

## New Organization Online Registration Guide

### Important Reminders

- Always use @k-state.edu when entering in K-State contacts, Do Not use @ksu.edu
- A constitution is required to complete online registration.
  - Constitution requirements can be found in the [Student Organization Policy, Chapter 8540, Section .040 Registration Requirements, #4](#)).
- The online registration form is only one part of the registration process.
  - At least one student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
  - Depending on your organization type (Departmental vs. Independent) additional forms may be required. The Center for Student Involvement will follow up with you after reviewing your initial submission.

## Access OrgCentral

KANSAS STATE UNIVERSITY

Search web, people, directories  
Browse A-Z Sign In

K-State home » Center for Student Involvement

### Center for Student Involvement

## Get Involved!

Center for Student Involvement

Get Involved View student organizations Register an organization Managing your organization

About  
News  
Student organization policy  
Student code of conduct  
Student Governing Association  
**OrgCentral**  
K-State 360  
Week of Welcome  
SafeRide  
Notary Public  
Frequently Asked Questions  
Contact Us

### Welcome to the Center for Student Involvement

The Center for Student Involvement inspires community through involvement.

CSI is the point of contact for all registered student organizations. The staff conducts the annual registration of more than 500 student organizations and administers OrgCentral, an online community and platform to help student organizations streamline processes and drive engagement, as well as provide trainings and workshops for student groups and the campus community.

#### General Information about Student Organizations

Student organizations provide opportunities for students to connect, engage, and get involved. The purpose of registering with the University is to be a recognized group so that your organization can reserve rooms on campus, apply for funding through Student Governing Association, utilize an OrgCentral portal, establish an email, and participate in CSI programs and workshops.

**K-STATE 360**  
OFFICIAL PARTNER  
**SIGN IN NOW**

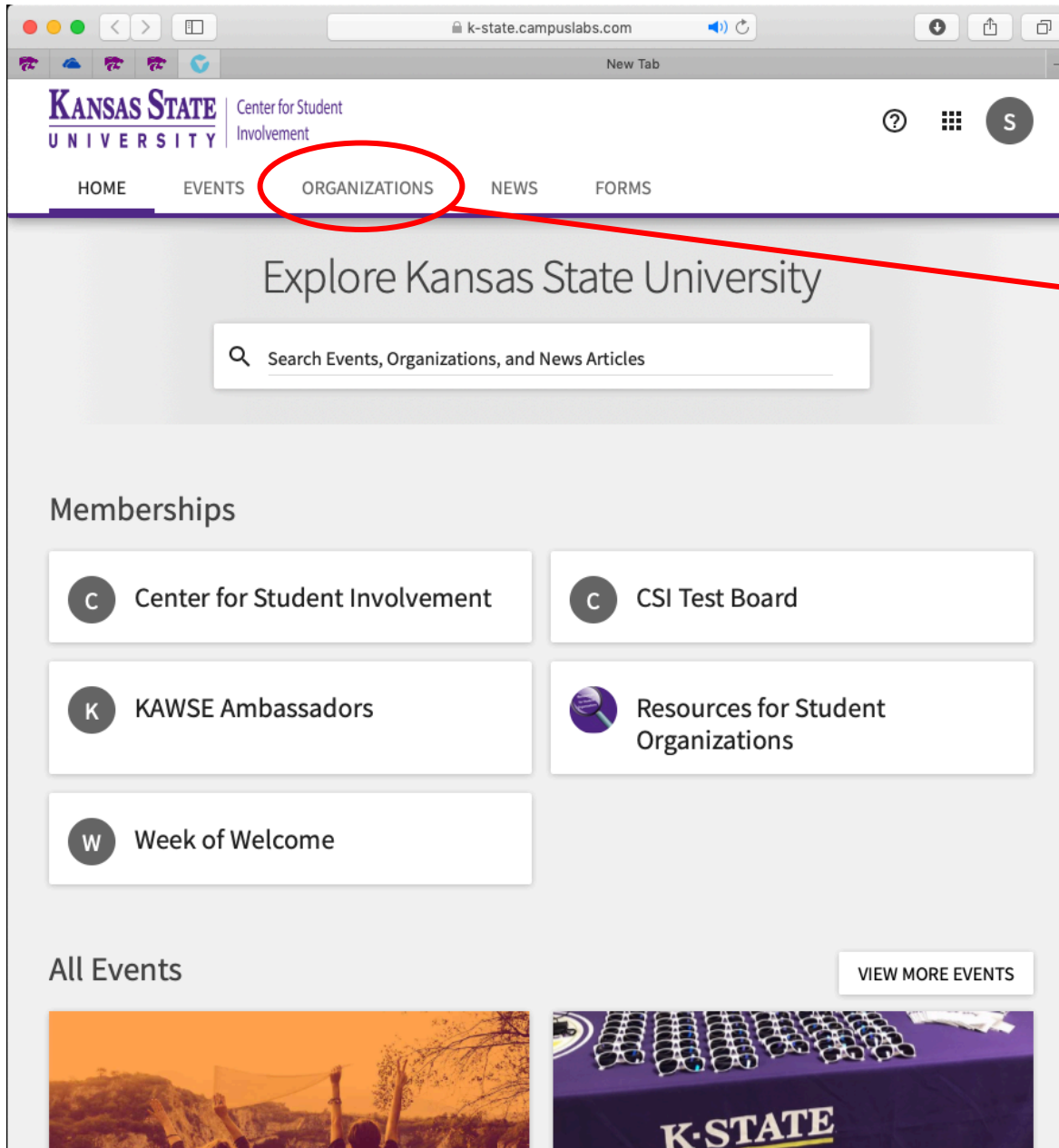
**ONE STOP**  
STUDENT GUIDE TO  
HELP AND RESOURCES

