. If your organization was not registered in 2014-2015, then please select the “Show All Groups” which will provide a list of organizations from the past 5 years.

At the bottom, you will be given the option to change your organization name or to keep it the same. Make sure you choose one of these options.

Once you have selected your organization and your organization name options, then click on the “Initiate Re-Registration” button at the bottom to continue.
Re-registration 2015-2016

The current re-registration period begins and ends with the UCI fiscal year, i.e. July 1 thru June 30. Registration for 2016-2017 begins July 1, 2016.

What if it's not July 1 yet?

If your group has had elections or a change of officers, you may instead initiate an

- officer transition
- or change of signers

process for the remainder of the registration period.

Initiate Re-registration Process

As Executive Signer (XS), you may initiate the re-registration process for your organization. Once begun, only officers whose UCinnetIDs you enter into the system will be able to participate in the process.

Select your organization from the list. Try the Show All Groups option to view groups registered in recent years if could not find your group in last year’s list.

2014-2015 Groups | Show All Groups

- Anteater Activity Network 2014
- Anteater Ambassadors Network (AAN) (2014)
- Anteater Billiard Club (2011)
- Anteater Billiards Club (2013)
- Anteater Business Brigades (2013)
- Anteater Cycling (2014)
- Anteater French Club (2009)
- Anteater Golf Club (2011)
- Anteater Gran Turismo (AGT) (2013)
- Anteater Heart Watch (2009)
- Anteater Impact Mentorship (AIM) (2009)
- Anteater Mathematics Club (AMC) (2014)
- Anteater Photography Organization (APO) (2014)
- Anteater Pulse (2011)
- Anteater Quidditch (2014)
- Anteater Scientific Computing Coalition (2014)

Official name change?

- No, we're using the same name.
- Yes, we're changing our name for 2015-2016.

Initiate Re-registration
5. The next page will show “Published Directory Information,” “Questions,” and “Constitution, Insurance, and Affiliations.” Here, make sure you enter all of the required information that has an *asterisk next to it as this field is required. If you have any questions or don’t quite understand the field, please click on FAQ link next to that field. Some of the information from last year will automatically appear. Click “submit” when you have completed this section.

On the top is a progress bar that will show your personal progress and the progress of your organization to being registered, which takes into account the other factors like agreements, other signer requirements, and COOL.

This year we have added a primary category and secondary category for your organization. This allows organizations to identify with more than one category; however, you can still only select a primary category. A few of these categories have changed so please review their descriptions on the FAQ page. Also, Greek Life and Club Sports organizations will be automatically selected into the primary categories due to insurance requirements.

Please make certain your description is created to attract students to your organization. Often new students look through our campus organization directory and your description helps recruit new members.

This year we have also added keywords that will be searchable for your organization. Please enter up to five keywords, like #hashtags, that will help students find your organization in our directory system. Such keywords can be “service,” “LGBT,” “camp,” “tutoring,” etc.

You will also be able to indicate and update your constitution along with information about liability insurance, and affiliations.
Published Directory Information

Contact information is published in our online SEARCH engine.

If you would like to receive U.S. mail delivered to UCI, you may request an open mailbox (not secured) located in the Campus Organizations Poster Room (subject to availability).

Constitution, Insurance, and Affiliations

Please tell us about your constitution, insurance, and affiliations.
6. If you decided to update your constitution, then the next page will allow you to upload your constitution. You will also be able to provide information about your insurance, if you indicated your organization has personal insurance coverage. In addition, if you indicated affiliations, then put the information here. Please fill this page out accordingly and submit.
7. Next, please add the UCI NET IDs for additional signers. Make certain to select their title and role as well. There must be a minimum of 3 signers and no more than 5. You can have up to 2 Executive Signers (XS).

Once you have put the information of your signers, they will receive an email indicating they have “To Do” items to complete to finish the registration for your organization.

In the section, you will also be able to add the information for officers within your organization. Although they may not be signers, it is wise to include officers that way they receive information from the Office of Campus Organizations as well. You may list at least 5 officers.

In this section, you will also provide the information for your organization advisor. An advisor is not required for organizations at UCI, but it is highly recommended.
**Registration Form: Signers**

Please complete the form below. Click on the field to understand why the information is needed.

Each organization must have at least 3 signers (no more than 5). One of the three signers must be an Executive Signer (XS). The XS assumes the greatest amount of responsibility and liability for the organization. Typically the XS has one of the highest leadership positions in the organization (i.e. President or Chair).

All signers must sign the online agreements and complete the COOL Orientation for your organization to be recognized. Signers listed will be automatically notified via email.

* Indicates required information.

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**ADD SIGNERS, OFFICERS, & ADVISORS**

Click submit each time you enter a person's information. Once you have submitted, please make sure the information is correct in the table below before moving forward to the next step.

**UCId**

- panteater

**title**

- VP of Finance

- Signer (Executive - XS)

- Signer (Financial)

- Officer

- On-Campus Advisor

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**CURRENT ROSTER**

<table>
<thead>
<tr>
<th>role</th>
<th>who</th>
<th>title</th>
<th>email</th>
<th>remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>XS</td>
<td>Tim Pham</td>
<td>Timothy Pham</td>
<td>Executive Signer</td>
<td><a href="mailto:timotp3@uci.edu">timotp3@uci.edu</a></td>
</tr>
<tr>
<td>XS</td>
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Please continue registration to add advisors. Signers listed will be automatically notified via email.
8. Once you have entered all of your signers, you will be taken to the “Registration Form Submission.” Make certain to review all of your information to make sure that it is accurate. Once you have reviewed everything, you may submit. Please note that the final page image may look different than the example below.
9. After you have submitted your organization information, you will then be directed to “MyOrgs” where you will see the list of “To-Dos” that all of your signers must complete before becoming a Registered Campus Organization.
10. As the Executive Signer, you can pay the $50 registration fee, it is highly recommended to pay with your ASUCI Club Account. If you do not have an ASUCI Club Account, please visit the ASUCI Office to establish an account or you may choose to pay the fee in person at the Student Life & Leadership Office (G308 Student Center). We encourage you to use establish an ASUCI Club Account.