

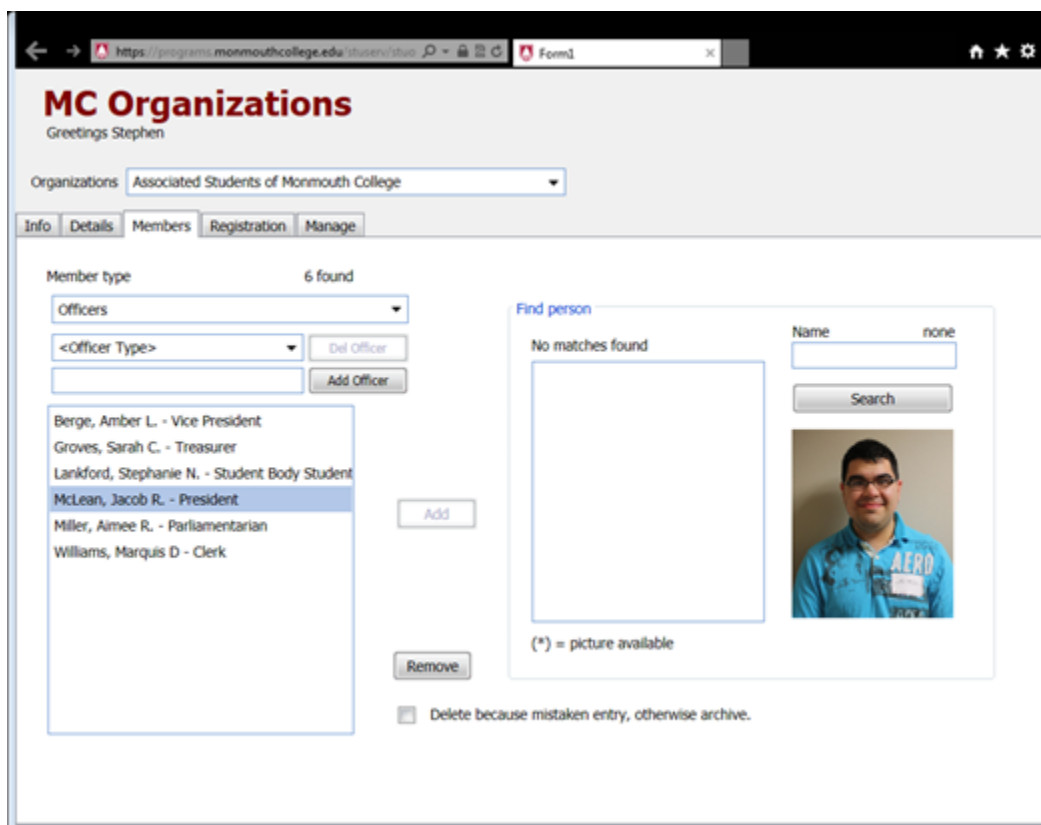
1. Select your organization:

The screenshot shows a web browser window with the address bar containing "https://programs.monmouthc...". The page title is "MC Organizations" and it greets the user as "Stephen". The form has two tabs: "Info" and "Details", with "Details" currently selected. A dropdown menu labeled "Organizations" is open, displaying a list of organization names: "<Select an Organization>", "ASAP (Programming Board)", "Alpha Lambda Delta", "Alpha Tau Omega", "Alpha Xi Delta", "American Chemical Society", "Anime Club", and "Assoc for Computing Machinery". Below the dropdown, there is a "Web page" text input field and a "Status" dropdown menu with the option "<Select Organization Type>".

2. Select the "Details" Tab and include any meeting information, contact information, or any other additional details you wish to share.

The screenshot shows a web browser window with the URL <https://programs.monmouthc...> and a tab titled "Form1". The page header displays "MC Organizations" in a large, bold, red font, with "Greetings Stephen" underneath. Below the header is a dropdown menu labeled "Organizations" with "Associated Students of Monmouth College" selected. A navigation bar contains five tabs: "Info", "Details", "Members", "Registration", and "Manage". The "Details" tab is currently active. Underneath the tabs, there is a section titled "Detail Type" with a dropdown menu. The dropdown menu is open, showing four options: "<Select Detail Type>", "Meeting Information", "Contact Information", and "Organization Details". The "Meeting Information" option is highlighted with a blue background. Below the dropdown menu is a large, empty rectangular text area for entering details.

