

Re-registering Your Organization

The primary contact officer must renew the organization's active status and provide the university with vital information updates twice per year. This process is called *re-registration*. Each calendar year is divided into two cycles corresponding to the university's long academic sessions.

- **Fall Term** – August to December
- **Spring/Summer Term** – January to July

Deadline – Organizations have until the 10th class day of each fall and spring term's regular session to reregister without experiencing an interruption their ability to continue operating and conducting business on campus. If the deadline is missed, a hold will be placed on the club and its MavOrgs site will be temporarily deactivated (frozen) until we receive and validate your late registration submission. While on hold, you may be prevented from sponsoring and participating in activities on campus. Contact Student Organizations to find out the current status of your club.

Before You Begin...

If you are the organization's primary contact officer, you'll need the following information before you start the process.

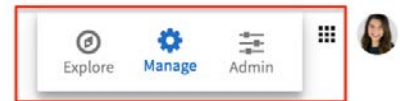
- **Executive Officers** - Your organization must have at least three (3) executive officers appointed at all times consisting of a chief executive officer (*e.g.*, president), a chief financial officer (*e.g.*, treasurer), and at least one more officer.
- **Advisor** - Your faculty/staff advisor must appear on your organization's roster in MavOrgs *before* you begin the registration process. Please note that the advisor position is restricted and can only be assigned by the student organization office. If your advisor has changed since last term or is not listed on your roster please email mavorgs@uta.edu
- **Member Roster** – while re-registering you will update your membership roster by inputting all members MavMail addresses (...@mavs.uta.edu) into the system. This roster is the university's official record of students' involvement in your club. Clubs should strive to recruit and maintain at least eight (8) current members at all times. If your club has fallen *below eight (8) members* please contact Student Organizations so that we may approve your re-registration provisionally while you work toward increasing membership.
- **Past Term's Activities and Data** – you will need to provide some statistics and information on the past semester's activities and accomplishments at the time of registration. Some of the information you will need on-hand includes:
 - Total membership
 - Community service hours completed by members
 - Dollars raised for charitable causes
 - Major/significant events that you held

When you complete re-registration, please encourage your members to log in to MavOrgs and join your organization to communicate with you, each other, and to keep updated with important information from our office.

Getting Started – Log on to MavEngage

In your web browser, navigate to mavengage.uta.edu and sign in with your UTA NetID and password.

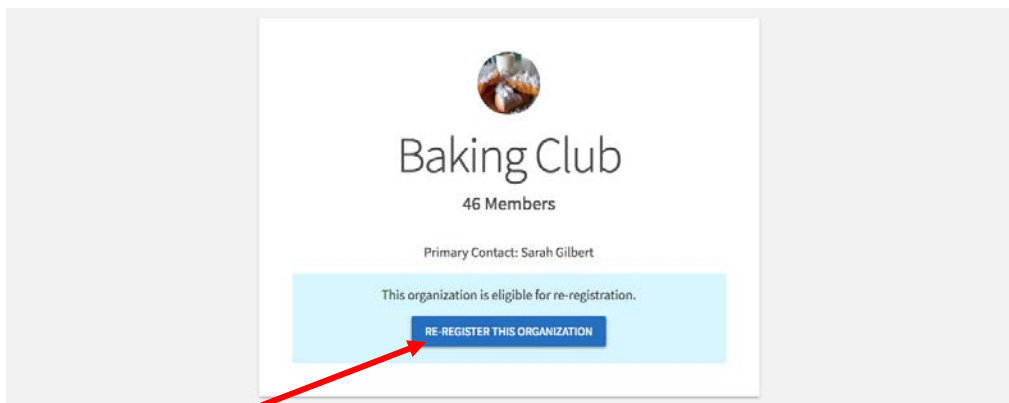
You can view which of your organizations might be up for registration by accessing your Action Center for the organization. To access Action Center, click the Switchboard Icon on the top right-hand corner of your screen and click "Manage".



From your Action Center home page, you will see a list of your organizations. From here, there are two ways you can go about re-registering your organization.

