ISO Online Registration Guide

Important Reminders

- Only Primary Contacts and Presidents may complete the online registration form for their organization

- Always use @k-state.edu when entering in K-State contacts, DO NOT USE @ksu.edu

- A constitution is required to complete online registration.

  - If your organization does not have a copy of their constitution from last year, a copy can be requested by contacting Ashley Douglass (aldouglass@k-state.edu).

- The online registration form is only one part of the registration process.

  - At least one student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
  - If your organization designates an Advisor, the advisor will need to complete the Advisor Acknowledgement Form.

Access OrgCentral

You can access OrgCentral by visiting the Center for Student Involvement website and selecting "OrgCentral" on the left menu, or visit and bookmark the web address: k-state.campuslabs.com/engage

Log in with your K-State EID & password

Once you have logged in with your K-State EID & password, you will be taken to your homescreen.

Under "Memberships" you will see a button for every organization of which you are listed on their roster.

You can go directly to your organization's portal by selecting it from your memberships list. For this example, we will be using "CSI Test Board" as our organization.

Select "Manage Organization"

KANSAS STATE UNIVERSITY | Center for Student Involvement

HOME   EVENTS   ORGANIZATIONS   NEWS   FORMS

C CSI Test Board

📅 Member Since July 2019

⚙ MANAGE ORGANIZATION

✉ CONTACT

This is a test organization

Additional Information

Type of Organization
Independent Student Organization

VIEW FULL ROSTER

Officers

H

DEPARTMENTAL ADVISOR
Hallie Loschen

S

PRESIDENT
Sara Heiman

Select "Manage Organization" button in upper right-hand corner of your organization's portal page

Select "Re-Register This Organization"

Select "Re-Register This Organization" button.
Remember: Only Primary Contacts and Presidents
will be able to complete this form.

Independent Student Organizations - Step 1 of 7

Form Fields Marked with an asterisk (*) are required.

Please review the following instructions.

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your Submissions.

NEXT

This is the beginning of the re-registration form.

Whomever completes this form for your organization will become the Primary Contact. This can be changed later.

You can leave this form and pick it back up at the same spot later on by looking at your Submissions through your personal account.

Click the circle with your first initial to access your personal account at any time. Additional instructions are included on pg. 20-21 of this document.

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CSI Test Board - Kansas State University

Kansas State University - Profile

KANSAS STATE | Center for Student
UNIVERSITY | Involvement *Action Center*

☰ CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Independent Student Organizations - Step 2 of 7

Provide some basic information about your organization.

*Official Organization Name
CSI Test Board

Acronym/Nickname

*Organization Description Summary
This is a test organization

226 characters remaining

Organization Description

This is a test organization

Step 2 allows you to input basic information about your organization, including the name, description, website, social media, email address, street address, phone number, and type.

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CSI Test Board - Kansas State University

Kansas State University - Profile

Website

*Organization Web Site URL
CSItest

https://k-state.campuslabs.com/engage/organization/CSItest

External Website

Step 2 CONTINUED

Social Media

Facebook Page URL

Twitter Username

YouTube Channel URL

Flickr Feed URL

Instagram Page URL

Google+ Page URL

LinkedIn Page URL

Pinterest Page URL

Tumblr Page URL

Vimeo Page URL

Step 2 – General Information CONTINUED

Email
CSItest@k-state.edu

Street Address
918 N 17th St

Street Address Line 2

Step 2 CONTINUED

City
Manhattan

State/Province
KS

ZIP/Postal Code
66502

Country

Phone Number
785-532-7239

Extension

Fax Number

9

CSI Test Board - Kansas State University | Kansas State University - Profile

🔒 k-state.campuslabs.com

City
Manhattan

State/Province
KS

ZIP/Postal Code
66502

Country

Phone Number
785-532-7239

Extension

Step 2 CONTINUED

Fax Number

* Type of Organization

◯ Departmental Student Organization

🔘 Independent Student Organization

PREVIOUS

NEXT

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Step 3 – Profile Picture

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Form Fields Marked with an asterisk (*) are required.

Independent Student Organizations - Step 3 of 7

Profile Picture

Current organization profile picture

[Choose File] no file selected

[PREVIOUS]   [NEXT]

Step 3 allows you to upload a profile picture for your organization.

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Step 4 – Add Members

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CSI Test Board - Kansas State University

Kansas State University - Roster

KANSAS STATE UNIVERSITY | Center for Student Involvement *Action Center*

≡ CSI Test Board

Form Fields Marked with an asterisk (*) are required.

Independent Student Organizations - Step 4 of 7

Select members to fill the Positions in your Organization.

At least 1 President ✓

Add individual Members or Positions   **Add multiple Members in bulk**

Position
Member ⬍

* Email

First Name

Last Name

ADD

Step 4 allows you to add/manage memberships for your organization.

You must use @k-state.edu when adding K-State contacts.
DO NOT use @ksu.edu

ISO's are required to designate at least one member as President.

