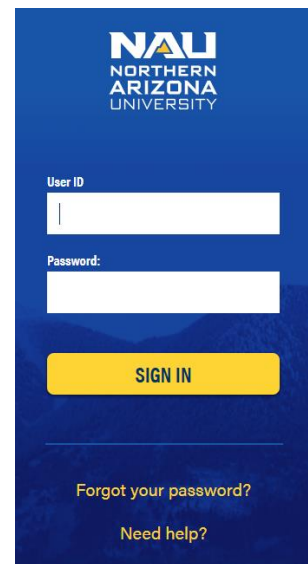


Steps for Registering a New Student Organization

Before starting the New Organization Registration (NOR) application, please be sure to review the most up to date NOR Guidelines. Note this is the same process for restarting inactive organizations at NAU, but there is some additional technology considerations mentioned at the end of this document. Importantly, registration applications will only be approved if they are submitted by student leaders- not faculty or staff advisers.

Complete the application

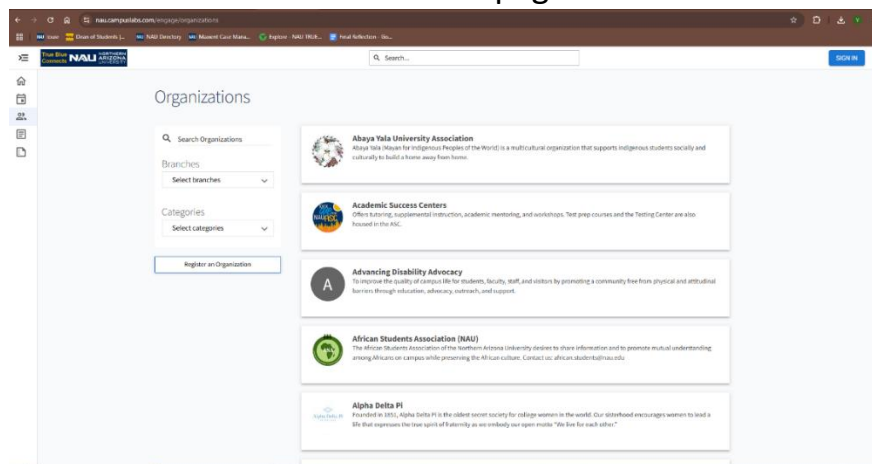
1. Go to nau.edu/clubs
2. Select the blue button on the top right of the screen titled "Sign In"
 - a. Use NAU SSO sign-on (You may be prompted via Duo Mobile)



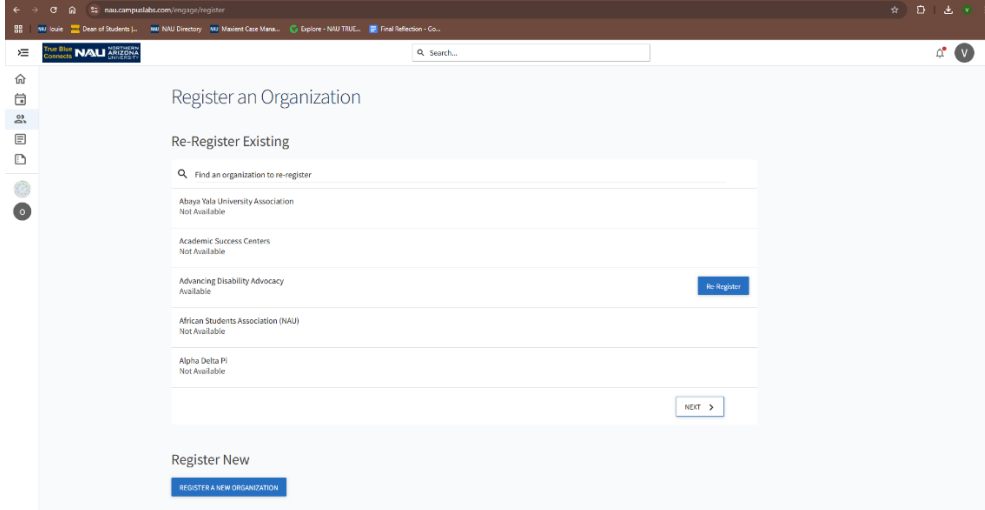
3. Choose "Organizations" or the people icon on the left navigation side bar



