G

Crea t ng a New Recognized Student Organiza t on

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Supplemental Resources

h t ps://colorado.campusgroups.com

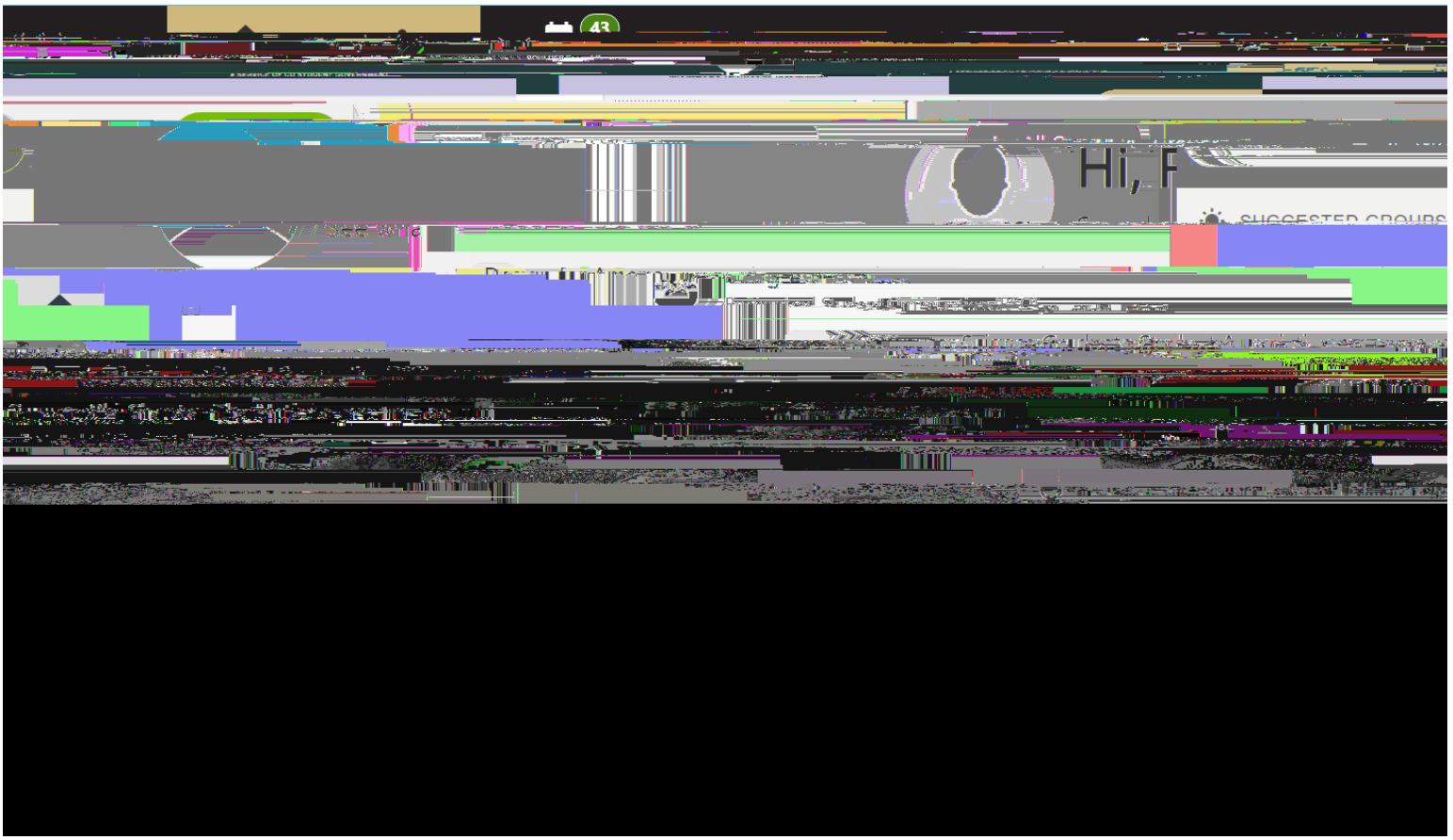
Logging In For The First Time

SIGN IN

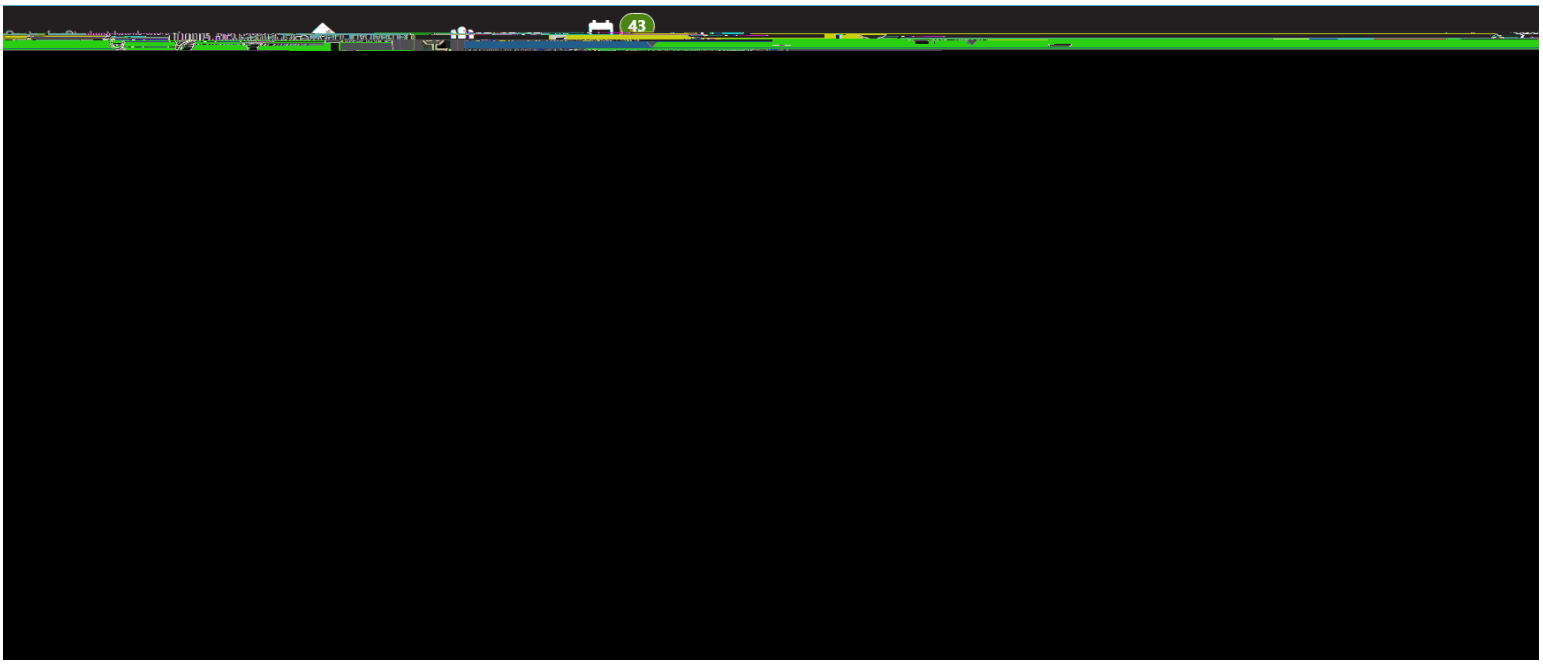
Searching For Organiza t ons

GROUPS

ALL GROUPS