Select a single organization to view

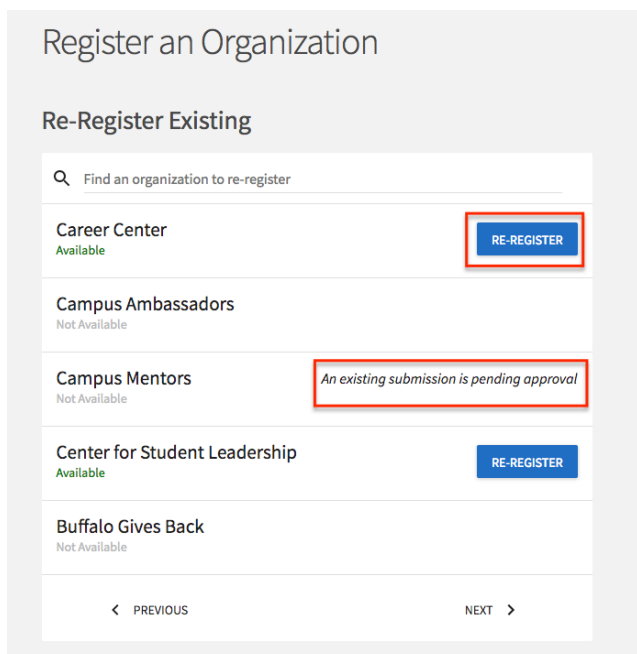
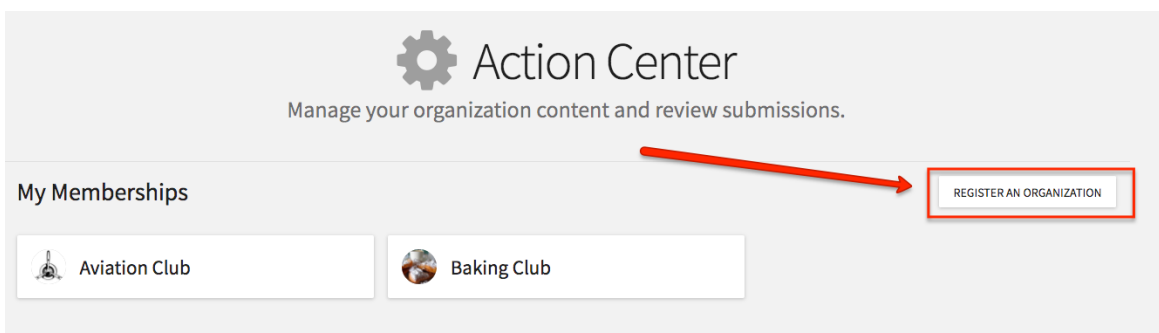
Click the name of an organization to navigate to the management section for that organization. If the organization is eligible for registration, you will see the following message (*continue on next page*).



Click "Re-Register this organization" to start the re-registration process.

View re-registration eligibility of all organizations

On your Action Center homepage, select the "Register an Organization" button on the right hand side.



On the next screen, you'll be shown a list of all the organizations on campus. Locate your organization by scrolling through using the "Next" button. If your organization is eligible for re-registration, you will see the blue "Re-Register" button to the right of the org. You may also see that an existing submission is already in progress for your organization.

Trouble Accessing the Re-registration

Keep in mind that *only individuals holding certain positions*, such as president, primary contact or faculty/staff advisor can access the re-registration process. If you are not assigned to one of these positions, it means you do not have the appropriate permissions. If you think you should be able to re-register your organization, please contact your page-manager (this includes the primary contact listed on your organization's page, the president or faculty staff advisor) or the Office of Student Organizations (mavengage@uta.edu).

Also, note that the system only allows for one re-registration submission to be pending or completed at a time. If an officer from your club has already submitted a re-registration update, then no one else will be able to access/submit re-registration unless the original submission is denied when reviewed by the Office of Student Organizations.

Review of your Re-registration

Upon submission your re-registration will be reviewed by the Office of Student Organizations. You will receive a system notification (along with an email if you have chosen to receive email notifications in your account settings) once your registration is approved or denied.