

### **How to register org/department**

- Login to wolf connect
- Forms
- Register student organization
- Fill out the form
  - Constitution & Bylaws
  - Cover Photo
  - Must have 5 people on the roster, one of which must be the treasurer
- Save
- Someone from CSII will approve the registration form
- Email [CSII@westga.edu](mailto:CSII@westga.edu) for more information

### **How to update roster**

- If you need to update your roster, go to your organization
- Click roster
- Start sending invites
- Add permissions
- Those individuals who are invited will receive an email and will have to accept the invitation to be granted the permission to hold that role in WolfConnect
- The advisor, president, vice president, and treasurer will be the only ones granted access to manage your organization's finances
  - If they do not have that access, please email [csii@westga.edu](mailto:csii@westga.edu) and we will get that updated for you

### **How to request SAFBA funds**

- Log in to wolf connect
- Go to the admin portal
- Click the finance button
- Click the create down arrow and select Allocation
- Here is what you will need to fill out as your application for SAFBA funds for the next school year
- Once you submit the form, your advisor will be sent an email to review and approve or deny the form
- After they approve the form, the application will go to the SAFBA Committee for their review
- Communication about the status of your organization's request will be communicated later in the semester
- Please reach out to [csii@westga.edu](mailto:csii@westga.edu) or [safba@westga.edu](mailto:safba@westga.edu) for questions