

Step-by-Step Guide to Complete the Registration Process (2024)

For Returning Student Organizations

Step 1—Get Prepared

- Before starting the re-registration form make sure you have all the required information and you have reviewed the organization's constitution to ensure all required sections are included.
- Read the Required Constitution Sections document (based on the organization type), for specific information on the required sections and language that must be included in the organization's constitution/bylaws.

Registration Checklist

- Contact information for the Treasurer
 - First Name
 - Last Name
 - CSUN ID number
 - CSUN Email Address
- Contact Information for the University Advisor
 - First Name
 - Last Name
 - CSUN Email Address
 - Name of the campus department where the University Advisor works
- Contact Information for three (3) organization members
 - First Name
 - Last Name
 - CSUN ID Number
 - CSUN Email Address
- A copy of the organization's constitution/bylaws that includes all **required** sections and language.

Step 2—Sign-in to Matasync

1. Go to matasync.csun.edu
2. Sign-in using your CSUN username and password

Step 3—Access the Registration Form

2. Under "My Organizations" select the gear icon, next to the organization image
3. Next select, "Manage Home"
4. Select the Re-Register this Organization button, to access the form

NOTE: The registration form is set-up to allow only the organization President, the ability to submit a registration form. If you are unable to submit a re-registration form, you don't have the appropriate permission to access the re-registration form. Contact the Matador Involvement Center, for assistance at 818-677-5111 or micclubs@csun.edu.

Step 4—Complete and submit the form

- Before submitting the form, review the information provided for accuracy.
- Registration forms that contain incorrect and/or incomplete information will be denied and a revised form must be submitted.

Important Information

- **Eligibility Requirements**
 - The President and Treasurer must meet eligibility requirements.
 - On the date when the re-registration form is submitted, the President, Treasurer and three general members listed on the registration form, must be enrolled for the Fall 2024 semester. If any of the individuals listed on the registration form are not enrolled, the form will be denied.
- **Training Requirements**
 - As part of the re-registration process, the President and Treasurer are required to complete the 24 to 25 RSO Officer Orientation training and the Decisions: Alcohol and Other Drug training.
 - The University Advisor is required to complete the Decisions: Alcohol and Other Drug training.
 - After the President, Treasurer and University Advisor(s) complete the required training, the organization's registration will be approved.
 - However, the organization's status in MataSync will remain frozen (i.e., not active), until the President, Treasurer and University Advisor(s) have accepted the Terms and Conditions.
- **Terms and Conditions**
 - The President, Treasurer, and University Advisor(s) are required to accept the Terms and Conditions, as part of the registration process.
 - To review and accept the position terms open your [user drawer](#) and select *My Organizations*. Any position under this tab with unaccepted terms will be displayed with a prompt to review the associated terms.

Helpful Matasync Support Articles

- [Accessing Your Form Submissions](#)
- [Viewing Your Organizations Registration Submission](#)
- [Resubmitting a Denied Submission](#)

If you need additional assistance, please contact the Matador Involvement Center at 818-677-5111 or email micclubs@csun.edu