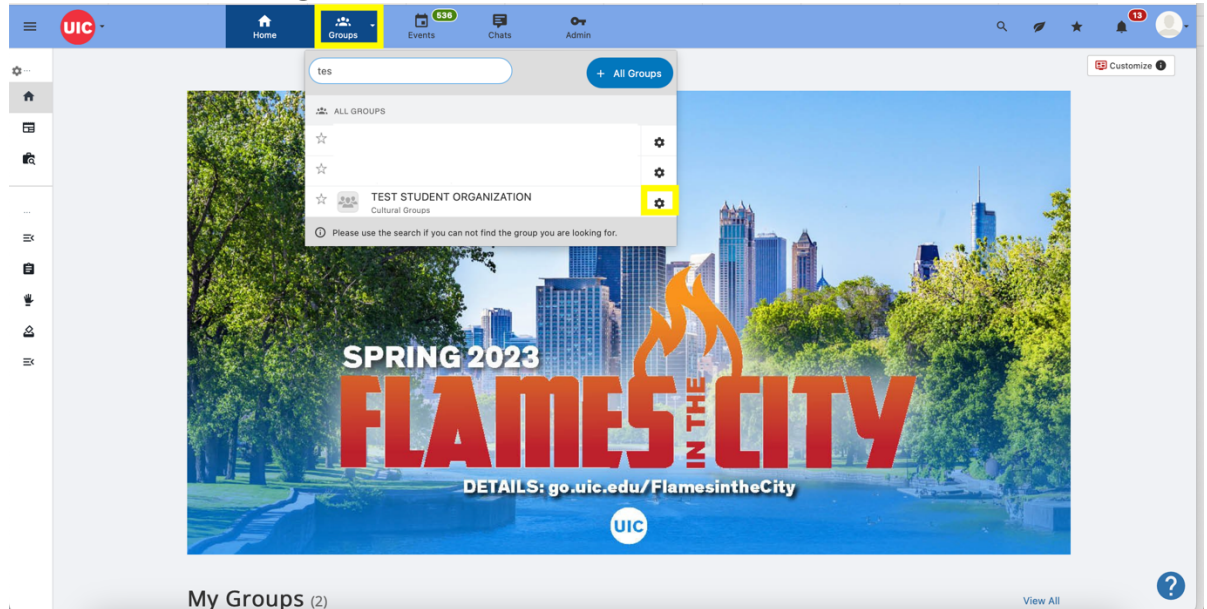


HOW TO REGISTER YOUR ORGNIZATION

1. Log into Connect.uic.edu using your UIC credentials.
2. Click on the **Group Dropdown**
 - a. Click on the **Gear** icon next to the group you would like to manage.



3. You will see a special banner on the top of your screen. Click on **Group Re-Registration**
4. You should be redirected to a new page where you will be able to modify your group's information

A screenshot of the 'Group Re-Registration Details' form. The form is titled 'Group Re-Registration Details' and contains several sections: 'Group name' (TEST STUDENT ORGANIZATION), 'Categories' (COOP, Mentored/Sponsored Student Groups, Registered Student Organizations), 'Logo' (Upload), 'Membership benefits' (Text area), 'Mission' (Text area), 'Goals' (Text area), 'Constitution' (Upload), and 'OFFICERS' (President, Treasurer, Advisor, Officer - BOR). Each officer field has a dropdown menu with the text 'Start typing and wait for suggestions...'. A red box highlights the 'Next' button at the bottom of the form.

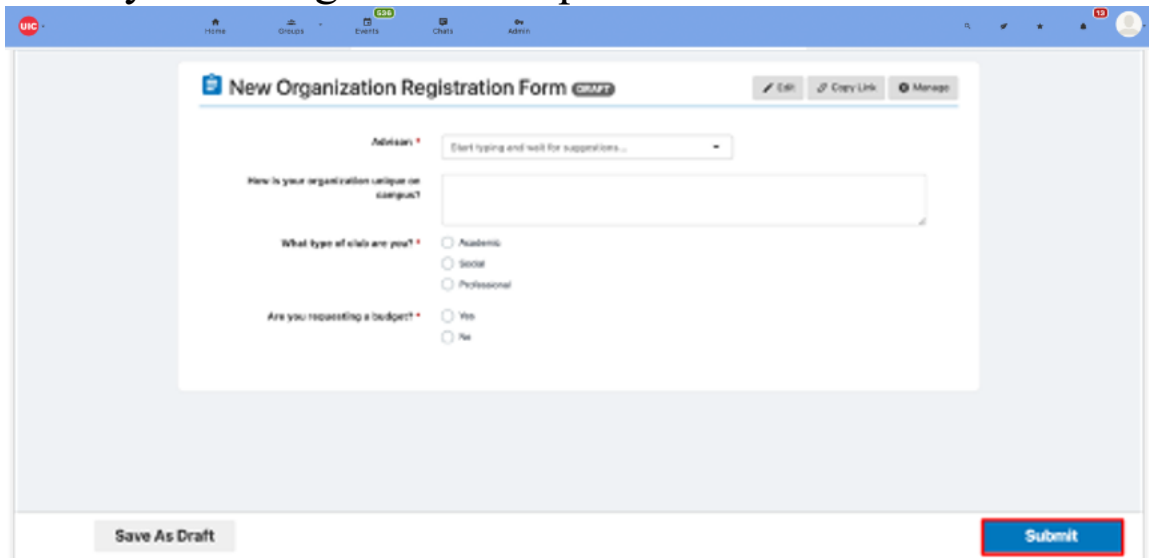
5. Click on **Next** once you are done. You will be redirected to a confirmation page. Please make sure everything is correct.



The screenshot shows a 'Group Details' page with the following information:

Group name	Book Club Group
Group type	Student Organizations
Categories	Social
Group acronym	BCG

6. At the end of the confirmation page, you will find the **Re-Registration Form**. Complete it and click on "Submit" to finish your re-registration request.



The screenshot shows a 'New Organization Registration Form' with the following fields and options:

- Address: A dropdown menu with the placeholder text 'Start typing and wait for suggestions...'
- How is your organization unique on campus?: A text input field.
- What type of club are you?: Radio buttons for Academic, Social, and Professional.
- Are you requesting a budget?: Radio buttons for Yes and No.

At the bottom of the form, there are two buttons: 'Save As Draft' and 'Submit' (highlighted with a red border).

7. **YOU ARE DONE!** If there is an error in your submission:
a. You will have **SIX (6)** business days to submit any changes for review. After that you **CAN** be denied until the next review cycle