

Explore University of Northern Colorado

Welcome to BearCave!

Are you looking to get involved on UNC's campus? You are in the right place! Click around, join a club, attend an event posted on the calendar, or start your own club.

All Events [VIEW MORE EVENTS](#)

Student Involvement Fair

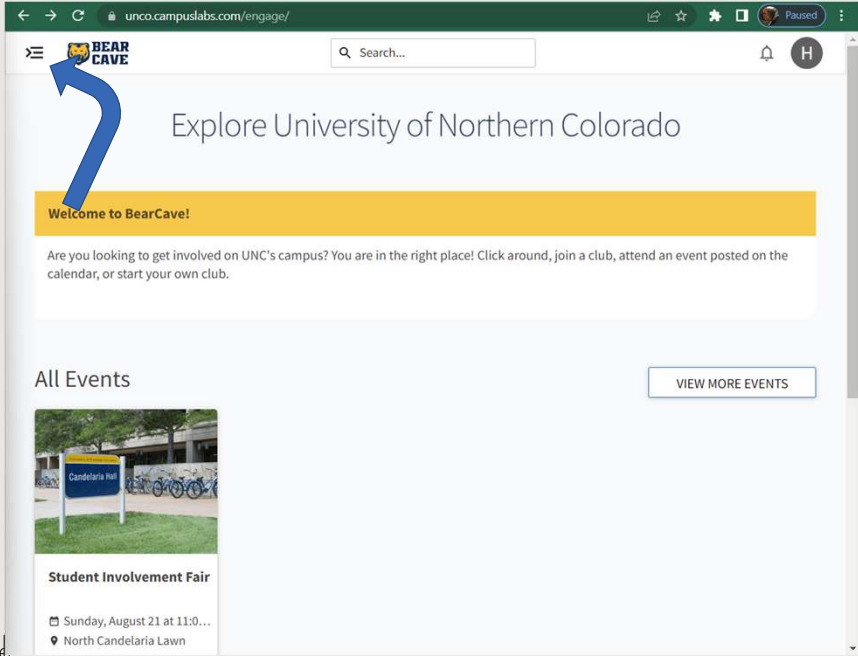
Sunday, August 21 at 11:00...
North Candelaria Lawn

Welcome to Bear Cave!

(Student perspective, logged in with my BearMail)

If your browser looks different - there should be a gray bar at the top of your page indicating a "New Navigation" alert. Click - "Try It Out!" & refresh your page a few times.

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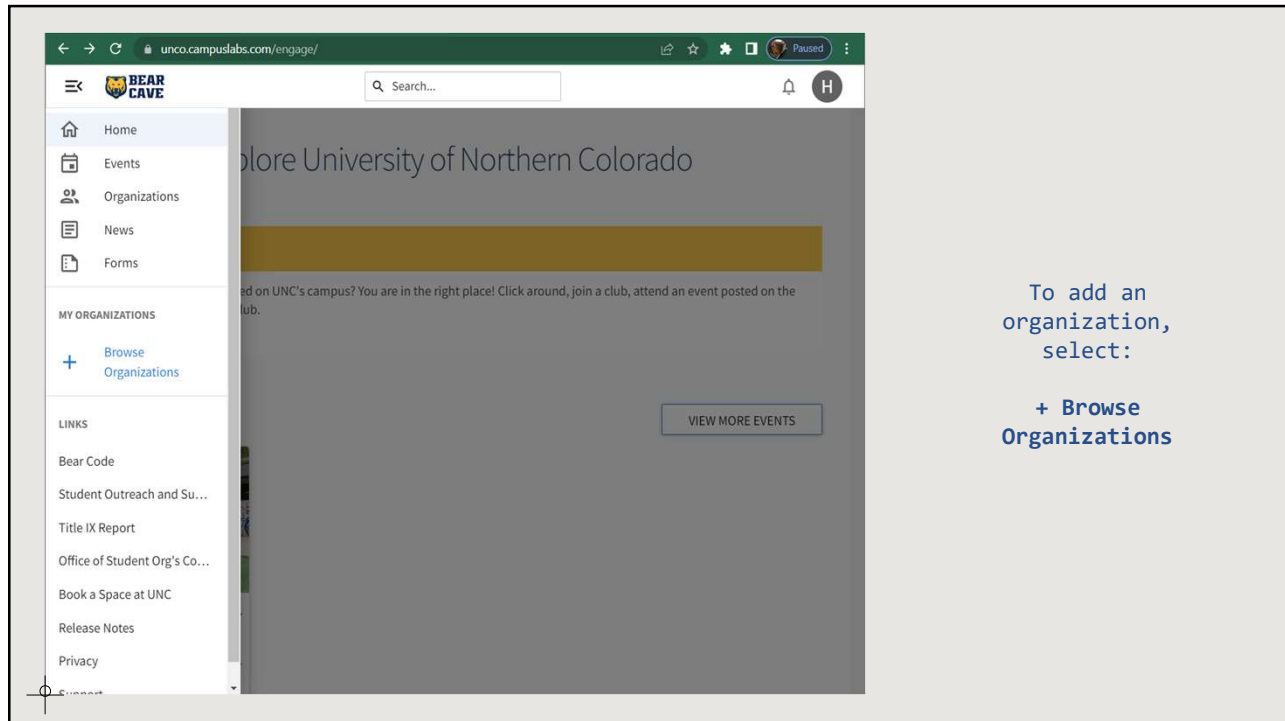
Sunday, August 21 at 11:00...
North Candelaria Lawn

