

Welcome to Bear Cave!

Click the blue sign-in button on the top right corner.

Students - use your bearmail/student log in
Faculty/staff - create an account with your employee first.last



The screenshot shows a web browser window with the URL `unco.campuslabs.com/engage/`. The page title is "Explore University of Northern Colorado". The left sidebar contains a navigation menu with the following items: Home, Events, Organizations (highlighted with a blue arrow and a white box), News, Forms, and Admin. Below the main menu are sections for "MY BRANCHES" (University of N...), "MY ORGANIZATIONS" (Bearly a Societ...), and "LINKS" (Bear Code, BearCave Information!, RSO Official Event Funding P..., RSO MANUAL, Share a Concern - Dean of St..., Book a Space at UNC). The main content area features a search bar, a "Welcome to the BearCave!" message, and three announcement cards: "RSO FALL Event Funding - CLOSED", "RSO Announcement", and "Events". The "Events" section is divided into "Recommended Events" and "All Events", with four event cards displayed: "Shopping Trip to Promenade Shops at Centerra", "Greeley Ghost Tour", "Celebration of Mind Mathematics Festival", and "Welcome to the Lair: 12th Annual Drag Show".

To add an organization, select:

Organizations Tab



Organizations

Search Organizations

Categories
Select categories

REGISTER AN ORGANIZATION

- A'oga Siva Samoa**
This club will spread cultural education of Samoa through dance, workshops with non-profit Colorado organizations, and more.
- African Students United**
ASU's mission is to unify the African student body and friends of Africa within UNC. We believe in creating a club where students can socially convene in a friendly and supportive atmosphere to grow together as well-rounded young men and women.
- Alpha Kappa Psi**
Alpha Kappa Psi is a professional fraternity. Although housed in the Monfort college of business, we welcome all majors and are co-ed. We practice developing our future skills and constantly improving our professional selves.
- Alpha Omicron Pi Sorority**
Alpha Omicron Pi was founded in 1897 at Barnard College and made its way to the UNC campus in the early 2000s. We were founded on inclusivity and still hold onto and practice that value strongly amongst our members and individuals.
- Alpha Phi**
Alpha Phi is a sisterhood of outstanding women supporting one another in lifelong achievement.
- Alpha Psi Omega**
ALPHA PSI OMEGA was organized as a theatre honor society for the purpose of providing acknowledgment to those demonstrating a high standard of accomplishment in theatre.
- Alpha Sigma Alpha Beta Beta**
Joining Alpha Sigma Alpha (ASA) at UNC is a decision that will have a positive impact on your life forever. ASA means having a sisterhood

To begin registration of an organization, select:

REGISTER AN ORGANIZATION
(indicated by the arrow on the left side)



Register an Organization - BearC x +

unco.campuslabs.com/engage/register

BEAR CAVE

Search...

Register an Organization

Re-Register Existing

Find an organization to re-register

African Students United	Not Available
Alpha Kappa Psi	Not Available
Alpha Omicron Pi Sorority	Not Available
Alpha Phi	Not Available
Alpha Psi Omega	Not Available

NEXT >

Register New

REGISTER A NEW ORGANIZATION

Select **REGISTER A NEW ORGANIZATION** button on the left side
For 2022-2023 academic year, all organizations are considered "new".



BearCave - Instructions

unco.campuslabs.com/engage/submitter/register/step/1?SubmissionId=49375006

BEAR CAVE

Search...

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

New to Bear Cave: Organization Registration 2022-2023 - Step 1 of 5

Please review the following instructions.

Registration Instructions

If your submission is approved, you will become the Primary Contact of the organization. Continue only if you are to be the Primary Contact on record for the organization.

The registration process can be continued at any time by resuming it from your [Submissions](#).

This registration process is for onboarding student organizations to Bear Cave.

You need:

- Total of 3 students and 1 advisor (4 members) to make an RSO, (NO GMAILS, UNC-affiliated emails only)
- Organization name, description/purpose (250 words or less), social media links
- Updated versions of the Constitution and By Laws. [Please click here and fill out this constitution for easy approval.](#)

If you have any questions about this registration please contact studentorgs@unco.edu.

NEXT

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



BearCave - Profile

unco.campuslabs.com/engage/submitter/register/step/2?SubmissionId=49375006

BEAR CAVE

Search...

New to Bear Cave: Organization Registration 2022-2023 - Step 2 of 5

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

Provide some basic information about your organization.

General Information

*Official Organization Name

Acronym/Nickname

*Organization Description Summary

254 characters remaining

Organization Description

Tip: If you create a link to a YouTube or Vimeo video in your description, it will embed the video at the location of your link.

Website

*Organization Web Site URL

example_club

https://unco.campuslabs.com/engage/organization/example_club

This determines the URL of this organization.

