Thank you for using our Step by Step instructions. Below, you’ll see screenshots of the registration application with instruction boxes and arrows for sections you need to fill out. The best method of using these instructions is to have it open next to the registration application itself and scroll through as you come to each page.

Eligibility Agreement

Registration of student organizations is an ANNUAL process that carries responsibilities and confers rights, including access to University facilities.

When you, as the primary contact person, submit the registration form, it means that you have read this information carefully and that your organization is in compliance. If at any time your organization no longer meets eligibility, you are no longer entitled to the privileges granted Registered Student Organizations and are obligated to inform the Center for Leadership & Involvement.

Student groups at UW-Madison must be registered as a student organization in order to use University facilities or the name of the University. Refer to the Naming Guidelines for further information.

To be eligible for registration, your student group must:

- Be a not-for-profit formalized group
- Be composed of at least 75% UW-Madison students
- Be controlled and directed by UW-Madison students
- Be related to student life on campus
- Abide by Federal, State, City & University nondiscrimination laws & policies

Contacts:

- Identify a Primary Contact person for the organization (see role requirements below) who is authorized to assist with accessibility requests
- Identify a Second/Financial Contact who is authorized to represent the RSO in financial matters
- Identify a Third Contact and Fourth Contact
- All four contacts must be at least half time UW-Madison students
  - Undergraduates: enrolled in at least 6 credits
    - Exception: Students who are enrolled in a co-op (cooperative education program) for the semester/year can have fewer credits
  - Graduate Students: enrolled in at least 4 credits
    - Exception: Graduate students can have 3 credits if working on a dissertation or thesis

Application:

- Provide the Center for Leadership & Involvement with information required on the application form
- Develop and submit the constitution, bylaws, or operating procedures for the group
- Complete a Registered Student Organization Orientation
- Complete the Badgers Step Up program (program completion includes: pre-test, workshop, and post-test)
- Abide by financial and all other regulations specified in the Student Organization Resource and Policy Guide, (Financial Regulations of Registered Student Organizations)

Read the requirements and, if your organization is eligible, check the box.
**RSO Eligibility and Nondiscrimination Agreements**

Nondiscrimination Agreement

- University policy, as well as federal and state laws, prohibits discrimination by Registered Student Organizations (RSOs) against students at the university.
- Student Organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization’s goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.
- RSOs can hold closed meetings for the purpose of peer counseling sessions or for other purposes if attendance is limited to a pre-established list of members. If such a meeting is publicized, it must be clearly labeled as a membership meeting.

☐ I’ve read the statement above, agree to comply with the requirements, and will inform my members of these requirements.

By using your NetID and password to log into this system, this check box constitutes a legal signature.

(required)
Badgers Step Up! Requirement:
All organizations must send a representative through the Badgers Step Up! Bystander Intervention training. This requirement can be completed either the spring semester prior to registering or the semester of registration.

If your organization completed the program during the prior spring semester, your organization name will be listed in the dropdown menu here. If your organization name is not on the list, choose the first option “Not Listed—Need to Sign Up.”

If your organization is not listed in the dropdown menu, you will need to sign up for and be assigned to a session of the program prior to continuing the application process. Use the link provided to sign up for a session.

When you receive your confirmation, please list the date and time of the session you’re assigned in the boxes provided. Again, you will receive this information prior to the session to complete a Pre-Test.

Since you will need to wait to continue filling out the application until after you receive confirmation of your Badgers Step Up! session assignment, we wanted to let you know how to get back to the application you started instead of having to start another new application.

To access this application again, log into http://win.wisc.edu and then go to My Involvement in the top menu. Choose the “Submissions” option in that menu and then click on the Organization Registrations tab in the middle of the page. Click on the Magnifying glass next to this submission to continue filling it out from where you left off.
If your org is already affiliated with one of the below offices, click on that button. If not, then click the first button.