We will be creating an organization.

Let's click our Menu

(indicated by the blue arrow in the top left)

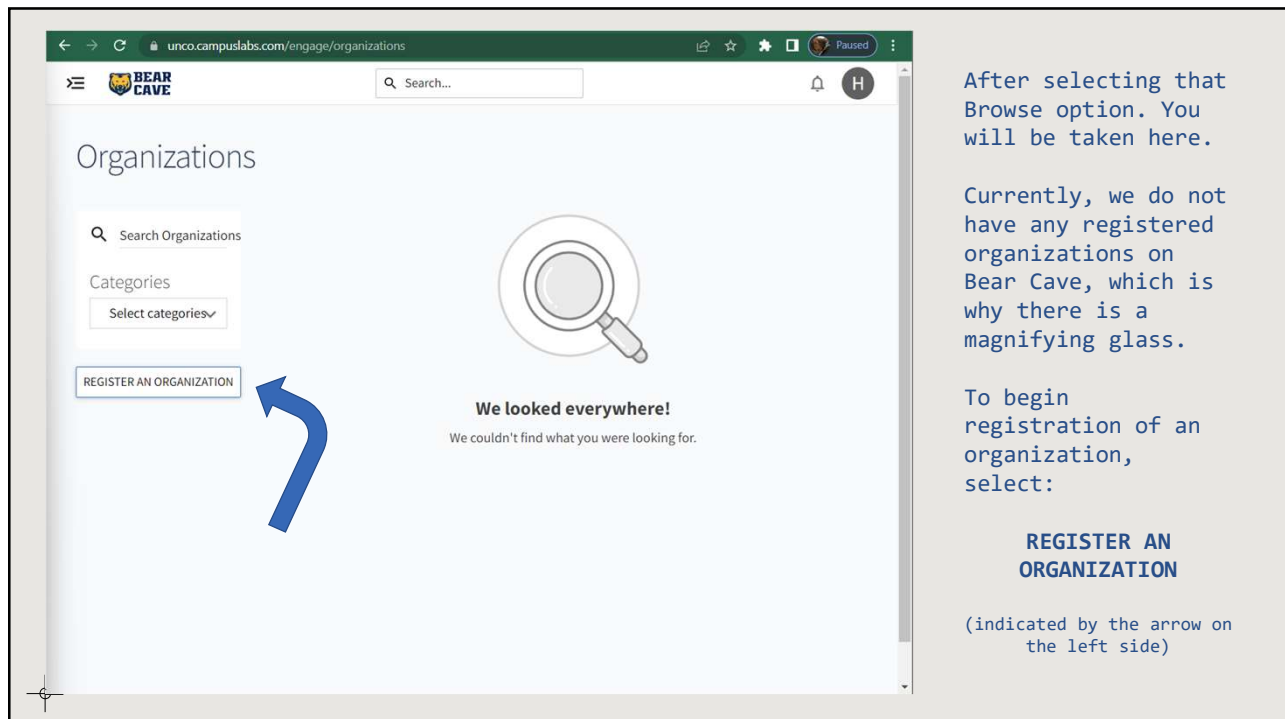
2



To add an organization, select:

+ Browse Organizations

3



After selecting that Browse option. You will be taken here.

