

How to re-register your organization on ManeSync

1. Login to ManeSync at the website manesync.tamuc.edu
 - a. On the home page click on sign-in
 - b. On the next page, click on TAMUC SSO
 - c. If it is your first time logging in, you will need to answer some onboarding questions.
2. After getting logged in, on the ManeSync homepage, click on Groups on the top of the page. A list of organizations will pop up.
3. Click on the blue button that says "All Groups". This will take you to the organization directory.
4. On the organization directory, click on the blue button next to your organization that says "Group Re-Registration".
5. On the next page you will need to enter information including membership benefits, mission, constitution, officers, and members (minimum of 4)
 - a. Click next once this is filled out. If you need to save and get the information you can save a draft and come back to this.
6. On the next page you will need to complete contact information for the organization, upload your EIN, and upload your organization roster (there is a roster template on the registration).
 - a. The roster must have CWIDs and student leomails included!
 - b. Click next once this page is filled out.
7. On the next page, you will need to answer the 2 questions.
 - a. For events, please write all the events your organization has hosted the past year.
 - b. For how your organization relates to the TAMUC mission, explain why your organization is important and how it accomplishes the mission of TAMUC.
8. Once you have answered all the questions, click submit.
 - a. The registration will be reviewed and marked approved if completed correctly.
 - i. If not, then it will be marked requires modification and you will receive an e-mail with changes that need to be made.