

OUSA Re-Affiliation 2019

How to guide on how to Re-Affiliate your club to OUSA in the clubs portal:

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

BE SURE TO USE YOUR STUDENT EMAIL WHEN REGISTERING AN ACCOUNT!

Student? head to <https://clubs.ousa.org.nz/register>

Not a student? not to worry! head to <https://grants.ousa.org.nz/register?any>

(When entering Student ID, enter: 000000)

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

sarahtaylor@ousa.org.nz

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

The screenshot shows the OUSA Clubs portal interface. On the left is a green sidebar with the OUSA logo and navigation links: Dashboard, Clubs (circled), Grants, Room bookings, Club Day registration, and Website content. The main content area is titled 'Football Club' and has an 'Archive this club' button in the top right. Below the title are tabs for Club details, Members, Bank accounts, Current officers, Files, Grants, Locker, and History. The 'Club details' tab is active, showing a form with the following fields: Administrator (dropdown), Club name (Football Club), About the club (text area), Affiliation status (Incomplete), Legal status (text field), Charity number (text field), IRD number (text field), Email address (text field), Website (text field), and Facebook URL (text field). A 'Save >' button is at the bottom left of the form area.

Left side tabs:

Dashboard - important info for clubs

Clubs - clubs portal (where you upload all info for Re-Affiliation)... head there now!

So, whats required to complete your clubs Re-Affiliation?

About the Club*

Email Address*

Website link

Facebook link*

Affiliation Policy* ensure you have read this

Membership list (names and student ID's, are required, but you are welcome to add contact details if you wish to utilize this portal as a database. To upload your members into the portal you will need to download the csv document provided, and upload it once filled out) *

Current Officers & Contact Details

Annual General Meeting Minutes* - with executive officers election

Annual Financial Report

Asset Register

Locker Access List

*REQUIRED

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, click the 'Request Affiliation' button, Sarah will get a notification for your request and check everything is looking good, she will mark your club as affiliated, and you will gain all the benefits of being affiliated to OUSA!

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

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

Room Booking Requests - if you require a regular booking at Clubs and Socs!

Website Content - your clubs content on the OUSA website

Clubs Day Registration - this will be held on the 21st of Feb at Tent City

Please note, you are required to complete a continuing affiliation each year to remain affiliated to OUSA.

AFFILIATIONS ARE DUE: 5 PM FRIDAY 22ND OF MARCH 2019