Creating a User Profile on the RSO Portal

- Click on “Login” (on the left in gray)
- Click on “Register a New Account”
- Enter your university email (_______@tricity.wsu.edu)
- Click on “Check Username”
- Enter your full name
- Enter your title on campus and in your club (Student/President of “club”)
  If you’re an advisor put (faculty/staff/advisor of “club”)
- Put Student ID, Campus ZIP (99354), and your phone number
- Select “Yes” for terms of use and privacy policy
- Click on “Submit New Registration”
- You will receive a prompt to check your WSU email account
- Once you have received the email with the temporary account password. Log back into portal using that password.
- Once you have logged back in, go to “User Profile” and click on “Change Password” at the top of the page.
- Once you have changed your password, log out, and log back in with your new password.
Registering Your Group (Club) on the RSO Portal

- Login as an individual on to the Portal
- Click on “Register Group” (on the left in gray)
- Enter the name of your group and click “Search”
- Click on “No, register a new group”
- Enter the Group Type (all clubs except Intramural Sports Teams will be registered Student Organizations). Click “Next”
- Enter in Group Name and Group Email
- Group Webpage, Office Location, and Office Phone number are optional.
- Enter Meeting Info. (time and location of monthly and/or weekly meetings. If no set time put “TBA”)
- Enter Public Description (description of the club, that will be viewable to the public on the Portal)
- Enter in Purpose/Goals
- Enter Membership Criteria (“Open to all WSU Tri-Cities Students”)
- Number of Members is optional (as membership grows you can update this section)
- Enter Membership Majority (choose from drop down list)
- Group have funds (if you currently have funds in a University Account, click Yes)
- Click Yes or No for University Account
- Transfer Account put None (unless your club has an FS&A account)
Other Bank Account put None (if your club has multiple FS&A accounts please specify it here).

Click “Next”.
Add Tags (click on the option that best describes the focus of your group)
Click “Add Tag,” then click “Next”
Invite Members (Be sure to invite all club officers in this section) then click “Next”.
Read the Rights and Responsibilities and click the “Yes” box on the bottom of the page. Click “Next”
Your group will receive a prompt in red to upload a constitution and have your advisor join the group.
To upload your constitution click on “Constitution” on the top of the page in blue.
Upload your constitution file to the Portal
Once your constitution is uploaded click “Submit Registration”
Have your advisor join the group (go to “Joining your Group on the RSO Portal to do this”).
Joining a Group (club) on the RSO Portal

Note: Advisors must join the group using the following steps.

- Login under your individual account.
- Click on “View Groups”
- Click on your group/club
- Click on “Join Group” at the top of the page in blue.
- Choose your position in the group from the drop down list.
- Click “Submit Request”
- Once you have joined your group. The person running the groups portal page will have to go to “Pending Request” at the bottom of the portal page and click “Verify” in order to accept you as a member.
Spending your S&A Fee Allocation

- Please read through the attached file for guidelines on spending your S&A Fee Allocations.
- [http://www.wsu.edu/~forms/HTML/SA_Fee_Brochure.htm](http://www.wsu.edu/~forms/HTML/SA_Fee_Brochure.htm)
As your first step to planning a successful event please complete the following forms (available on the Campus Calendar and the Portal)

- Student Event Registration
- Risk Assessment Form

Just a friendly reminder from your WSU TC Marketing Dept. [http://www.tricity.wsu.edu/student_clubs/pdfs/marketingdept.pdf](http://www.tricity.wsu.edu/student_clubs/pdfs/marketingdept.pdf) is available to help promote your club events, which builds your attendance and our campus reputation. E-mails details to marketing@tricity.wsu.edu

Go to Campus Calendar ([www.tricity.wsu.edu/calendar](http://www.tricity.wsu.edu/calendar)) to view and submit:

- Event Checklist
- Room Availability
- Reserve a Room
- AV Equipment Request
- News Release
- Marketing Department Website
- Exhibition Center
- Academic Calendar
- WSU Events
Guidelines for Making Purchases with S&A/FS&A Accounts

- Please use the following Purchasing Guidelines
  http://www.tricity.wsu.edu/student_clubs/pdfs/purchasinginfo.pdf
  when purchasing goods and services.
- Request for Purchase (RFP)
  http://www.tricity.wsu.edu/student_clubs/pdfs/rfp.pdf

For questions or clarifications, contact purchasing manager Doria Monter-Rogers at 372-7201 or monter@tricity.wsu.edu
Serving Food at Events

- Please use the following Food Guidelines
  [http://www.tricity.wsu.edu/student_clubs/pdfs/foodeventreg.pdf](http://www.tricity.wsu.edu/student_clubs/pdfs/foodeventreg.pdf)
  for serving food at events.

- Any event where food is served requires approval of your Event Registration and Risk Assessment forms by the Health and Safety Department. If you do not receive approval, your event can be shut down.

- For questions or clarification, contact Fred Miller, health and safety coordinator, at 372-7163 or [millerfl@tricity.wsu.edu](mailto:millerfl@tricity.wsu.edu)
Inviting the Chancellor/VIPs to Events

- If you would like to Invite the Chancellor/ VIPs to your club event, please contact the Assistant to the Chancellor Jana Kay Lunstad at 372-7258. Email: jklundstad@tricity.wsu.edu

Inviting the Chancellor/ VIPs
http://www.tricity.wsu.edu/student_clubs/pdfs/invitingthechan.pdf
Registered Student Organization Form

- Please complete this form and turn it into Shiloh Penland 136E in the Student Lounge.
- Only club officers have to complete the training.

Registered Student Organization Form
http://www.tricity.wsu.edu/student_clubs/pdfs/questionnaire.pdf