Table of Contents – RSO Re-Registration

Contact Student Activities at StudentOrgs@IllinoisState.edu with any questions or concerns.

Hello RSO Leader,

This how-to guide will assist you with your annual RSO Re-Registration on Redbird Life. Utilize this how-to guide as a step-by-step resource for completing your Re-Registration accurately and efficiently.
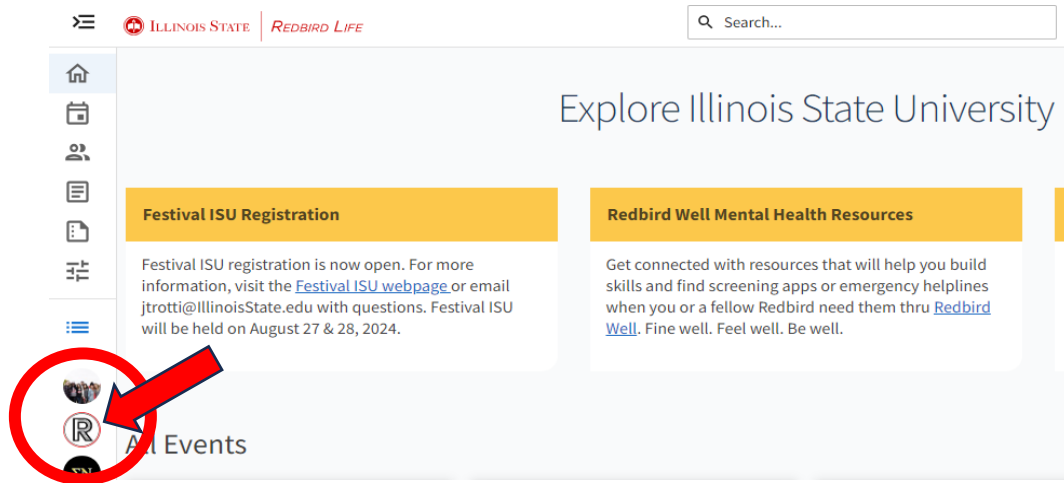
RSO Re-Registration

A How-To Guide

Preparing to Re-Register your RSO

1. Collect the information you need to have ready to upload to Redbird Life.
    a. Name and ISU email for:
        i. President
        ii. Treasurer
        iii. RSO Advisor
        iv. Three (3) additional ISU student members

2. Review your RSO Constitution
    a. Ensure your RSO Constitution has everything your RSO is required to have and the items your RSO wants to include to govern and guide your organization's operations effectively.
        i. RSO Constitution Requirements

3. Review and update RSO General Information
    a. Update and review the description, email address, and social media handles listed on your RSO's Redbird Life home page. These details are public and allow new students to learn about your RSO.

4. RSO Profile Picture
    a. If you need to update your RSO's Redbird Life profile picture, review the University Names and Logos Standards before making any adjustments to your logo.

5. Review the RSO Policies
    a. All RSOs must follow the RSO Policies, the Code of Student Conduct, University Policies, and Federal, State, and local laws.

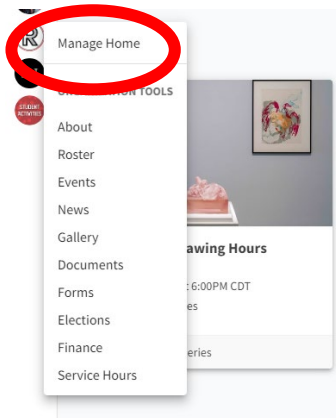(Continue on for a guided re-registration)

Contact Student Activities at StudentOrgs@IllinoisState.edu with any questions or concerns.
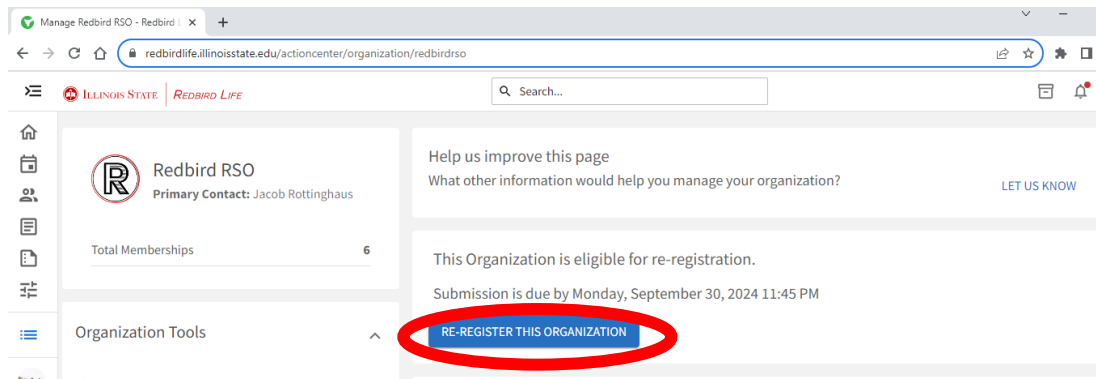
Redbird Life – Re-Registration