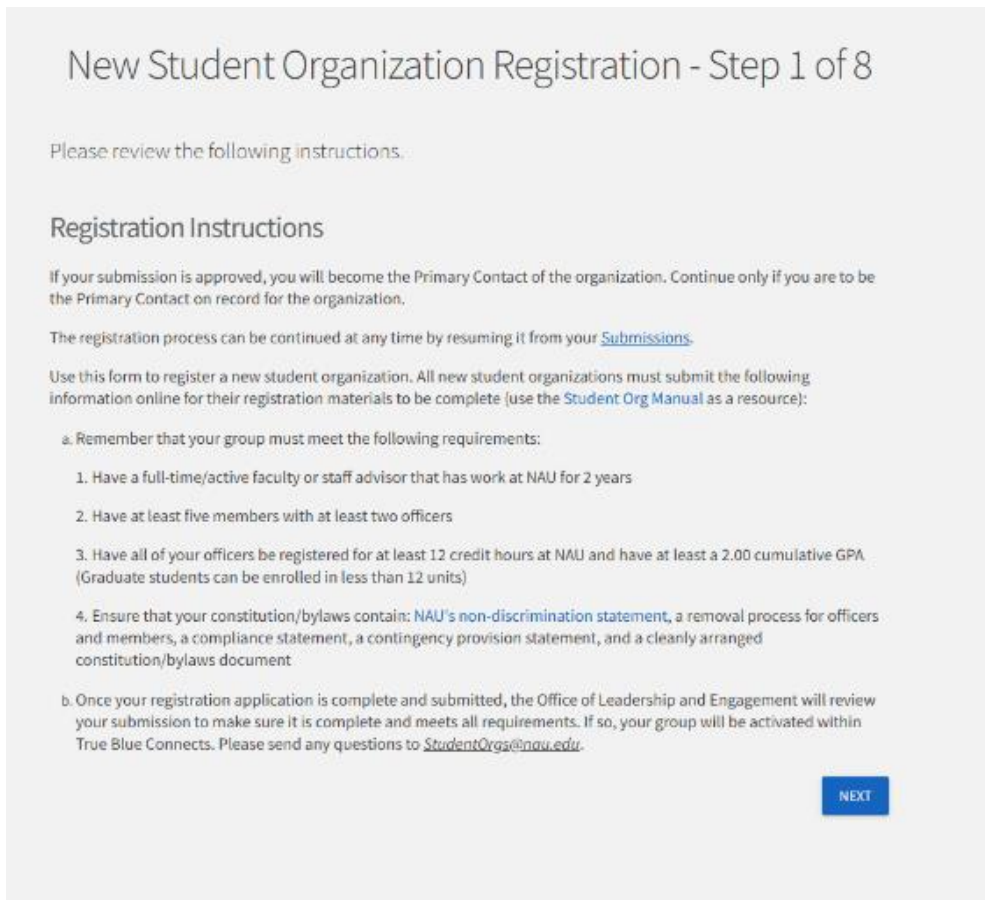
4. Select "Register an organization" below the organization types on the left side of the page



5. Select the blue “Register a new organization” at the bottom of the page, beneath Register New
 - a. Ignore the top section under Re-register Existing. You won’t need this information during the new organization registration process



6. A new page will open with instructions; after reading them, select the “Next” button.



7. Start the application

- a. Fields with red stars are required and cannot be skipped to move onto the next page. When you are ready to proceed, you will select the “next” arrow button at the bottom of each page.
- b. *When choosing a name for your organization, NAU Marketing policies state that clubs/orgs/chapters cannot begin their organization name with “NAU” or “Northern Arizona University.”*
- c. For the field title “Organization Web Site URL” is creating your webpage URL within the True Blue Connects profile. Your URL will be <https://nau.collegiatelink.net/organization/BLANK> except “BLANK” will be your club’s name, nickname, or acronym

Search...

New Student Organization Registration - Step 2 of 8

Provide some basic information about your organization.

General Information

*Official Organization Name Acronym/Nickname

*Organization Description Summary

254 characters remaining

Organization Description

Tip: if you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

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 TikTok Username

LinkedIn Page URL Pinterest Page URL Tumblr Page URL

Vimeo Page URL

Organization Contact Information

Email

Street Address

Street Address Line 2

City State/Province ZIP/Postal Code

Country

Phone Number Extension

Fax Number

* Faculty/Staff Adviser Email

* Faculty/Staff Adviser Phone Number

Faculty/Staff Adviser Department

Additional Adviser(s) Name & Email

Coach Name, Email, & Phone Number (Sports Clubs only)

* Required

By submitting this form you acknowledge that you have reviewed the information with the organization officers and adviser listed and your organization agrees to adhere to the non-discrimination statement below, the Student Code of Conduct, the University Hazing Policy, and University Rules and Regulations appropriate to student organizations and their members (as listed in the Student Handbook - <http://nau.edu/Student-Life/Student-Handbook/>).

