

OUSA Continuing Affiliation 2018

What you need to do on the new clubs portal to be affiliated for 2018!

Firstly, have you registered an account on the clubs portal website?

Student? [Click here](#)

Non Student? [Click here](#) (Student ID 000000)

Now jump into your emails and verify your registration.. some times these emails go to junk!

Next Step... Email your Clubs Development Officer, Sarah, so she can make you the admin of your club! sarahtaylor@ousa.org.nz

Now you have access to your clubs portal... and it should look a little something like this!

ousa
grants and affiliations

Dashboard
Clubs
Grants
Room bookings
Club Day registration
Website content

Football Club

Club details | Members | Bank accounts | Current officers | Files | Grants | Locker | History

Administrator: [Dropdown menu]

Club name: Football Club

About the club: [Text area]

Affiliation status: Incomplete

Legal status: [Text input]

Charity number: [Text input]

IRD number: [Text input]

Email address: [Text input]

Website: [Text input]

Facebook URL: [Text input]

Log out » | Save »

So, whats required to complete your continuing affiliation for 2018?

- **Club Name**
- **About the Club**
- **Email Address**
- **Website link**
- **Facebook link**
- **Membership list**
- **Current Officers & Contact Details**
- **Annual Financial Statement**
- **Asset Register** - if you club has any assets! includes uniforms, equipment etc.
- **Annual General Meeting Minutes** - with executive officers election
- **Locker access list** - if your club has a locker

Some forms you will see listed down the left hand side are:

- **Room Booking Requests** - if you require a regular booking at Clubs and Socs!
- **Clubs Day Registration** - required if you want to attend Clubs Day on the 22nd Feb
- **Website Content** - your clubs content on the OUSA website

There are plenty more sections which you can fill in, after all this is your clubs portal, fill it with as much information as your like, all files cannot be deleted so you will never loose your constitution again!

Once you have completed all of this, email Sarah again to let her know you have filled in above checklist, if everything looks good, she will mark you as affiliation complete, and you'll be good to go! sarahtaylor@ousa.org.nz

Confused? give Sarah an email - sarahtaylor@ousa.org.nz

Continuing Affiliations Due: 16th March 5pm