



Student Involvement

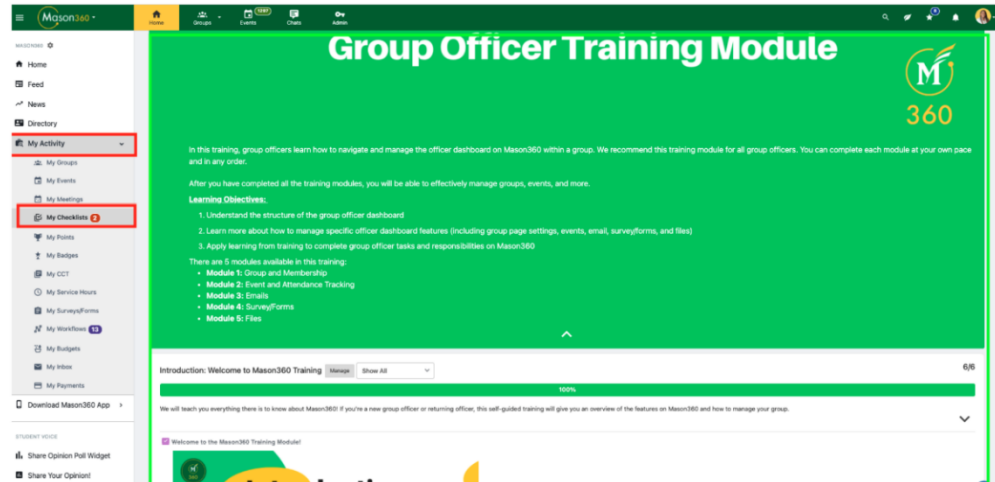
RSO Registration Workshop Guide

Incoming President is responsible for all steps for registration

- New RSO Registration: <https://si.gmu.edu/rso/#registernew>
 - RSO Responsibilities:
 - Creation of all required materials
 - Tier Requirements
 - Membership
 - Submission of application
 - Approval by all officers by [due date](#)
 - [RSO Lead Team](#)
 - Reviews all materials
 - Approves application when all steps completed
 - Sends information to Office of University Events (25Live Accts) & SI Budget (Org Code)
 - Registration Windows: If an application is incomplete by [the deadlines](#), the application will be placed on hold in Mason360 and the RSO must wait until the next registration window.
 - RSO Responsibilities
 - Ensure all have completed their trainings (review of website)
 - Ensure an off-campus bank account has been secured
 - <https://si.gmu.edu/rso-self-service-center/>; Search “Bank”
 - Updating of Roster beyond the registration information (see next page)
- Re-Registration: <https://si.gmu.edu/rso/#registernew>
 - Same as above, however, reviewing all materials and membership is not required. Just officers.
 - Registration Windows: If an application is incomplete by [deadlines](#) or not started, the RSO is unpublished and all events removed. The RSO is deactivated and must wait until the next registration window.

All Officers are responsible for reviewing trainings needed to ensure their success.

- Mason360 Group Officer Training Module
 - Highly recommended
 - RSO Officers are added to the Mason360 module training
 - Log into Mason360 > Home > My Activity > My Checklists > Group Officer Training Module
 - If you have not been added, please contact us at rso@gmu.edu



- Mason360 RSO Elections
 - Mason360: <https://help.campusgroups.com/en/articles/1105986-running-elections-for-your-group>
 - Timetable: As listed on your Constitution (Mid-April, in time for re-registration) or as needed
- Officer Transitions
 - Mid-Year – The RSO is responsible for updating the officer list in Mason360 so that all communications sent by our office are sent correctly.
 - The President is responsible for ensuring new officers review the [RSO Training Website](#)
 - *When to contact RSO Lead Team: if a 25Live Account is being affected*
 - Please note: During Registrations – the application for a registration will always override the current officer list in Mason360. Edit the registration form as applicable to ensure correct officers will be placed in the Mason360 group when it is approved.
- Mason360 Membership Management
 - Add members: Covered in *Mason360 Group Officer Training Module* above
 - Appoint Group Officers: <https://help.campusgroups.com/en/articles/1105729-appointing-group-officers>
 - Validating Members

RSO Lead Team

Student Involvement - HUB Suite 2300

Set up an Appointment: <https://mason360.gmu.edu/rsoleadteam/contact-us/>

RSO Website: <https://si.gmu.edu/rso/>

RSO Lead Team on Mason360: <https://mason360.gmu.edu/rsoleadteam>

Check out our brand new [Events Management Site!](#) A One-Stop for common RSO questions!