Welcome to the **2015-2016 Student Organization Registration Process** in the Wisconsin Involvement Network (WIN)! While the process is relatively straightforward, we at the Center for Leadership & Involvement wanted to provide some guidance for some potentially confusing areas. Please note that errors will result in your application being denied – you will then need to make the correction(s) and re-submit.

If at any time you’d like complete instructions, please go back to the first page of the Registration Application and click on that link.

As an RSO that is re-registering, all fields in the Organization Profile section will pre-populate current information, so you’ll need to review and update each field.

---

1. **Badgers Step Up! requirement**  
   a. In order to register, a representative from your organization must attend a Badgers Step Up! program session. Your organization will either:  
      i. Have already attended last spring, meaning that your organization name will appear in the dropdown box; OR  
      ii. Someone from your organization will need to sign up for a Badgers Step Up! program session prior to being able to complete the registration application. Through the sign-up genius website, you will be able to select a session and then input the date and time you sign up for in the registration application.

2. **Organization Name**  
   a. If your organization name begins with an article, add it to the end (e.g., “The Chess Club” should be listed as “Chess Club, The”)  
   b. If you are part of a local or national organization, you cannot use the same name as the larger organization (e.g., “United Way” should be listed as “United Way, UW-Madison Chapter”)  
   c. You may **NOT** use any form of UW-Madison as the **beginning words** of your organization name. Instead, they should be at the end of the org name (e.g., “UW-Madison Chess Club” should be listed as “Chess Club - UW-Madison”).

3. **Organization Web Site URL**  
   a. In this step, you get to choose the ending to the URL used to find your organization page. The URL will be http://win.wisc.edu/organization/whatyoutype  
   b. For example, The Center for Leadership and Involvement (CfLI) would type “CfLI” as our URL, making the direct link to our page: [http://win.wisc.edu/organization/CfLI](http://win.wisc.edu/organization/CfLI)

4. **Organization Contact Information**  
   a. You **MUST** provide an email for your organization. If you do not have an email account specifically for the organization, enter the email of the primary contact. **This information will be listed on your PUBLIC RSO WIN PAGE** so interested students have a way to contact your organization.  
   b. Organizations are **NOT REQUIRED** to list a physical address and phone number in this section. Only fill out those fields if you would like to share that information publicly.

5. **Room Reservations List**  
   a. List the first and last name of all the members of your organization you’d like to be
authorized to make room reservations, including yourself. Campus Events Services and other offices around campus will use this list to determine who can make reservations.

6. **Committee on Student Organizations (CSO) box**
   a. You cannot fill out this box; it is for administrative use only.

7. **Upload Constitution or Bylaws**
   a. You must have an operating document associated with your organization. This document should outline the purpose of the organization and details about how the organization operates. Some things to cover in the document include purpose, how members are selected to join, how leadership is selected, and how decisions are made. For help developing this document, please check the [Student Organization Resource & Policy Guide](#), or contact CfLI.
   b. The most recent version of this document must be on file with the University. Therefore, all organizations will be required to upload a new file every three (3) years. Depending on the year, your organization will either be required to upload a new version or will be given the option to either upload a new version or sign an agreement stating that the most updated version is already filed with the University.

8. **Providing Contacts**
   a. **Since you are re-registering, the system will auto-populate the students currently designated as your contacts. You will need to remove them using the menu at the bottom of the screen and then upload new contacts (if they have changed).**
   b. In this step of the process, you must identify three (3) other students as contacts for your organization. These students must be UW-Madison students enrolled at least half time. This means at least 6 credits for an undergraduate student (unless enrolled in a cooperative education program) or 4 credits for a graduate student (unless working on a 3-credit thesis or dissertation). For the Second/Financial, Third and Fourth contact, you must enter the contact’s name and “@wisc.edu” email address.
   
   **Remember, each of these contacts must be a different student! Also, only assign one student to each type of contact (i.e. you can only have 1 Third Contact).**

9. **Online Orientation**
   a. Your organization will be able to complete the Orientation online by watching a video and then taking the orientation quiz. **You must get all questions correct for the orientation to count, so be sure to pay attention during the video.**

Thank you for registering your organization for the 2015-2016 academic year. As always, if you have any questions, please feel free to contact the Center for Leadership & Involvement.

Our goal is to have all applications processed (from when you submit to when you are approved as a Registered Student Organization) within 1-2 weeks (up to 4 weeks during the busiest time). We will try to keep to our goal by communicating with you about any issues we are having. You can help keep the process moving by quickly responding to WIN messages and emails. Thanks in advance for your patience and help!