

CampusConnect: How to Register a New Student Organization

The Student Life Office is now moving to an online networking and registration system for all student organizations called CampusConnect. This is a wonderful new program designed to make managing your organization easier. For an online video training of the full capabilities of this program, please visit www.collegiatelink.net. There are three different training videos listed on the lower right side of the screen. It would be helpful for you and all members of your organization to watch the first two videos listed.

In order to become a registered VSU student organization and to be approved by the Student Life Office, your organization must follow the steps below. Once you are approved through CampusConnect, you will have completed the requirements for reserving rooms and space on campus, given the capabilities to post events and flyers on CampusConnect, and will be considered a registered organization in good standing at VSU.

To register a **NEW OR INACTIVE organization not found on the CampusConnect Organization List, please follow the steps below.**

1. Go to **valdosta.collegiatelink.net** (DO NOT include "www." when typing in this address!)
2. You will find a log in area on the right side of the page. Log in to the system using your **Blazenet username and password**.
3. You will be prompted to fill out your personal profile. After you have completed your personal profile, you may then **register your organization**.
4. Scroll down to the bottom of the screen to find **"Community News."**
5. Click on the words **"Application for NEW Organization Registration."** Another way to do this is to click on the tab titled **"organizations"** on the top of the screen. Once under the organization tab, click on the green button titled **"create new organization."**
6. **Read the instructions** and click "continue." If you are the President/CEO of the student organization, **agree to be the primary contact** by clicking "continue."
7. Fill out your organization's information completely and submit for approval. **Make sure to include ALL phone numbers and e-mail addresses completely when prompted** (fill out ALL applicable fields in this step!).
8. Once your **organization has been approved**, the CampusConnect administrator will be removed as a member.