Re-registration Instructions
Spring 2021

All these steps must be completed by May 31st

1. Download a copy of your constitution and/or bylaws from your Engage page. You will need these later in the submission process. These can be found on your organization’s page in Engage.
   a. If your organization has been contacted about updating your name, please follow the steps outlined by our office before you start the re-registration process
   b. You can contact dsl-leadandserve@uiowa.edu with any questions regarding this
2. Navigate to the Home page of Engage. Make sure you are signed in before moving forward! Click on “Organizations” which should lead you to a page where you can select “Register an Organization” – click on this button
3. Under “Re-Register Existing,” search for the organization you wish to re-register
4. Once you have found your organization, please click the “Re-register” button on the side
   a. Note: You can also reach this re-registration form for your organization by going to your portal and navigating to the “Manage Organization” button. When you go to this screen, there should be a re-registration button for your organization.
5. Complete the necessary steps for re-registration as outlined on the form and make sure you click submit
   a. Important: please make sure your roster is updated as much as possible! Ensure that you are not including old members and that all leadership positions are accurate
   b. You will need to add your governing documents as the last step of this section. If you made any changes, you will have an opportunity to describe what changes were made on this form.
6. Once submitted, our staff will begin reviewing your submission. You will be notified if your submission is approved or denied. If your submission is denied, you will receive reasoning as to why.

Note: There are screenshots displaying these steps starting on the next page!
Explore University of Iowa

Managing Your Organization
Need help managing your organization? Check out the Leadership, Service & Civic Engagement website for resources student organization leaders.

Memberships

Organizations

Search Organizations

Branches
Select branches

Categories
Select categories

REGISTER AN ORGANIZATION
Register an Organization

Re-Register Existing

Search for organization

TEST 1
Available

Re-Register

RSO - Re-registration - Step 1 of 5

Provide some basic information about your organization.

General Information

*Official Organization Name
TEST 1

Acronym/Nickname

*Organization Description Summary
test

250 characters remaining