Club & Organization myBAR Registration Instructions

**ALL Clubs/Organizations**

**Continuing Clubs/Organizations:**

You can start your club’s registration process from your myBAR profile by the following steps:
1. Log in to myBAR.
2. Select “Organizations” in the top menu.
3. Search for your organization name.
4. Click on your organization.
5. There will be a blue bar under your cover photo that says, “This organization is currently eligible for registration.” Click on the “Register” button on the right and then follow the instructions.

**New Clubs/Organizations (i.e. clubs that have never been registered on campus before):**

1. Log in to myBAR.
2. Select “Organizations” in the top menu.
3. On the bottom left corner, there is a section that says, “Register a New Organization”.
4. Click on the “Register” button on the right and then follow the instructions.

**Editing a Registration Submission / Resuming a Saved Registration Submission:**

You can access your club’s registration from your myBAR profile by the following steps:
1. Log in to myBAR.
2. Select your name in the upper right corner.
3. Select “Involvement” in the drop-down menu.
4. Select “Submissions”.
5. Click on the “Organization Registrations” tab. From there, you may edit your registration submission by clicking on the proper form.

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**Continuing Clubs/Organizations**

Club/Organization Registration must be completed by 11:59pm on September 1, 2016 for the fall registration deadline.

The winter deadline is November 4, 2016. Any clubs signing up after this date will NOT be recognized as a club/organization for the 2016-2017 academic year.

Please submit all information and complete all steps.

1. Input organization’s executive/leadership board.
2. Upload Advisor Application. Make sure your advisor’s supervisor and your club president has signed the form.
3. Confirm updated roster. Reminder: rosters must be updated by the end of 2nd week each quarter.
4. Read and submit information regarding non-CPP students.
5. Read and submit the Non-Discrimination Statement.
6. Read and submit the Hazing Policy Acknowledgement.
7. Presidents, treasurers, and schedulers must read and sign the Alcohol Policy Acknowledgement. You can find the acknowledgement on the Club Registration website.
8. Submit the most updated version of your club’s bylaws. Make sure all of the necessary statements are included verbatim. You can find the sample bylaws on the Club Registration website.
9. Upload ASI Signature Card.
11. Upload Event Planning Assessment.
12. Fill in optional Community Service/Volunteering information.

Greek Chapters (must be under Greek Council)

Greek Organization Registration must be completed by 11:59pm on September 1, 2016 for the fall registration deadline.

The winter deadline is November 4, 2016. Any Greek Organizations signing up after this date will NOT be recognized as a club/organization for the 2016-2017 academic year.

Please submit all information and complete all steps.

1. Input organization's executive/leadership board.
2. Upload Advisor Application. Make sure your advisor’s supervisor and your club president has signed the form.
3. Confirm updated roster. Reminder: rosters must be updated by the end of 2nd week each quarter.
4. Read and submit information regarding non-CPP students.
5. Read and submit the Non-Discrimination Statement.
6. Read and submit the Hazing Policy Acknowledgement.
7. Presidents, treasurers, and schedulers must read and sign the Alcohol Policy Acknowledgement. You can find the acknowledgement on the Club Registration website.
8. Submit the most updated version of your club’s bylaws. Make sure all of the necessary statements are included verbatim. You can find the sample bylaws on the Club Registration website.
9. Upload ASI Signature Card.
11. Upload Event Planning Assessment.
12. Fill in optional Community Service/Volunteering information.
13. Upload Fall Quarter Event Calendar. You must use the format provided at the Club Registration website. Include the following in your calendar: recruitment events, expected timeline of new member process, philanthropy or spirit weeks, Founders’ Days, chapter elections, and any other relevant events.
14. Upload copy of updated chapter insurance (PDF FORMAT). Chapter insurance must not be expired upon review of your documentation.
15. Submit chapter’s tax payer ID information.
16. Submit off-campus advisor information.
17. Upload a copy of your Poly Gold application from 2015-2016 (last academic year).
18. Submit a summary of your New Member Training Plan.

