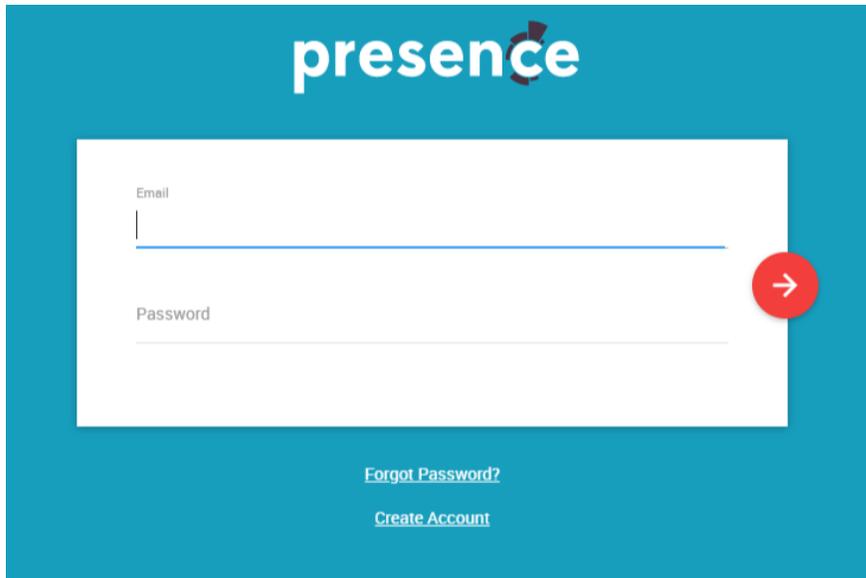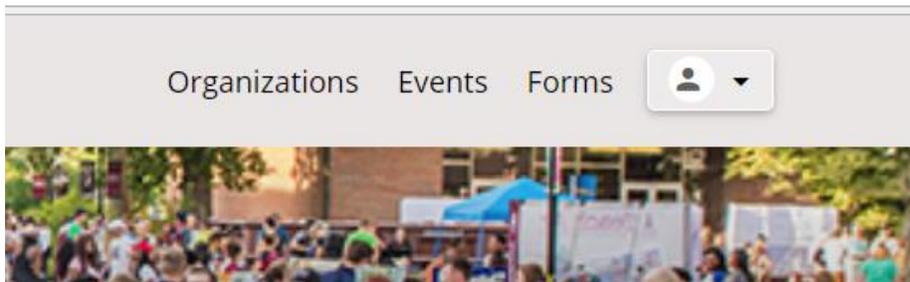To register your organization please follow the steps below:

1. Go to siu.presence.io

2. Create your own personal account by selecting the dropdown in the top right corner of the screen. "Login" will bring you to this screen.

    a. When you login for the first time select **Create Account**. You MUST use your SIU email for this. You can use any password (it does not need to be your SIU Network ID password)

3. Once you create your account, login and go to the **Forms** tab located in the top bar

4. On the Forms page select "Organization Registration"

a. Things you will need to complete the registration process
   i. Constitution
   ii. Picture of your organization (Or you can search the library of images)
b. Select the **Category** that best represents your organization.
c. When entering **Executive Board Officers,** there are only four options (President, Vice President, Treasurer, and Secretary). Please select the option that is most similar to an available position. For executive council officers that are not similar to these options please select "Committee Chair".
   i. Do not add General Members in the Executive Board Member section. They will be added once the portal is created.
d. **Certified Officers:** These will be the members of your organization that will schedule space on campus and have access to the student organization's on-campus financial records.

