

Student Club Manager Instructions for Advisors

OBTAIN USERNAME FROM OFFICE FOR STUDENT ORGANIZATION DEVELOPMENT

To view your student organization's Club Manager account, you must first obtain an **Advisor Username**. Please contact Office for Student Organization Development if you have not already done so (John Butt – jbutt@vcu.edu, or Office for Student Organization Development front desk, studentorgs@vcu.edu 828-3648.) An example of the code looks like this: vcuadv000 (the initial **password** is also the username – you may change it – see *Tools* in the Documentation Folder for more details.)

REVIEWING YOUR STUDENT ORGANIZATION'S CLUB APPLICATION

To **REVIEW** your club's application for the Academic year:

- Go to www.usca.vcu.edu/studentorgs and click on the second link listed under **Student Organization Officers**, titled "Manage your organization online with our Club Manager"
- Click on "Advisor" and enter your **username and password** (see above)
- Click on the folder titled **Registration** and then **Review Club Application**.
- Review the club's application and click on **Submit as Reviewed**.
- **Advisors can only "Review Club Application" through the Advisor Login. Students are responsible for "Renewing Club Application" (which is also known as "Registering") on the "Club" account side.**

ADDITIONAL INFORMATION

Once you have finished the Club Application review process, you can have a look around!

Go to the **Maintenance** folder to **Preview the Website**.

This is what students will see when they are interested in your organization from the online Student Organization Directory. <https://secureapp.netclubmgr.com/ICS/CM/V2/Student/Index.aspx?UID=vcuniv&MainMenuLink=http%3a%2f%2fvcu.netclubmgr.com%2fDefault.aspx>

To learn more about Club Manager's functions, check out the manual in the "**Tools**" folder by clicking on "**Documentation**."