GET INVOLVED WEBSITE

FIRST TIME USERS

Students logging into the Get Involved page for the first time will need to create a profile. Students who create a profile are able to utilize all the features available to students such as the Profile, Contact Information, Interests, Notifications, and Privacy Settings.

REGISTRATION

Registered Student Organizations (RSOs) become registered by completing the organization registration process. Part of the organization registration process is to complete the online process through the Get Involved page. The process is different for new and returning registered student organizations.

NEW ORGANIZATIONS

Students forming a new organization will need to log into the Get Involved page. After logging into the Get Involved page, students will need to click on the "Organizations" tab underneath the University of Houston banner. Students will be directed to the Organizations Directory page.

On the left-side column, there will be a button to "**Register an Organization**." Click, and select "**Register a New Organization**". Students will need to enter all the required information requested such as Organization Name, roster, Constitution upload, etc. Once you have completed the process, click on "**Submit for Approval**" on the final page.

Your registration information will be reviewed by a Center for Student Involvement (CSI) staff member. You will receive either an approved or denied e-mail notification. If you receive a denied registration, read the comment section for the requested changes and resubmit for approval.

Please review the entire Organization Process.

RETURNING ORGANIZATIONS

Students re-registering an existing organization will need to log into the Get Involved page. After logging into the Get Involved page, students will need to click on the "**Organizations**" tab. Students will be directed to the Organizations Directory page.

On the left-side column, there will be a button to "**Register an Organization**." Students will need to find their organization through the Search feature. Once students find their organization, click on "**Re-Register**" to start the process. Students will need to enter/update all the required information requested such as Organization Name, roster, Constitution upload, etc. Once you have completed the process, click on "**Submit for Approval**" on the final page.

Your registration information will be reviewed by a CSI staff member. You will receive either an approved or denied e-mail notification. If you receive a denied registration, read the comment section for the requested changes and resubmit for approval.

Please review the entire Organization Process.

EVENTS

Registered student organizations hosting events on campus or looking to promote their organization's off campus events must use the Get Involved page to register or market their event. RSOs should go to their organization's profile, select "**Manage Organization**" and click on "**Events**" on the left-side column.

Under the Events page, click on "**+ Create Event**" near the top of the page to start a new event. Complete all the information. Students should be aware of the different "types" available:

- **Campus Only**: This event will only appear to those students, faculty, and staff who have logged into the system.
- **Invitation Only**: This event will only appear to those people invited to the event.
- **Organization Only**: This event will only appear to those students, faculty, and staff who are a part of the organization's roster.
- **Public**: This event will appear to anybody who goes into the Get Involved site.

Once the event details have been added, you will be able to review them online prior to submission. Next, your event information will be reviewed by various campus partners across campus based on your submission. You will receive either an approval or denial notification by email. If your registration is denied, read the comment section for the requested changes and resubmit for approval.

See the Event Registration webpage for specific instruction or additional assistance.

SOCIAL MEDIA

Each organization can link their social media and external pages to their Get Involved organization profile. Under the organization's profile, click on "**Edit Profile**" on the left side underneath the profile picture to update the social media links. Scroll down to "**External Website Links**" to add the various links to an external website, Facebook page, Twitter page, YouTube, Flickr, and Google Calendar.

ROSTER

Organizations are encouraged to maintain their roster to use the features of the Get Involved page to the maximum potential. Officers can e-mail and send text messages to those members on their roster.

RSOs can create and update officer positions unique to each organization. Organizations can even limit the administrative access to each officer for the appropriate responsibilities of each officer.

SERVICE HOURS

Student organizations can use the [Get Involved](#) page to track service hours for each member on the roster. Each member can add his/her own hours through the organization's profile. Later, the Primary Contacts or any designated officer(s) can approve or deny the service hours.

FORMS

Student organizations can create forms for members to use and complete. This function is similar to Google Drive. With it, students can create forms with various question types such as check box list, radio button, text field, drop down list, instructions, single check box, rankings, and file upload.

ELECTIONS

Student organizations can also host elections through the [Get Involved](#) page. Students can create the entire elections process through the page. Students can manage the voting period, who can vote, the ballot, and results.