**DISCOVER**  
the K-State Family's

You can access OrgCentral by visiting the Center for Student Involvement website and selecting "OrgCentral" on the left menu, or visit and bookmark the web address: [k-state.campuslabs.com/engage](https://k-state.campuslabs.com/engage)

Log in with your K-State EID & password

Select "Organizations" Tab



Once you have logged in with your K-State EID & password, you will be taken to your home screen.

Select the "Organizations" tab.

## Double Check Your Organization's Name

KANSAS STATE UNIVERSITY | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

# Organizations

Search Organizations

Categories  
Select categories ▼

REGISTER AN ORGANIZATION

- 1/4 Scale Tractor Team**  
This organization is an academic competition team in the Department of Biological and Agricultural Engineering. The purpose of this team is to design, test, and build a 1/4th sized tractor. Members put to practice and develop skills used by...
- 1863 Barbell Club at Kansas State University**  
Club that is meant for all strength sports: powerlifting, strongman, weightlifting.
- A.Q. Miller School of Journalism and Mass Communications Ambassadors**  
A select group of outstanding journalism and mass communications students who represent the A.Q. Miller School and host events for JMC students, faculty, and alumni.
- Acacia Fraternity**  
"Together, Building Exceptional Lives..."Mission:"Acacia Fraternity will be a K-State campus leader in the development of men as an established brotherhood, dwelling in harmony.We will be guided by our values in the development of each...
- Academic Achievement Center Student Ambassadors**  
The AAC Student Ambassadors are a group of students that provide outreach, make connections, and represent the

## Register An Organization

The screenshot shows the website for the Kansas State University Center for Student Involvement. The navigation bar includes links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area is titled "Organizations" and features a search bar, a categories dropdown, and a list of organization cards. A red circle highlights the "REGISTER AN ORGANIZATION" button in the left sidebar. A red arrow points from this button to a yellow callout box containing the text: "After you've made sure your organization's name is available, select the 'Register An Organization' button."

