How to Renew Your Club’s Registration

1. Someone currently listed as an officer for the club should sign in to their OrgSync account.
   Note: If you do not have any officers listed available, contact Megan at mkrone2@depaul.edu and send her an updated list of officers. She will respond when that is complete and you can then complete the renewal process.

2. Go to your organization’s homepage.

3. If you have not yet renewed your registration, there will be a big orange text box at the top that says, “Your attention is needed!” Click “Update Now.”

4. Review each section, take the test, and press submit.
   Note: You are encouraged to find an adviser who has a specific interest in your club. However, if you don’t have any full-time faculty or staff interested, you can use the Assistant Director of Club Sports, Megan Krone, as your adviser. She is in the Department of Campus Recreation and her e-mail is mkrone2@depaul.edu.

5. If you would like a more detailed explanation, please use this link to access a video: https://orgsync.com/29891/videos/31605 (It says 2015-2016, but it is still current information.)

6. Both your adviser and an administrator (OSI or Megan) will review and approve renewal requests.

7. You need to submit a renewal request to be eligible to request a table for the Involvement Fair.

8. Your President and Treasurer will need to attend OrgConnect at the start of fall quarter.

Contact the Assistant Director of Club Sports, Megan Krone, at mkrone2@depaul.edu if you have any questions. You can also contact Megan to set up an appointment and she will go through your renewal process with you.