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*BYU has two types of student organizations: Academic Associations (associated with Academic Departments and Majors) and BYUSA Clubs. For convenience, this manual will refer to all Academic Associations and Clubs by the word Clubs.

**Student Instructions**

**Finding a Club**

To find a club, go to the BYU Clubs and Academic Associations web page (shown below) and click on the “Find a Club” tab on the top bar, or the orange “Find a Club” search icon in the bottom left.

Once in the “Find a Club” menu (as shown on next page), you may search by:
- The category of the club (ex. Academic subjects, Cultural/International, etc.)
- The name/description of the club
- The type of club (ex. Academic or BYUSA)
- The status of the club (ex. Recognized, In Transition, Not Recognized, etc.)
Once you find the club you are looking for, you may click on its title, which will bring you to a page with a club summary (shown below). From this page, you may read a description of the club, “Request to Join Club,” “Request Information,” find contact information for those over the club, see websites for the club, or status of the club (as shown below).
To start a club, go to the BYU Clubs and Academic Associations web page (shown below) and click on the “Start a Club” tab on the top bar, or the green “Start a Club” icon in the bottom center.

Once you click on “Start a Club,” you will be directed to the page that begins the process (as shown on the next page). The 6 steps of this initial process include:

1. Understanding the Guidelines
2. Checking your Profile
3. Entering Club Information
4. Entering Club Details
5. Submitting Officers
6. Reviewing the information
Guidelines

Read, understand, and accept the guidelines by clicking on the checkbox at the bottom. When you feel that you sufficiently understand the procedure, click the green “Next” button (shown below).

Profile

Ensure that your profile information is correct, and select the “Update Information” button if needed. Once complete, click the box on the left and the green “Next” button (as shown below).
Club Info
Fill in the needed information in the boxes (shown below). Make sure you have your advisor’s Net ID ready and that it is correct, as they will receive an e-mail notification asking them to accept the role of advisor. Once you are done, select the green “Next” button.

Details
Fill in the needed information (shown below). Make sure to read carefully and understand any policies or instructions before filling out the boxes. Once you have completed this page, click the green “Next” button.
**Officers**

Only a President is required to start a club; however, you may add other club officers here (shown below). Have their Net ID ready. If the individual is not eligible to be an officer, the Net ID box will turn red and an error message will appear. Contact the Clubs Office with any questions on who is eligible (you can find contact information at the bottom of each web page).

If you have added an incorrect person, you may click the green “Delete” button on the right of the box. Add more officers by clicking the green “Add Officer” button. You may add as many officers as you would like.

Once complete, click the green “Next” button.

*Note: Club President must maintain eligibility based on their semester grades.*
Review

You will now be given the chance to review the information and agree to certain terms and conditions (shown below). Read carefully and go back to previous pages to edit any information that is incorrect (by clicking the green “Previous” button).

Once you have read and understand the terms and have checked all 4 needed boxes, click the green “Submit” button.

Once you submit, a message like the one below will appear:
Now What?

Now that you have submitted your club, you must wait for advisor and administrative approval. Initially, the status of your club will say “Pending.” You may check the status of your club by going to the main Clubs page (shown below) and selecting “My Clubs” from the top menu bar, or selecting the blue “My Clubs” icon.

On the next web page (shown below), a list of the clubs you have started, attempted to start, and are apart of will be shown along with their statuses.

You will also see on this page a yellow button for “Training Required.” Please click on this button and read and complete the training materials and quiz that follows. The President must complete the training.

If you have questions about your club status or the training, contact the Clubs Office.
Once your club has been approved, you may start creating club events. The process of creating a new event includes 3 steps:

1. Club Officer Proposal
2. Advisor Approval
3. Club Administration Approval

To begin, go to the BYU Clubs and Academic Associations web page and select “My Clubs” in the top menu bar, or the blue “My Clubs” icon in the bottom center (shown below).
This will direct you to a list of the clubs you have started, attempted to start, and are apart of (shown below). Of the clubs of which you are an officer, you can click on the name of the club to bring you to a summary of your club. Here you will be able to begin the process of creating an event.

From here, click on the blue “Schedule New Event” button (as shown below).

This will bring you to a page that will allow you to fill in all the details of the event, and then submit it for approval to your advisor (and later club administration) by selecting the blue “Submit for Approval” button (as shown on the next page). You may also save what you have filled out for later completion by selecting the white “Save for Later” button.

*Note: Keep in mind that the more information you include (especially in “Description”) the easier it is for administrators to understand and approve your event.
New Event for The Cool Club

Basic Information

Title: Opening Social
Description: Join the BYU Club and get to know new members!
Location: Brigham Square
Date: Sep 1, 2016
Start: 6:00 pm
End: 7:00 pm

If this is a recurring event, e.g., weekly club meetings, then you may specify the other dates for this event.

Public Calendar: Check
If "Public Calendar" is not checked, then this event will only appear on the Clubs calendar for club members.

Attendance

Invited Attendees: Open to Public
Estimated Attendance: 20
Charging for Event?: No
Serving Food?: No

Potential Risk

If an event requires police, safety personnel, etc., or involves physical contact, potential injury, etc., this section must be filled out and submitted at least 3 WEEKS before the event.

Any potential risk involved with this event?: No

Entertainment

Entertainment Hired?: No

Speaker

The proper research and documentation on guest speakers must be submitted with this form AT LEAST 4 WEEKS IN ADVANCE. Include relevant information such as articles, examples of previous work, employment locations, affiliations, etc. Feel free to include links to online information. Additional information can be delivered to 3400 YISC or emailed to clubsandorgs@byu.edu

Speaker with event?: No

Submit Event for Approval  Save for later
This will bring you back to your club summary page. A green bar will appear at the top of the page, letting you know that the event has been saved (shown below). From this page, you may check back and see the status of your approval on the right side of the page.

