OVERVIEW
This information applies to you if you are trying to register a brand-new student group.

HOW TO FIND THE REGISTRATION FORM
You will need to be logged into BearsDen with your CCID and password – make sure you’re using a personal CCID, and not a group one. Whoever completes your group’s registration form will become the group’s Primary Contact, so make sure that you’re the right person to do it!

• There will be a link on the main BearsDen page that says Registering a new student group? Click here! You can also go to the Organizations Directory and select the button that says Register a New Organization.
• Use our Registration resources on our website to double-check any process questions you have!

You can save your form and come back to it at any time. However, if you haven’t submitted the form, SGS won’t be able to see or review it!

FAQ
Q. My group had a BearsDen page last year – why can’t I use the same URL?
If your group had a BearsDen page before, you need to re-register instead of registering a new group. Contact SGS or check out our other registration resources for help with that!

Q. How can I tell if my group’s registration has been reviewed/accepted/denied?
Log into BearsDen and go to My Involvement – Submissions – Organization Registrations. There, you should be able to see the status of your registration submission. Note: “In progress” means that you can still edit the form, and it hasn’t been submitted. “Pending” means SGS has received your form and it has not yet been reviewed!

Q. Why hasn’t my group been approved yet?
SGS receives hundreds of registration packages every year and we review them in the order that they were submitted, and we ask for two weeks to complete the initial review. If you haven’t heard from us in 2 weeks, make sure you have indeed submitted your application (see the last answer) and then send an email to clubs@su.ualberta.ca!

Q. If my group’s registration has been denied, what can I do?
Usually, you just have to fix the registration problems as outlined by SGS, and then resubmit the application! We try to be very detailed if changes need to be made in our emails to you. Double check that you have changed all of the requested sections of your registration application an resubmit it!
SGS will indicate whether you should resubmit the application in the message sent to you when we deny the registration form.

Q. Can I register at any time during the year?
Yes, you absolutely can. However, there are some things that you need to be registered to participate in – like Clubs Fair or Student Group Granting. Don’t wait until the last second to submit your registration application; registration volumes can be quite high at various points in the year. Allow your group plenty of time to be reviewed!