

# WILLIAM & MARY TribeLink

## How To Complete Annual Renewal

Each year Recognized Student Organizations are asked to complete the Annual Renewal process by re-registering the organization in TribeLink. This is to inform the Office of Student Leadership Development of your organization's intention to continue as an RSO next year, as well as retain the organization's privileges associated with recognition.

While any member currently on the organization's roster in TribeLink has access to complete the Annual Renewal process for the organization, the individual completing the process in TribeLink will automatically become the Primary Contact upon approval of your renewal. If you will be selecting new leadership soon, Annual Renewal should be completed by the individual who will be serving as the Primary Contact next year and then your Primary Contact information will be automatically updated.

This process will take approximately 15 minutes to complete. The Office of Student Leadership Development will review your completed renewal form within 7-10 business days and approve it; in some cases you may need to edit some information and resubmit the renewal form.

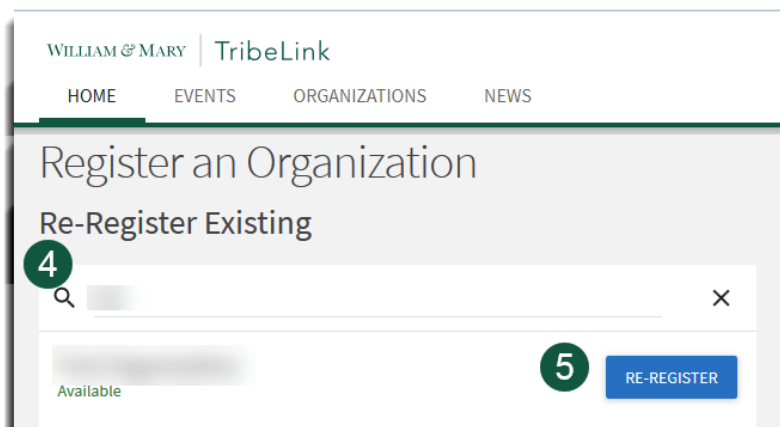
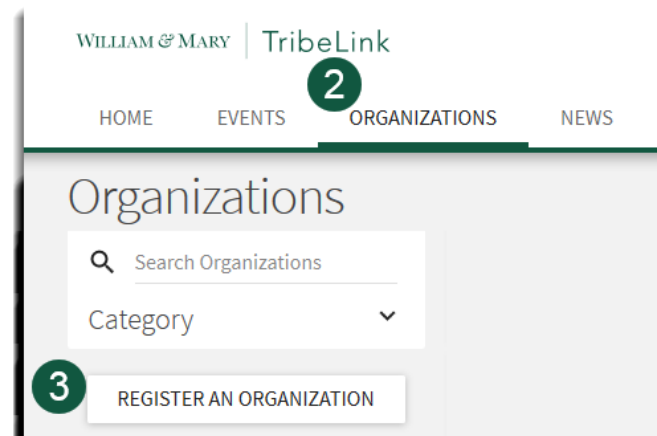
### Step by Step Instructions to Access the Renewal Process for your Organization

**Step 1:** Log into TribeLink (tribelink.wm.edu).

**Step 2:** Go to the "Organizations" page

**Step 3:** Select "Register an Organization"

**Step 4:** Using the search bar, find an organization to re-register. You will only have access to re-register organizations of which you are a member (you must be on the organization's roster in TribeLink to complete the process).



**Step 5:** Click the "Re-Register" button

**Step 6:** Read the instructions and complete the various steps (check the helpful tips on the next page)

# Instructions for Completing the Annual Renewal Form

## **Review the Organization Profile**

- Do not change the name of the organization. If you would like to request a change/edit to the organization's name, please contact [tribelink@wm.edu](mailto:tribelink@wm.edu) to inquire about that process.
- Do not change the "Organization Website URL" as this is not your organization's website; this is your TribeLink address, which has been assigned to the organization based on the organization's W&M Username.
- "Organization Contact Information" refers to information for the overall organization like [organizationxyz@email.wm.edu](mailto:organizationxyz@email.wm.edu). As this information will be accessible to the public, you cannot add the contact information for individual members of the organization (even the Primary Contact); if the organization does not have an address/email/phone number, leave this blank.

## **Review the Organization Roster and Positions**

- In this step, you will be required to identify a Secondary Contact, as well as a Financial Manager.  
\* Club Sports organizations - you will also identify a Safety Officer.
- If you choose to identify an advisor, please keep in mind that this position is reserved for a faculty/staff member who works with the organization in an advisory capacity, it is not a student leader role. You will need to send a request to [tribelink@wm.edu](mailto:tribelink@wm.edu) to add or remove an advisor to your organization's roster in TribeLink.
- Please take some time to review the organization roster. You may add/remove members, as well as positions held, during this step in the Annual Renewal process.
- Any changes you make will be reflected on an individual's membership record, so be sure the changes are timely and accurate.
- Additionally, any changes to membership and/or positions held may impact a member's ability to access the page and/or administrative management access
- If you would rather, you may also complete this review outside of the renewal process.
- Please refer to the "[Manage Your Roster](#)" guide for additional information.

## **Surveys and Questionnaires**

- Each year there will be a few questions included in Annual Renewal. Please take a few minutes to reflect on these questions and provide responses. Your response and the feedback you provide help SLD better understand the experiences of organizations/leaders and how we can support them.
- Club Sports organizations - please take some time to complete the Campus Recreation Year End Survey.

## **Review and Upload Updated Constitution**

- Recommended, but not required: if your organization has made any updates to the constitution (or other governing documents), upload the most recent version to the Documents section in TribeLink so that future leaders have access to the most up to date versions.

**DON'T FORGET TO CLICK THE SUBMIT BUTTON!**



Additional Questions?  
Email [tribelink@wm.edu](mailto:tribelink@wm.edu)