Important Updates from Student Life

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4. Officer Training & HuskySync Training

Hello All,

We hope you are having a great summer and are preparing to be back on campus. Student Life has a number of new tools, training and information to share with you. Please make sure to read the details of this email carefully. If you are a returning student organization, would like to start a new organization or just want to get involved on campus please make sure to create your HuskySync account!

1. New RSO Registration Process
To become an officially recognized club with the Office of Student Life and to gain funding, groups will be filling out an online registration form in our new Organization management program, HuskySync. Please read below to find out more information.

2. HuskySync
Student Life is excited to introduce you to OrgSync.

OrgSync is a Group Management Software now utilized by UW Bothell Student Life to keep you connected to the members of the HuskySync Community! The HuskySync is created and powered by you, to meet and interact with other students and serve as your major resource for involvement on campus.

What can you do with OrgSync:

- Join a campus club or organization
- Contact leaders of current clubs and organizations
- Find out additional information about specific organizations on campus
- Manage group membership for your various involvements on campus and manage your personal calendar with your group’s events.

Officers and Members can:

- Create events on the campus calendar and see events posted by other groups on campus
- Manage your club roster and membership online
• Share information, files and send direct emails with your club members
• Build polls and surveys for your membership and the campus
• Create and fill out forms to manage your group
• Request funding, manage calendars and event planning, maintain accurate websites, and store group information to help build your organizations and much more

Login to HuskySync from the Student Life main page or at www.orgsync.com

3. Getting Started with HuskySync

You can get started with registering your student group and personal account today. Below are the quick and easy steps for getting started. Please note Student Life will have a number of trainings to help answer questions and help students get started with their accounts. The website is very similar to facebook and easy to navigate. Please encourage your club members to also sign up for HuskySync.

1. Register Account

Create your account on OrgSync.com or on the Student Life website. You will be sent a confirmation email after you register.

2. Login

There are four ways to login to OrgSync:
  1. Standard Login – Use your email and password from registration
  2. Custom Login – Find your school and enter campus credentials
  3. Facebook Connect – Login using your Facebook account
  4. Campus Website – Login directly from the UWB Student Life website

3. Complete Profile

When you login for the first time, you will be asked to create your profile. Your profile will include your basic contact information along with custom information requested by your campus.

*Note: You can control your privacy, notification and account settings at any time under Manage Account.*

4. Join or Create an Organization

The next step is to join an organization or create a new one. Begin by browsing through your community’s searchable directory to learn more about different involvement opportunities. If
you do not find an organization that interests you, create your own by clicking ‘Register New Organization.’

5. Get Involved

Explore your organization’s portal to stay up-to-date on important information, see upcoming events, communicate with group members and build your organization’s public website. Check out the left hand menu to see all of the available tools.

4. Officer Training & HuskySync Training

After completing your student organization registration please sign up for an officer training session via HuskySync. Sign in and click on forms – Officer Training Fall 2011. Fall Officer Training Dates will be posted on the HuskySync Calendar and sent to groups as soon as rooms are confirmed.

In addition, we will also be conducting in depth HuskySync Training to show all students how to use the additional features of the program. Times for the sessions will be released on a later date. Please RSVP on the HuskySync event calendar.

Tentative Dates:
9/22-1-2pm
9/30- 10-11am
10/3- 3:30-4:30pm
10/4- 3-4pm
10/6- 8:30am-9:30am
10/6- Noon-1pm
10/10- 2-3pm
10/11- 4-5pm
10/13- TBD- OrgSync Day
10/14- TBD- OrgSync Day