OrgSync®

Interested in creating a club?

What you will need:

- A computer and the paperwork attached.
- Staff or Faculty to agree to be an advisor for the club (They cannot be an RSE).
- Two of the people need to agree to be officers in the club.
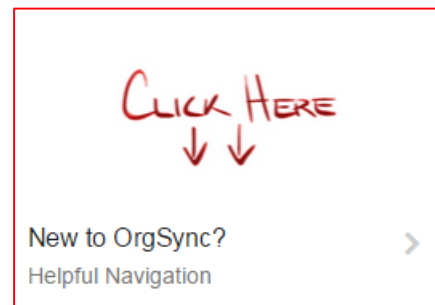- A smile and a good attitude.

Step One: On an internet browser (OrgSync works best on Firefox or Chrome), go to www.orgsync.com/login/olympic-college

Or, go to the OrgSync main webpage www.orgsync.com, and find 'Olympic College' when asked what your community is.

OLYMPIC COLLEGE   Sign in with Student Account

Need help signing in?

Step Two: You will either get a gray box asking for you to log on, or you will get the Olympic College landing page. If you are on the landing page, click the 'Sign in with Student Account'. At this point, once you have the gray box asking for Username and Password, use your same login credentials as your student login for your OC's Wi-Fi, computer access and email.

Step Three: You will be taken to Olympic College's community homepage. From there, look below the OC banner to find the 'Click Here' picture. It will take you to a news post with navigating links to find what you need.

CLICK HERE
↓ ↓

New to OrgSync? >
Helpful Navigation

Step Four: Click 'Charter a New Club' and use the information attached to this guide to fill in all of the appropriate blanks.

Thank you for using OrgSync. If you need assistance, email ASOC@olympic.edu .

OrgSync Help

Welcome!

We understand, starting a new club is hard enough but to have to learn a new program is like the straw on the camel's back. Don't worry though, those in the student government office have you covered! At any point you can contact us, either by dropping into BSC 118, calling (360) 475-7290 or even emailing us at ASOC@olympic.edu. Olympic College students are our M.V.P. and we want to make sure your experience is the best it can be.

Errors in OrgSync

With every new software, there are going to be kinks in the line. If you see spelling errors or think a process can run smoother than it currently is, then contact us and let us know! We have a portal open for Complaints and Suggestions. This portal is staffed by three students in the Student Government office. We will be checking this portal constantly to ensure that the student needs have been met.

Complaints and Suggestions

SGOC Association
Service

OrgSync Training

At multiple times through the quarter we will have opportunities for training. Depending on the audience, the training will be different and tailored to their needs. Clubs can even request the Executive Vice President to come to a club meeting to train students. We want every student to succeed in their ventures at Olympic College.

Olympic College

Home   Calendar   Browse Organizations

Basic Organization Information

Within OrgSync, as soon as you start the charter process for a new club, it will ask you various different questions. This form is designed to help you get your thoughts together and build your club before you even get to OrgSync. The plan is, with everything written down, it'll be a breeze copying all of the information into the required fields. If at any point you get stuck, or need assistance, contact Nic Shakley at bshakley@olympic.edu.

Full Club Name: _____

Abbreviated Club Name: _____

Category: (There is a drop down list available)

Description:_____
_____
_____
_____
_____
_____

Website: (Facebook can count)_____

Meeting Day:_____

Meeting Time: _____

Meeting Room: _____

The last thing that will be required, is a Constitution and By-Laws for the club. There is a template available in the 'Student and Staff Resources' folder within OrgSync. There will be a place where you can upload the document directly. It is mandatory for the person chartering to have read, and be familiar with the constitution. Thank you!

Questions? Comments? Contact us!
Student Government of Olympic College
BSC 118
Email: ASOC@olympic.edu
Phone: 360-475-7290

New Club Student Sign-up

You want to start a new club but don't have the members? Have no fear, here is your hand dandy sign-up sheet. To charter a club you need 6 current students, at least two of which should be officers (Yes, you can mark yourself below) a totally awesome name for your new Olympic College legacy and an Advisor. Use the information from this form to build your club on OrgSync.com!

*Club Name:

#	Position	*Name	*SID	Student Email
1	*Officer 1			*
2	*Officer 2			*
3	*Member 3			
4	*Member 4			
5	*Member 5			
6	*Member 6			
7	Member 7			
8	Member 8			
9	Member 9			
10	Member 10			
11	Member 11			
12	Member 12			
13	Member 13			
14	Member 14			
15	Member 15			

Advisor Name*	Advisor Title	Advisor Phone*	Advisor Email*

Questions? Comments? Contact us!
Student Government of Olympic College
BSC 118
Email: ASOC@olympic.edu
Phone: 360-475-7290

*The star denotes required information

OLYMPIC COLLEGE
RANGERS
Student Government
(ASOC)