TitanLink Info Session
Enhance Your Titan Experience

fullerton.edu

Student Life & Leadership

Meet our Staff

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Agenda

• Why TitanLink?
  – Paperless process
  – Benefits of the new system for clubs/orgs

• Club/Organization Registration Process
  – Basic Info
  – What you need?
  – Step by Step

• Questions
Reaching Students Online

- Join Clubs/Orgs
- Learn about Events
- Experience Tracking
- Engage in New Interests
- Service Hours
- Track Submissions

Enhance Your Organizations

- Event Advertising & Tracking
- Facebook & Twitter Integration
- Share Photos
- Facilitate Discussions
- Recruit through Shared Interests
- Conduct MassMessaging (Text/Email)
- Track Service Hours
- Store Documents
- Host Online Elections
- Create Forms
On-Campus Space Requests

- Submit Requests for Space
- Track Progress of Submissions
- Receive Confirmations electronically
- Automatically advertise through TitanLink

TitanLink

CLUB/ORGANIZATION REGISTRATION
Be Prepared

- Organization Description
- Organization Category
- Organization Roster
- Revised Constitution
- Organization Profile Picture
- National Affiliations (if applicable)

www.fullerton.edu/clubs/clubresources/

Registration Process

1. Visit www.fullerton.edu/TitanLink
2. Sign In to TitanLink using your Fullerton Portal username and password
Registration Process

3. Select the “Organizations” tab
4. Choose “Register a New Organization”
   - All organizations will utilize the “New Organization” registration for this initial setup in TitanLink

Registration Process

5. Read Registration Instructions
Registration Process

6. Complete Organization Profile Section
   - Official Name
   - Acronym/Nickname (optional)
   - Organization Description Summary (254 characters)
   - Organization Web Site URL (website in TitanLink)
   - Website, Facebook, Twitter, Contact Info

7. Select Organization Categories
Registration Process

8. Fulfill Organization Roster Positions

1. President
2. Treasurer
3. Faculty/Staff Advisor
4. Officer or Member 1
5. Officer or Member 2
6. Officer or Member 3

8. B. Fulfill Organization Member Roster

Add members to maximize your usage of TitanLink
Registration Process

9. Constitution Verification

Constitution Verification

Please upload a copy of your organization’s constitution. The constitution should be uploaded in word format (.doc or .docx).

Please be sure to follow the sample constitution found here.

* Constitution and Bylaws upload:
Example_Org_Constitution.docx

All constitutions must follow the format of the sample constitution and must include all the bolded language verbatim.

10. Answer Supplemental Questions

Registration: Supplemental Questions and Agreement Statements

National Organization Affiliation

* Is your organization affiliated with a national organization?

Note: Student organizations with a national affiliation are typically a chapter or smaller entity of a larger national organization on campus. Often, the national organization serves as a parent organization to assist the chapter with development, chapter management, funding support, etc. For example, many Fraternities and Sororities are chapters at universities across the country with a national organization affiliation.

- Yes
- No

These questions and agreement statements will appear during this step. Be sure to answer all questions to the best of your ability, and check all agreement boxes once you have read the statements.
Registration Process

11. Upload an Organization Profile Picture

12. Organization Interests

Increase your recruitment probability
13. Review Submission
14. Confirmation

• Student Life & Leadership will review all submissions within 7 business days and will APPROVE or DENY registrations.
  – If Denied, some alterations may be required before being Approved.
  – Notes will be provided with submission and edits can be made for resubmission.

• Will receive emails from system, but can check on status through “Involvement” tab.
Items to Note

• President/Chair should be submitting.
• Submission does not guarantee Approval.
  – All members will need to accept.
  – Resubmissions restart the process.
• Any Issues
  – Reach out to the Help option

Questions