What are the Steps for Student Life & Learning Re-Registration?

Annual re-registration is necessary in order to maintain your access to University benefits. If your organization does not re-register for the 2018-2019 academic year, your organization's benefits will expire. Only students who are willing to serve as the primary contact for their organization should complete the re-registration form.

More details, including an outline of the submission & review process, are available at: https://studentaffairs.indiana.edu/student-life-learning/student-organizations/resources/re-register.shtml

Differences for *club sports* on specific SLL re-registration steps are outlined below in red:

1. **Update Organization Information** – your organization’s current information will pre-populate on the form; review for accuracy and update as necessary. Please be sure your organization’s name and nickname follow the IU Naming Guidelines.
   a. For clubs that are a part of the CSF, you may use IU in your organization name. However, we highly recommend for beINvolved purposes that you try to list your sport first. Example: Soccer Club, Women’s would be found under S, whereas IU Women’s Soccer Club would be found under I on beINvolved. Choose a naming option that will help prospective members find your club easily on the site.

2. **Organization Roster** – upload your organization’s roster with a minimum of 5 currently enrolled IUB student members and at least one IUB Faculty/Staff Advisor.
   a. For clubs that are a part of the CSF, please note that this roster on beINvolved is not connect in any manner to the “monthly roster updates” that are submitted for classification points.
   b. Club Sports must maintain a minimum of 10 active club members, and be at least 51% IUB students, over the course of the Fall & Spring semesters.

3. **Profile Picture** – you are able to upload a profile picture for your organization. Please make sure this image follows IU trademarks and does not contain the block IU.
   a. For clubs that are a part of the CSF, your group is permitted to use IU trademarks, the block IU and/or the University’s name in your profile picture.

Submit the SLL re-registration form by 4/16/18 to receive Classification points.