**TIMELINE**

**FIRST DAY OF YOUR ELECTION MONTH ::**  
- Registration form opens

**LAST DAY OF THE MONTH FOLLOWING YOUR ELECTION MONTH::**  
- Deadline to submit registration

**THREE MONTHS AFTER YOUR ELECTION MONTH::**  
- Deadline to have attended President and Treasurer Training.

**HOW TO FIND YOUR RE-REGISTRATION FORM:**

You will need to be logged into BearsDen, and be an executive member on your group’s BearsDen page. Whoever completes your group’s re-registration form will become the group’s new Primary Contact, so make sure that you’re the right person to do it!

- Ensure that it is past the first day of your group’s election month.
- Click on **My Shortcuts** on your BearsDen account, and select your group’s BearsDen profile, or find your page through the **Organizations Directory**.
- Under your group’s name on your main BearsDen group page, or beside its listing on the Organization Directory, you should see a button marked **Register** or **Register This Group**. Click this button, and you’ll be taken through the re-registration process.
- Use our Registration resources on our website to double-check any process questions you have! You’ll still need to submit a Liability Agreement and any other information we might ask you for.

You can save your form and come back to it at any time. However, if you haven’t submitted the form, a different executive member of your group could still create their own submission and send it in before yours is complete; communication is really important.

**FAQ**

**Q. What do I do if our group’s REGISTER button isn’t showing up?**
If it is the month of your election, and you cannot see the button, contact SGS.

**Q. I’m not an executive on my group’s BearsDen page. How do I re-register?**
Contact the person who is an executive on your group’s BearsDen page and have them add you. If this isn’t possible, you’ll need to send SGS an email, along with election meeting minutes or some proof of your executive status, before we’ll be able to add you.

**Q. My group doesn’t have a BearsDen page, so what should I do?**
If your group is a general student group and doesn’t have a BearsDen page, you need to register as a new group; if your group is a fraternity, FA, or Residence Association and doesn’t have a BearsDen page, contact SGS.

**Q. What happens if I miss my group’s registration deadline?**
Your group will be frozen, and you will be unable to book rooms or host events on campus. You must submit your registration in order for these privileges to be restored. Talk to us if you aren’t sure what to do!