External Website

Social Media

Facebook Page URL

Twitter Username

YouTube Channel URL

Flickr Feed URL

Instagram Page URL

TikTok Username

Step 2: general information about your organization.

These details can be adjusted later as your organization evolves.

Notes:

- When creating your "Organization Web Site URL", this is your custom URL that will link to your club's future BearCave Page



BearCave - Profile

unco.campuslabs.com/engage/submitter/register/step/2?SubmissionId=49375006

BEAR CAVE

Search...

Facebook Page URL

Twitter Username

YouTube Channel URL

Flickr Feed URL

Instagram Page URL

TikTok Username

LinkedIn Page URL

Pinterest Page URL

Tumblr Page URL

Vimeo Page URL

Organization Contact Information

Email

Street Address

Street Address Line 2

City

State/Province

ZIP/Postal Code

Country

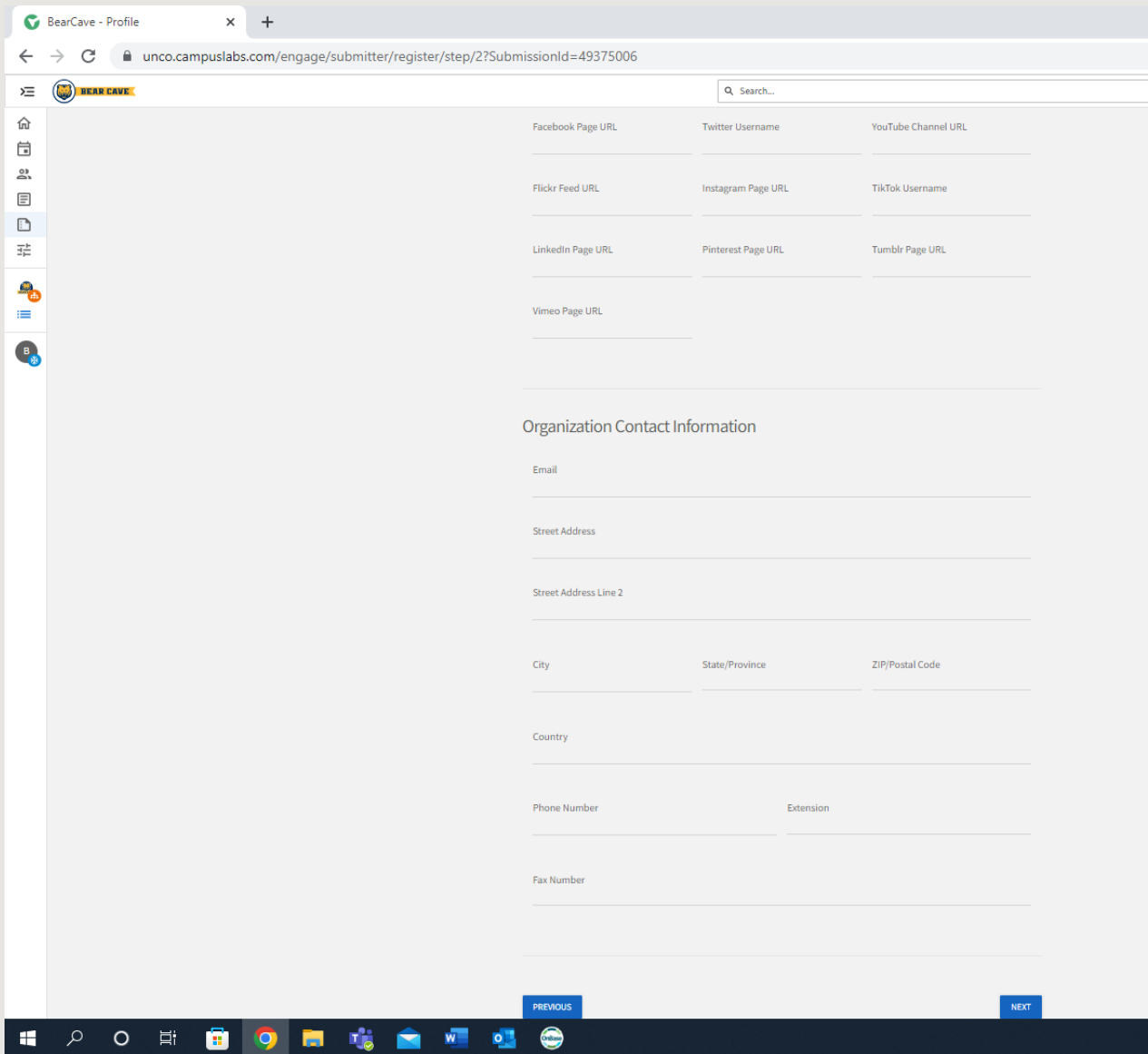
Phone Number

Extension

Fax Number

PREVIOUS

NEXT



Step 2 continued:
general information
about your
organization.