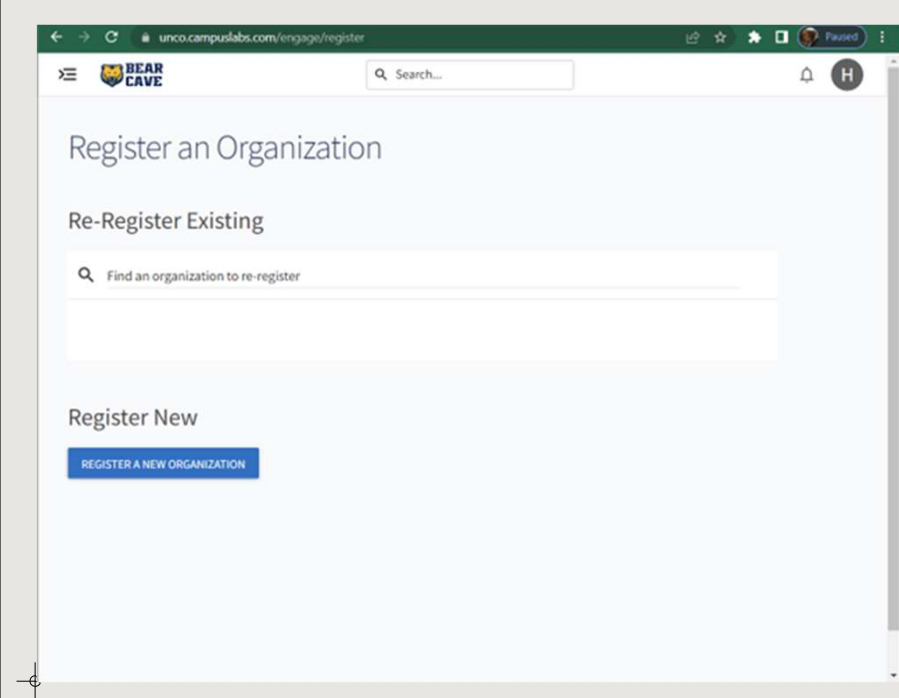
Currently, we do not have any registered organizations on Bear Cave, which is why there is a magnifying glass.

To begin registration of an organization, select:

REGISTER AN ORGANIZATION

(indicated by the arrow on the left side)

