How to create an organization within presence.

Follow: cwu.presence.io

Click Login
Click Create an Organization

Fill in your club name and club description. (Note this is exactly what prospective members will see when viewing the system).
Select your club categories. You may select multiple. Make sure to select Inter Club Association, Sport Club, or ESC org in line with what group you are in. Students will be able to sort clubs by interest area so make sure to capture what fully describes your club.

You can skip meeting time and location for now as for this initial renewal you will not be able to schedule until you do this. (You will be able to go in and edit this on your actual portal later).
Upload the most updated constitution for your club. This document will always be accessible in your club portal so future members will have an easier time keeping track of it. If you do not have your constitution there is a link to a constitution template within to create a new one.

Upload or select a cover photo from within the form. This photo will be what appears as the image on your club’s portal. It can be your club logo, a group picture, or an image that represents what the club is about.
Include associated Facebook and or Twitter handles.
(Not required) (Instagram is currently not supported unfortunately)
Input your advisor information.

Suitable fields for advisor information:

- First Name
- Last Name
- Email

Input your club’s officers and their positions. (Each officer will be notified).

You may add additional officers other than President, VP, Treasurer, and Secretary. If you have officer positions that are outside of these please list them as “committee chair.”

Suitable fields for the roster:

- Name
- Email
- Membership
Scroll back up and hit submit for approval.

Your submission will be reviewed for completion and accuracy. Your renewal is confirmed when you receive the approval notification from the office of Student Involvement.