

Collegiate Link

Steps to Register your Org.

1. Go to <http://longwoodorgs.collegiatelink.net>
2. Enter your myLongwood username and password by clicking log in. (located in the upper right hand corner)
3. Enter all information asked for.
 - a. The more you enter the better!
4. Click on organizations.
5. Click on the "Register this Organization Button" located under your organization. (You can leave the registration process at any time, and it will show up under "My Organizations" as pending.
6. Complete all required fields.
 - a. Profile Page
 - b. Anti Hazing Policy
 - c. Constitution (You must upload a constitution.)
 - d. Add Positions
 - e. Add Member List
 - i. You can enter LU email addresses to invite people
 - ii. You will not see everyone until invitations are accepted.
 - iii. Three statuses: pending, current, perspective
 - f. Interests
 - g. Categories
7. SUBMIT FOR APPROVAL
 - a. You will get a confirmation email in the "Messages" section as well as your email inbox.

To Add an Event:

1. Click "My Organizations"
2. Click on the organization hosting the event.
3. Click on "Events."
4. Click "Create Event."
5. Fill in necessary information, and submit.
6. Once the event is approved by an administrator, it will show up on the home page.

To Accept Membership

1. Log In
2. Click on messages.
3. Open invitation
4. Accept invitation