

Submitting Registration for a New Organization

These are the instructions for submitting your registration form for a potential new student organization at GW.

*****You will be expected to follow these instructions in addition to following [all necessary steps](#) for forming a new org on campus.*****

1. At the top of the home page once you are logged into Engage, click “Organizations”
2. On the lefthand side of the Organizations page, click “Register an Organization.”

The screenshot shows the GW Engage website interface. At the top left is the GW Engage logo. A navigation menu includes HOME, EVENTS, ORGANIZATIONS (highlighted), NEWS, and FORMS. On the right, there are icons for help, a grid, and a user profile. The main content area is titled "Organizations" and contains a search bar, filters for "Branches" and "Categories", and a "REGISTER AN ORGANIZATION" button. Three organization cards are displayed: "(180) Degrees Consulting", "(insert here) improv", and "1959 E Street".

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3. Choose the blue “Register a New Organization” button

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC **GW ENGAGE**

HOME EVENTS ORGANIZATIONS NEWS FORMS

Register an Organization

Re-Register Existing

Find an organization to re-register

(180) Degrees Consulting Available	RE-REGISTER
(insert here) improv Available	RE-REGISTER
1959 E Street Not Available	
2109 F Street Not Available	
Afghan Student Association Available	RE-REGISTER

NEXT >

Register New

REGISTER A NEW ORGANIZATION

GW ENGAGE

4. You will then be asked to read the instructions
5. Click "Next" to begin the form and follow the steps in the form from there.

The screenshot shows the GW Engage website interface. At the top left is the logo for The George Washington University, with 'GW ENGAGE' in large blue letters to its right. Below the logo is a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area has a light gray background and features the title '2019-2020 NEW Organization Registration - Step 1 of 6'. Below the title, it says 'Please review the following instructions.' followed by a section header 'Registration Instructions'. The text explains that if approved, the user becomes the Primary Contact and provides instructions on how to continue the registration process. It lists three steps: 1) Meeting with a Staff Advisor, 2) Submitting the registration form, and 3) Presenting the proposal to the New Organizations Committee. A bolded instruction states: '**PLEASE FILL OUT THIS REGISTRATION FORM IN AS MUCH DETAIL AS POSSIBLE.**'. Below this, it asks the user to contact Shannon Donaldson at sdonaldson@gwu.edu for questions. A blue 'NEXT' button is located at the bottom right of the content area.

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HOME EVENTS ORGANIZATIONS NEWS FORMS

2019-2020 NEW Organization Registration - Step 1 of 6

Please review the following instructions.

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](#).

This form is for registering a (potential) new student organization at the George Washington University. Please note that this registration process is one of three steps in new organization formation, which include:

- 1) Meeting with a Staff Advisor at [the Student Org Resource Desk](#) on the 5th floor of Marvin to go over your idea.
- 2) Submitting this registration form in Engage
- 3) Presenting your new org proposal to the New Organizations Committee at the date/time you are assigned to present.

The Committee (made up of a group of undergraduate and graduate students) will submit an approval, deferral, or denial within 24-48 hours of the presentation. Potential new orgs are invited to present to the committee on a rolling basis once they have completed the Student Org Resource Desk and Registration Form steps in the process. The New Orgs Committee meets to hear proposal presentations once a month.

****PLEASE FILL OUT THIS REGISTRATION FORM IN AS MUCH DETAIL AS POSSIBLE.****

Please contact **Shannon Donaldson** with the **Office for the Student Experience** at sdonaldson@gwu.edu with any **questions/concerns**.

NEXT