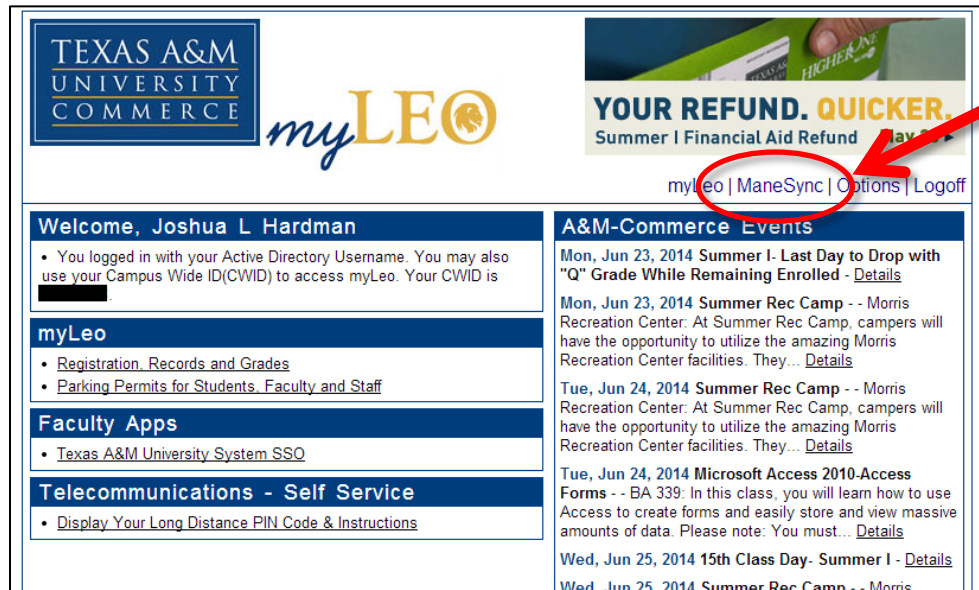
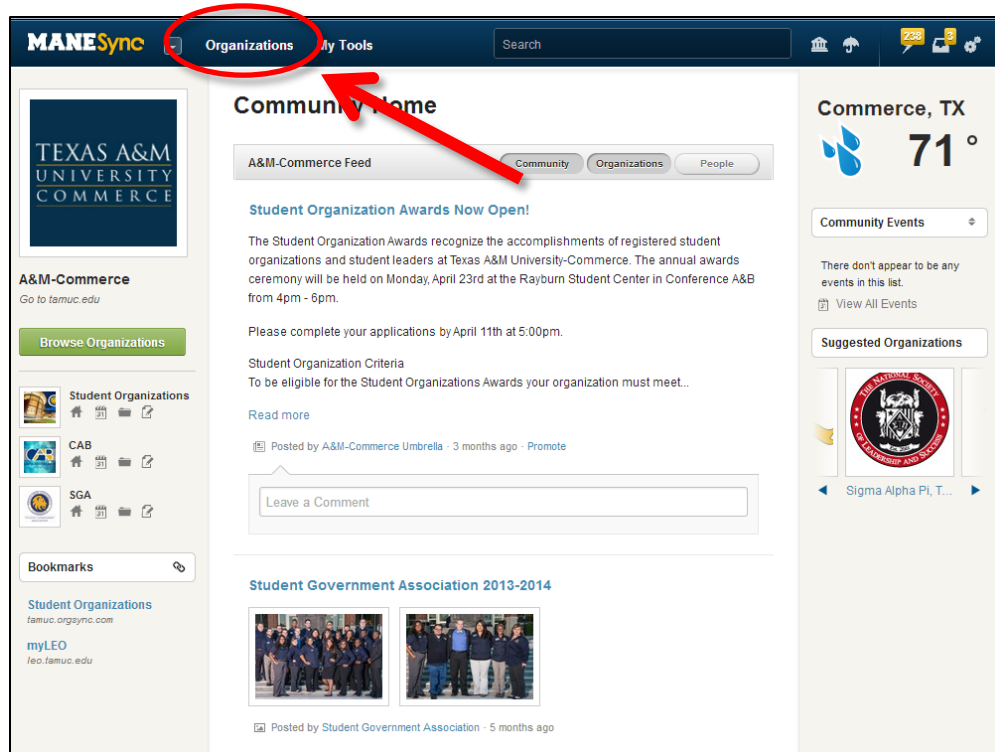