**General RSO Registration - FY16**

Organization Types

- Is your Student Organization officially affiliated with any of the following? (Choose one) *(required)*
  - Not affiliated with any of the below offices
  - Bachelor of Business Administration (BBA) Program in the School of Business
  - College of Agriculture and Life Sciences (CALS)
  - Master of Business Administration (MBA) Program in the School of Business
  - Social Fraternities and Sororities
  - Sport Clubs sponsored by the Division of Recreational Sports
  - Student Leadership Center in the College of Engineering

If you are affiliated with another office, once your organization is approved, you will be required to fill out another application with additional questions from that office. All information you provided in this process will autopopulate for you, so all information should be up to date except the additional questions. You will receive instructions on how to access the additional application when your organization is approved.
Organization Profile

The Naming Regulations listed below apply to all references of your organization’s name, including but not limited to:
1. Official Name
2. Acronym/Nickname
3. Website URL
4. External Website
5. Org Email Address
6. Social Media (Facebook/Twitter)

General Information

General Information

Official Name (required)

Acronym/Nickname

Organization Description Summary (required)
254 characters remaining

This is the description of your organization that will be shown in the RSO Directory

Naming Regulations:
1. 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”)
2. 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. 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”)

This is a full description of your organization. Some suggested topics to cover would be the purpose of the organization, types of events you hold, and other information you’d want people searching for your group to know.

Organization Description

Organization Description

Organization Web Site URL (required)

https://uwmadison collegiate.net/organization/

External Website

Facebook Group URL

Twitter Page URL

This will be the end of the URL when someone comes to your organization profile page (e.g., win.wisc.edu/organization/URLsitekey)
You must enter in an email address for your organization. If you organization does not have an email, you MUST provide the primary contact’s email in it’s place. This information will be listed on your PUBLIC RSO WIN PAGE, so interested students have a way to contact your organization.

List any requirements you have for member of your organization, such as a minimum GPA, membership fees, or other requirements that do not violate the UW-System Non-Discrimination.

If your organization is affiliated with a larger local, national or international organization, please list it here.

Indicate if your organization is made up of undergraduates, graduate students or both.

You may have information from the past year in the Address and Phone number fields. THIS INFORMATION IS NO LONGER REQUIRED AND SHOULD ONLY BE LISTED IF YOU WANT TO SHARE IT PUBLICLY.
List the first and last names of each member you want to be authorized to make room reservations, including yourself. Only people on this list will be able to make reservations.

List your Primary Contact’s phone number. This information is only viewable by campus administrators.

You do not need to write or edit anything here.

**Advisor Information:** Fill out all the needed Advisor Information below. If you do not have an advisor, please fill in the “required” boxes with “N/A.”

- **Advisor Information:**
  - Please provide the following information about your organization advisor.
  - **Advisor Name:** *(required)*
  - **Adviser Name:**
  - **Advisor Email Address:** *(required)*
  - **Advisor Phone Number:** *(required)*
  - **Advisor Phone Number:**

- **If you have an on-campus advisor, please enter your advisor’s Department:** *(required)*
  - **Department:**

- **If you have an on-campus advisor, please enter your advisor’s Job Title:** *(required)*
  - **Job Title:**

- **Mailing Address for your Advisor (If applicable):**
  - **Address:**

**Committee on Student Organizations (CSO) Judicial Status:**
- If blank, Student Organization is in good standing with UW-Madison. 
  - *This field is for administrative use only.*

Fill out the following information about your advisor. If you have the mailing address, please enter it.
**Organization Facility Reporting**

Will your organization **control** (own, rent, regularly use) off-campus space it will use for organization business during the 2014-2015 academic year?

Some examples:
- Your organization uses meeting rooms in an off-campus building (i.e., Hille), Lutheran Campus Center, Lowell Center) for regular meetings or events
- If the facility/meeting room is labeled with identifying information for your organization
- An entire property is rented or owned by members of your organization and organization business will be conducted there

(required)
- ☐ Yes
- ☐ No

You will only see this page if you answered "Yes" to controlling a facility that you use for official organization business.

**Organization Facility Reporting**

UW-Madison is required by the Clery Act to report crime statistics for on and off-campus facilities used by the University and groups registered with the University. See the 2014-2015 Annual Security and Fire Safety Report here. We need the address of the facility you control (own, rent, regularly use) to make sure we are in compliance and able to collect crime statistics for off-campus spaces.