3. Select the "Members" Tab and select Officers, Members, and Advisors.
  - a. Select "Officers" in the dropdown under "Membership Type" and add your officers.
  - b. Select "Members" from the drop down and choose your members. All officers should also appear in the member section. So yes, they will be in the database twice.
  - c. Select "Advisors" from the drop-down and chose your advisors.



*Note that when searching for members, you will want to enter the last name before the first name with a comma. For example, to search Billy Bernard, you would want to type in the search box "Bernard, William"*

4. Click the "Registration" Tab.

The screenshot shows a web browser window with the URL <https://monmouthcollege.edu>. The page title is "MC Organizations" and it greets the user as "Greetings Stephen". A dropdown menu shows "Organizations: Associated Students of Monmouth College". Below this are tabs for "Info", "Details", "Members", "Registration", and "Manage", with "Registration" being the active tab.

The registration form contains the following elements:

- A red warning box: "Not registered for this year".
- A checkbox: "I understand the agreement" with a "Register" button next to it.
- Fields for "Advisor: Sargent, Thomas A.", "Members: 6", and "Officers: 6".
- A "Constitutions" dropdown menu set to "2013FA" and an "Open Constitution" button.
- A file input field with a "1. Browse" button.
- A "2. Upload" button.
- Instructions: "First use the Browse button to find your file then select the Upload button."

On the left side of the form, there is a scrollable area with the following text:

As an officer/contact person of the Associated Students of Monmouth College organization and by my signature on this form, I attest to the following

- This organization understands that it must re-register with the Office of Student Involvement at the beginning of each academic year, and must submit any changes in its officers and/or advisors as they occur throughout the year;
- This organization has attached their current or revised constitution to this form;
- This organization has updated

5. Upload your organization's constitution:

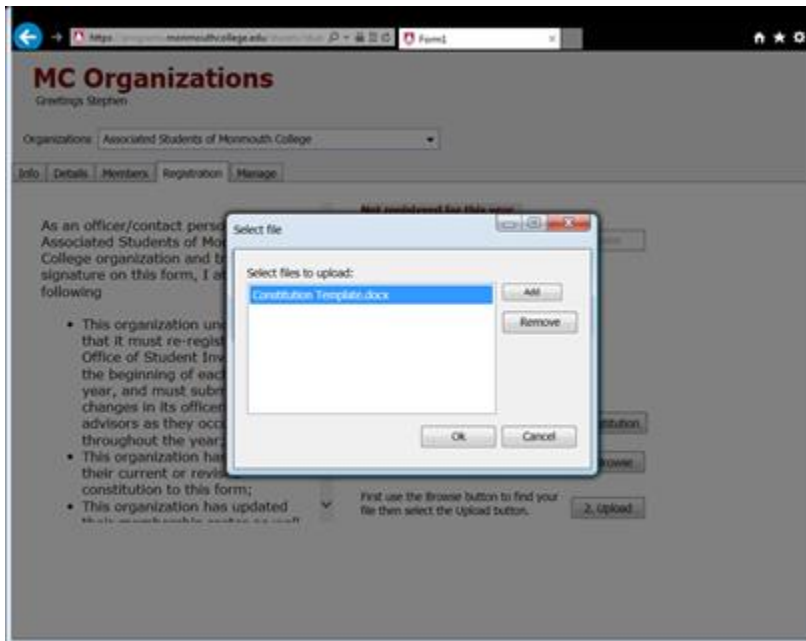
Click "1. Browse"

Click "Add"

Select the file.

Click "OK."