ISO's must have at least 5 members, 50% of whom must be K-State students.

12

Select members to fill the Positions in your Organization.

At least 1 President ✓

Add individual Members or Positions | **Add multiple Members in bulk**

All members may be added in bulk by separating email addresses with a comma, semicolon or line return.

Email Addresses

Step 4 CONTINUED

You may also add members in bulk via email address.

Only use @k-state.edu for K-State contacts.
DO NOT use @ksu.edu

ADD

Step 4 – Add Members CONTINUED

REMOVE

	Email	First Name	Last Name	Positions	
☐	christadellisola@k-state.edu	Christa	Dell'Isola	Member	EDIT POSITION
☐	hallieloschen@k-state.edu	Hallie	Loschen	Member Departmental Advisor	EDIT POSITION
☐	sjheiman@k-state.edu	Sara	Heiman	Member President	EDIT POSITION

Showing 1 - 3 of 3

Roster Requirements
Does your Organization Roster meet all Position requirements?

At least 1 President ✓

PREVIOUS   NEXT

Step 4 CONTINUED

You can review/manage your membership list and positions on this page as well.

Only use @k-state.edu for K-State contacts.
DO NOT use @ksu.edu

14

Step 5 – Upload a Current Constitution

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Action Center

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Form Fields Marked with an asterisk (*) are required.

Independent Student Organizations - Step 5 of 7

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

* Upload Constitution/Bylaws
[Choose File] no file selected
no file selected

[PREVIOUS]   [NEXT]

Step 5 is where you will be required to upload a current constitution.

Constitution requirements can be found in the student organization policy (Chapter 8540, .040 Registration Requirements, #4)

If your organization does not have a copy of your constitution from last year and would like to request one, please contact Ashley Douglass at aldouglass@k-state.edu.

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15

Step 6 – Select Categories

CSI Test Board - Kansas State University

Kansas State University - Organization Categories

KANSAS STATE | Center for Student
U N I V E R S I T Y | Involvement

Action Center

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Form Fields Marked with an asterisk (*) are required.

Independent Student Organizations - Step 6 of 7

Select the categories that your organization belongs in.

Available Categories

Academic

Academic Competition Team

Community Service

Fraternity / Sorority

General University

Honorary

Multicultural

Religious

Assigned Categories

Step 6 allows you to designate the appropriate categories that apply to your organization.

Selecting the appropriate categories for your organization can be a useful recruitment tool as this is a common feature used to browse and search for organizations.

PREVIOUS

NEXT

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Step 7 – Select Interests

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Form Fields Marked with an asterisk (*) are required.

Independent Student Organizations - Step 7 of 7

Select interests that represent your organization.

Select Interests

- 📁 Academic
- 📁 Art
- 📁 Culture
- 📁 Faith & Religion
- 📁 General
- 📁 Ideology & Politics
- 📁 Media

Rank Interests

> Step 7 allows you to select interests that represent your organization.
>
> Selecting the applicable interests for your organization can be a useful recruitment tool as this is a common feature used to browse and search for organizations.

PREVIOUS   NEXT

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Review Your Submission

← BACK TO SUBMISSIONS

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

In Progress

CSI Test Board

1. Instructions *(optional)*
2. Organization Profile
3. Organization Profile Picture *(optional)*
4. Organization Roster
5. Departmental Student Org Registration Form 2019-2020
   - Page 1
6. Upload Constitution - Bylaws
7. Organization Categories *(optional)*
8. Organization Interests *(optional)*

✓ SUBMIT   🗑 DELETE SUBMISSION

After you complete Step 7, you will be taken to a screen to review your submission. (Please note the example used here is from a DSO re-registration form, however this is very similar to how the ISO submission summary page will look).

From here you can go back to specific steps, as well as print a copy of your submission.

Once you click the submit button, you will not be able to delete this submission. It will be sent to Center for Student Involvement staff to review and approve or deny. Please allow up to 2 business days for staff to process your submission.

What's Next?
Center for Student Involvement staff will review and approve/deny submissions. Please allow up to 2 business days for staff to process your submission.

Additional Registration Requirements for Independent Student Organizations
- One student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
- If your organization designated an Advisor, that Advisor must complete the Advisor Acknowledgement Form.

Check Your Registration Status
Visit the Center for Student Involvement website to check your organization's registration status in our shared database. Please allow up to 2 business days for the database to be updated.

Questions
Visit the Center for Student Involvement website for more information.

Center for Student Involvement
114 K-State Student Union
Studentinvolvement@k-state.edu
(785) 532-6541
www.k-state.edu/studentinvolvement

How to Access Your Submissions

Whether you wish to pick back up where you left off on a partially completed form, or review the information you have submitted, you can access/review your submissions via your personal account.

Click the circle with your first initial to access your personal account at any time.

Select "Submissions" to access your submission history.

How to Access Your Submissions

Select the "Organization Registrations" Tab to view any of your personal in-progress or submitted registrations forms.