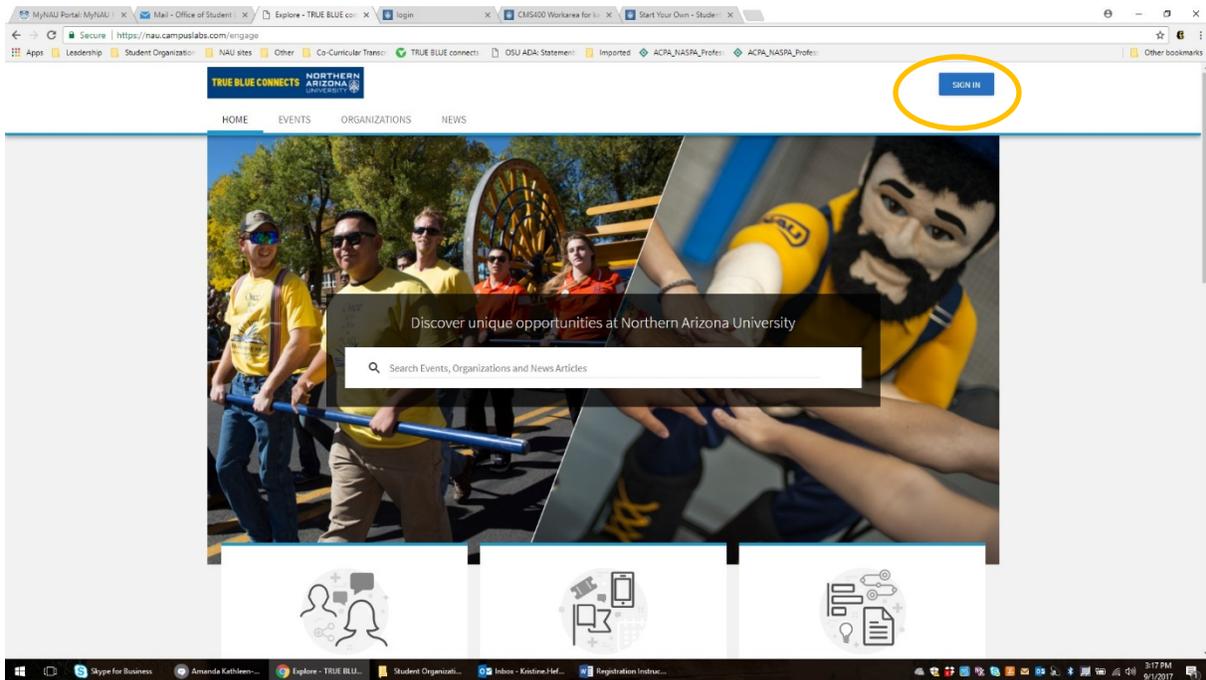
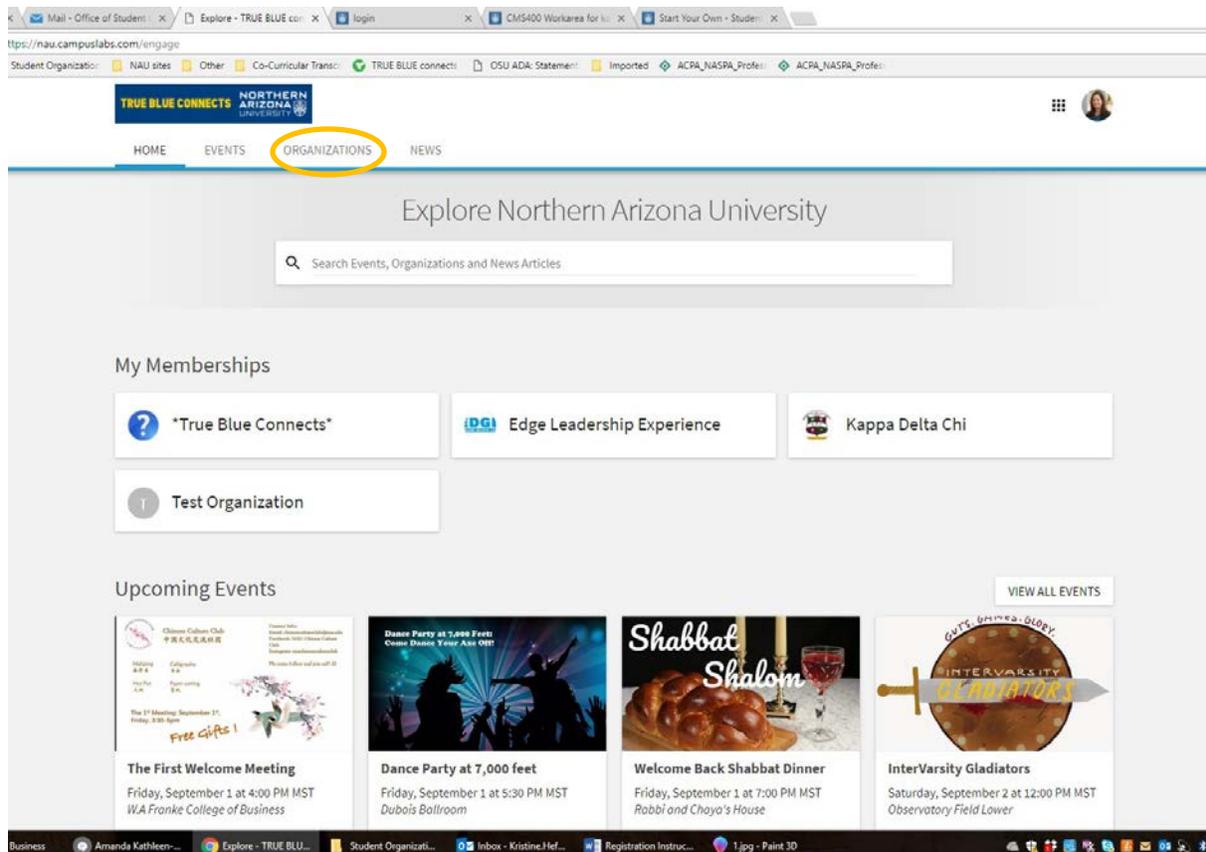


