RE-REGISTRATION

Campuslife.upstate.edu





Select Your Organization

Choose Register and Organization

Only organizations where you are a member will appear on this screen

ouslabs.com	/engage/	/register
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UPSTATE Campus Life

HOME EVENTS ORGANIZATIONS NEWS FORMS

Register an Organization

Re-Register Existing

Q Find an organization to re-register

Accessible Upstate Available	RE-REGISTER
American Association of Neurological Surgeons Available	RE-REGISTER
American Medical Association Available	RE-REGISTER
American Medical Women's Association Available	RE-REGISTER
American Physician Scientists Association Available	RE-REGISTER
	NEXT >

Find Organization

Find the organization to re-register and click the button.

te.campuslabs.com/engage/submitter/organization/usg/register/step/2?SubmissionId=43094251



Select members to fill the Positions in your Organization.

View Organization Roster Requirements

At least 1 President

At least 1 Treasurer

At least 1 Advisor

Add New Members and Assign Positions

Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions	Add multiple Members in bulk
Position	* Email
Member	~
First Name	Last Name

()<

Add New Member

You will need Upstate Email, Legal first and last name, and choose their position

*This step can be skipped if new e-board member has already joined the organization – then proceed to next step HIGHLY RECOMMENDED!

Review Roster

Review, Remove, or Edit Position Assignments within your Roster.

RE	MOVE	Q			
	Email	First Name	Last Name	Positions	
	CORRIGST@UPSTATE.EDU	Stacie	Corrigan	Member Vice President	EDIT POSITION ASSIGNMENT
	huards@upstate.edu	Sharon	Huard	Member	EDIT POSITION ASSIGNMENT
	PARKSE@UPSTATE.EDU	Seong Hee	Park	Member Treasurer	EDIT POSITION ASSIGNMENT
	BRENNANI@UPSTATE.EDU	Nicholas	Brennan	Member President	EDIT POSITION ASSIGNMENT
	PATELAK@UPSTATE.EDU	Akshay	Patel	Member	EDIT POSITION ASSIGNMENT

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first | prev | next | last

Edit Position

Choose Edit Position Assignment and remove old officers

Add positions for new members

REMOVE positions of old members (can remain members)

Highly recommended for new eboard to be members of organization, then the position can be updated without adding

SUBMIT Registration

- Go to the final screen and submit your registration
- If there is an error or you do you do not have all of the information needed you can delete the submission and start again at another time.
- Once approved the new organization will be re-registered