

Chartering via OrgSync How to Charter On-Line

Please refer to the Office of Student Engagement website at se.csusb.edu for detailed information on what is required to charter.

If you are chartering a **new organization**, complete the following steps:

1. In order to charter a club or organization, you will need five members, three of which are financially responsible - President, Vice President, and Treasurer. In addition, you will need their names, My Coyote ID numbers, mailing addresses, contact email and phone numbers the financially responsible members. For the two additional members, you will need their names and My Coyote ID numbers. You will also need an on-campus advisor, and provide their name, on-campus mailing address, email address and on-campus phone number.
2. You will need to submit a copy of your organization's constitution, and a current copy of your all members. Please include their names, My Coyote ID numbers, and academic year (freshman, sophomore, junior, senior, graduate). A sample constitution is located on the OSE website at se.csusb.edu.
3. Go to orgsync.com
4. At the top right, click on the **"Login"** icon. (If this is your first time using Org Sync, you will need to **"Choose Your Community"**). Locate **"California State University, San Bernardino"**
5. Click on the green **"Sign in with your campus ID"** icon. Sign in using your My Coyote ID and password.
6. Locate the **"Organizations"** icon to the left under the CSU San Bernardino picture
7. At the top right, click the green **"Register New Organization"** icon
8. Under **"Where Do You Want to Create This Organization"**, click the **"Division of Student Affairs"** icon
9. Click the green **"Select"** icon
10. **Fill out form completely.** If you need to go back, click the back button on your web browser, not the back icon on Org Sync. Then click on the forward button on your web browser to resume.
11. Click the green **"Finish"** icon
12. Once complete, you will receive a message in green at the top of the screen that says, **"Your organization registration request has been successfully submitted"**.
13. You will be contacted by the Office of Student Engagement (OSE) for any pending requirements.
14. Once all requirements have been received, you will be contacted by OSE to schedule your charter appointment.

Please note: If you do not complete the form, you must log in again. Click on your name in the top right corner, click **"Activity"**, **"Registrations and Renewals"** on the left side of the screen, then click the wrench icon to edit or delete.

Once everything is complete, and you are chartered with the Office of Student Engagement, your organization will appear under **"Browse Organizations"**.

If you have any questions, please contact me via email at mlevings@csusb.edu, or by phone at 909-537-5261.

If you are re-chartering an existing organization, complete the following steps:

1. In order to re-charter a club or organization, you will need five members, three of which are financially responsible - President, Vice President, and Treasurer. In addition, you will need My Coyote ID #s, mailing addresses, contact email and phone numbers for all financially responsible members. For the two additional members, you will need their names and My Coyote ID numbers. You will also need an on-campus advisor, and provide their name, on-campus mailing address, email address and on-campus phone number.
2. Go to orgsync.com
3. Click on the green ***"Sign in with your campus ID"*** icon
4. Locate the ***"Organizations"*** icon to the left under the CSU San Bernardino picture
5. Once you have located your organization, go to ***"Settings"*** at the top right of the page
6. Once at the ***"Organization Settings"***, ***"Profile"***, ***"Update and Renew Profile"***.
7. Update form accordingly and click finish.
8. Once complete, you will receive a message in green at the top of the screen that says, ***"Your organization registration request has been successfully submitted"***.
9. You will be contacted by the Office of Student Engagement (OSE) for any pending requirements.
10. Once all requirements have been received, you will be contacted by OSE to schedule your charter appointment.
11. Bring your updated constitution (if applicable) and \$20 charter payment to your appointment. A sample constitution is available on the OSE website at sld.csusb.edu.

You can check the status of your charter, and locate any pending items at ***"My Tools"***, ***"Requests"***.

Once everything is complete, your organization will appear under ***"Browse Organizations"***.

If you have any questions, please contact me via email at mlevings@csusb.edu, or by phone at 909-537-5234.