ALL GROUPS



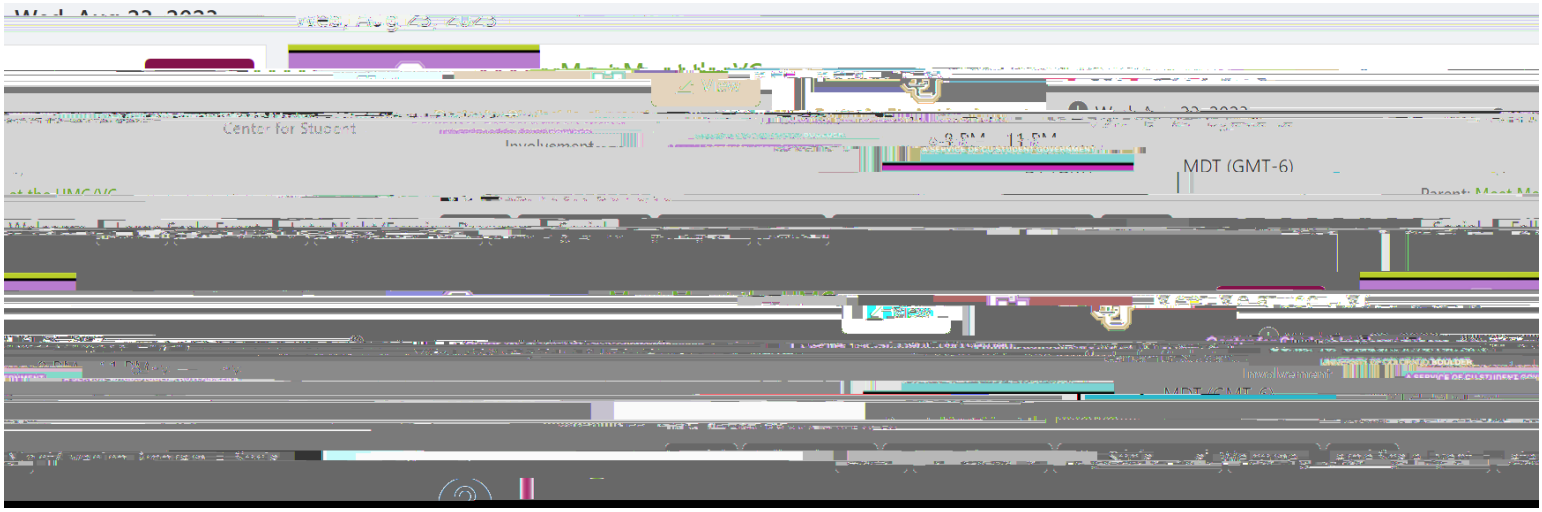
Searching For Events

EVENTS

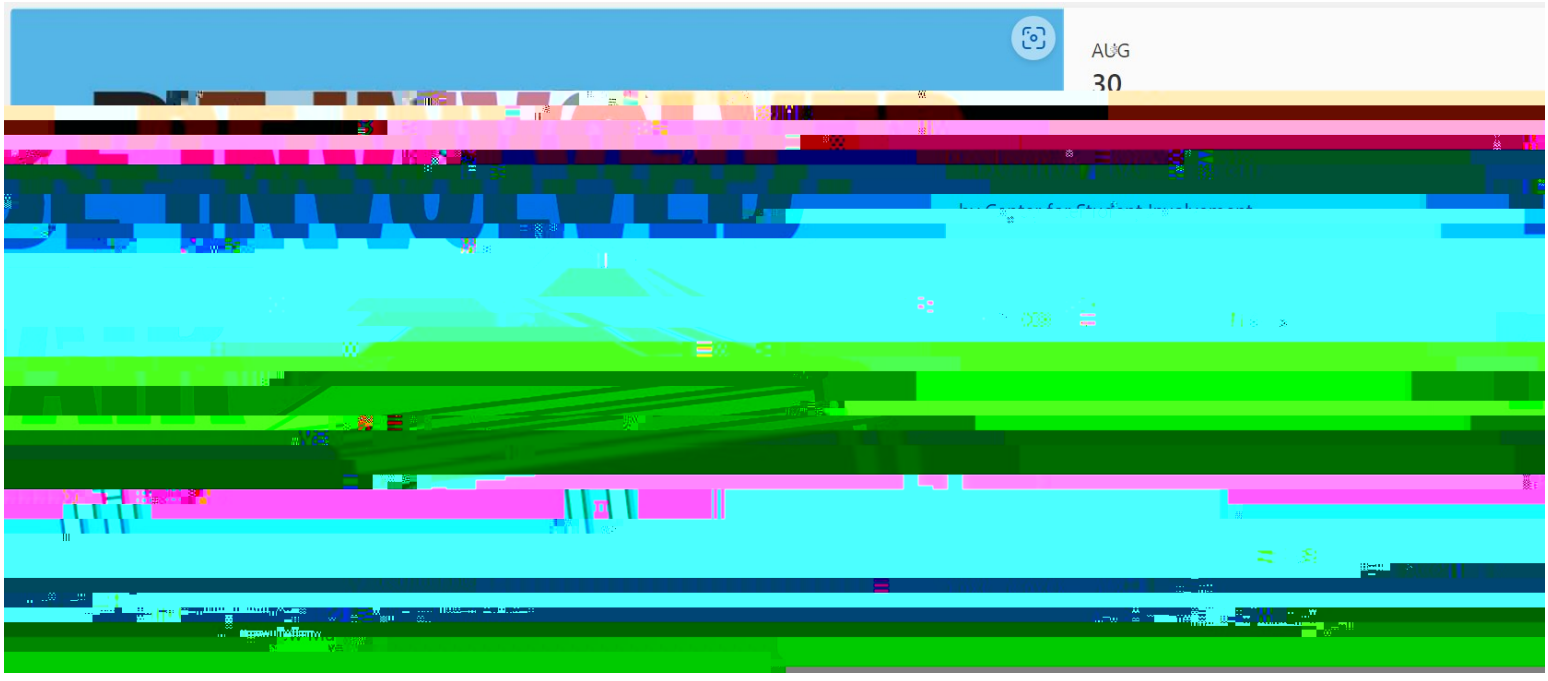
Searching For Events (con t nued)