4

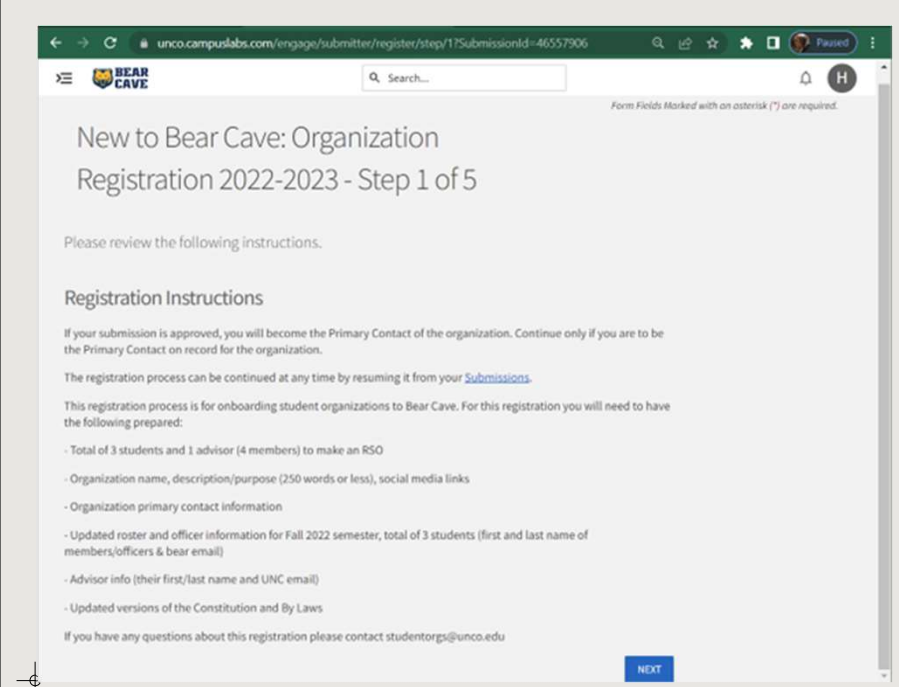


In the **REGISTER AN ORGANIZATION** menu, you have the option to re-register an existing organization & register a new organization.

For this presentation, we will be utilizing the Register New section.

Select **REGISTER A NEW ORGANIZATION** button on the left side

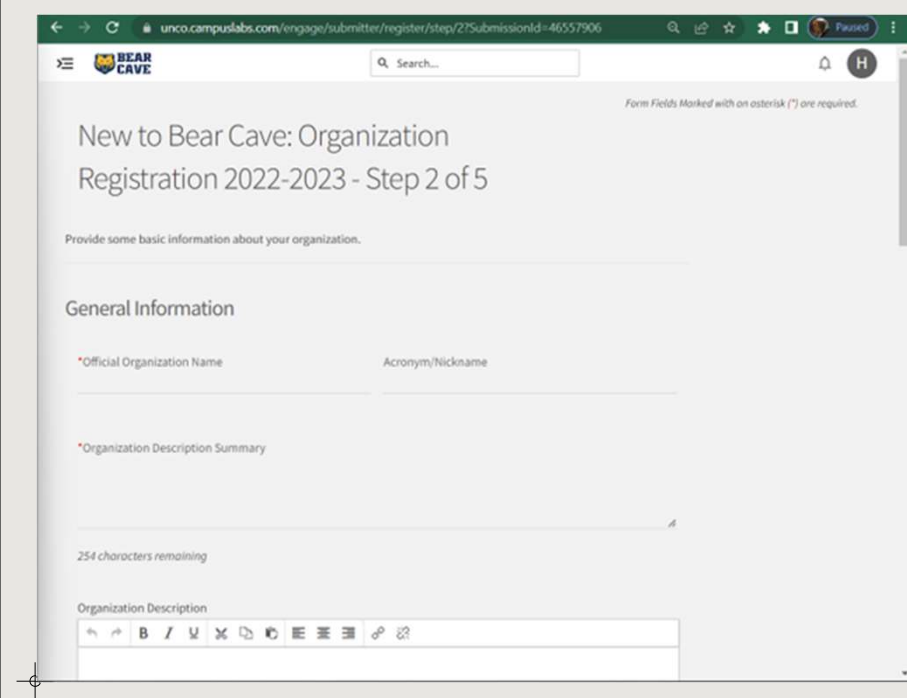
5



You will now be taken through the 5-step process of registering an organization through Bear Cave.

Once you have read all the instructions thoroughly. Select **NEXT** in the bottom right

