RSO RE-REGISTRATION STEP-BY-STEP INSTRUCTIONS

- Note: If you are forming a new group (not currently active in HogSync) please email rso@uark.edu for that process.
- Re-registration should be completed by the President or Treasurer of your RSO. If the President or Treasurer is not listed in HogSync, please have advisor email rso@uark.edu so we can add them.
- There are three steps required to re-register your RSO. All three steps must be completed by May 12, 2024. Your re-registration submission will be reviewed after all steps are completed. Details of each step are listed below.
  o Re-registration Form – You will need your RSO logo, constitution, and list of RSO officers and members.
  o RSO Advisor Certification Form – Must be submitted by each RSO advisor every year.
  o RSO President/Treasurer Quiz (both the president/treasurer you list on the re-registration form must complete this with a score of 80%) - Hint links are included throughout the quiz.

Step 1: Re-Registration Form

1. Open HogSync and go to your RSO group page. There will be a blue box at the top that prompts you to reregister your RSO. Click on the blue tab that says, “Group Re-Registration.”

2. Complete the information on the form. This will include basic information about your RSO, an upload of your constitution and logo, and officer/advisor information. Make sure the information you are putting into the form is accurate and most up to date. When finished, click next. A couple of notes:
   - You will have to upload your logo twice, once at the top of this page, and again later in the form.
   - You are limited to 10 officers. If you have more than 10 officers, once re-registration is complete you can submit an Officer/Advisor Update Form.
   - Any officers not listed on your re-registration form that are currently in HogSync will be removed when the re-registration is approved.
3. Fill out the following information which assesses your need for a Worktag. This section is where you will upload the logo again. Then, click Next.

4. Continue to the next page and fill out the following information. The following screenshots will show you what your screen will look like if you choose yes or no.

   If you choose no:

   [Image of screenshot showing the option to select if the RSO is affiliated with a local, state, national, or international organization, business, or entity with options for Yes or No]
If you choose yes:

5. Finally, sign the non-discrimination statement and submit!

6. When completed, you will see this screen and receive a confirmation email.

**Step 2. Advisor Certification Form** - Have your faculty or staff advisor fill out the following information.

Use this link or scan the QR code to access. As a reminder your advisor must not be a student or graduate assistant (unless it is required by their GA position).  
[https://cglink.me/2uB/s795](https://cglink.me/2uB/s795)

**President/Treasurer Quiz** - Both president and...
individually and score at least 80%. Follow the link or QR code to access.

https://cglink.me/2uB/s793

Questions? Please email rso@uark.edu.