REGISTERING A STUDENT ORGANIZATION WITH SCREEN SHOTS
A STEP BY STEP GUIDE

**Collegiate Link**
You will need to do a number of things through Collegiate Link in order to get your group officially registered. Please follow these instructions to register your organization (to see a detailed version of this, scroll down to page 7):

Prior to beginning your registration, prepare the following information and documents:
- The names and emails of your RSO’s members
- The phone numbers of your RSO’s President, Vice President, and Advisor
- A PDF version of the RSO’s constitution approved by the CAC

You will complete 9 steps to submit your organization for recognition, as detailed in the appendix below:

1. Instructions
2. Organization Profile
   - In this step, you will be prompted to list your website. This will be your Collegiate Link website so only include what you want your tag to be. For example: https://uwyo.collegiatelink.net/organization/fridaynightfever
3. Annual Recognition Additional Information
4. Organization Categories
5. Organization Interests
6. Organization Roster
   - You must have 1 President, 1 Vice President, 1 Secretary, 1 Treasurer, 1 Advisor, and at least 3 additional Members listed
     - Your Constitution may reflect different titles for your Officer Positions, but for the purposes of registering, please assign the closest Officer Position to the ones required.
   - You must use the official University of Wyoming email addresses (email@uwyo.edu) when listing emails in your roster.
7. Annual Recognition Officer and Advisor Information
   - Specifically, you will be asked to list the phone numbers for your President, Vice President, and Advisor
8. Upload Constitution – Bylaws
9. Upload Organizational Picture

Your advisor must fill out and submit the Advisor Agreement form through Collegiate Link before your submission will be reviewed by a staff member in the Campus Activities Center. Instruct them to access Collegiate Link. They will find the Advisor Agreement Under the "Campus Links“ tab in the right hand corner of Collegiate Link’s homepage. You may also send them to the Advisor Agreement Walkthrough.

Once you have submitted this application, you will receive an email indicating the received submission. Changes to your application will not be able to be made until your submission has been reviewed. After your designated CAC staff member has reviewed your submission, you will receive an email indicating whether your submission was approved or denied. If denied, there will be comments which detail the reasons for your denial, and then you can make the necessary changes and submit again. Once you are approved, you can access your organization through WyoWeb to update your organization including events, members, meeting times, volunteer hours, etc.

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Go to [www.uwyo.edu/rso](http://www.uwyo.edu/rso) and click any box. Or to go directly to the Collegiate Link page, type in the URL: [https://uwyo.collegiatelink.net/](https://uwyo.collegiatelink.net/) and skip to the sign in step starting on the next page.

All pages will pull up this box as the header. Click on the RSO banner.
Click “Sign In”

Enter your UW Username and Password. This will be the same information as you use to log in to your UW email account.
To begin the registration, click on “Organizations”.
Step 1. Read all of the instructions on this page and click “Next” when you are ready to continue.

Step 2. This page will ask you for all of the basic information of your organization. At minimum, fill out all of the required fields before proceeding.
Step 3. You will be asked for some additional information, such as whether or not you’d like a mailbox in the CAC, review and agree to the Organization Commitment Agreement, and select if you’d like your groups info to be available to students looking to get involved with RSOs.

Step 4. Select the categories your organization best fits into. Completing this will help students find your group in the future when they complete their profile or search for RSOs through Collegiate Link.
Step 5. Similar to Step 4, rank the interests that best describe your organization. Completing this will help students find your group in the future when they complete their profile or search for RSOs through Collegiate Link.
Step 6. This is the page you will enter your roster. You are required to have: 1 President, 1 Vice President, 1 Secretary, 1 Treasurer, 1 Advisor, and 3 non-officer Members. Each officer will also show up as a Member, giving you a total of 7.

Under email, you must use an official University of Wyoming email address (email@uwyo.edu). Anything else, such as @gmail.com or @yahoo.com will result in a rejection of your submission. At the end of the day, there should be at least total of 8 people. 7 students, 1 advisor.
Step 7. Similar to entering information for your roster, this section focuses on asking for a little more information about your President, Vice President, and Advisor. You will need their position, name, and phone number. This additional information is not available to the public, and will only be utilized should the CAC need to contact them directly.

Step 8. Upload your Constitution. Remember, your constitution should be approved PRIOR to starting the application.
Once you have submitted the application, it will be reviewed by your designated CAC staff member. The next section will cover how to go about accessing your submission in the instance it is denied.
If you are denied, this is how you can access your submission to make the necessary changes:

First, sign into Collegiate Link per the instructions at the beginning. Click on your name in the top, right hand corner. Click on “Involvement” along the top of the page.

Once you have made to the “My Involvement Page,” click on “Submissions”

Once you have made to “Submissions,” click on the “Organization Registrations” tab and you will see your submissions and their status

In order to view your whole submission or make changes, click the eyeglass. It will then take you to a page which contains notes, as well as an index of each section of your submission for easy access, similar to the page found below.
You will then be taken to your submission, where there will be notes on why your submission was rejected. From there, you will be able to go directly to the section that needs to be corrected. Once you update it, click “next” until you return to this page and click “Submit for Approval” to finish your resubmission.