6

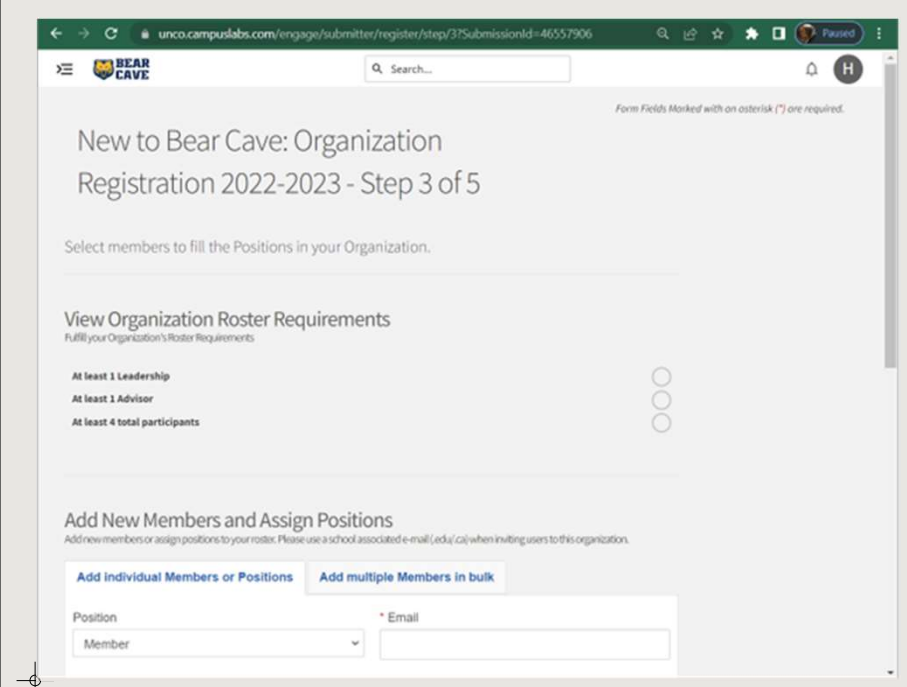


Step 2 pertains to general information about your organization. These details can be adjusted later as your organization evolves. When completed, select NEXT in the bottom right.

Notes:

- "Organization Description" is all about your org and "Organization Description Summary" is a summary of your provided description
- When creating your URL, you can use underscores

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Step 3 is adding your members to your organization! Please be sure you meet requirements before selecting NEXT in the bottom right.

Note: You can change member's roles after creation.

8

- If you add each member individually, you can also assign their role.
- If you add multiple members in bulk, you will have to assign roles after adding.

9

Once you have adjusted roles and members to meet requirements, select **NEXT**

unco.campuslabs.com/engage/submitter/register/step/4?SubmissionId=46557906

BEAR CAVE

Search...

Form Fields Marked with an asterisk (*) are required.

New to Bear Cave: Organization Registration 2022-2023 - Step 4 of 5

Select a file to upload as your organization's constitution/bylaws.

Constitution/Bylaws Upload

* Upload Constitution/Bylaws

Choose File beasoc_by...s_TEST.pdf

PREVIOUS NEXT

Now it is time for your Bylaws.

Please upload this as a .doc, .docx, or .pdf

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unco.campuslabs.com/engage/submitter/register/step/5?SubmissionId=46557906

BEAR CAVE

Search...

Form Fields Marked with an asterisk (*) are required.

New to Bear Cave: Organization Registration 2022-2023 - Step 5 of 5

Select the categories that your organization belongs in.

Organization Categories

Available Categories

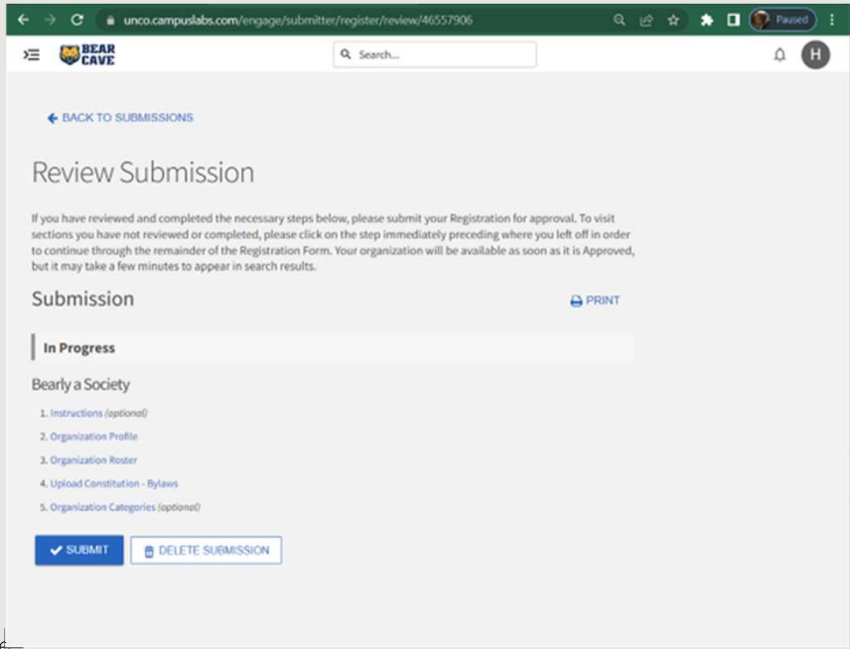
- Academic
- Club Sports
- Cultural
- Fine Arts/Performance
- Fraternity & Sorority Life (FSL)
- Political/Advocacy
- Religious/Spiritual
- Special Interest

Assigned Categories

PREVIOUS NEXT

Step 5 is giving your organization a category. You can select multiple if you see your org fitting in different categories.

