

Online Student Club/Organization Registration Process using OrgSync

If you are the leader of multiple organizations, you must submit the forms one at a time, per club/organization.

Step 1: Login to OrgSync on this page using your My Fresno State login information

<http://tinyurl.com/casorgsync>

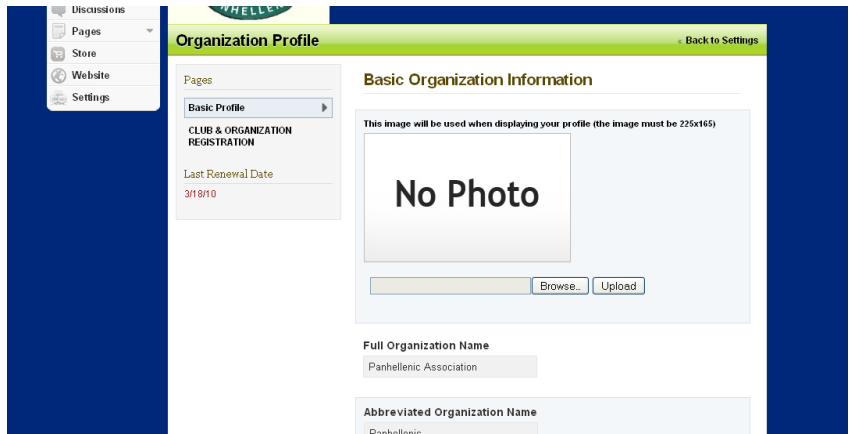
Your Portal Page

This page is your Portal. Here you will find info about all the clubs and organization you belong to.

Step 2: Click on your organization name in the left column to access your organization home

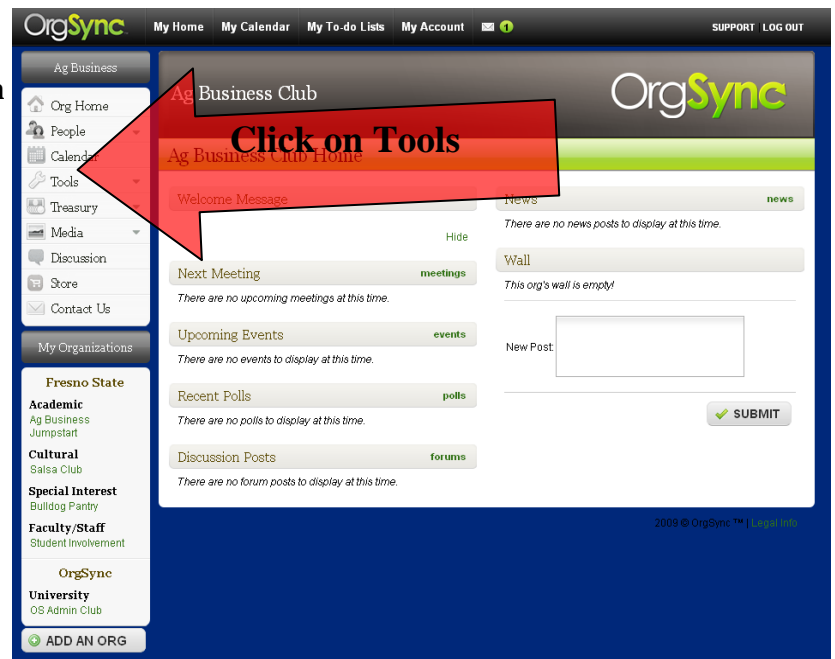
Step 3: Click on the [here](#) icon at the top of your organization's page where the community administrator requests you to update your organization's profile

Step 4: Update your organization's Basic Organization Information and Club & Organization Registration Information. Click Finish once completed

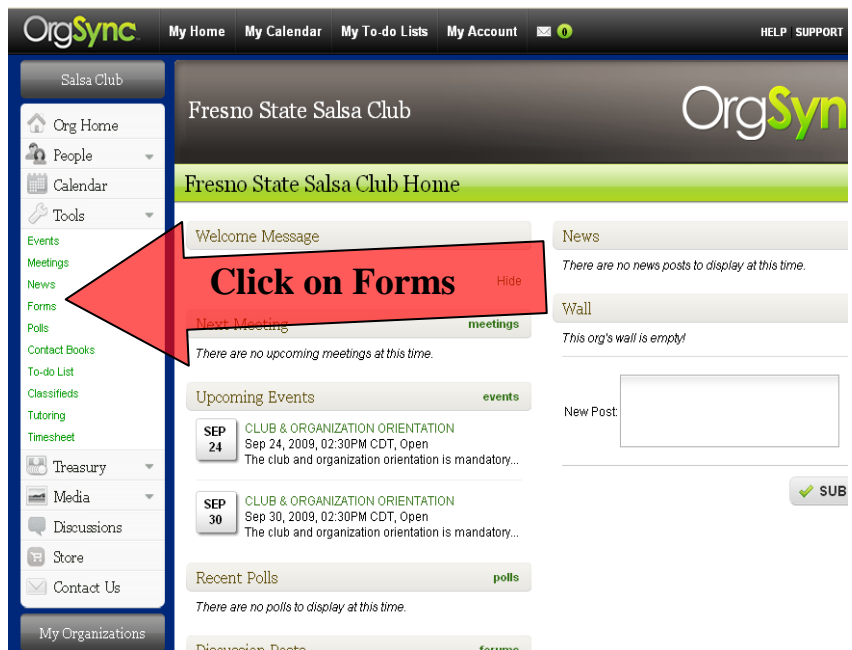


Once you have completed your Organization Profile Update & Club Registration Information complete the following steps:

Step 5: In the left column, click on the tools tab

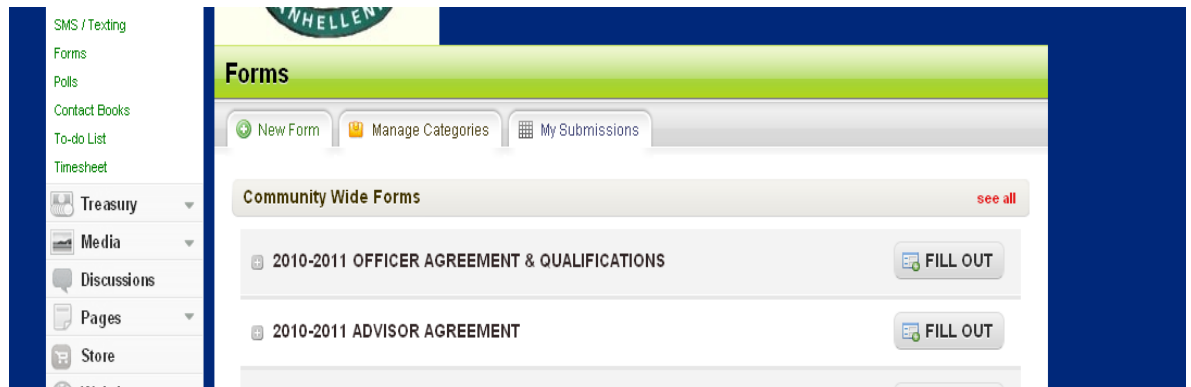


Step 6: When it opens click on forms



Now you should see 2 forms on this page:

1. Officer Agreement & Qualifications (to be completed by President, Vice President, and Treasurer in each of their own portal's)
2. Advisor Agreement (to be completed by campus faculty/staff advisor. If more than one advisor all must complete)



Your organization's profile update, club registration information, and all forms must be submitted by all required to complete registration/renewal for your student club/organization.

You will be notified via email when your registration is complete.