



Engage

WHAT IS THIS GUIDE?

How to register your organization or department on MC Engage

Getting Started...

Before you register your organization, have the following information ready:

- **All of the basic details of your organization:**
 - Name of your organization
 - A basic description which includes what the organization is and any other information you'd want potential members to know about
 - Your meeting place and meeting time (if you don't currently have this, you can add it later)
 - Contact name and email for your organization (this may be the president, advisor, etc. but can be changed at a later date if it changes)
 - Officer list and membership list of individuals you'd like to invite to be apart of your organization on MC Engage; you'll need MC email addresses for these individuals
 - Your advisor's name and MC email address
 - A photo that represents your organization. This will be the cover photo for your org on MC Engage. We recommend a horizontal photo and not an image that includes text because it may be cut off

Registering your organization...

- **Step 1: Go to engage.mc.edu**

MC Engage

Organizations Events Forms Resources - [User Icon]

MC Engage

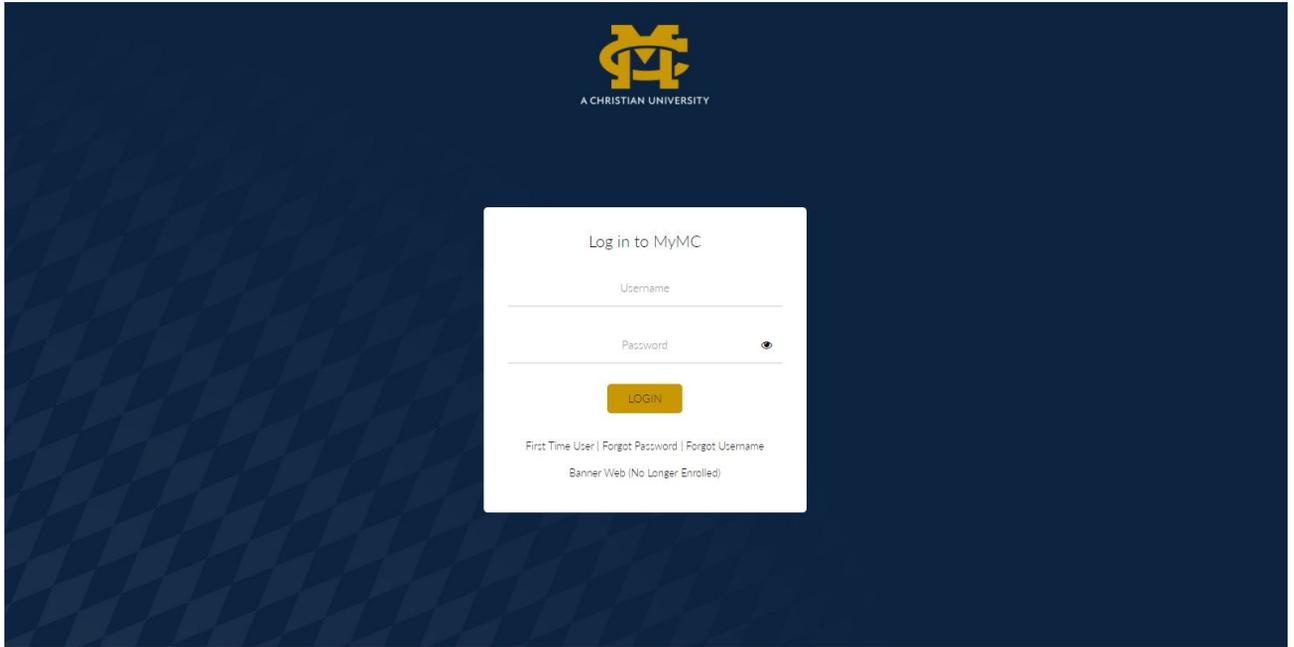
Welcome to MC Engage!

MC Engage is your place to connect with student organizations and campus departments that offer student services, events and resources that can help you take full advantage of the student experience at Mississippi College!