**KANSAS STATE UNIVERSITY** | Center for Student Involvement


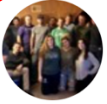



HOME EVENTS **ORGANIZATIONS** NEWS FORMS

### Organizations

Search Organizations

Categories  
Select categories ▼

**REGISTER AN ORGANIZATION**

- **1/4 Scale Tractor Team**  
This organization is an academic competition team in the Department of Biological and Agricultural Engineering. The purpose of this team is to design, test, and build a 1/4th sized tractor. Members put to practice and develop skills used by...
- **1863 Barbell Club at Kansas State University**  
Club that is meant for all strength sports: powerlifting, strongman, weightlifting.
- **A.Q. Miller School of Journalism and Mass Communications Ambassadors**  
A select group of outstanding journalism and mass communications students who represent the A.Q. Miller School and host events for JMC students, faculty, and alumni.
- **Acacia Fraternity**  
"Together, Building Exceptional Lives..."Mission:"Acacia Fraternity will be a K-State campus leader in the development of men as an established brotherhood, dwelling in harmony.We will be guided by our values in the development of each...
- **Academic Achievement Center Student Ambassadors**  
The AAC Student Ambassadors are a group of students that provide outreach, make connections, and represent the

Select "Register A New Organization"

The screenshot shows a web browser window with the URL `k-state.campuslabs.com`. The page title is "Register an Organization". Under the heading "Re-Register Existing", there is a search bar with the placeholder text "Find an organization to re-register". Below the search bar, a list of organizations is displayed:

Organization Name	Status	Action
1/4 Scale Tractor Team	Not Available	
1863 Barbell Club at Kansas State University	Available	RE-REGISTER
A.Q. Miller School of Journalism and Mass Communications Ambassadors	Not Available	
Acacia Fraternity	Available	RE-REGISTER
Academic Achievement Center Student Ambassadors	Not Available	

At the bottom of the list is a "NEXT >" button. Below the "Re-Register Existing" section is the "Register New" section, which contains a blue button labeled "REGISTER A NEW ORGANIZATION". A red oval highlights this button, and a red line connects it to a yellow callout box that says "Select the 'Register A New Organization' button.".

## Step 1 - Instructions

**KANSAS STATE UNIVERSITY** | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

*Form Fields Marked with an asterisk (\*) are required.*

# New Student Organization - Step 1 of 7

Please review the following instructions.

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

[NEXT](#)

This is the beginning of the new organization registration form.

Whoever completes this form for your organization will become the Primary Contact. This can be changed later.

You can leave this form and pick it back up at the same spot later on by looking at your Submissions through your personal account.

Click the circle with your first initial to access your personal account at any time. Additional instructions are included on pg. 21-22 of this document.

[Privacy](#) [Support](#) [Release Notes](#)

## Step 2 – General Information

Browser address bar: k-state.campuslabs.com

Navigation: HOME | EVENTS | ORGANIZATIONS | NEWS | FORMS

Center for Student Involvement

Form Fields Marked with an asterisk (\*) are required.

### New Student Organization - Step 2 of 7

Provide some basic information about your organization.

#### General Information

\*Official Organization Name Acronym/Nickname

\*Organization Description Summary

254 characters remaining

Organization Description

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Table, Table of Contents, Print, Full Screen

Step 2 allows you to input basic information about your organization, including the name, description, website, social media, email address, street address, phone number, and type.



## Step 2 – General Information CONTINUED

Website

\*Organization Web Site URL

<https://k-state.campuslabs.com/engage/organization/>

External Website

Social Media

Facebook Page URL	Twitter Username	YouTube Channel URL
Flickr Feed URL	Instagram Page URL	Google+ Page URL
LinkedIn Page URL	Pinterest Page URL	Tumblr Page URL
Vimeo Page URL		

Step 2 CONTINUED

## Step 2 – General Information CONTINUED

The screenshot shows a web browser window with the address bar displaying "k-state.campuslabs.com". The page title is "Organization Contact Information". The form contains the following fields:

- Email
- Street Address
- Street Address Line 2
- City
- State/Province
- ZIP/Postal Code
- Country
- Phone Number
- Extension
- Fax Number

A yellow callout box on the right side of the form contains the text "Step 2 CONTINUED".