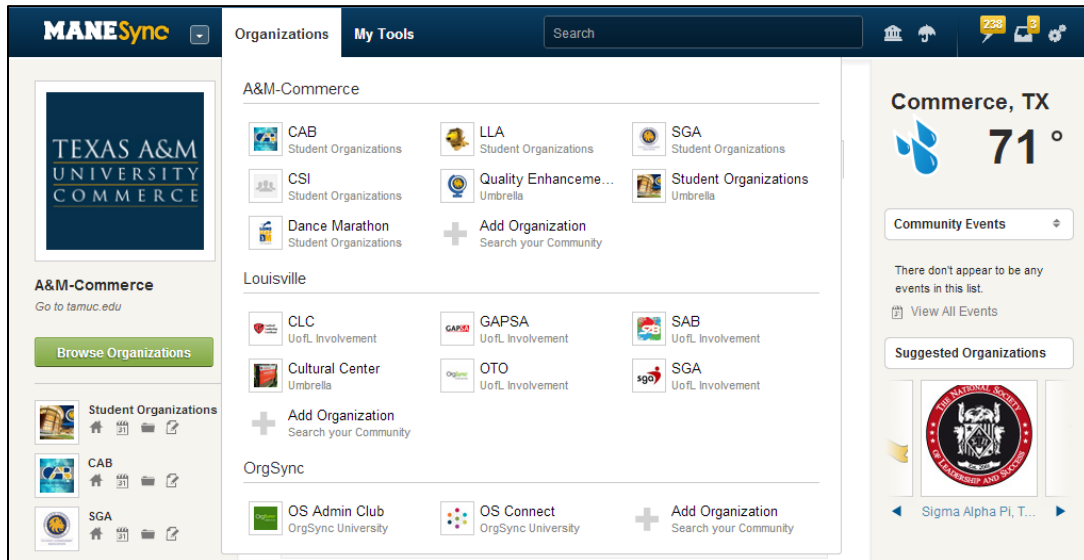
This guide will walk you through the steps for updating your organization profile on ManeSync. The first step is to log into our ManeSync community.

1. Log into MyLeo.
2. Click on the "ManeSync" link in the top right of the page

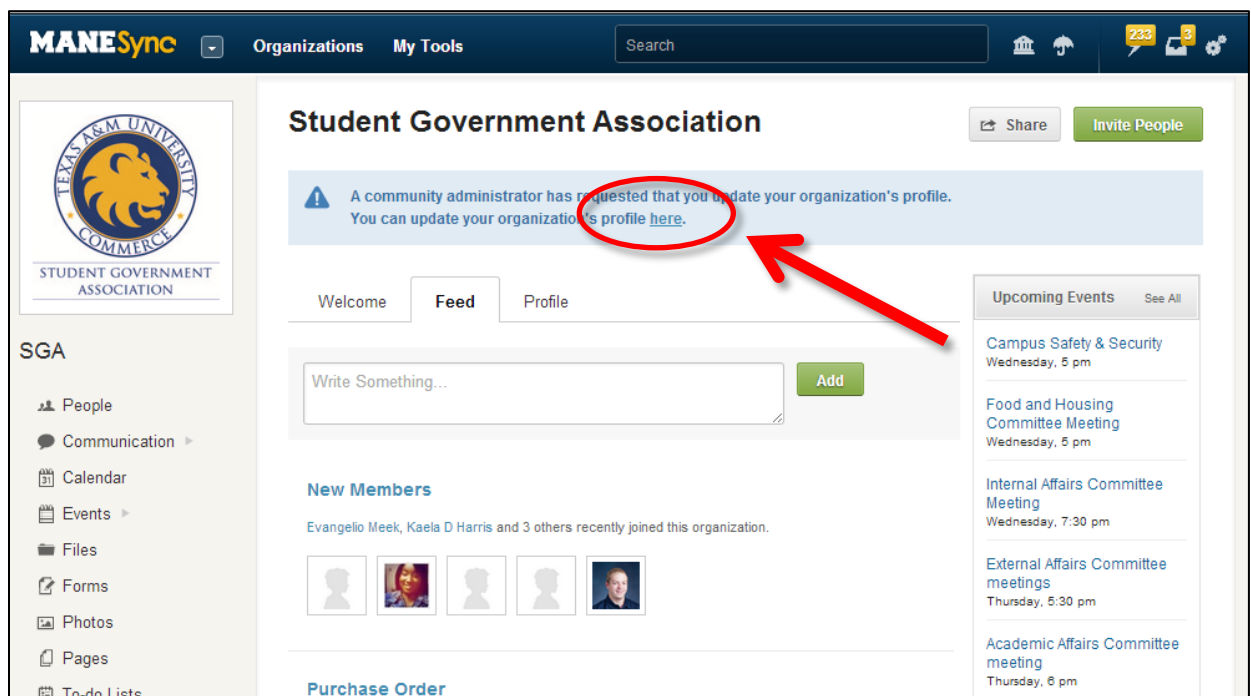


3. If you have never logged into ManeSync before, you will be asked to complete some profile information. Please fill out the required information and continue.
4. Next you will be taken to the community home. From here you can look through all of the organizations you are a part of by hovering over the "Organizations" button at the top of the page.