If you're wondering how to get involved, or where to start, check out the Office of Student Engagement's How Do I

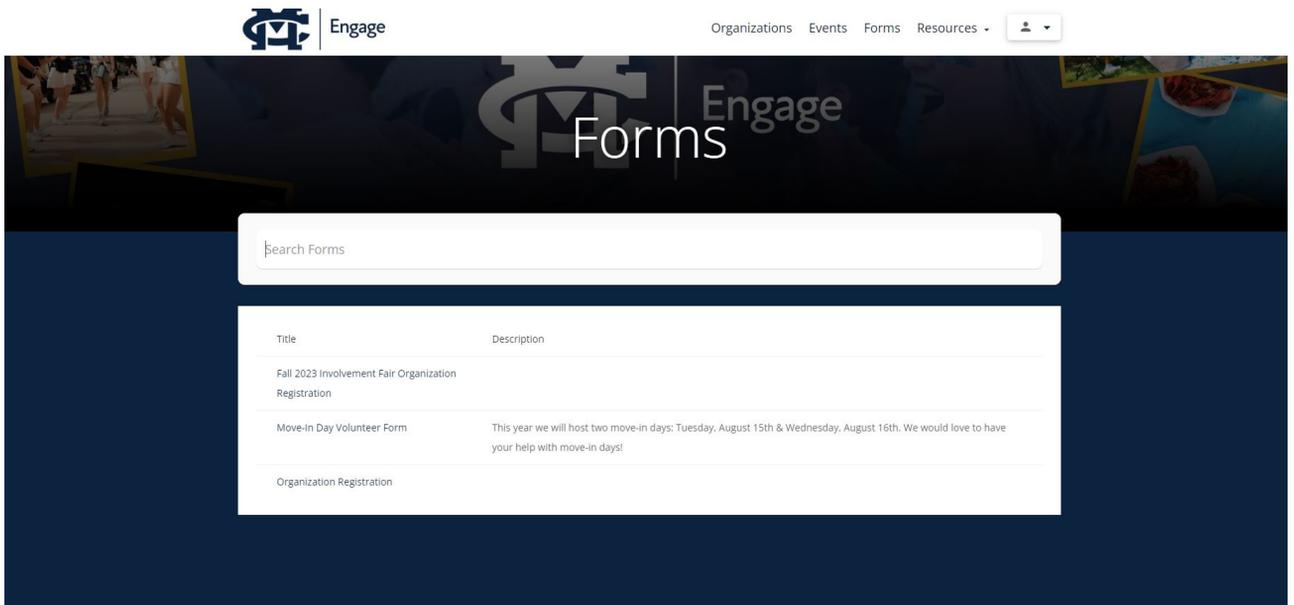
- **Step 2: Login**

- Click on the person icon in the upper right hand corner of the screen
- From the menu, click "Login"



- Use your MC credentials to login

- **Step 3: Once you've logged in, click "Forms" at the top of the page**



- Click the "Organization Registration" form link on the "Forms" page

- **Step 4: Fill out the Organization Registration Form**



Organization Registration SUBMIT

Basic Information

Organization Name *
 MC Campus Show Choir

About

H1 H2 H3 H4 H5 H6 P PRE **B** *I* U

WORDS: 12 CHARACTERS: 58

The MC Campus Show Choir will sing and dance all the time!

- Proceed through the form and fill out all of the requested information, including uploading your photo, inputting officers and advisors
- Under "Categories", choose the appropriate type of organization:
 - **Academic Honor Societies:** this would be an organization like Alpha Chi or similar honor society that is purely academic
 - **Academic Club:** this would be an organization like Student Members of the American Chemical Society (SMACS) that is academic in nature, but not an honor society
 - **Special Interest Club:** this would be an organization like the Multicultural Student Association (MSA) that is non-academic in nature
 - **Academic Department:** this would not be any type of student organization, but rather an academic department such as Christian Studies or History
 - **Campus Department (non-academic):** this would not be any type of student organization, but rather a campus office such as Career Development

Categories
 Special Interest Club ×

Meeting Time
 5:00 pm

Meeting Location
 The Quad

Contact Information

Contact Name
 Jonathan James

Contact Email
 james@mc.edu

Social Media

Facebook ID

Twitter Handle

Cover Image *
 The cover image should represent something about your organization. We recommend NOT including text as the image is resized and text overlaid automatically.



Waiver
 Waiver

Roster *		
Name	Email	Membership
Jonathan James	nutt@mc.edu	President

Advisor *		
First Name	Last Name	Email
Jonathan James	nutt@mc.edu	nutt@mc.edu

- **Step 5: Submitting Your Form**

- Once you have finished filling out all of the information for your student organization, you'll want to scroll back to the top to click the green "Submit" button

Organization Registration SUBMIT

Basic Information

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- **Step 6: Wait for Approval**

- Once you have registered your organization, the Office of Student Engagement will review your submission before it is live on MC Engage.
- Once your organization is approved, you'll receive an email from MC Engage and you can move forward with editing your organization if needed and eventually creating events hosted by your organization.

Do you have questions?...

- If you have questions, contact the Office of Student Engagement at 601.925.7711 or email Jonathan Nutt, Assistant Dean of Students, at nutt@mc.edu.