

Club Manager Instructions – Registration Application

LOGIN TO CLUB MANAGER

Go to: www.usca.vcu.edu/studentorgs Look for the following sub-heading:

Student Organization Officers

The following resources are available to all student organization leaders:

- [View your organization online with our Student Organization Directory.](#)
- [Manage your organization online with our Club Manager.](#)
- [Student Organization Handbook](#)
- [Student Organizations Program Calendar](#)

Click on “Manage your organization online with our Club Manager” link.

The Club Manager main page will appear. In the center of the page, you will see the following and you need to Click on “**Club**”

Menu

[Student Website](#)

[Club](#)

[Entity](#)

[Advisor](#)

You will need to enter your **Username and Password** at the next screen. A student **example** looks like this: **vcu0000** and: **vcuadv000** for Advisors. The organization president will need to obtain this from the Office for Student Organization Development by either calling 828-3648 or emailing us: studentorgs@vcu.edu, or whittierce@vcu.edu. Your initial password* will also be this Username.

CHANGE YOUR PASSWORD

To change the password, click on the “**Maintenance**” folder and click “**Change Password**”

** password can be no more than 9 characters total.*

CLUB MANAGER MAIN PAGE

The following folder names appear on the left hand side of the page:

Club

Membership, Modify Website, News and Events, Maintenance, Form Management, Registration, Funding Management, Tools, Reports

Log Off

REGISTERING YOUR MEMBERS

- Click on the **Membership** folder on the left of the MESSAGE BOARD.
- A drop down menu of items will appear. Click on “Member List.”

Club Member			
Total 3	8/8/2007 9:01:55 AM		
Status			
	Name	School Phone	Member Since
Edit	Butt, John		
Edit	Hudgins, Barbara		
Edit	Ward, Beth		
1			
Total 3			

- Click on “New” at the bottom of this box.
- **Information in following text fields (in the boxes below) are REQUIRED for the President, Vice President, Treasurer.**

Club Member Detail	
Member Information	
VCU E-mail Address (example@vcu.edu)	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Middle Name	<input type="text"/>
Email	<input type="text"/>
	<input type="text"/>
Date of Birth	<input type="text"/>
	<input type="text"/>
Current Information	
Classification	<input type="text"/>
Status	Active Inactive
School Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Address1	<input type="text"/>
Address2	<input type="text"/>

City	
State	
Zip	

A minimum of 5 students is required for registration approval.

Click SAVE after each entry. Your information will appear once you click **SAVE**. If you need to make changes once you are finished, simply click **EDIT** next to the name. Don't forget to **SAVE** once you make the changes.

ENTER YOUR ADVISOR CONTACT INFORMATION

Click on **Advisor Info** on the left side of the screen, under the **Membership** folder heading. Add your Advisor's information and click **SAVE**. (Optional)

ASSIGN YOUR OFFICERS

- Click on **Officer List** under the **Membership** folder heading.
- A list of **Officer Titles** appears. (the example below includes a portion of them)

Officer List			
Total 21			10/17/2007 8:25:19 AM
	Title	Last	First
Edit	President	Unassigned	
Edit	Vice President	Unassigned	
Edit	Treasurer	Unassigned	
Edit	Secretary	Unassigned	
Edit	Risk Management Chair	Unassigned	
Edit	New Member Educator	Unassigned	
Edit	Recruitment/Membership Chair	Unassigned	
Edit	Scholarship Chair	Unassigned	

- To the left side of each title, there is an "**Edit**" link. Click on "**Edit**" next to "President." *A President is required.* A box will appear on the right side titled "Edit Officer." (See below)

Edit Officer	
Title:	President
Member:	
From Date:	
To Date:	

- Click on the **Member** drop down box and select the person from the list that is the organization's Officer. Click **SAVE**. Repeat for the remaining officers – **VP and Treasurer are REQUIRED**.

REGISTERING AND RENEWING YOUR CLUB APPLICATION FOR APPROVAL

Now you are ready to renew your club's application for the academic year. Formerly, we have called this process "Student Organization Re-registration."

Click on the folder titled "**Registration**" and then on "**Renew Club Application**."

You will need to include the following in order to be considered for **APPROVAL**:

- Your organization **purpose statement** – please be specific and use proper grammar!
- The **Advisor contact information**. This field is **required**; please enter John Butt, jbutt@vcu.edu if your organization does not have an advisor.
- Verification of current officers and acceptance of the Terms and Conditions of the University Policy on Student Organization registration.

ADDITIONAL INFORMATION

There are many other useful tools on Club Manager for your organization's benefit. To learn more and/or to receive additional help learning the basics, make sure you attend **OFFICER TRAINING** (see calendar for dates) or by attending the Fall Leadership Conference (if applicable). To learn more about Club Manager's functions, check out the manual in the "**Tools**" folder by clicking on "**Documentation**."

Student Club Manager Instructions for Advisors

OBTAIN USERNAME FROM THE OFFICE OF STUDENT ORGANIZATION DEVELOPMENT

To view your student organization's Club Manager account, you must first obtain an **Advisor Username**. Please email either John Butt, jbutt@vcu.edu or the Office for Student Organization Development front desk, studentorgs@vcu.edu or call 828-3648. An example of the code looks like this: vcuadv000 (the **password** is also this code– you may change it after the initial login – see *Club Manager Instructions* for more details.)

The **ADVISOR USERNAME** is needed to access Club Manager. For instructions, please review the *Club Manager Instructions* document provided by the Office for Student Organization Development.

REVIEWING YOUR STUDENT ORGANIZATION'S CLUB APPLICATION

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

- Click on the folder titled **Registration** and then **Review Club Application**.
- Review the club's application and if there are no changes needed, you will click on **Submit as Reviewed**.

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. www.usca.vcu.edu/studentorgs

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