5. Click your organization to continue. If your organization is not listed or nothing drops down when you hover, you will need to be added to the organization before you can continue. Please contact Joshua.Hardman@tamuc.edu for help.
6. Next you will see the home page for your organization. If you are an administrator of the portal you will see a blue bar at the top with a message about updating your organization profile. If you do not see this blue bar, you may not be an administrator for your group. Please contact Joshua.Hardman@tamuc.edu for help.
7. Click "here" at the end of the message in blue to begin the update process.



8. Now you will see a form for "Basic Organization Information." Please make sure this information is correct before proceeding. You will be reviewing several pages like this so make sure that you make any necessary changes. Click "Next" to continue.

MANESync Organizations My Tools Search

Organization Settings Set Time Zone

Profile Permissions Dashboard Join Options Welcome Message Custom Footer

Basic Organization Information Profile Picture

Full Organization Name *
Student Government Association

Abbreviated Organization Name *
SGA

Category *
Governing Associations

Description
Welcome to Student Government Association, an organization made for the students, by the students to be their voice here on campus. In order to hear your comments and concerns, promote projects for the benefit of the students, and serve the University community of Texas A&M University-Commerce.
We meet every Wednesday at 6 pm.

Keywords
Keywords are used when searching for organizations. The more keywords the more likely your organization will be found. Separate each keyword by a comma. Examples: golf, athletics, intramural sports
SGA, Leadership, Student Government Association, TAMU-C, Students, Lions, Leos, Senators, President, Vice-President, Campus Body, Committees

Website
http://web.tamuc.edu/SGA

Upload
You can use .JPG, .GIF or .PNG format (10MB size limit)
Recommended size: 150x150

Next

9. The next page will provide a link to the "Student Organization Handbook." It is recommended that you review this document if you have never done so before. Click "Next" to continue.

Thank you for starting the registration/renewal process!

This form will collect the information we need to approve your organization registration or renewal. If you have questions about the registration process or what it means to be an official student organization at Texas A&M University-Commerce, please contact Josh Hardman at joshua.hardman@tamuc.edu. Below is a link to a document that outlines all policies and procedures for student organizations. Please look over it before continuing this registration.

[Student Organization Handbook](#)

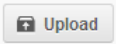
Previous **Save & Finish Later** **Next**

10. The next few pages will ask you about your organization, advisor, and officers. Please make sure everything is as accurate as possible. If you have not elected officers yet for the new year, please put information for the current officers.
11. The last page of information will include spots to upload relevant documents. Though you may not need to update your organization EIN or constitution, you must upload a newly updated roster of current members to complete the re-registration process. Please use the Roster Template located at the link provided.

Please attach a digital confirmation of your organization's non-profit Employer Identification Number *

*Attach your EIN confirmation here. It may be a .pdf or an image file. Contact Josh at joshua.hardman@ta... for assistance.

The maximum size of a file upload is 20MB.

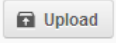
 Upload

[TAX EXEMPT FORM.pdf](#) 

Please upload a list of the names and CWIDs of your prospective members. At least SIX members are required to register an organization. Please use the roster template located at <https://orgsync.com/24085/files/575358/download>.

Upload Organization Roster *

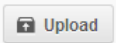
The maximum size of a file upload is 20MB.

 Upload

[SGA members 2014-2015.xlsx](#) [remove](#)

Please attach a copy of your proposed constitution. (8MB max) *

The maximum size of a file upload is 20MB.