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unco.campuslabs.com/engage/submitter/register/review/46557906

BEAR CAVE

Search...

BACK TO SUBMISSIONS

Review Submission

If you have reviewed and completed the necessary steps below, please submit your Registration for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Registration Form. Your organization will be available as soon as it is Approved, but it may take a few minutes to appear in search results.

Submission

PRINT

In Progress

Bearly a Society

1. Instructions (optional)
2. Organization Profile
3. Organization Roster
4. Upload Constitution - Bylaws
5. Organization Categories (optional)

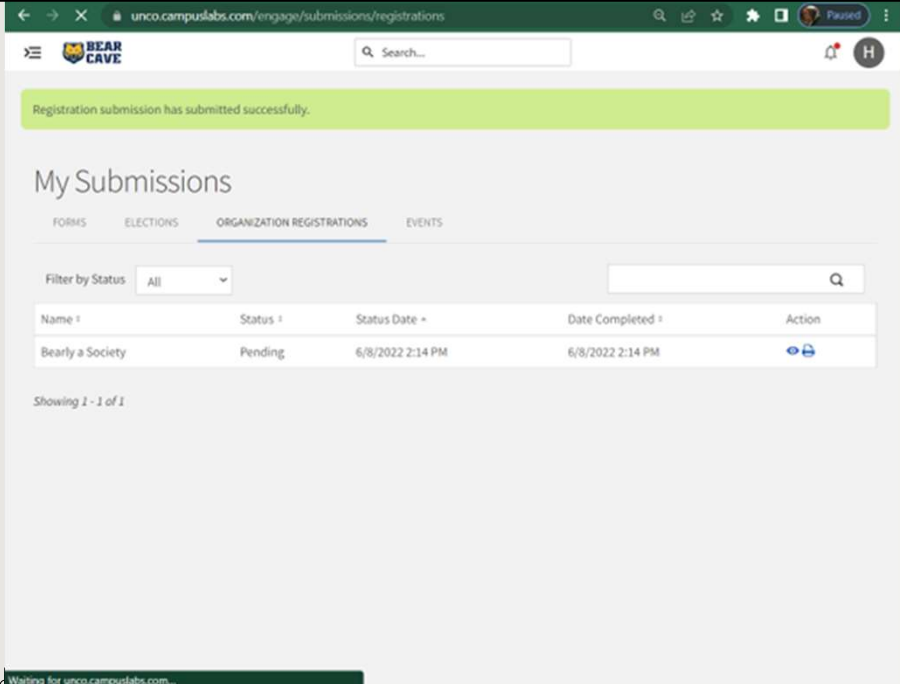
SUBMIT DELETE SUBMISSION

You have now completed all 5 steps and are taken to the review submission page.

Be sure you have everything you need before submitting your org for approval

If you would like to save your documentation, select the PRINT button and save it as a PDF to your device.

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unco.campuslabs.com/engage/submissions/registrations

BEAR CAVE

Search...

Registration submission has submitted successfully.