REGISTER

VIEW



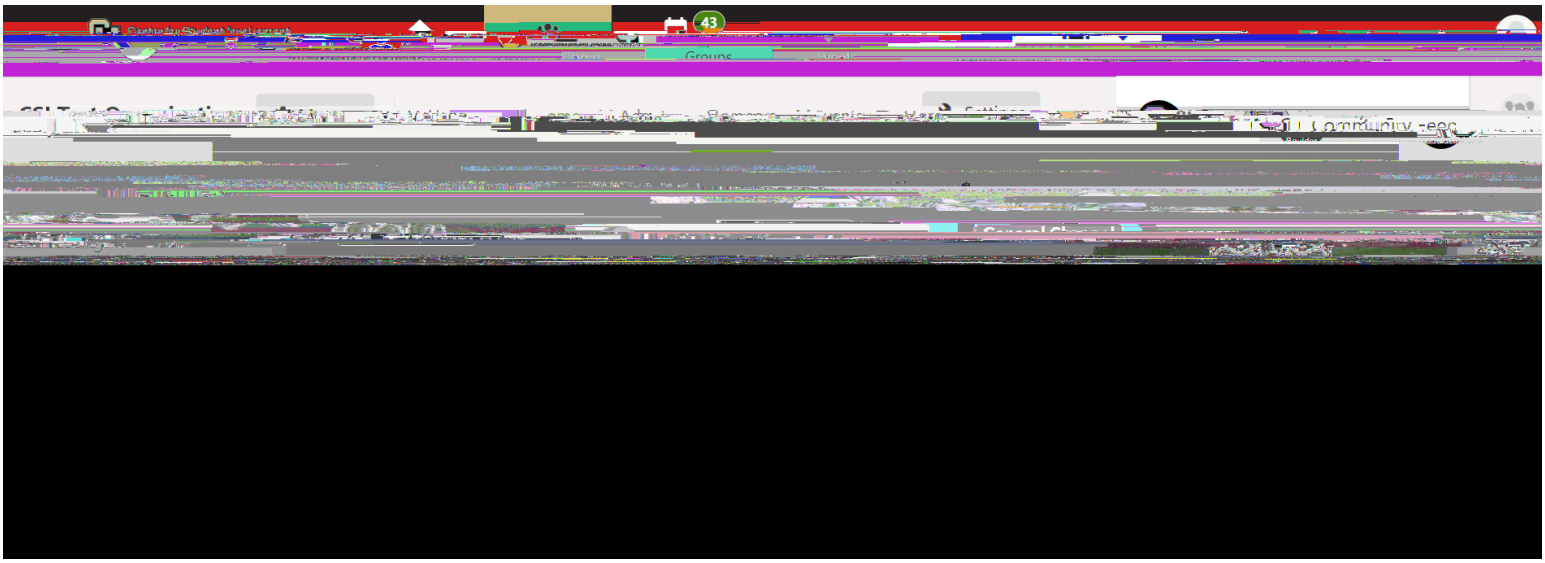
VIEW



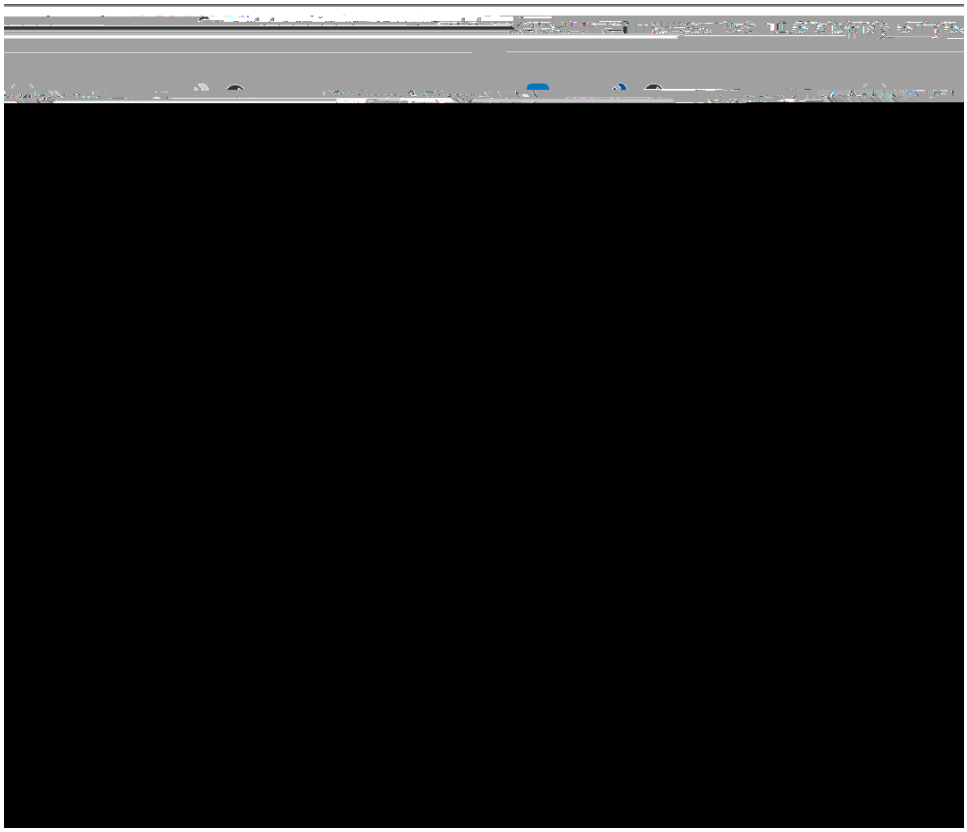
Annual Registration

Upda t ng Bu f Connect

- MY ACTIVITY > MY GROUPS



SETTINGS



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FEEDS

Upda t ng Bu f Connect (con t nued)

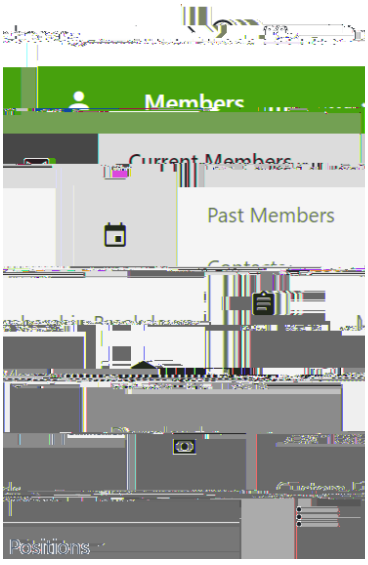
MANAGE

Sec t ons for Managing your RSO/RSGO, including:

