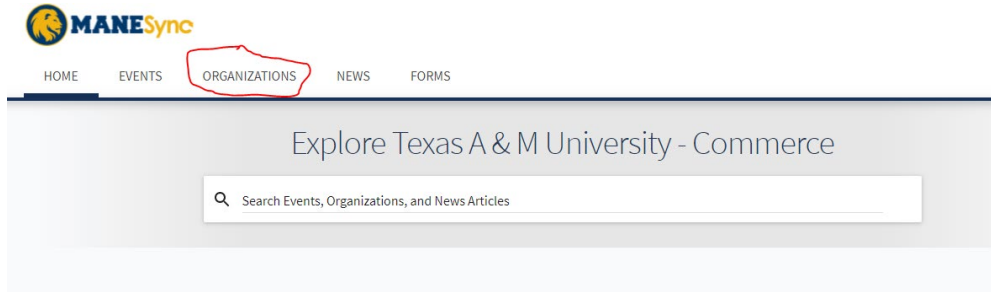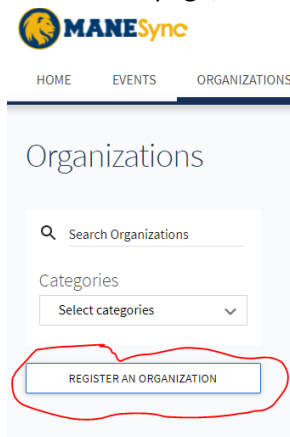Re-Registering Your Organization

1. Log in to ManeSync.
2. On the ManeSync homepage, click on the Organizations tab on the top of the page.



3. On the next page, the organization directory, click on the button "Register an Organization".



4. You will be taken to page where you will need to search for your organization. Once you find your organization, click on the blue "re-register" button.
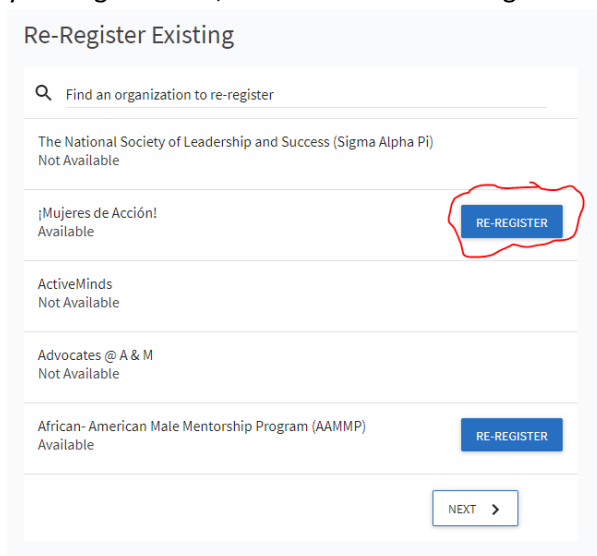


5. Once you have clicked the blue button, you will be taken to the registration forms. There are 7-8 steps in the process (About profile, roster, constitution and EIN upload, EMS contacts, profile picture, categories, and questions about your organization). Please make sure to have this information on hand so it is easier for you to complete the registration.

6. For your roster, please make sure to use leomail e-mail addresses. You will need to delete any students who have graduated, no longer members of the organization, or are no longer students at TAMUC. If you do not update the roster, the registration will not be approved.
7. If you have any issues or difficulties with the registration process, please e-mail Jeremy Sippel at Jeremy.Sippel@tamuc.edu.
8. At the end of the registration, make sure to hit the submit button.