We agree to abide by Northern Arizona University's policy prohibiting discrimination in organizational membership on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

The screenshot shows a form titled "Additional Information" with the following fields:

- Anticipated Number of Student Members: A text input field.
- Are membership dues required?: Radio buttons for "No" and "Yes".
- Meeting Day: A dropdown menu.
- Meeting Time: A text input field.
- Meeting Location: A text input field.

8. Choose a category or categories for your organization because it is one-way prospective members can find your organization in True Blue Connects.
 - a. At this time, no new organizations can select the “Sports” category; an official Sports Club must have a submitted an approved application with the Sports Club office.
 - b. *More information about how to become a sports club can be provided during the review process.*

The screenshot shows a form titled "New Student Organization Registration - Step 3 of 8" with the following sections:

- Select the categories that your organization belongs in.
- Organization Categories:
 - Available Categories: A list of categories including Academic, Advocacy, Cultural, Recreation/Game, Religious, Representative, Residence Hall Community Council, and Service/Honorary.
 - Assigned Categories: An empty box for selecting categories.
- Navigation buttons: "PREVIOUS" and "NEXT".

9. When adding members to your roster, you can execute one of the following:
 - (a) add students one at a time and carefully indicate their position title using the “Add Individual Members or Positions” tab

(b) add many students at once using the “Add Multiple Members in Bulk” tab

(c) a combination of the two.

i. Before completing your roster, you will need a minimum of 5 participants successfully added, and a minimum of 2 student leadership positions before you will be allowed to continue to the next page. Visually, you can see you have met this requirement if there are two green check marks.

ii. *Only NAU email addresses should be used within the roster.*

View Organization Roster Requirements
Fulfill your Organization's Roster Requirements

At least 5 total participants

Any combination of 2 positions below
President, Vice President, Secretary, Treasurer, Chair, Co-Chair, Officer

Add New Members and Assign Positions
Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

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.

You currently have no users in your Organization. Check out the position fulfillments above to get started!

Roster Requirements
Does your Organization Roster meet all Position requirements?

At least 5 total participants

Any combination of 2 positions below
President, Vice President, Secretary, Treasurer, Chair, Co-Chair, Officer

PREVIOUS **NEXT**

iii. When the application is approved, all the students you list in your roster will be sent an invitation to join the organization. They will need to accept the invitation in order to join your roster.

10. Upload your constitution as a pdf or word document

a. Ensure your constitution meets standards listed in the Student Organization Manual, and the constitution guidelines

New Student Organization Registration - Step 5 of 8

Select a file to upload as your organization's constitution/bylaws.

Constitution/Bylaws Upload

* Upload Constitution/Bylaws
 No file chosen

PREVIOUS **NEXT**

11. Rank the interests that are relevant to your organization
 - a. Use the “move up,” “move down,” and “remove” choices as necessary
12. Upload an optional profile picture for your organization which will appear in a circular frame for site visitors
13. Select two officers to be the Microsoft Teams contacts and type their name and email addresses.

2024-2025 Reregistration

Please complete the following form as part of your Student Organization Annual Reregistration.

* Your first and last name:

* Student Organization name (No Acronyms):

* Required

* I understand all events, meetings, and gatherings for my student organizations need to be submitted and approved in True Blue Connects. They must be submitted at least 10 days in advance of the event.

* I would attend workshops to help me lead my club in the following content areas (select all that apply):

* Microsoft Teams - Please provide the name and NAU email of two officers in your organization that would be responsible for sharing all essential information from our office with the group/board members (The club's advisor and coach will also be added to Teams, BUT should not be considered as either of the two representatives):

14. Answer the last required questions including an advisor employment question and the agreements to complete the mandatory training, attend monthly meetings, and will follow all relevant policies.

* Has your potential club advisor been employed at NAU for two years?

Yes
 No

* Required

* I understand it is our organization's responsibility to have two designated officers oversee and share all Teams communication from the Office of Leadership and Engagement

* Required

* I will complete the mandatory training in August 2024 to ensure my organization remains in good standing with the university.

* Required

* I understand that two officers from my organization are required to attend all monthly meetings hosted by the Office of Leadership and Engagement to ensure my organization remains in good standing with the university.