1. Go to [Redbird Life](#)
    a. Log in using your Illinois State University credentials.

2. Choose your RSO from the left navigation menu.

3. Select your RSO's profile image, then choose "Manage Home" from the options menu.

4. Choose "Re-Register this Organization" to access your RSO's re-registration process.

Contact Student Activities at StudentOrgs@IllinoisState.edu with any questions or concerns.

5. Review the Registration Instructions
   a. Note: at any time, you can access your saved, submitted, and reviewed submissions on Redbird Life by going to your Submissions on Redbird Life.

6. Choose "Next" in the lower right corner of the screen.

NEXT

7. Read the ENTIRE RSO Policy Agreement section of the re-registration.
   a. As the RSO Leader completing this re-registration, you must know the RSO Policies and share those with your members as needed.

8. RSO Policies Agreement
   a. Enter the name of your RSO EXACTLY as it is listed on Redbird Life
      i. This will serve as your digital signature or agreement.

* Enter the official name of your Registered Student Organization (RSO) in the box below. This will serve as your organization's electronic signature agreeing to the RSO Policies.

9. Select the check boxes listed at the bottom of the RSO Policy Agreement once you agree to the statements.

10. Choose the "Next" button in the lower left corner of the screen.

NEXT
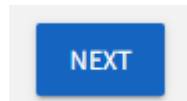
11. Update the "General Information" section on your RSO's Redbird Life page
    a. Provide any additional information, corrections, or points of pride in your Organization Description. This information will be displayed on your home page.
    b. Update social media handles for your RSO.
       i. These can allow new students to connect with your RSO and see your organization's great work and mission as they get involved.

12. Update "Organization Contact Information"
    a. Add your general RSO email address or campus address (if you have one)
       i. **NOTE**: Adding personal addresses or phone numbers is not recommended, as these details will be displayed on your public Redbird Life page.

13. Choose the "Next" button in the lower-left corner of the screen.

14. Roster Updates and Maintenance
    a. All RSOs must provide the names and ISU email addresses (@ilstu.edu) for a President, Treasurer, RSO Advisor, and three (3) additional ISU student members.
    b. You should also add any additional members you have at this time.

View Organization Roster Requirements
Fulfill your Organization's Roster Requirements

At least 1 Treasurer

At least 1 President

At least 1 RSO Advisor

Add New Members and Assign Positions
Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions   **Add multiple Members in bulk**

Position
| Member | ∨ |

* Email

First Name

Last Name

ADD

    c. Remove any past members, officers, or advisors from the roster by selecting the check box next to the email addresses of those who are no longer members, then choosing to remove them.

Review Roster
Review, Remove, or Edit Position Assignments within your Roster.

REMOVE

	Email	First Name	Last Name	Positions	
☐				Member	EDIT POSITION ASSIGNMENT
☐				Member President	EDIT POSITION ASSIGNMENT
☐	jtrotti@ilstu.edu	Jacob	Rottinghaus	Member President	EDIT POSITION ASSIGNMENT