## Step 2 – General Information CONTINUED

Country

Phone Number Extension

Fax Number

**Additional Information**

\* Type of Organization

☐ Departmental Student Organization

☐ Independent Student Organization

PREVIOUS NEXT

Step 2 CONTINUED

Here you will select your organization type. For more information on the different types, refer to the [student organization policy](#) (Chapter 8540).

Privacy Support Release Notes

© Campus Labs 2019

## Step 3 – Profile Picture

Navigation icons: back, forward, print

Address bar: k-state.campuslabs.com

Navigation icons: help, menu, user profile

Navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS

Form Fields Marked with an asterisk (\*) are required.

### New Student Organization - Step 3 of 7

---

#### Profile Picture

Current organization profile picture

Choose File no file selected

PREVIOUS NEXT

Privacy Support Release Notes

© Campus Labs 2019

Step 3 allows you to upload a profile picture for your organization.

## Step 4 – Upload a Current Constitution

Browser address bar: k-state.campuslabs.com

KANSAS STATE UNIVERSITY | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

Form Fields Marked with an asterisk (\*) are required.

### New Student Organization - Step 4 of 7

Select a file to upload as your organization's constitution/bylaws.

\* Upload Constitution/Bylaws  
Choose File no file selected

PREVIOUS NEXT

Privacy Support Release Notes

© Campus Labs 2019

Step 6 is where you will be required to upload a constitution.

Constitution requirements can be found in the [student organization policy](#) (Chapter 8540, .040 Registration Requirements, #4)

## Step 5 – Add Members

k-state.campuslabs.com

**KANSAS STATE UNIVERSITY** | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

Form Fields Marked with an asterisk (\*) are required.

### New Student Organization - Step 5 of 7

Select members to fill the Positions in your Organization.

At least 1 President ☐

**Add individual Members or Positions** **Add multiple Members in bulk**

Position:  \* Email:

First Name:  Last Name:

**ADD**

Step 5 allows you to add/manage memberships for your organization.

You must use @k-state.edu when adding K-State contacts.  
DO NOT use @ksu.edu

Registered student organizations are required to have at least 5 members and must designate at least one member as President.

## Step 5 – Add Members CONTINUED

**KANSAS STATE UNIVERSITY** | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

*Form Fields Marked with an asterisk (\*) are required.*

### New Student Organization - Step 5 of 7

Select members to fill the Positions in your Organization.

**At least 1 President** ☐

**Add individual Members or Positions** **Add multiple Members in bulk**

All members may be added in bulk by separating email addresses with a comma, semicolon or line return.

Email Addresses

**ADD**

**Step 5 CONTINUED**

You may also add members in bulk via email address.

Only use @k-state.edu for K-State contacts.  
DO NOT use @ksu.edu

## Step 5 – Add Members CONTINUED

CSI Test Board - Kansas State University

Kansas State University - Roster

Q

REMOVE

	Email	First Name	Last Name	Positions	
<input type="checkbox"/>	christadellisola@k-state.edu	Christa	Dell'Isola	Member	<div>EDIT POSITION</div>
<input type="checkbox"/>	hallieloschen@k-state.edu	Hallie	Loschen	Member Departmental Advisor	<div>EDIT POSITION</div>
<input type="checkbox"/>	sjheiman@k-state.edu	Sara	Heiman	Member President	<div>EDIT POSITION</div>

Showing 1 - 3 of 3

Roster Requirements

Does your Organization Roster meet all Position requirements?

At least 1 President

✓

PREVIOUS

NEXT

### Step 5 CONTINUED

You can review/manage your membership list and positions on this page as well.

Only use @k-state.edu for K-State contacts.  
DO NOT use @ksu.edu



## Step 6 – Select Categories

Browser address bar: k-state.campuslabs.com

KANSAS STATE UNIVERSITY | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

Form Fields Marked with an asterisk (\*) are required.