 Upload

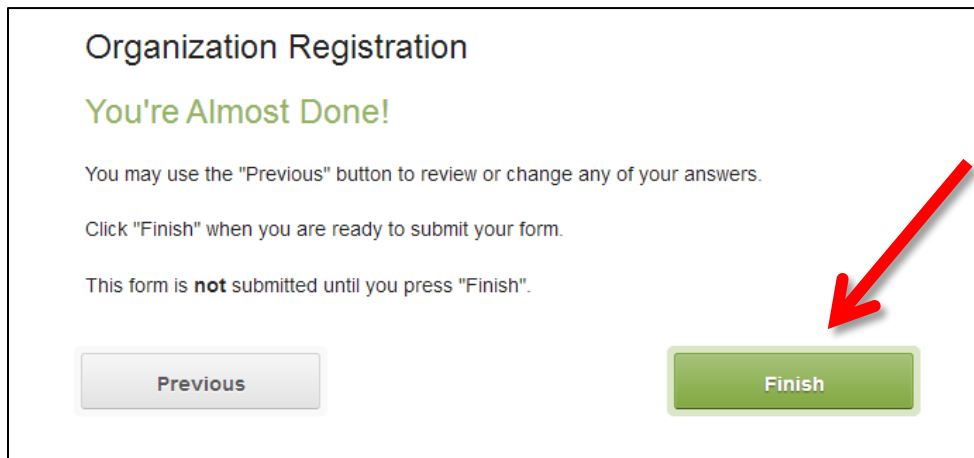
[SGAConstitution.pdf](#) 

[Previous](#) [Save & Finish Later](#) [Next](#)

Awesome club members.xlsx - Microsoft Excel

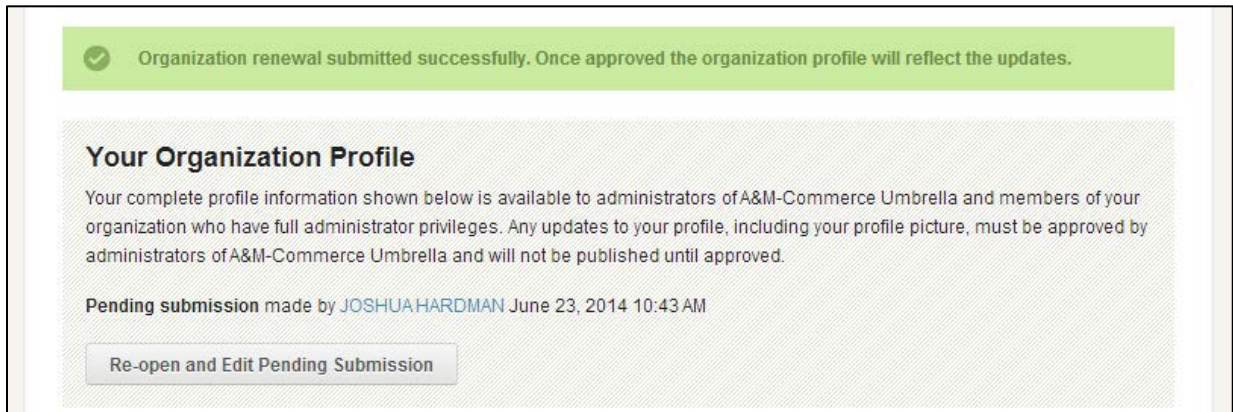
Member	CWID	Registered Student Organization Roster
Albert Einstein	50000001	The Awesome Club Use this roster to enter your current active members and their CWIDs. Remember, all registered student organizations must have at least 6 members to be active. Please save this file with your organization name and upload with your updated registration on ManeSync.
Maya Angelou	50020000	
James Joyce	50100000	
Marie Curie	50100021	
Gabriel Garcia Marquez	50050000	
Isaac Asmov	50101010	
Octavia Butler	50100012	

12. After you have completed all forms and uploaded your roster, you will see a final message letting you know that you are almost done. Please click "Finish" to submit your registration information.



The screenshot shows a web interface titled "Organization Registration" with the sub-header "You're Almost Done!". Below the header, there are three lines of text: "You may use the 'Previous' button to review or change any of your answers.", "Click 'Finish' when you are ready to submit your form.", and "This form is **not** submitted until you press 'Finish'.". At the bottom, there are two buttons: a grey "Previous" button on the left and a green "Finish" button on the right. A large red arrow points from the top right towards the "Finish" button.

13. After completion you will see a message saying that your renewal was completed. The form will be reviewed by A&M-Commerce staff. Please note that your changes will not take effect until the submission is approved. You may re-open the form at any time to update any incorrect or incomplete information.



The screenshot shows a confirmation message at the top: "Organization renewal submitted successfully. Once approved the organization profile will reflect the updates." Below this, there is a section titled "Your Organization Profile" with a paragraph of text explaining that the profile information is available to administrators and that updates must be approved. Below the text, it says "Pending submission made by JOSHUA.HARDMAN June 23, 2014 10:43 AM". At the bottom of this section, there is a button labeled "Re-open and Edit Pending Submission".

**Thank you for re-registering your student organization at
Texas A&M University-Commerce!**

Please direct any questions about this process to Joshua.Hardman@tamuc.edu.