Steps for Registering a New Student Organization

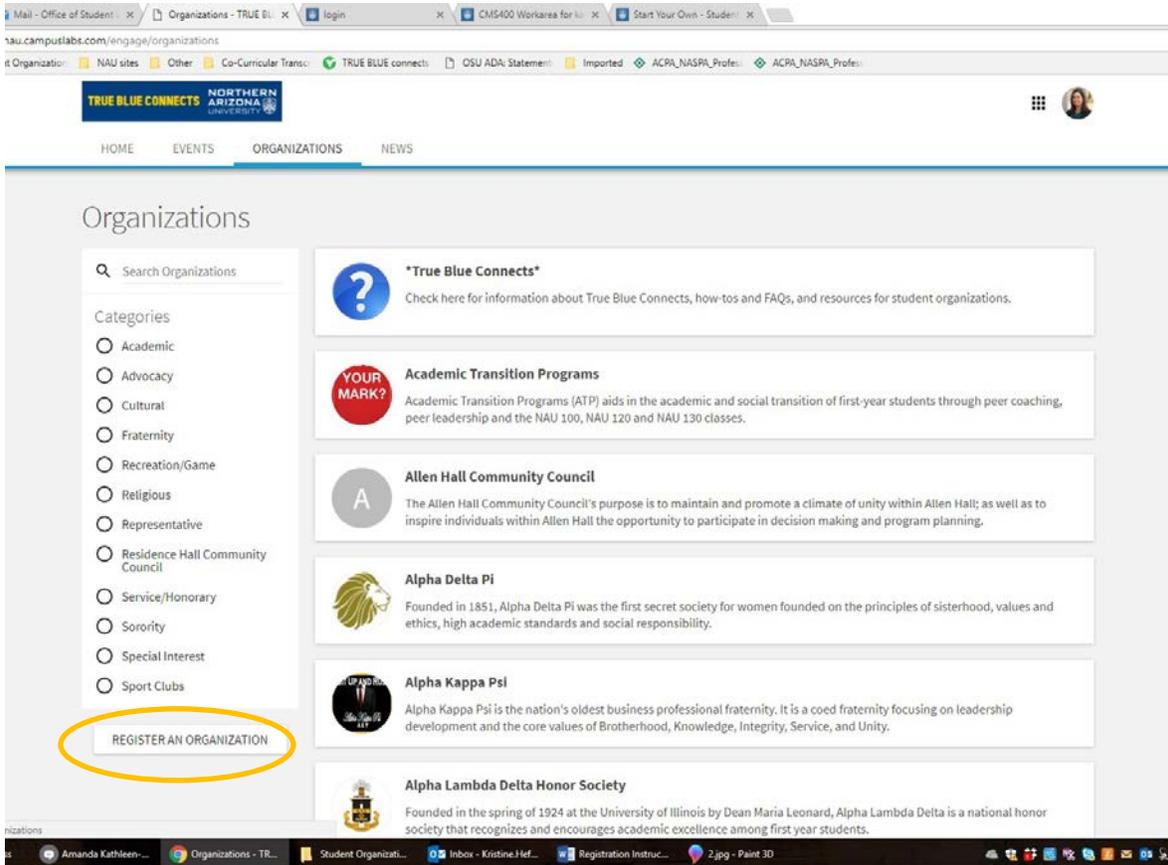
1) Go to <https://nau.edu/trueblueconnects>. Click the blue “Sign In” button at the top right of the screen and use your NAU userid and password to