How-To Update, Register, or Renew your Organization via OrgSync

1. Go to your organization’s portal on OrgSync
2. Hover over the “Settings” wrench in the top left-hand corner
3. Press “Organization Settings”
   a. If you cannot see this option, you may not be an administrator of your organization’s portal. Please contact Kynnith Francis-Vaughan, kvaughan@westga.edu, to gain access.
4. Once in organization settings, press the green “Update and Renew Profile” button under your organization profile
5. Update all information on the following page, if necessary
6. Once under “Positions,” update all positions. Be sure to verify each person BY EMAIL ADDRESS. Many people have the same name and you may list the wrong person.
   a. President and University Advisor are required positions
   b. University Policies forms will be sent through email directly from OrgSync via clickable link after the re-registration form is complete
      i. These forms live on OrgSync, meaning they are automatically sent from the platform. Please check your OrgSync notifications if you cannot locate the email BEFORE contacting the Center for Student Involvement
7. Update organization information as needed
   a. Be sure to always update your membership roster using the provided spreadsheet
8. Ensure that you press “finish” at the end of the re-registration form

Please allow at LEAST (5) business days to have your re-registration/profile update approved. This time can increase if University Policies forms are not completed by the President, Vice President, and University Advisor.

Note: Fraternity and Sorority Life organizations have additional required positions and University Policy forms to complete. Please contact Amy Damron, adamron@westga.edu, or Kynnith Francis-Vaughan, kvaughan@westga.edu, if you need assistance.

For more information contact the Center for Student Involvement
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