

# **Redbird Life**

*Involvement Starts Here*

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## **How to Register Your Student Organization on the Redbird Life Portal**

### **Before You Register:**

The following information is required to register your organization:

- A President, their ilstu.edu email address
- A Treasurer, their ilstu.edu email address
- Three (3) additional members, their respective ilstu.edu email addresses
- Illinois State faculty/staff advisor contact information (including ilstu.edu email address)
- Electronic copy of your constitution with ratification date within the last two years

The following are not required, but are highly recommended:

- Organization email
- Organization web address
- Organization social media addresses
- Profile picture for organization

### **Logging on to Redbird Life**

- Log on to <https://redbirdlife.illinoisstate.edu/>
- Select the sign in button in the upper right corner
- Select the “Organizations” tab on the top menu bar
- Select “Register an Organization” on the left
- Select the blue “Register a New Organization” button

### **Step 1**

#### **Read the directions thoroughly**

- If at any point you need to exit the registration portal, your progress will be automatically saved.
- You can access your uncompleted submission by selecting the “Submissions” link in the directions. To continue the submission, select the eye icon in the “Action” column on the right. You can then select which step you wish to return to.

#### Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it in from your [Submissions](#).

Complete this process to register a student organization with RedbirdLife.

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## Step 2

### RSO Policy Agreement

- Read the policies carefully.
- Enter the official name of your organization in the appropriate field.
- Check the box once you've read and understand the policies your organization must abide by.

## Step 3

### Enter Basic Info

#### Organization Description Summary

- This is a short description that will appear in the organization directory and will be viewable to potential members. This description is also viewable to the public.


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### Organizations


Search Organizations

Categories  
Select categories

REGISTER AN ORGANIZATION

**A Hockey Club**

We love hockey!! This is the Summary Description, it should give a broad overview to anyone looking at your organization. This is viewable by the general public.


**Career Center**

The Career Center strives to provide students and alumni with career services and resources that enhance their career development and readiness, while providing them with opportunities to connect with employers seeking Redbirds as...

#### Organization Description

- This is a longer description of the organization that will appear on the organization's page. This is a great place to state your organization's values, ideals, mission, or just what it's all about.
- This description is also viewable to the public.

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## Hockey Club

Member Since February 2019

**We play hockey every weekend. We love hockey!**

**This is the longer description.** It should give a more in-depth description of what your organization does. This is viewable only by ISU students.

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## Organization Web Site URL

- Enter the name or acronym of your organization in the “Organization Web Site URL” field. This will determine your Redbird Life URL.  
Example: Association of Latin American Students could use the acronym ALAS for their “Organization Web Site URL” to make the URL shorter.
- This address can become your organization’s official Redbird Life website, when the full URL is typed in the address bar of a browser. It will automatically direct to your organization’s page in the Redbird Life platform.
- If your organization already has a website, you can also enter that URL in the “External Website” field.

\*Organization Web Site URL

hockeyclub

<https://redbirdlife.illinoisstate.edu/organization/hockeyclub>

## Organization Contact Information

- This section is optional.
- The info entered in this section will appear on your organization’s page and is viewable by the public.
- Do not enter any personal information such as address or personal phone number.
- If you have an email that is specific to recruiting new members or answering questions, it may be appropriate to enter it in the “Email” field.

## Step 4

### Organization Categories

- Select all of the categories in the left box that best describe your organization.
- This will be how students interested in joining RSOs filter through organizations to find one that best fits their interests.

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## Organizations

Categories

Sports ✕

RESET FILTERS

REGISTER AN ORGANIZATION



**Hockey Club**  
We love hockey!!

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## Step 5

### Roster

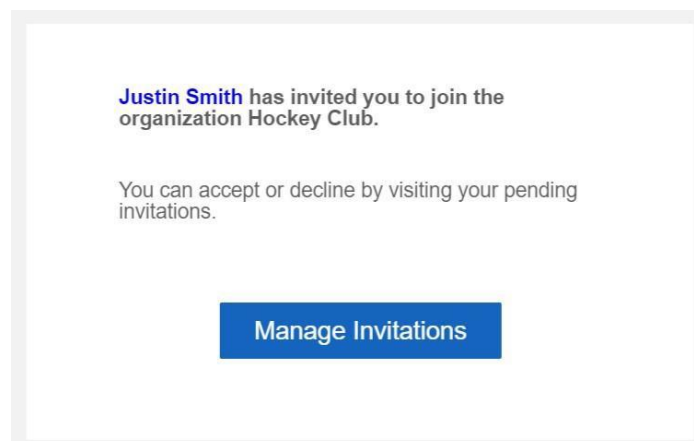
#### Adding Officers

To successfully register your organization, you must add at least one President, at least one Treasurer, at least one Advisor, and three additional members or officers to the roster.

- Open the pull down menu in the 'Position' field and select the officer title you wish to add to your roster.
- It is highly recommended that you input all of your organization's officers.
  - Your organization may have additional officers outside of the position titles available, in this case please enter them with the closest applicable title. There is also an "Additional Officer" position you can include. You can rename the positions at a later time once the RSO is approved in the Redbird Life system.
- Enter the ilstu.edu email of the officer along with their first and last name in the respective fields. Do not use a non-ISU email; do not use the @IllinoisState.edu suffix.

#### Adding additional members

- All members of the organization should be added to your roster. This can be done by utilizing the "add multiple members in bulk" tab.
  - If members are entered correctly, their names should appear in blue under the "Review Roster" heading.
- Once all university emails have been inputted, all members will receive an email prompting them to log into the system and accept their membership invitation. Your organization roster will not show members until they do so.



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## **Step 6**

### **Constitution Checklist**

- Review your organization's constitution to ensure it has all of the required attributes listed on the checklist. Check the boxes to confirm that your constitution contains all of the required items.
- If your organization does not have a valid constitution, click the blue "sample constitution template" link. This will reroute you to the Dean of Students website which will give you more information about how to create your constitution and a template.

## **Step 7**

### **Constitution**

#### Uploading Constitution/Bylaws

- If you cannot locate your RSO's constitution, but your RSO has previously been registered, please contact the Student Activities & Involvement office to assist you with locating the files.

## **Step 8**

### **Profile Picture**

- Uploading a profile picture for your organization is optional, but highly recommended.
- Pictures should be a maximum of 1MB in size and can be a .jpg or .png.
- The Dean of Students office reserves the right to remove content.

## **Step 9**

### **RSO and Funding Orientation**

- Review and download the RSO and Funding Orientation PowerPoints.
- You are agreeing to have received them on behalf of your RSO and will share them with your RSO advisor and executive board.

## **Step 10**

### **Redbird Life Profile Basics**

- Review this section to learn more about how to manage your RSO's profile and information.
- Learn how to take advantage of Redbird Life's additional RSO tools and features.

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## **Step 11**

### **Watch for confirmation email**

- First, you will receive a confirmation email that your RSO registration was submitted.
- Within five business days, you will receive an email notifying you whether your registration was approved or denied.

### Approved

- Read through your approval email to complete any additional requirements.
- In order to maintain an approved status, the RSO advisor must accept their invitation to the organization in Redbird Life.
- Your organization is now able to start utilizing the different RSO tools and functions within Redbird Life.

### Denied

- Read through your denial email for specific updates you will need to make in order for your RSO registration to be approved.
- Update your current submission you have on file and resubmit the registration.
- You will then begin again at the beginning of **Step 9** in the directions.