### New Student Organization - Step 6 of 7

Select the categories that your organization belongs in.

#### Available Categories

- Academic
- Academic Competition Team
- Community Service
- Fraternity / Sorority
- General University
- Honorary
- Multicultural
- Religious

#### Assigned Categories

PREVIOUS NEXT

Step 6 allows you to designate the appropriate categories that apply to your organization.

Selecting the appropriate categories for your organization can be a useful recruitment tool as this is a common feature used to browse and search for organizations.

## Step 7 – Select Interests

k-state.campuslabs.com

**KANSAS STATE UNIVERSITY** | Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

Form Fields Marked with an asterisk (\*) are required.

### New Student Organization - Step 7 of 7

Select interests that represent your organization.

#### Select Interests

- Academic
- Art
- Culture
- Faith & Religion
- General
- Ideology & Politics
- Media

#### Rank Interests

- 1 Pre-Professional
- 2 Research

PREVIOUS NEXT

Privacy Support Release Notes

© Campus Labs 2019

Step 7 allows you to select interests that represent your organization.

Selecting the applicable interests for your organization can be a useful recruitment tool as this is a common feature used to browse and search for organizations.

## Review Your Submission

← BACK TO SUBMISSIONS

# Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

**In Progress**

test

1. [Instructions](#) *(optional)*
2. [Organization Profile](#)
3. [Organization Profile Picture](#) *(optional)*
4. [Upload Constitution - Bylaws](#)
5. [Organization Roster](#)
6. [Organization Categories](#) *(optional)*
7. [Organization Interests](#) *(optional)*

After you complete Step 7, you will be taken to a screen to review your submission. From here you can go back to specific steps, as well as print a copy of your submission.

Once you click the submit button, you will not be able to delete this submission. It will be sent to Center for Student Involvement staff to review and approve or deny. Please allow up to 2 business days for staff to process your submission.

## The Next Step

### **What's Next?**

Center for Student Involvement staff will review and approve/deny submissions. Please allow up to 2 business days for staff to process your submission.

### **Additional Registration Requirements for New Student Organizations**

- At least one student member from your organization must attend an in-person registration session provided by the Center for Student Involvement.
- Depending on your organization type (Departmental vs. Independent) additional forms may be required. The Center for Student Involvement will follow up with you after reviewing your initial submission.

