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.

ONLY the Primary Contact, as listed in TribeLink, is authorized to complete Annual Renewal for the organization. If the Primary Contact listed in TribeLink is no longer the correct person, please update the Primary Contact information and have the new Primary Contact complete Annual Renewal before the deadline. ***Please note: In addition to having full management access of the organization's TribeLink page, the Primary Contact also serves as the owner/manager for the organization's O365 email and file storage account.***

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).
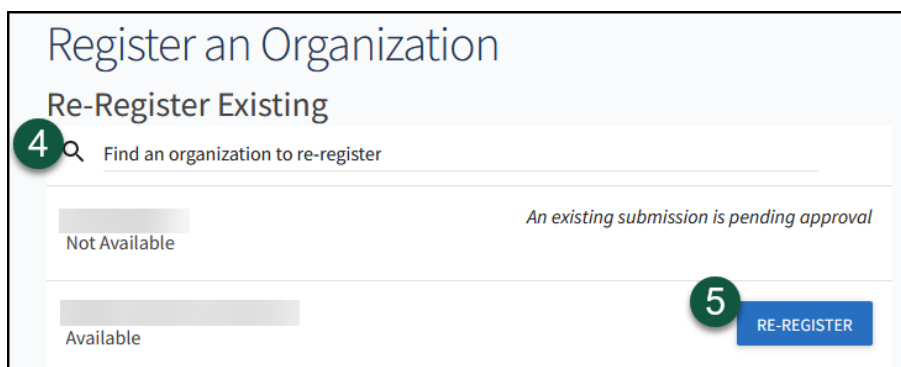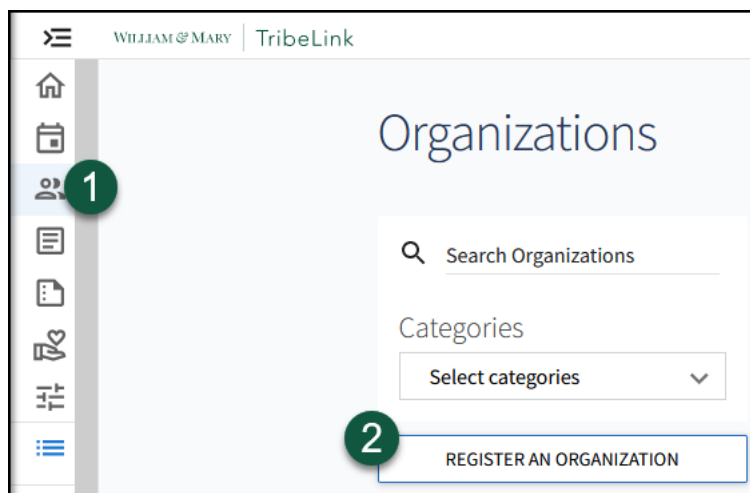
Step 5: Click the "Re-Register" button

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

April 2024

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 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 and must remain as assigned.
- "Organization Contact Information" refers to information for the overall organization like organizationxyz@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 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 some additional 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.

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. Make sure the date of the amendments is in the file name (for future reference) and upload as a PDF, rather than Word document. If you'd like, here is a Constitution Guide to help with your review/revisions.

DON'T FORGET TO CLICK THE SUBMIT BUTTON!

Engage ELEVATE Explore

Additional Questions?
Email tribelink@wm.edu