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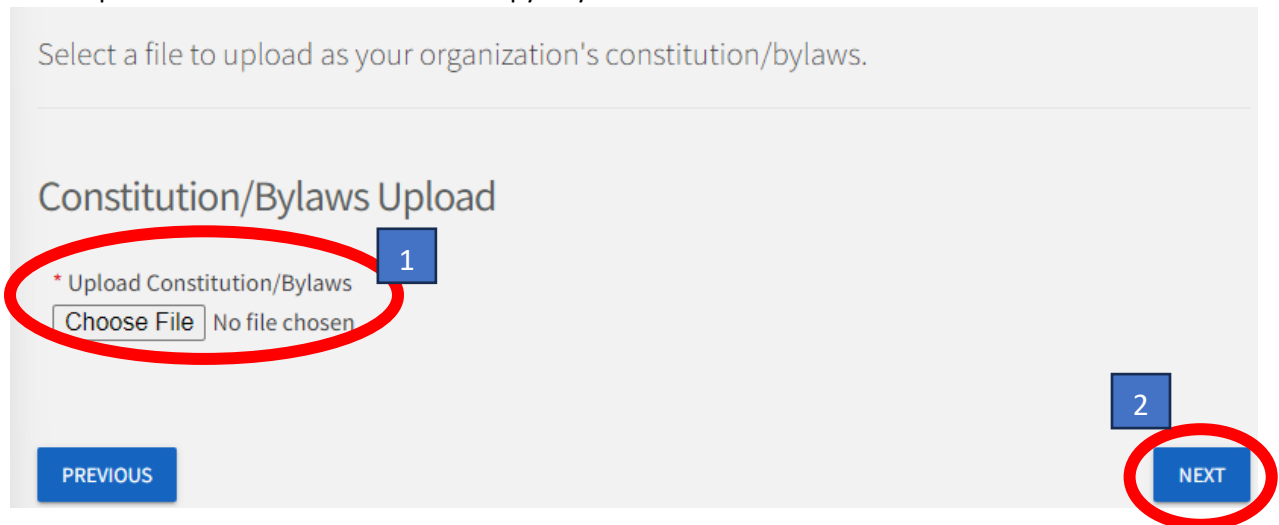
15. RSO Constitution Check List
    a. The information within this section of the re-registration is REQUIRED to have within your RSO's constitution.
        i. Review the RSO Sample Constitutions for assistance.
            1. Sample RSO Constitution – Independent RSO
            2. Sample RSO Constitution – Sponsored RSO

16. Check each check box after reviewing your RSO constitution for the required statements.

17. Choose the "Next" button in the lower-right corner of the screen to move forward.

18. Upload a Word Document or PDF copy of your RSO Constitution

Select a file to upload as your organization's constitution/bylaws.

Constitution/Bylaws Upload

* Upload Constitution/Bylaws
Choose File | No file chosen

PREVIOUS   NEXT

19. RSO Orientation
    a. In this section, review the information and resources provided.
    b. If you are the RSO President, Treasurer, or Advisor, also RSVP to an Orientation Session

20. Redbird Life Profile Basics
    a. In this section, you can review the basics of Redbird Life
        i. Creating an event, updating your roster, taking attendance in Redbird Life, and more. Utilize the RSO Resources link to find additional resources.
21. Choose the "Next" button in the lower-right corner of the screen
22. Review your Submission
    a. This is your last opportunity to make changes before submitting, review your answers to the prompts and your roster, and double-check that the correct file has been uploaded to the "Upload Constitution – Bylaws" section of the re-registration.
23. Select "Submit"
    a. This will submit your RSO Re-Registration to the Dean of Students Office
    b. Allow for fourteen (14) business days for the staff to review your submission.

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<u>Next Steps</u>

After submitting your RSO Re-Registration, the staff may take up to fourteen (14) business days to review your submission. Submissions may not be reviewed before August 1, 2024. When reviewing the submission, the staff looks for accurate information, completed roster updates, and constitution compliance with RSO Policy.

1. Notification after reviewing.
    a. You (the submitter) will receive a status update email from Redbird Life letting you know if the submission was approved or denied.
        i. If denied, you will receive feedback from the staff about what should be fixed to be approved for this academic year.
2. Accessing submissions
    a. Need to make a change? You don't need to start a new submission. You can access your previous submission and make edits!
        i. Go to your Redbird Life Submissions and make the edits based on staff feedback.

<u>Questions and Support</u>

Before, during, and after your re-registration, contact the

Student Involvement Center if you have any questions or need any help.

Email: StudentOrgs@IllinoisState.edu

Phone: (309) 438-2151

Hours: Monday – Friday 8 am to 4:30 pm

<u>RSO Resources – Links</u>

RSO Constitution and Bylaws

RSO Funding

RSO Policies and Procedures

RSO Registration

RSO Resources

Student Organizations Website

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