Name of Facility:

Address: *(required)*

City: *(required)*

State: *(required)*

Zip Code: *(required)*

You will only see this page if you answered “Yes” to controlling a facility.

If your organization does control a facility, list the facility information on this page.
If your organization does control a facility, list the facility information on this page.

Please briefly describe the days and times you use the facility.

For example:
- Every day, all the time (for a house that organization members live in)
- Every Monday and Wednesday from 7:00-8:30pm
- First Sunday of the month from 1:00-4:30pm

(required)

What is the date range that you are using the facility?
(i.e. August 15, 2015 - August 14, 2016) (required)

If you have additional facilities to report, follow this link to the RSO Facility Report WIN form.
**Constitution Instructions - Re-reg Required**

Constitution/Bylaws Instructions

On the next page, you will be required to upload an organization constitution/bylaws document outlining the following elements at a minimum:

- Purpose of your organization
- Membership Criteria/Requirements
- How leaders are selected
- A statement that leaders must be UW Students
- How decisions are made

If you need assistance developing this document, please look through the Constitution Resources.

This year, your organization MUST upload an updated version of your Constitution/Bylaws document.

You can find a recent Constitution/Bylaws document on your organization’s WIN page in the Documents section. Make sure you choose the most up-to-date version - and be sure to review it to make sure it is what your organization is operating under.

As an organization with a name that starts with M-Z, you are required to submit a constitution, bylaws, or operating document this year. Please hit next to be taken to the upload page.

**Upload Constitution/Bylaws (required)**

Browse... No file selected.

Attach a copy of your organization’s governing document, such as a constitution or bylaws. These documents need to include the purpose of your organization, discuss membership criteria, how leaders are selected within your organization, and how decisions are made within your organization. If you need help developing this document for your organization, please look through the resources provided by CfLI in the Student Organization Resource and Policy Guide.
Since you are re-registering, the system will already populate contacts from last year. Therefore you must first remove old contacts and then add new ones.

Then, add ONE student for each of these positions:
Second/Financial Contact; Third Contact; Fourth Contact

**By filling out this form, you are considered the PRIMARY CONTACT.** Do not list yourself for Second/Financial, Third or Fourth Contacts.

These student contacts must be UW-Madison students enrolled at least half time
- Undergraduate students: at least 6 credits (Exception: Students enrolled in a co-op (cooperative education program) for the semester/year can have fewer credits)
- Graduate students: at least 4 credits (Exception: Students can have 3 credits if working on a dissertation or thesis)

You must enter the name and “@wisc.edu” email address for each contact. Remember, each of these contacts must be a different student!

Select any contacts and members that are no longer in the position or organization and click “Remove”
Select each position using the dropdown menu.

Once you have entered in all the positions, they will all be checked off.
When students search for organizations in the RSO Directory, they can search by Category. Please enter up to three (3) categories you feel your organization belongs in.

Registered Student Organization Application - Step 9 of 9

Select interests that represent your organization.

WIN offers a powerful interest-matching system, where individual students can indicate their interests, and then be given recommendations of student groups that match those interests. You can identify as many interests as applicable for your organization in this step.
Welcome to the Online Orientation. The orientation video takes approximately 35 minutes to watch. After watching the video, check the box indicating that you've watched the video and will share this information with your organization members and click "Next" at the bottom of this page to take the Orientation Quiz.

You must get all questions correct for the orientation to count. If you get any of the questions incorrect, your application will be denied and you will get another chance to watch the video and re-take the quiz.

You can access the video at Youtube.com.

By checking this box, I acknowledge that I received the information provided in the 2015-16 Online RSO Orientation. Further, I acknowledge that it is my responsibility to ensure all members of my organization are aware of the policies and expectations (for registered Student Organizations only)

You must get all quiz answers correct for the orientation to count. If you get any questions incorrect, your application will be denied and you will need to find the correct answers and re-submit.
This page allows your organization to review your application before submitting it to CfLI. If you are confident that your application is complete and ready for review, click “Submit for Approval”.

Submit for Approval