



Change of Officers:

1. Update your club's OrgSync profile and list the new officers. Only the site administrators can access the profile (if you need admin access, please call our office or have a current administrator in your organization make you an admin).
 - ❖ Click on Settings from the menu at the left, update the second page of the profile (scroll down to the bottom of the first page and click Next to go to second page).
2. Officer Agreement must be completed by the **new** officers (while logged in under their own accounts)

Click on Forms from the menu at the left and complete the Officer Agreement online

Change of Advisor(s):

1. Update your club's OrgSync profile and list the new advisor(s). Only the site administrators can access the profile (if you need admin access, please call our office or have a current administrator in your organization make you an admin).
 - ❖ Click on Settings from the menu at the left, update the second page of the profile (scroll down to the bottom of the first page and click Next to go to second page).
2. Advisor Agreement must be completed by the **new** advisor(s) (while logged in under their own accounts)

Click on Forms from the menu at the left and complete the Advisor Agreement online

If you have any questions or problems with this process, please call our office at 278-2741 or stop by USU, Room 306.