The Cool Club

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 1, 2016</td>
<td>Brigham Square</td>
<td>Advisor Pending</td>
</tr>
</tbody>
</table>
Advisor Instructions

As a club advisor, you will be responsible for accepting or rejecting a club advisor invitation, and approving your club events before they are sent to club administrators.

Accepting a Club Advisor Position

You will be notified if a student invites you to be a club advisor. Once invited, you may go to the Clubs website, sign in, select “My Clubs” at the top for the page, and select the appropriate club.

You will be able to view the club information and make a decision to accept, by selecting the green “Accept” button, or reject, by selecting the red “Reject” button (shown below).

Once you accept the invitation, you may go back to the “My Clubs” option and select the “Resign” button to withdraw your advisorship. Before doing this, however, please contact the club officers and the administrators so that the club is no suspended.

Approving a Club Event

Once a student submits a club event for approval, it will go through you before going to the administrators.

Once you select the “My Clubs” tab at the top of the page, you will be able to view right away all events needing your approval. You will have the options to “Edit,” “Review,” “Approve,” or “Reject” an event by selecting the appropriate buttons (shown on the next page).

As an advisor, you may also schedule a new event.
The Cool Club

**Upcoming Scheduled Events**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 1, 2016 6:00 PM</td>
<td>Brigham Square</td>
<td>Advisor Pending</td>
</tr>
</tbody>
</table>

*Buttons:*  
- Edit  
- Schedule New Event  
- Review  
- Approve  
- Reject
The goal of this new system is to put as much control in the hands of the administrators as possible. These instructions will help you know what is available to you in keeping track of clubs.

**Viewing and Approving Club Events**

As an administrator, you may view submitted events, review their details, approve events, reject events, or request modifications on events.

From your administrator screen, select the “Events” tab at the top of the page (shown below). You will be able to choose “Pending” events or “All Events” from the drop down menu. From there, you may search events by club, location, status, etc.

To view an event and make any change or request, select the white “Review” button on the left of the desired event (shown below).

From the next web page (shown on the next page), you may edit the details of an event (by selecting the white “Edit” button), choose to approve an event (by selecting the green “Approve” button), request modifications to an event (by selecting the yellow “Request Modifications” button), or reject an event (by selecting the red “Reject” button).

Once a decision has been made on an event, it will show up in the status of the event.
As an administrator, you may view submitted clubs, review their details, and change their status.

From your administrator screen, select the “Clubs” tab at the top of the page (shown below). You will be able to choose “Pending” clubs, or “All Clubs”. From there, you may search any club (no matter the status) by club name, type, risk approval, dean approval, or status.

To view a club and make a change, select the white “Edit” button on the left of the desired club (shown below).

As an administrator, you may also “Manually Add New Club” by clicking on the white button on the bottom right of the screen.
From here, you may view the details of a club (as shown below). Select the white “Edit” button in the top left of the page to make any changes.

![Club Details]

After selecting “Edit,” you may make any changes to the club details previously entered. You may also add “Admin Notes,” “Account Numbers,” etc., and finally, you may change the status of the club once a decision has been made.
Viewing People and Presidents

As an administrator, you may view all people involved in clubs, presidents, and officers. You may also view their training status and make changes to the expiration date of a specific person’s training.

From your administrator screen, select the “People” tab at the top of the page (shown below). You will have the option to view “All Users,” “Presidents – Need Training,” and “Presidents – All.” From each of these screens, you can search for a specific person by using the search bar at the top of the page.

When you select “Presidents – Need Training,” you will be able to view all those who have the title of president over a club, but have not completed the training (shown below). By selecting the blue “Edit” button, you can make a change to the expiration date that the training is needed by.

Managing Content

As an administrator, you can manage resources and content on the web page, including resources and documents, President Training Pages, and President Training Quizzes.

Viewing and Adding Resources and Documents

From your administrator screen, select the “Content” tab at the top of the page (shown below). Select “Resources” from the drop down menu that appears.

To add a resource or document, select the blue “Add Resource” button. To remove any resource, click the orange “x” button. You may also view or edit resources by choosing the appropriate button to the left of the resource (shown on the next page). When editing a resource, make sure the category is labeled as either “Academic Associations” or “BYUSA” so the users know which applies to them.
President’s Training and Testing

From your administrator screen, select the “Content” tab at the top of the page (shown below). You may select either “President Training Pages,” or “President Training Quiz.” Once you choose one, you will have the option to choose either “Academic” or “BYUSA” to view and edit for the specific category.

From the “President Training Pages” page (shown below), you can add a page for training by selecting the blue “Add Page” button, delete a training page by selecting the orange “x” button, or edit a page by selecting the white “Edit” button.

From the “President Training Quiz” page (shown below), you can add and edit the training quiz.
To add a question, select the blue “Add Question” button. Add feedback for each question like “Correct” for right answers, or “Try again” for wrong ones. Save the question and the feedback.

Add an answer to a question by clicking the white “Add Answer” button. You may also have more than one right answer. When you are done adding questions and answers, select the white “Preview Quiz” to view your quiz (as shown below).

Sending Announcements

As an administrator, you may send announcements to those involved with clubs.

From your administrator screen, select the “Send Announcement” tab at the top of the page (shown below).

From this page, you will be able to choose the recipients intended, the type of clubs, the subject, and message. Once you are done filling in these fields, select the blue “Send” button.