

Organization Re-Recognition 2019-2020 School Year

You can begin the re-recognition process on Monday, June 3rd.

Complete the Following Steps to Re-Recognize Your Organization:

1. Sign into your CrimsonConnect account at www.iup.edu/crimsonconnect
2. Go to your organization's page.
3. Click on "Manage Organization"
4. Click on the blue button "Re-registration"
5. Complete the following steps to finish the re-recognition process:
 - Click on *Roster* and then click on *Manage Roster*.
 - Enter your organization's officers and advisor's contact information for the organization's roster.
 - Remove from the roster those members who have graduated or are no longer members of the organization.
 - After clicking on the *Invite People Button*, invite new members to be listed on your roster.
 - If your constitution has changed since last year, upload the latest copy of your organization's Constitution.
 - Click on the *Manage Button*.
 - If you have not done so, indicate your organization's interests (limit 3 to 5).
 - Select your organization's category, if not already selected.
 - Upload a profile photo and cover photo for your organization.
6. **Your organization will need to complete these steps before September 3rd in order to be part of IUP Day. If you had previously attended a CrimsonConnect training session, you will need to complete these steps at the beginning of the school year in order to re-recognize your organization.**
7. **All organizations that do not complete the re-recognition process by September 30th will no longer appear on CrimsonConnect and you will not be able receive Recognized Student Organization benefits, such as reserving rooms in the HUB and across campus.**
8. **Steps on how to use Crimson Connect can be found at: www.iup.edu/Organizations/Crimson-Connect.**
9. You can register your organization for IUP Day through CrimsonConnect if you have not done so already. **Registration is due by September 4th. IUP Day is on September 6th.**

Please e-mail Kevin Foster at kfoster@iup.edu, Alex Fefolt at gxxw@iup.edu, or Emily Ostrowski at cfzy@iup.edu, if you have any questions regarding the re-recognition process.

Thank you,
Center for Multicultural Student Leadership and Engagement

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For those Presidents who **DID NOT Attend** CrimsonConnect Training

New presidents of existing student organizations must attend the training in order to complete the recognition process for the 2019-2020 school year.

Crimson Connect Trainings signups will be available on at the start of the academic year. A sign-up form with dates will be sent at the start of the academic year.

All will be held in the **Elkin Hall**. Please **register on link in Crimson Connect** or send questions to Kevin Foster at kfoster@iup.edu or Emily Ostrowski at Cfzy@iup.edu.

All organizations must have completed the registration process by September 30th or their organization will not be listed as recognized. Additionally, Those organizations which do not complete the registration process by September 30th will not be able to receive Recognized Student Organization benefits such as reserving rooms. Organizations looking to participate in IUP Day must be re-registered by Tuesday, September 3rd.

After you have attended training and registered your organization, please complete the form on CrimsonConnect to register your organization for IUP Day, which is being held on September 6th. IUP Day Registration must be completed on or before September 3rd.

Thank you,
Center for Multicultural Student Leadership and Engagement