Notes:

- the contact information field will be displayed on your organization's page - **please refrain from putting your personal address in here.**



BearCave - Roster

unco.campuslabs.com/engage/submitter/register/step/3?SubmissionId=49375932

BEAR CAVE

Search...

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

New to Bear Cave: Organization Registration 2022-2023 - Step 3 of 5

Select members to fill the Positions in your Organization.

View Organization Roster Requirements

Fulfill your Organization's Roster Requirements

- At least 1 Leadership
- At least 1 Advisor
- At least 1 Financial Authority (Treasurer)
- At least 4 total participants

Add New Members and Assign Positions

Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions | **Add multiple Members in bulk**

Position: * Email:

First Name: Last Name:

ADD

Type here to search

Step 3: adding your members to your organization! See roster requirements.

UNC EMAILS ONLY. No Gmails.

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



Add New Members and Assign Positions

Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions

Add multiple Members in bulk

Position

Advisor

* Email

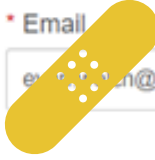
evan.welch@unco.edu

First Name

Evan

Last Name

Welch



Add New Members and Assign Positions

Add new members or assign positions to your roster. Please use a school associated e-mail (.edu/.ca) when inviting users to this organization.

Add individual Members or Positions

Add multiple Members in bulk

All members may be added in bulk by separating email addresses with a comma, semicolon or line return.

Email Addresses

curry254@bears.unco.edu
garrett1@bears.unco.edu
spencer@bears.unco.edu



- 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.



After adding members, you will have a page that looks like this --->

Review Roster

Review, Remove, or Edit Position Assignments within your Roster.

REMOVE

Email	First Name	Last Name	Positions	
<input type="checkbox"/> eva@bears.unco.edu	Evan	Welch	Member Advisor	<input type="button" value="EDIT POSITION"/>
<input type="checkbox"/> s@bears.unco.edu			Member Financial Authority (Treasurer)	<input type="button" value="EDIT POSITION"/>
<input type="checkbox"/> @bears.unco.edu			Member	<input type="button" value="EDIT POSITION"/>
<input type="checkbox"/> 254@bears.unco.edu			Member Leadership	<input type="button" value="EDIT POSITION"/>

Showing 1 - 4 of 4

Review Roster

Review, Remove, or Edit Position Assignments within your Roster.

REMOVE

Email	First Name	Last Name	Positions	
<input type="checkbox"/> eva@bears.unco.edu	Evan	Welch		<input type="button" value="EDIT POSITION"/>
<input type="checkbox"/> s@bears.unco.edu				<input type="button" value="EDIT POSITION"/>
<input type="checkbox"/> @bears.unco.edu				<input type="button" value="EDIT POSITION"/>
<input type="checkbox"/> 254@bears.unco.edu			Member Leadership	<input type="button" value="EDIT POSITION"/>

Edit Position Assignments

1@bears.unco.edu

Currently Assigned Positions: Member


- Member
- Leadership
- Advisor
- Financial Authority (Treasurer)
- President

You can edit added members roles by selected EDIT POSITION next to their BearMail or name.

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Showing 1 - 4 of 4

← → ↻ unco.campuslabs.com/engage/submitter/register/step/4?SubmissionId=46557906 🔍 📄 ☆ 🗨️ 🏠 📱 ⌚ Paused ⋮

☰  Search... 🔔 H

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
 beasoc_by...s_TEST.pdf

Now it is time for your Constitution.

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

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.

← → ↻ unco.campuslabs.com/engage/submitter/register/review/46557906 🔍 🏠 ☆ 🗨️ 📄 📄 Paused ⋮

☰ BEAR CAVE 🔍 Search... 🔔 H

← 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.



Registration submission has submitted successfully.

My Submissions

- FORMS
- ELECTIONS
- ORGANIZATION REGISTRATIONS**
- EVENTS

Filter by Status

Name ¹	Status ¹	Status Date ⁺	Date Completed ¹	Action
Bearly a Society	Pending	6/8/2022 2:14 PM	6/8/2022 2:14 PM	

Showing 1 - 1 of 1

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

Now you wait for approval!

Registration Confirmation: Bearly a Society



BearCave <noreply@engage.mail.campuslabs.com>

To: Cu



Wed 6/8/2022 2:15 PM

This message confirms that you submitted a registration application for Bearly a Society on 6/8/2022 at 2:14 PM.

Your submission will be reviewed and you will receive a message once it has been processed.

You are receiving this email because you are a member of BearCave.

Manage your [email preferences](#).

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