Sport Club Registration (must be designated a “sport club” by ASI Campus Recreation)

Sport Club Registration must be completed by 11:59pm on September 1, 2016 for the fall registration deadline.

The winter deadline is November 4, 2016. Any Sport Club signing up after this date will NOT be recognized as a club/organization for the 2016-2017 academic year.

Please submit all information and complete all steps.
1. Input organization's executive/leadership board.
2. Upload completed Advisor Application. Make sure your advisor’s supervisor and your club president has signed the form.
3. Confirm updated roster. Reminder: rosters must be updated by the end of 2nd week each quarter.
4. Read and submit information regarding non-CPP students.
5. Read and submit the Non-Discrimination Statement.
6. Read and submit the Hazing Policy Acknowledgement.
7. Presidents, treasurers, and schedulers must read and sign the Alcohol Policy Acknowledgement. You can find the acknowledgement on the Club Registration website.
8. Submit the most updated version of your club’s bylaws. Make sure all of the necessary statements are included verbatim. You can find the sample bylaws on the Club Registration website.
9. Upload ASI Signature Card.
11. Upload Event Planning Assessment.
12. Fill in optional Community Service/Volunteering information.
13. Upload all required sport club paperwork below TO YOUR MYBAR CLUB PAGE in the “Documents” section. Click on “Add File” and the “Type” should be “Organizing Documents”. When uploading, set privacy permissions to “Specific Organization Positions” and make sure the President, Advisor, and Primary Contact are selected. All forms can be found at http://asi.cpp.edu/campusrec/programs/sport-clubs/registration-forms/.

** Registration Requirements for Teams (completed by president or designee)
- Fill out and upload Sport Clubs Team Roster.
- Fill out and upload Sport Clubs Information Form.
- Upload copy of member(s) American Red Cross First Aid/CPR/AED certificate.

** Registration Requirements for Individual Players (completed by every member of the sport club)
- Fill out and upload Assumption of Risk and Release of Liability form.
- Fill out and upload Emergency Contact list.
- Fill out and upload Sport Clubs Conduct Contract.
- Upload NFHS Concussion Training Certificate of Completion.

** Registration Requirements for Coaches (completed by sport club coach)
- Fill out and upload the Sport Clubs Coach Request Form.
- Fill out and upload the second page of the Volunteer Coach Form. Coach must keep second page to log hours.
- Fill out and upload Sport Clubs Contract.

** All forms can be found at http://asi.cpp.edu/campusrec/programs/sport-clubs/registration-forms/

New Clubs/Organizations

STOP! Only NEW clubs should fill out “New Club Registration”. If your club has been registered on campus before, please complete the “Continuing Club/Organization Registration Process”. If you cannot find your club/organization on myBAR, please contact the myBAR Lab at cppmybar@gmail.com before starting the process.

New Club/Organization Registration must be completed by 11:59pm on November 4, 2016. Any potential new clubs signing up after this date will NOT be recognized as a club/organization for the 2016-2017 academic year.

Please submit all information and complete all steps.
1. Complete the Intent to Register form.
2. Create a Complete Organization Profile: **MUST** include an *organization description*.
3. Create a Complete Organization Profile: **MUST** include a *profile picture*.
4. Input organization's executive/leadership board.
5. Upload Advisor Application. Make sure your advisor’s supervisor and your club president has signed the form.
6. Confirm roster. New clubs must have at least 5 members attending CPP to start a club. Reminder: rosters must be updated by the end of 2nd week each quarter.
7. Read and submit information regarding non-CPP students.
8. Read and submit the Non-Discrimination Statement.
9. Read and submit the Hazing Policy Acknowledgement.
10. Presidents, treasurers, and schedulers must read and sign the Alcohol Policy Acknowledgement. You can find the acknowledgement on the [Club Registration](#) website.
11. Submit your proposed bylaws. Make sure all of the necessary statements are included verbatim. You can find the sample bylaws on the [Club Registration](#) website. Reminder: Your bylaws will be used to place your club in a council and must be approved by the ASI Attorney General.
12. Upload ASI Signature Card.