Members

Members

, - MEMBERS



CURRENT MEMBERS

CURRENT MEMBERS

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PENDING MEMBERS

POSITIONS - MEMBERS POSITIONS

O f cers

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Emails

’ EMAILS

Events

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SURVEYS AND FORMS

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ACCOUNTING BOOK

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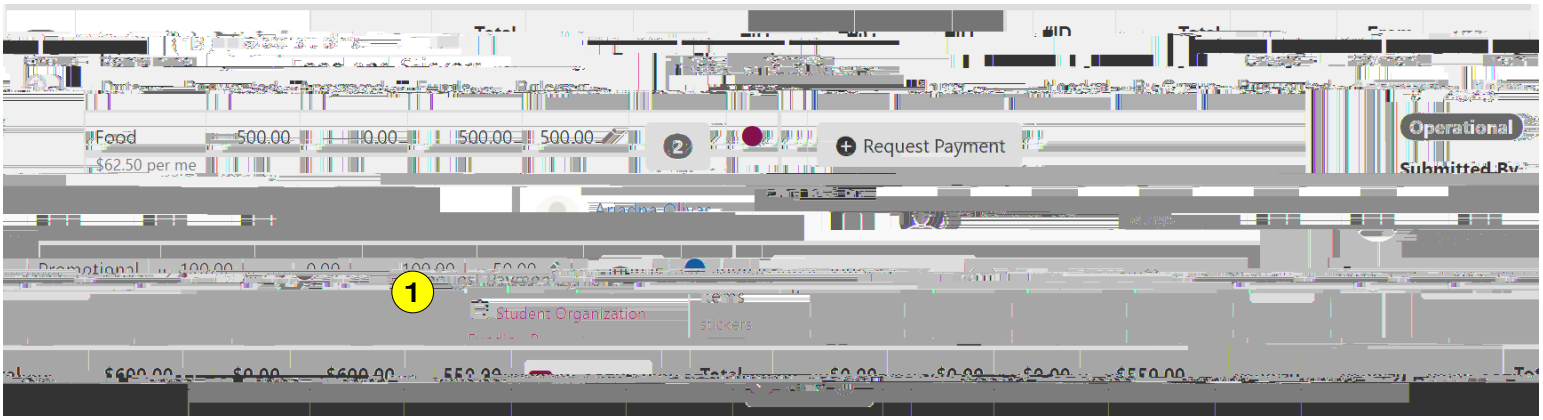
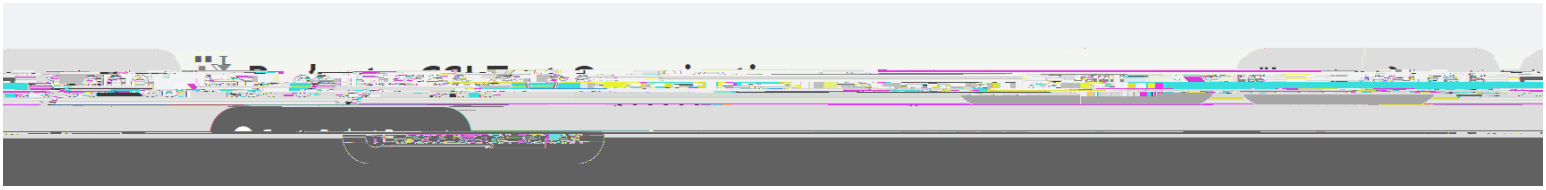
Funding and Finance—Reques t ng Funding



***REMEMBER: A f er going through the funding process you will meet with our CSI Finance Sta f who should walk you through any rules or regula t ons about how you can spend your funds.*

ACCOUNTING BOOK
CREATE BUDGET REQUEST



Clicking this bu t on will begin the process. A few things to keep in mind before we show o f parts of the form:

organiza t on administrator

TYPE

jus t f ca t ons for each line item

Once you begin the form you will

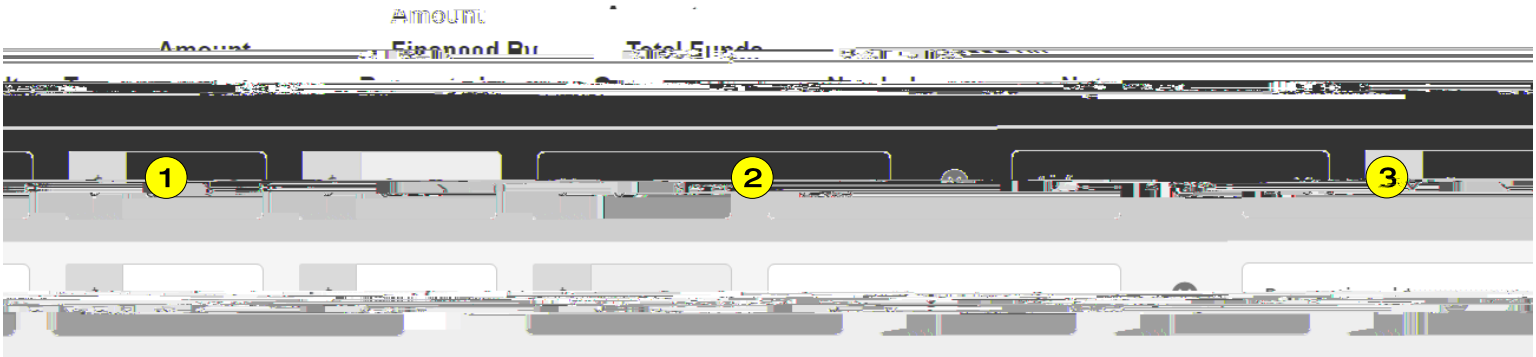
Page 1:

Page 2

1 -
“ ” “ ”

2 “ ”

3



Funding and Finance—Reques t ng Funding (con t nued)

Page 3:

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Page 4

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Funding and Finance—Submi t ng a Payment Request (budgets)

ACCOUNTING BOOK

PAYMENT REQUEST

REQUEST PAYMENT

Funding and Finance—Submi t ng a Payment Request (Revenue or other funds)

ACCOUNTING BOOK ’

PAYMENT REQUEST

Funding and Finance—Depositing Money into your Revenue Fund

Supplemental Videos and Resources