Registration Process for the New Year

1. A club administrator should log in to Murphy (if you don’t have access, please email Campus Life at ustclubs@stthomas.edu to request access).

2. Click on “Club/Org and Res Life: Management and Service Hour Tracking”

3. Click on “Club/Org and Res Life: Management and Service Hour Tracking” again
4. Select the club you are updating, change the year to LAST YEAR’S record by selecting the current academic year, manually changing it back to “2015” and Click on “Query”

5. When the club page is up, change the “Academic Year” to “2016” and Click “Update”
6. Now click “Proceed to Membership Page”

7. Enter the netID or UST ID # of the 2015-2016 President

UST Club Org Membership Page

- Club Name: Hana
- Club ID: HA
- Academic Year: 2016
- Net ID or UST ID to Query: kim17300

Current Members List
8. First, make sure the Academic Year says 2016. Then, select “yes” for Club Manager (grants admin access to add/edit Murphy Online), “active” for Member Status, “president” or appropriate title for that person, and make sure the start date is 07/01/2015 or later. Finally, click on “Submit” to finalize that entry.

9. Congratulations. You are now registered for the 2015-16 school year. Please encourage the new president to enter the rest of the executive board for the next year, and any more of next year’s club members using the same process used for the club president.