

## Registered Student Organization Roster Instructions

Please read and follow these instructions when filling out your organization roster.

1. Open the RSO roster template file located on the registration form. Then save the excel document to your computer as “Full Organization Name + Year + Roster (OrganizationName2018Roster).
  - a. Remember to save the file and send this version back; don’t send the original template back.
2. Click the words Organization Name and input your entire organizations name (FULL NAME ONLY, NO ABBREVIATIONS).
3. Click on Semester and Year, inputting either Spring or Fall and then inputting the current year
4. Fill in all columns for all current members of the organization.
  - a. List them starting with last name
  - b. Be sure to list their 917#
5. Rename the “New Roster Template” tab at the bottom of the Excel workbook to read the name of your organization. Abbreviations are acceptable and preferred here.
  - a. Ex: “NCNW”
6. Save the changes made to the roster and submit with your registration form where requested.

Should you have any issues with the Template itself, please let me know so that the glitches can be fixed.

Remember to save your work before you submit the roster. Incomplete rosters will not be accepted and my cause delays in registering your organization.

If you have any questions or are confused about something, please email or call me, so we can get those questions answered for you.

Thank you!

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