log in. The registration process must be completed by student leaders—faculty and staff advisers are not permitted to register student organizations.



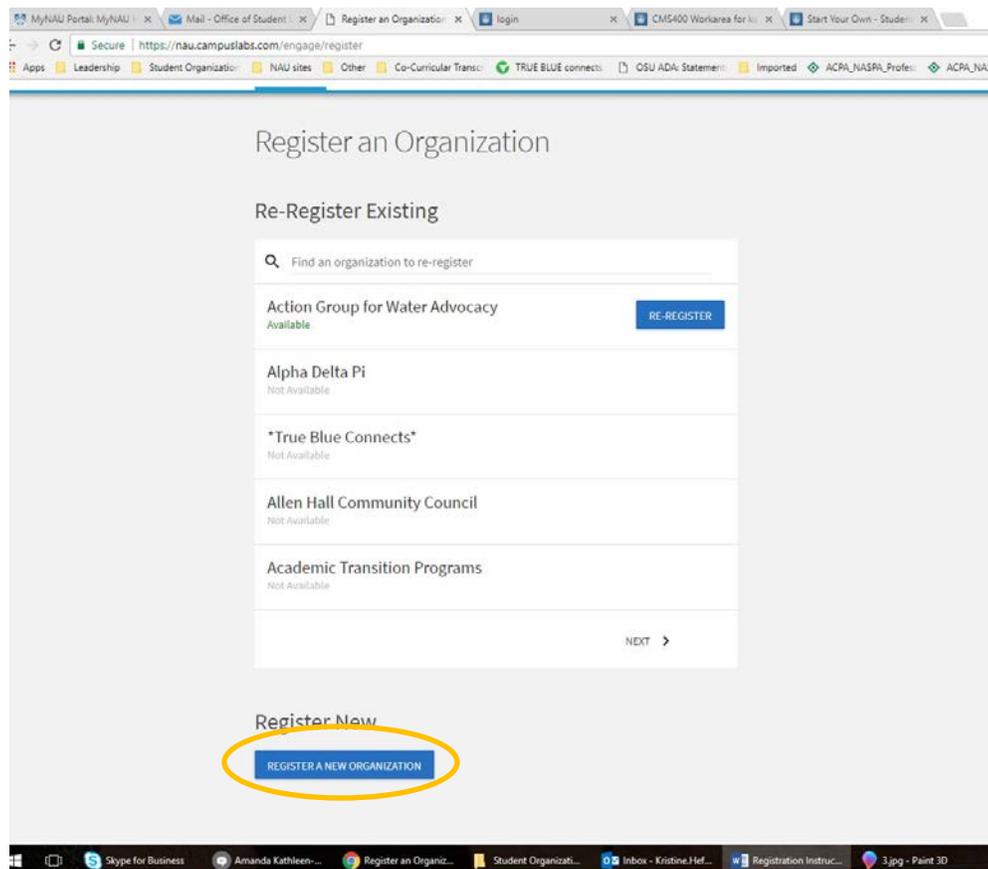
2) Choose “Organizations” from the top menu.



