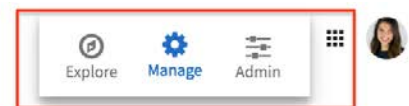


## Registering your Organization & Setting up Schedulers

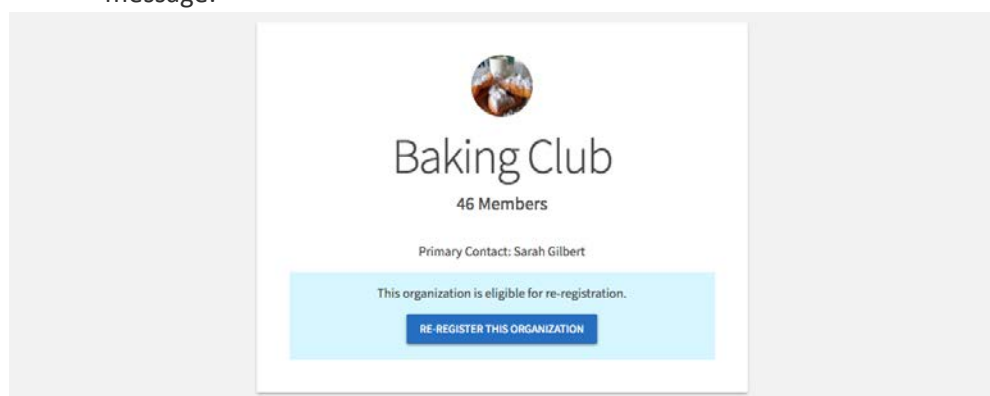
Each academic year, all active student organizations will be required to re-register. This ensures that contact information, organization details, and communications are accurate. This guide will walk you through the steps of registration as well as setting up Schedulers (for booking academic spaces) in your organization portal.

### Registering an Organization:

1. You can view which of your organizations might be up for registration by accessing your Action Center for the organization. To access Action Center, click the Switchboard Icon on the top right hand corner of your Engage community and click "Manage".



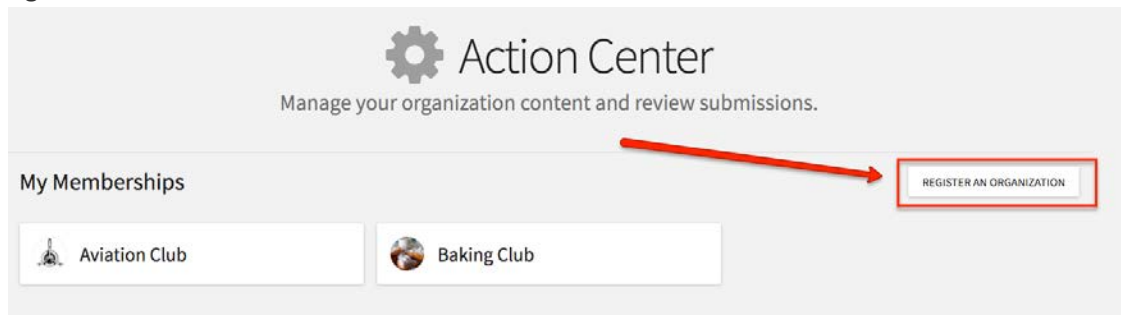
2. From your Action Center home page, you will see a list of your organizations. From here, there are two ways you can go about re-registering your organization.
  - a. **Select a single organization to view:**
    - i. Click the name of an organization to navigate to the management section for that organization. If the organization is eligible for registration, you will see the following message:



