## **OUSA Re-Affiliation**

## 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

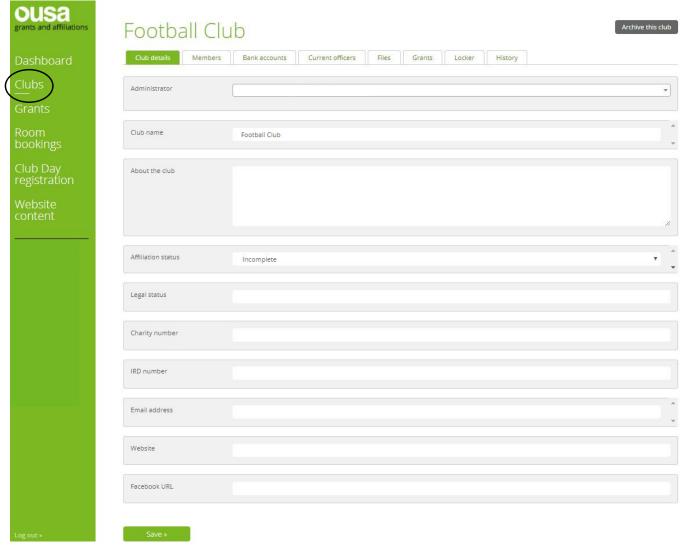
Not a student? not to worry! head to https://grants.ousa.org.nz/register?any

(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.....



## Left side tabs:

Dashboard - important info for clubs

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

| 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.                     |
|  |
| RE - AFFILIATIONS FOR 2021 ARE DUE FRIDAY 27TH NOVEMBER 5PM 2020   |
|  |

So, whats required to complete your clubs  $\mbox{\it Re-Affiliation?}$ 

About the Club\*