### **Check Your Registration Status**

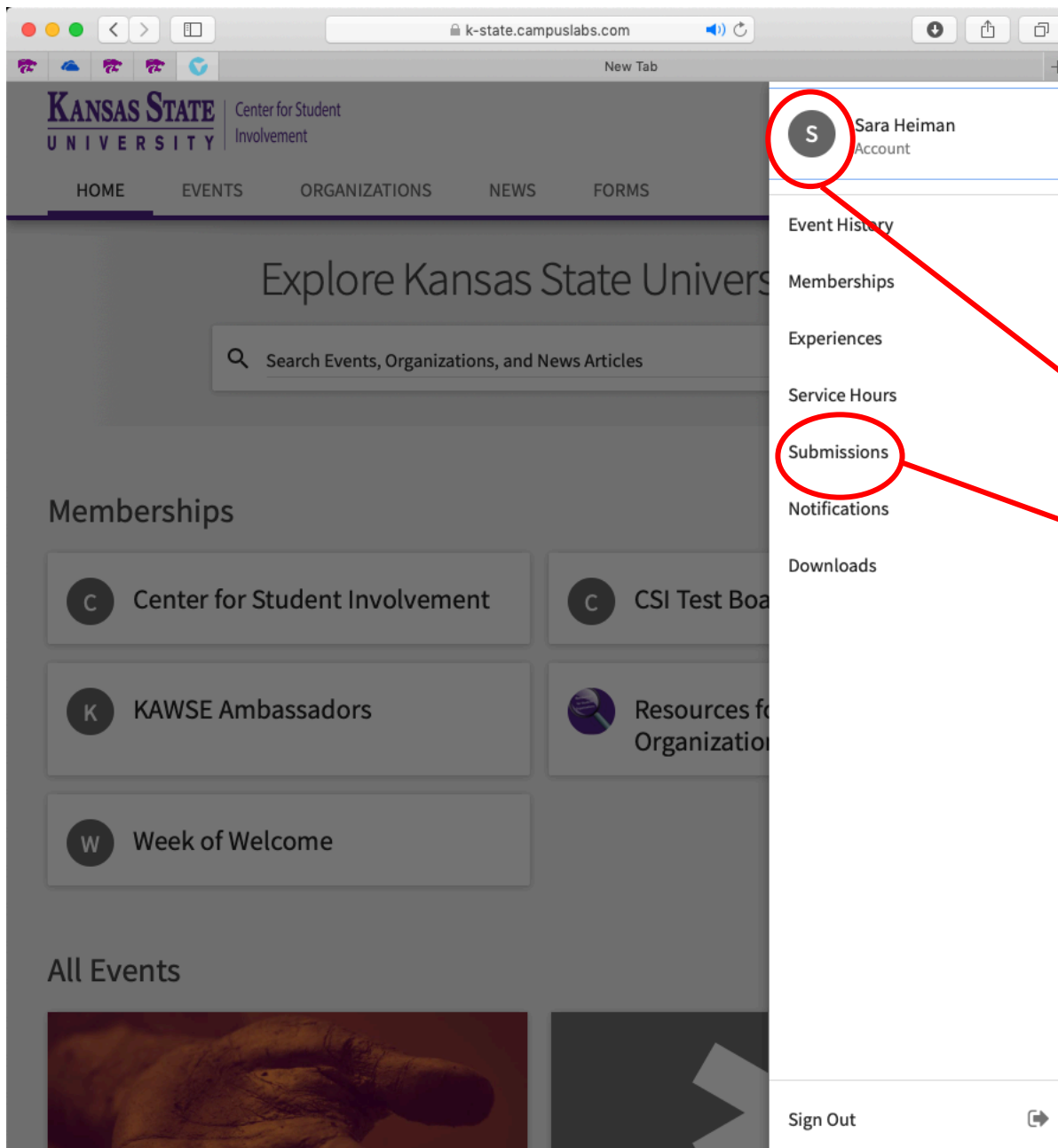
Visit the [Center for Student Involvement website](#) to check your organization's registration status in our shared database. Please allow up to 2 business days for the database to be updated.

### **Questions**

Visit the [Center for Student Involvement website](#) for more information.

Center for Student Involvement  
114 K-State Student Union  
[Studentinvolvement@k-state.edu](mailto:Studentinvolvement@k-state.edu)  
(785) 532-6541  
[www.k-state.edu/studentinvolvement](http://www.k-state.edu/studentinvolvement)

## How to Access Your Submissions



Whether you wish to pick back up where you left off on a partially completed form, or review the information you have submitted, you can access/review your submissions via your personal account.

Click the circle with your first initial to access your personal account at any time.

Select "Submissions" to access your submission history.

## How to Access Your Submissions

**KANSAS STATE UNIVERSITY** Center for Student Involvement

HOME EVENTS ORGANIZATIONS NEWS FORMS

### My Submissions

FORMS ELECTIONS **ORGANIZATION REGISTRATIONS** EVENTS

Filter by Status: All

Name	Status	Status Date	Date Completed	Action
CSI Test	Denied	7/30/2019 10:42 AM	7/30/2019 10:40 AM	<a href="#">View</a> <a href="#">Print</a>
CSI Test Board	Denied	7/30/2019 10:05 AM	7/30/2019 10:03 AM	<a href="#">View</a> <a href="#">Print</a>

Showing 1 - 2 of 2

Privacy Support Release Notes Marketing Kit © Campus Labs 2019

Select the "Organization Registrations" Tab to view any of your personal in-progress or submitted registrations forms.