3) Click the “Register an Organization” button on the left menu to register a new student organization.



4) Click the blue “Register a New Organization” button. Read the instructions, then click “Next.”



4) Fill in the information about your organization. Fields with a red star are required. Some helpful hints:

- In the field called “Organization Web Site URL” you will select the unique URL for your organization within True Blue Connects. Your URL will be <https://nau.collegiatelink.net/organization/clubname> --you only need to type the “clubname” portion of the URL into this field (you will see it appear as part of the URL under this field as you type).
- You are also encouraged to enter an organization contact email even though the field is not required—this ensures that prospective students and others that are not logged in users have a way to contact you to learn more about your organization. Then hit “Next” (you will not be able to move forward until all required fields are completed).

Website

Organization Web Site URL

<https://nau.campuslabs.com/engage/organization/>

External Website

Social Media

Facebook Page URL Twitter Username YouTube Channel URL

Flickr Feed URL Instagram Page URL Google+ Page URL

LinkedIn Page URL Pinterest Page URL Tumblr Page URL

Vimeo Page URL

Organization Contact Information

Email

5) Choose a category or categories for your organization. Prospective members can sort by category to narrow down organizations of interest to them. Remember that organizations must have prior approval to use the Sport Clubs, Fraternity, or Sorority category. Then hit “Next.”

6) Add members and officers to your roster. You can do this one at a time on the “Add Individual Members or Positions” tab or you can add multiple members on the “Add Multiple Members in Bulk” tab using a list of the members’ NAU email addresses. You must use NAU email addresses to add all officers and members. Remember that members and officers will need to accept their invitation to the group before they will show up on the roster so please remind them to do this. You must have at least five members on your roster with at least two officers—both requirements will have a green check mark when satisfied. When you are finished adding your roster, hit “Next.”

At least 5 total participants
Any combination of 2 positions below
Chair, Co-Chair, Faculty/Staff Adviser, Officer, President, Secretary, Treasurer, Vice President

Add New Members and Assign Positions
Add new members or assign positions to your roster.

Add individual Members or Positions **Add multiple Members in bulk**

Position: Member
* Email:
First Name: Last Name:

ADD

Review Roster
Review, Remove, or Edit Position Assignments within your Roster.

REMOVE

Email	First Name	Last Name	Positions
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7) Upload your constitution as a word document or PDF. A sample constitution is available on the Student Life website if you need help. Remember that your constitution must include a nondiscrimination statement that complies with the university’s nondiscrimination policy. Once you are done, hit “Next.”

8) Associate interests with your organization. When both students and organizations specify “interests” they are used to recommend organizations to students who want to get involved. If you don’t add any interests your organization will not be recommended to any students. Add interests by clicking on the category and then on the plus sign to add. Rank or remove interests by hovering over the list with your mouse and using the “move up,” “move down,” or “remove” choices that will appear. Then hit “Next.”

9) Upload a profile picture for your student organization. Keep in mind that it will appear in a circular area on your organization's page and in the organization directory (see image in step 3) so you may want to format it accordingly. Then hit "Next."

10) Click the "Submit for Approval" button. Student Life staff will review your request and, if it meets all requirements, forward your registration to either Associated Students of NAU or Graduate Student Government for approval. Once approved, the group will be activated by Student Life and will appear on True Blue Connects.

