Step 1: Log in to your SHIP Link account with your SU Username and Password. 
https://orgsync.com/login/shippensburg-university

Step 2: Click on the Organizations tab.
Step 3: Click on the Register New Organization box.

Step 4: Click Student Services, then hit Select.
Step 5: Begin to complete the basic information for your student group. (Note: there are REQUIRED fields). Then click Continue.
Step 6: Complete the required information about the President and Vice President of the student group. You must include a Start Date for each before continuing. Then click Continue.

Step 7: Select the type/category your group falls under (In this case, select Student Group (Club, Organization). Then click Continue.
Step 8: Complete the information for your group’s REQUIRED officers, which includes your executive board positions (President, Vice President, Treasurer, & Secretary. Then click Continue.

Step 9: Complete the information for your group’s primary advisor. Please include appropriate title for advisor (i.e. Dr.). Then click Continue.
Step 10: Please select if your club has a volunteer coach. Then click Continue.

Step 11: If “Yes”, please complete the information for your club’s volunteer coach(s). Then click Continue.
Step 12: After completing any information about a volunteer coach(s), please upload your REQUIRED student group constitution and roster. Then click Continue.

Step 13: Complete any additional information that applies to your group. If you did not attend required SHIP Link training, please contact Kelsey Roman at karoman@ship.edu to schedule. Then click Continue.
Step 14: **Galen Piper, Director of Recreation & Club Sports, will review your request. If you have any questions, please contact him at gepipe@ship.edu. Then click Continue.**

Step 15: **Click Finish. At this time, your club sport registration will be reviewed and an email will be sent to your advisor to accept. You will receive an email when approved or denied with reasoning as to why.**