

BlazerLink: How to Register a New Student Organization

The Student Life Office is now moving to an online networking and registration system for all student organizations called BlazerLink. This is a wonderful new program designed to make managing your organization easier.

In order to become a registered VSU student organization and to be approved by the Student Life Office, your organization must follow the steps below. Once you are approved through BlazerLink, you will have completed the requirements for reserving rooms and space on campus, given the capabilities to post events and flyers on BlazerLink, and will be considered a registered organization in good standing at VSU.

To register a **NEW organization not found on the BlazerLink Organization List, please follow the steps below.**

1. Go to <https://valdosta.presence.io/>
2. Click the button in the upper right corner, then click **login**.
3. To the right of the title 'Featured Organizations' you will see the '**Create Organization**' button. Click on it.
4. You will then fill out the 'Organization Registration' form.
5. You must select a category for your organization. A description of all categories is listed on the Organization Registration form.
6. Contact information is required. As well as information for the president, event coordinator and faculty advisor.
7. Fill out your organization's information completely and submit for approval. **Make sure to include ALL phone numbers and e-mail addresses completely when prompted.**
8. When your form is complete, click on the green "**Submit**" tab in the upper right hand corner.
9. You will be directed to a page where you will see your completed form. If anything needs to be changed, you can select the edit tab in the upper right hand corner and you will be able to edit your Organization Registration. If not, click "**Submit for Approval**".
10. Once your organization has been approved, you will be contacted by the Student Life Office.