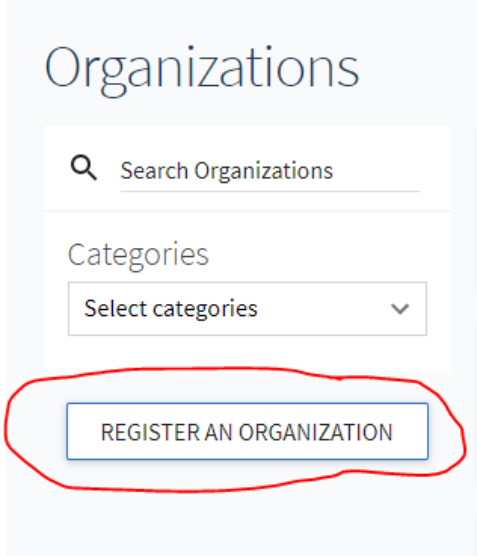
Registering Your Organization In ManeSync

These instructions will walk you through the steps for registering your organization on ManeSync.

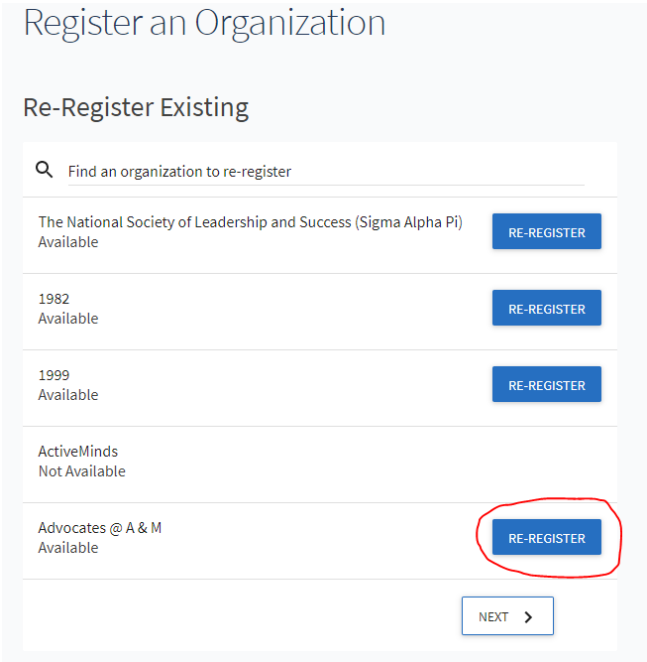
1. Login to ManeSync through your MyLeo.
    a. Login to MyLeo and click on “apps” in your MyLeo, then click the “ManeSync” icon.

2. Next you will be taken to the ManeSync homepage. On the homepage, click on “Organizations” at the top of the page. This will take you to the organization directory.

3. On the Organization Directory page, click on the button that says “Register an Organization”



4. Once you have click the register an organization button, a page will pop up with organization names and a blue button that says “re-register” next to the organization name. Click on the blue re-register button. That will take you to the first registration page.



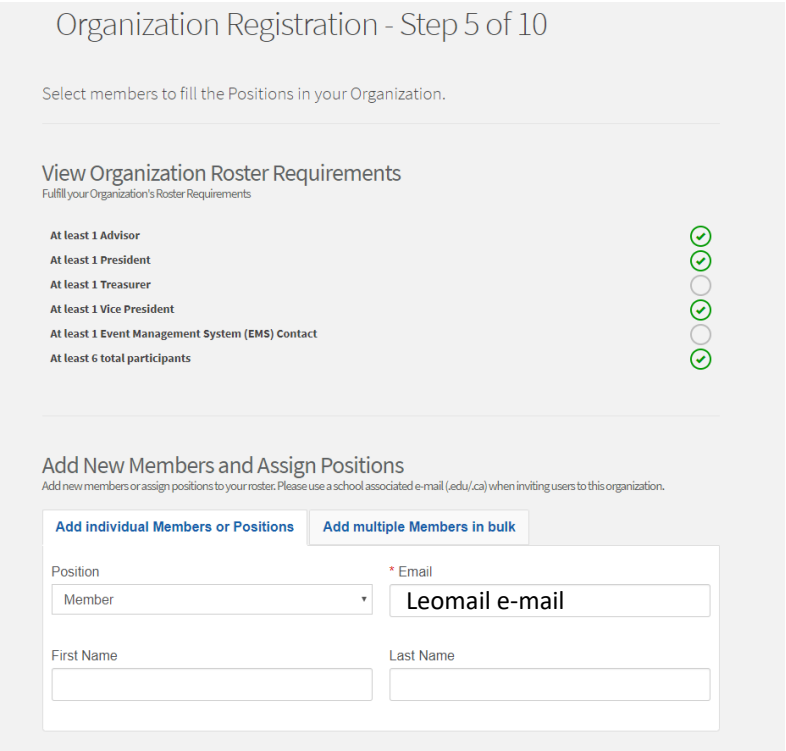
5. The first part of the registration is general information. This includes the name of the organization, organization description, and organization contact information. Please make sure this information is correct before proceeding to the next section. Click “next” to go to the next page.