5. Please be sure to tell your Advisor to be on the lookout for an email. We will have to add them to Saluki Connect.

Add Members

1. Once your organization is approved you will be able to go to the "Admin Dashboard"
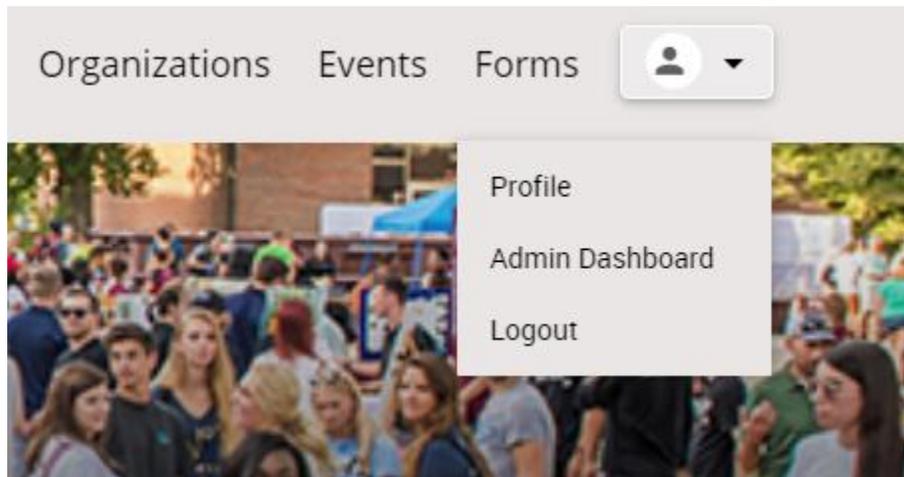
2. Once you are in the "Admin Dashboard" go to the top left and select "Manage" and then "Organizations"
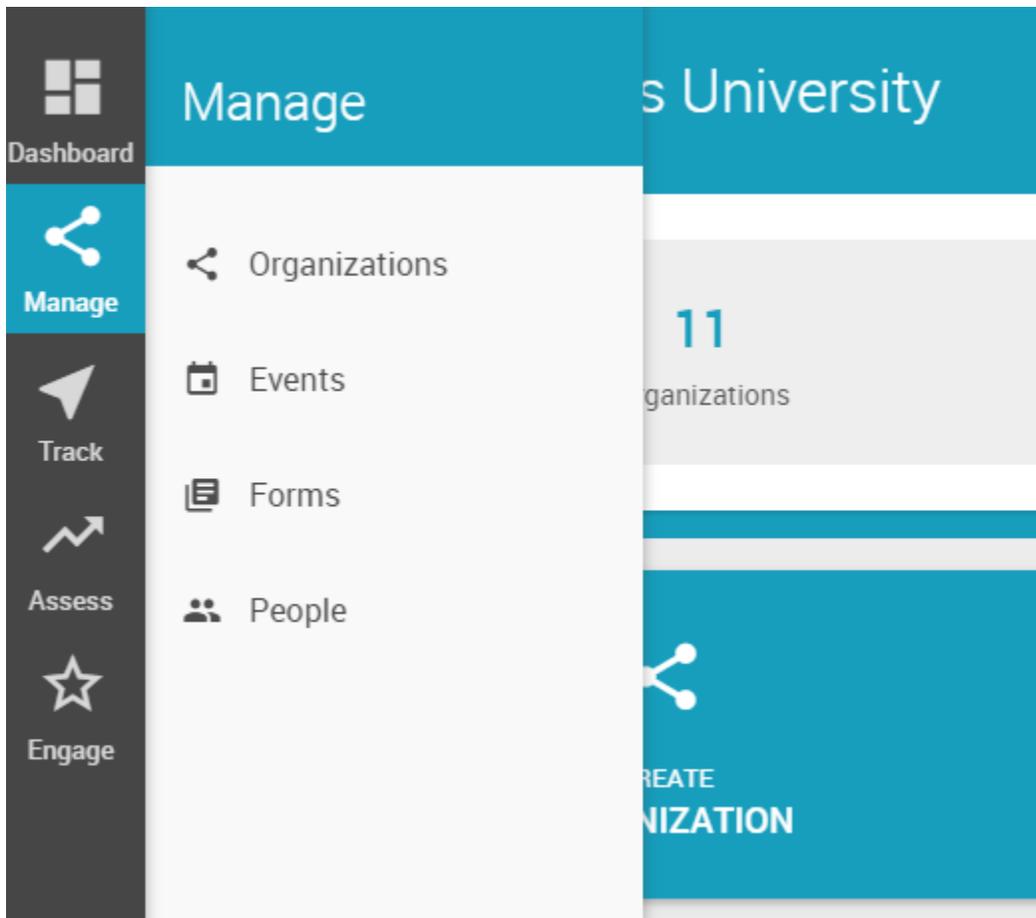
3. Once at the "Organizations" page select your organization (please note you will only see the organizations you are a member of).

4. Once you have selected your organization you will then select the "Roster" tab

5. Halfway down the "Roster" page you will see the "Members" box. Select the "Add Members" dropdown box.

6. There are two ways to upload members the first way is to do so one by one.
   a. Click "Add Member" tab and search the person's name in the pop up box.
7. The second way is to bulk add members, follow these steps to do so:
   a. Go to Saluki Connect's main page
   b. Go to the "Organizations" tab, once there search for the Office of Student Engagement
   c. Once you select the Office of Student Engagement and are in their portal select the "Documents" tab.

   d. Once you are on the "Documents" tab click the "Bulk Roster/Member Upload" to download the necessary excel spreadsheet.

Office of Student Engagement

University Department/Office · 11 Members

Details   Forms   Documents   Contact   You're A Member!

Office of Student Engagement Documents

| Name	Description	Visibility
Bulk Roster/Member Upload	To successfully import members, you will need to upload a .csv file with the following information: Position (Member, President, Vice President, Treasurer, Secretary, or Committee Chair), SIU Email Address, and Status (Inactive or Active)	Public

e. On the Spreadsheet only fill out their email, do not edit the other columns.

f. Once you have completed the spreadsheet go back to the "Roster" tab in your Organization's portal on the Admin Dashboard. Once there select the dropdown arrow next to "Add Members"
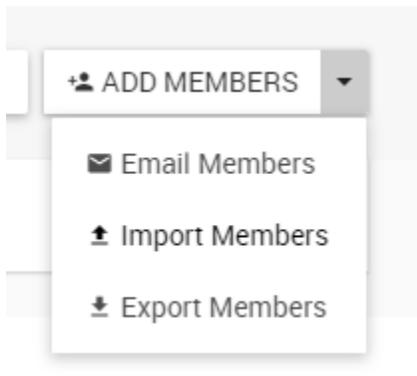
g. Select "Import Members" and upload your completed spreadsheet.