How to register org/department
- Login to Wolf Connect
- Forms
- Register student organization
- Fill out the form
    - Constitution & Bylaws
    - Cover Photo
    - Must have 5 people on the roster, one of which must the treasurer
- Save
- Someone from CSII will approve the registration form
- Email csii@westga.edu for more information

How to update roster
- If you need to update your roster, go to your organization
- Click roster
- Start sending invites
- Add permissions
- Those individuals who are invited will receive an email and will have to accept the invitation to be granted the permission to hold that role in Wolf Connect
- The advisor, president, vice president, and treasurer will be the only ones granted access to manage your organizations finances
    - If they do not have that access, please email csii@westga.edu and we will get that updated for you

How to request SAFBA funds
- Log in to Wolf Connect
- Go to the admin portal
- Click the finance button
- Click the create down arrow and select Allocation
- Here is what you will need to fill out as your application for SAFBA funds for the next school year
- Once you submit the form, your advisor will be sent an email to review and approve or deny the form
- After they approve the form, the application will go to the SAFBA Committee for their review
- Communication about the status of your organization's request will be communicated later in the semester
- Please reach out to csii@westga.edu or vpsa@westga.edu for questions