6. The next part is uploading a profile picture. Your organization’s profile picture should be preloaded from last year. If it is not, you can upload a logo or profile picture for your organization. Click “next” to go to the next page.

7. On the next section, please select **ONE** category for your organization. To select a category, click on the category under “available categories” and it will be assigned under the “assigned categories” column. Once you have completed this, click on “next.”

8. The next page is organization meeting information. If you do not know your organization’s meeting day/time, please select the day you typically met in the past, but under meeting time and location put TBD. If you do know your organization’s meeting information, please put the correct information. You cannot go back in and edit this after your registration is completed. Once you have filled this out, click “next.”

9. The next part is the roster. **DELETE** any student that is no longer a member or has graduated. If you do not delete members, your registration will be denied.
   To add members, you can add via bulk by selecting “add multiple members in bulk” and entering e-mail addresses (LEOMAIL). If a student is already on the roster, their e-mail won’t be accepted. You can also add members individually. Click the dropdown menu under position and select the correct position. Type in the student’s LEOMAIL e-mail, and enter the student’s first and last name, then click on the blue “Add” button.
   If a student is already on the roster and you need to change their position, you can click on the “Edit Position” button next to the member’s name. A small menu will pop up with the various positions you can choose from for that member. If you have problems or technical issues with this section, please contact Jeremy Sippel at Jeremy.Sippel@tamuc.edu.



10. The next step is completing organization contact information for the Advisor, President, Vice President, and Treasurer. This information will not pre-populate in the registration, make sure you have this information before you start the registration. Please make sure when completing this information that you use LEOMAIL e-mails for students. Once you have completed this information, click “next.”

11. The next section is completing EMS Contacts. EMS is the system the university uses to reserve rooms on campus. Your organization can only have 2 individuals as EMS contacts. These contacts will be the people in your organization who will have access to reserve space/rooms on campus. After filling out this information, click “next.”

12. Next, upload your organization’s constitution. Before uploading, please make sure the constitution includes the non-discrimination statement and anti-hazing clause. If the constitution does not have these clauses, your organization’s registration will be denied. If your organization is covered by Title IX, you can still put in a non-discrimination statement reflecting other protected classes. Once you have uploaded your constitution, click “next.”

13. On the next page, you will need to upload your organization’s EIN. Your organization should have an EIN from the IRS. If you do not have an EIN and will not be doing any banking or bringing in any money, you can upload a document that says “this organization will not be doing any banking, bring in any money, or requesting any funds from the university.” If you do not have the EIN document from previous organization transitions, please contact Jeremy Sippel at Jeremy.Sippel@tamuc.edu to see if a copy can be obtained. Once your EIN is uploaded, please click “next.”

14. The last section of the registration is answering a few questions about your organization. Please be thoughtful and honest with your responses. Please do not put one word answers that do not fully answer the question. Once this section has been completed, click “next.”

15. On the next page you can review any section of the registration if you need to make any changes. At the bottom of the page, click on the submit button. Once you have submitted the registration, it will be available for the Assistant Director for SGA and Student Organizations to review.