**Spring 2019 New RSO Registration Guide**

<table>
<thead>
<tr>
<th>Important Dates/Times</th>
<th>Action</th>
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<tbody>
<tr>
<td>January 9th, 2019 (8am) - February 1st</td>
<td>Complete Spring 2019 Registration process on GetConnected</td>
</tr>
<tr>
<td>(11:45 pm EST) *Required to become</td>
<td></td>
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<tr>
<td>registered*</td>
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<tr>
<td>January 14th, 2019 (8am) - February</td>
<td>Review RSO Need To Know Training module on Blackboard (No Quiz)</td>
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<tr>
<td>8th (11:45 pm EST) *Required to receive</td>
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<tr>
<td>25live access*</td>
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<tr>
<td>January 14th, 2019 (8am) - February</td>
<td>25 Live (Tier 1) &amp; 25 Live (Tier 2) training modules and Quizzes</td>
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<tr>
<td>8th (11:45 pm EST) *Required to receive</td>
<td>available via Blackboard</td>
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<tr>
<td>SFB funding and to use SGR*</td>
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<tr>
<td>Mid-March</td>
<td>Fiscal Management training module and Quiz available via Blackboard</td>
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<td>2019-2020 Academic Year RSO Registration Opens</td>
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**REQUIRED INFORMATION**

- Collect Information to make registration faster:
  - Decide if you will be a Tier 1 or Tier 2
  - Decide if your organization will be utilizing 25Live
    - Will your organization need to reserve spaces for meetings and/or events?
  - Decide if your organization will be applying for Student Funding Board funds or using Self-Generated revenue
    - Will your organization be fundraising, funding events, accepting donations, etc?
  - Collect all your Executive Board/Officers’ Information (T1 = President and Treasurer, T2 = 4 Officers)
    - Full Name
    - G#
    - Masonlive Email Addresses
    - Phone Numbers
  - Collect your 8 Active members’ information
    - Full Name
    - G#
    - Masonlive Email Addresses
    - Phone Numbers
  - Tier 2 Only - Collect Advisor Information
    - Full Name
    - Position Title
    - Dept/Office
    - Mason Email Address
    - Mason Phone #
    - Mail Stop Number
  - Update or Craft your Constitution using the Constitution Guide
  - Organization’s Logo
GET CONNECTED REGISTRATION BY PRESIDENT

- Sign into GetConnected <https://getconnected.gmu.edu>
- Click on the Organization’s tab
- On the left-hand side, click on the “Register an Organization” to start your Registration Application.

**IF YOU ARE ACTIVATING A PAST RSO**
- Search for the Existing Organization and Press the “RE-REGISTER” button to the right of its name

**IF YOU ARE REGISTERING A BRAND NEW ORGANIZATION**
- Press the blue “REGISTER A NEW ORGANIZATION” button on the bottom right

ANY PROBLEMS, E-MAIL THE RSO LEAD TEAM AT RSO@GMU.EDU

- Ensure all the REQUIRED INFORMATION from above is completed and constitution uploaded. Add in all of your organization members and set their positions on the roster. Some members may have to confirm their membership, until they do this your roster may not be up to date.
- Review your submission.
- Do not forget to hit the SUBMIT FOR APPROVAL button. Otherwise, nothing will be reviewed and ultimately approved.
- Please continue to check your application status on Get Connected, or setup email notifications to receive application updates from Get Connected. If the RSO Lead Team has any concerns or changes regarding your application, it is your responsibility to address these changes and resubmit your application.
Tier Information

All Registered Student Organizations have access to the following:

- Mailboxes
- Lockers (as available)
- RSO Leadership Team Assistance
- RSO Bi-Weekly Newsletter
- Student Involvement Professional Staff Assistance
- Imagination Station
- Banner Paper
- Letter Press
- Craft Supplies
- Bench Painting Application
- Distinguished Quill Awards Applications and Nominations
- Cube Painting

In addition, depending on which tier your organization categorizes itself, your Registered Student Organization will have access to the following if the requirements are fulfilled:

Tier 1:

- Space Reservations and Accommodations:
  - There is a required training and quiz for the President and Treasurer if your organization needs to utilize 25Live for Space Reservations
  - Basic Meeting Room
  - Standard Setup of Space
  - Basic Outdoor Space Requests (i.e. Table on North Plaza/SUB I Quad, etc.)
  - Events Production limited to equipment that is provided free of charge (ex., wired microphone)
- Leadership:
  - Minimum of President/SI Liaison & Treasurer
- Funding (SFB & SGR):
  - There is a required training for your President and Treasurer if your organization needs to utilize Student Funding Board (SFB) or Self-Generated Revenue Funds (SGR)
  - Access to receive up to $1,500 for Spring Semester
  - Both President & Treasurer Completes Training Module & Quiz: $1,500
  - Either the President or Treasurer missed deadline for quiz: $750
  - Neither choose to take quiz: $0

Tier 2: (Includes ALL of Tier 1 as seen above PLUS...)

- Space Reservations and Accommodations:
  - There is a required training and quiz on Blackboard for the President and Treasurer if your organization needs to utilize 25Live for Space Reservations
  - JC Cinema, Corner Pocket, JC Dance Studio, Plaza’s (small scale, no amplified sound on North, South, Southside, East, etc.) and Technology Classrooms
  - DO NOT have ACCESS to Major Programming Spaces
  - Standard Setup of Space
  - Standard Events Production
- Leadership:
  - Minimum of President/SI Liaison, Vice President/Co-president, Treasurer, and Secretary
  - Faculty Advisor (must be a staff/faculty member at Mason)
- Faculty Advisors will need to sign and acknowledge a “Faculty Advisors Expectations Sheet”
- Funding (SFB & SGR):
  - There is a required training module and quiz on BlackBoard for the President and Treasurer if your organization needs to utilize Student Funding Board (SFB) or Self-Generated Revenue Funds (SGR)
  - Access to receive up to $2,500 for Spring Semester
  - Both President & Treasurer Completes Training module & Quiz: $2,500
  - Either the President or Treasurer missed deadline for quiz: $1,250
  - Neither choose to take training quiz: $0