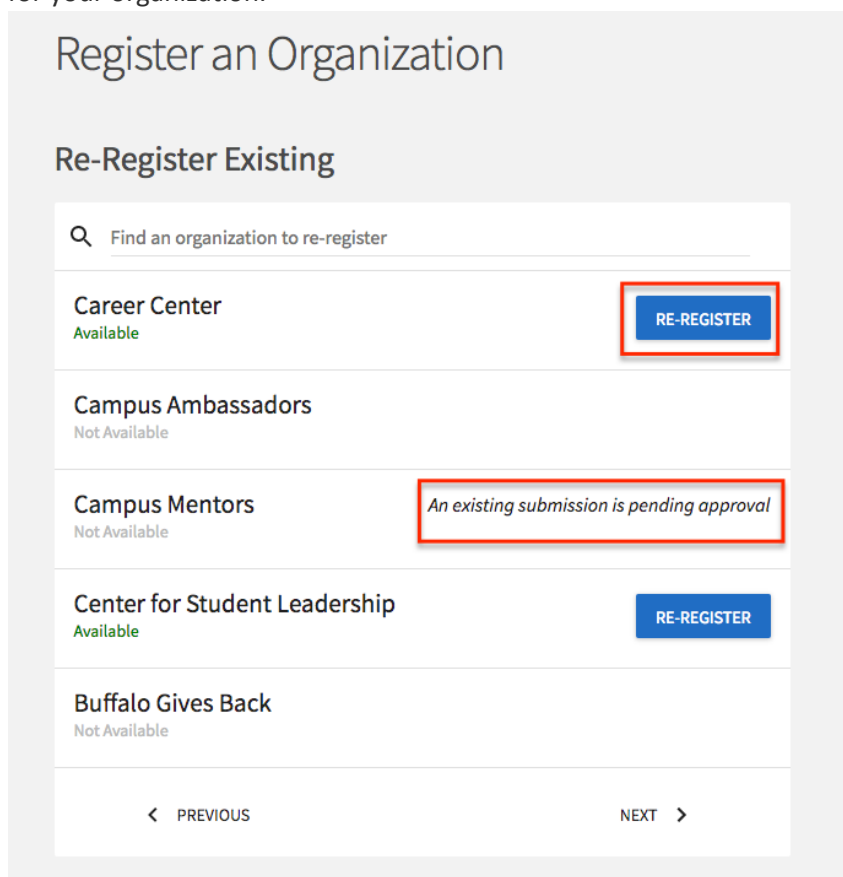
- ii. Click "Re-Register this organization" to start the re-registration process.

## b. View re-registration eligibility of all organizations

- i. On your Action Center homepage, select the "Register an Organization" button on the right hand side.



- ii. On the next screen, you'll be shown a list of all the organizations on your campus. Locate your organization by scrolling through using the "Next" button. If your organization is eligible for re-registration, you will see the blue "Re-Register" button to the right of the org. You may also see that an existing submission is already in progress for your organization.



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3. If you do not have permission to Register, it means you do not have the appropriate permissions. If you think you should be able to re-register your organization, please contact your site administrators at [orghelp@gwu.edu](mailto:orghelp@gwu.edu).
4. When you re-register an existing organization, many of the steps might already be complete if they were also included in your initial registration process. Click through the process and update any information that needs to be changed, or complete any [new steps](#) your administrators might be requesting of you. When you are finished, hit *Submit* to submit your re-registration for approval.

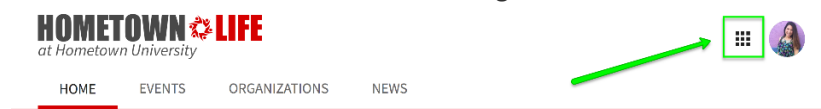
## Designating Schedulers for Reserving Academic Spaces on campus:

Any student listed on the roster of a registered student organization will be eligible to reserve non-academic spaces on campus (ex: Mount Vernon campus, Marvin Center, District House, etc.).

Only the student(s) within an organization who are designated as a “**Scheduler**” will be eligible to book academic spaces (ex: Duques, Fungler, SMPA, etc.) on behalf of the organization. The steps below will outline how to designate a Scheduler within an organization.

**Note: The following steps are also applicable to changing position holders of any kind within your organization in Engage.**

1. To edit who holds various Positions within your organization, navigate to your organization's Action Center. Use the Switchboard to enter the "Manage" view:



If you are a member of the organization, you will see its name listed here and can select it to enter the organization's Action Center.

2. Once you are in the Organization Action Center, open the hamburger menu (☰) on the upper left and navigate to the Roster section.
3. On the Roster page, find the user for whom you would like to add, change, or remove a Position.
  - a. Click the edit button under *Positions* to the far right of that user's name. A list of all available Positions will populate.
  - b. Click the check box next to “Scheduler,” or another position you would like to add or remove from that user, and then select *Save*.
  - c. The user's permissions within the organization will be updated based on the Positions they hold.