* Required

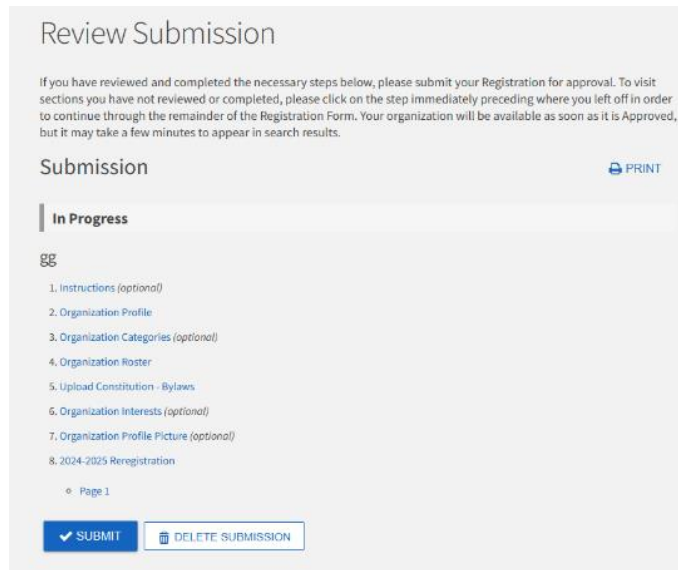
* I understand it is my responsibility to update the organization's roster in True Blue Connects, manage my organization's True Blue Connects page, and routinely connect with my advisor.

* Required

* I understand any questions I have about managing my organization can be directed to the Office of Leadership and Engagement at StudentOrgs@nau.edu.

PREVIOUS NEXT

15. On the final page, titled Review Submission, you can select any of the previous pages which are hyperlinked to make revisions.
- When you are done, you can select the blue button titled “Submit for Approval” or the following gray button “Delete submission.”
 - Following the submission, you will be waiting for the Leadership & Engagement team to review your NOR application.

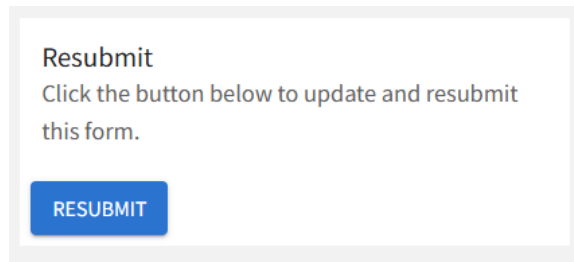


Review and Revision Process

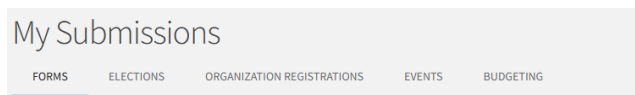
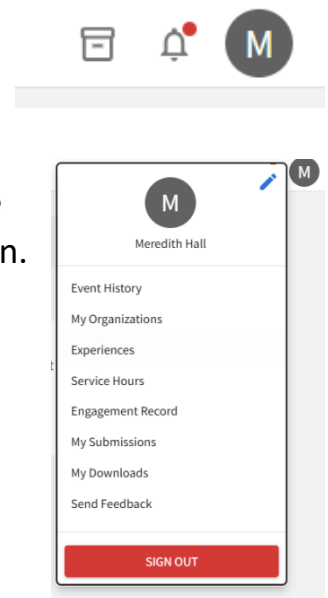
Typically, new organization registrations (NOR) applications are reviewed for the first time within 3-5 business days, although this may vary depending on peak busy times within the school year.

You will receive an email when comments are posted and status changes (i.e. approval/denial) are made on your application. The best way to minimize multiple stages of revisions is to carefully review the current NOR and constitution guidelines.

If the application is denied, you can click within the email to be navigated to its subsequent webpage within True Blue Connects, and you can select the blue “Resubmit” on the top right to address any required edits. When using the resubmission feature, you can minimize processing time for both yourself and the Office of Leadership and Engagement!



If the email isn't routing you properly, you can also click your initial in the top right corner of the webpage. The select “My submissions” on the drop-down menu. Then “Organization registrations” tab. Finally, you will be able to identify the row labelled by your student organization name, and you can click the eyeball icon to view the status, resubmit, and edit your application.



Beyond this guide, all students are welcome to schedule a consultation or drop by our office to receive additional assistance.

University Union

Office of Leadership
and Engagement

University Union 104

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Monday – Friday

8am-5pm

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