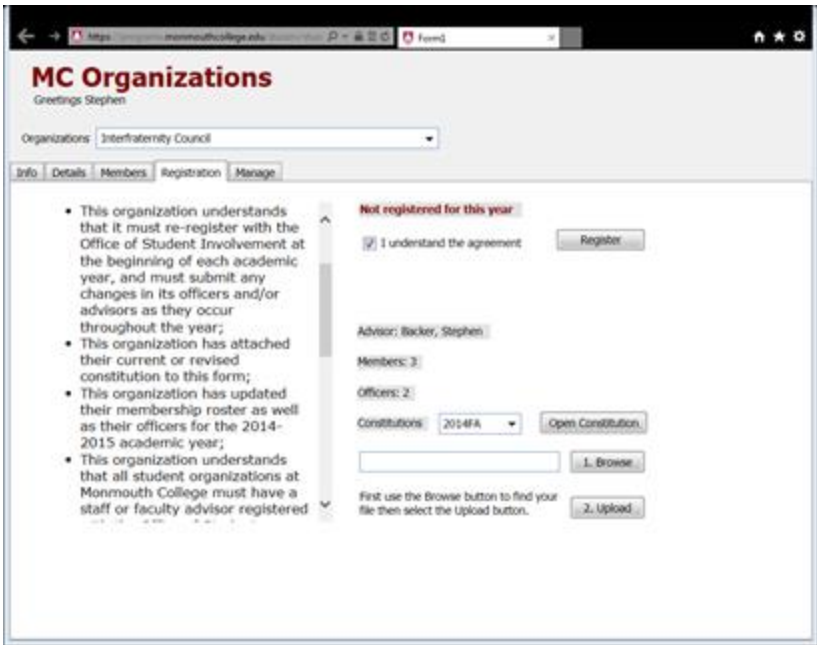
Click "2. Upload."



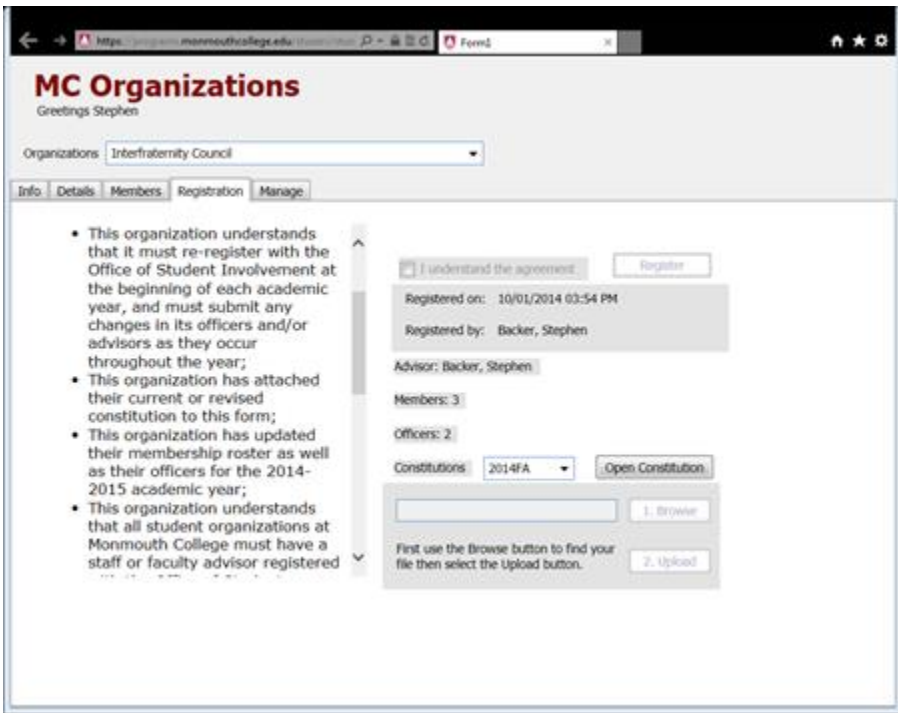
*Note: if your organization has registered in the past and uploaded the constitution, you should be able to open the constitution from the database by following the commands.*

6. Confirm that you understand the agreement.

7. Select Register.



8. You should then receive a message saying that your organization is registered.



If you are having difficulties, make sure you are using Internet Explorer and try using a college computer. (There are computers for your use in Hewes Library or the Center for Science and Business). As always,

you are welcome to contact the Office of Student Involvement at [engage@monmouthcollege.edu](mailto:engage@monmouthcollege.edu) or stop by our office in the lower level of the Stockdale Center with any questions you may have.