My Submissions

FORMS ELECTIONS ORGANIZATION REGISTRATIONS EVENTS

Filter by Status: All

| Name | Status | Status Date | Date Completed | Action |
|------------------|---------|------------------|------------------|--------|
| Bearly a Society | Pending | 6/8/2022 2:14 PM | 6/8/2022 2:14 PM | PRINT |

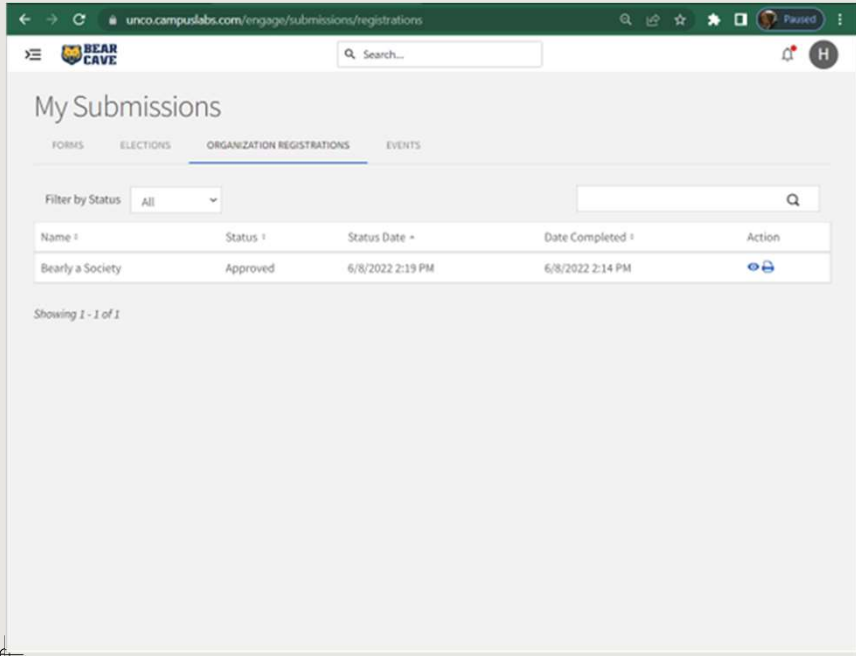
Showing 1 - 1 of 1

Waiting for unco.campuslabs.com...

After submitting, you will be taken to a page like this to view your submission and status.

Updates will be sent to your BearMail and the Bell Icon in the top right.

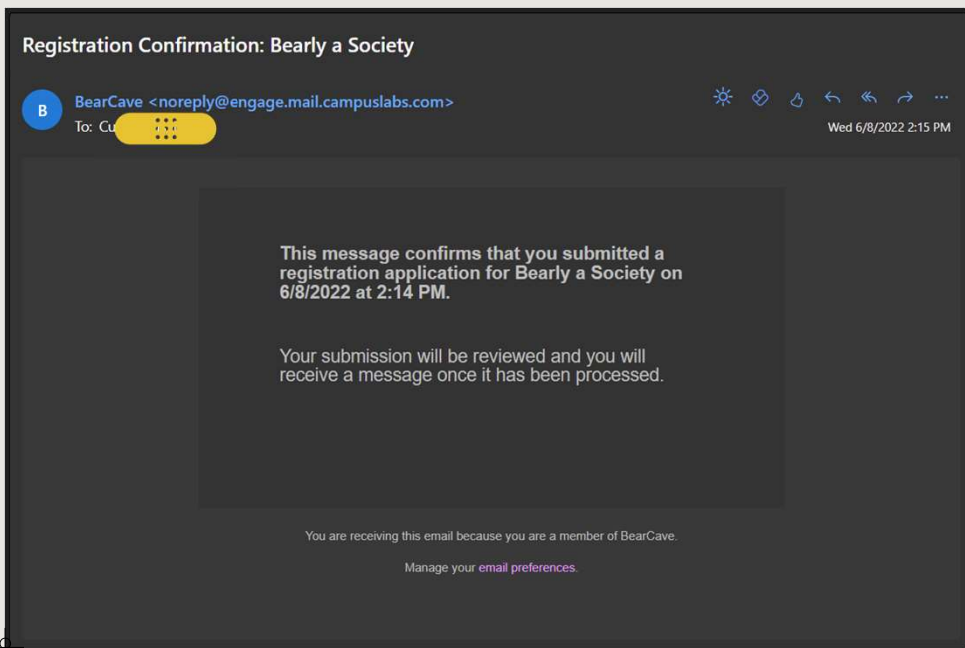
14



Here is what your page will look like when your organization is approved.

If your organization is denied, Sarah will provide feedback as to why it was denied.

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Here is what your email updates from Bear Cave should look like.

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