



# ROOCONNECT

YOUR CONNECTION TO **CAMPUS ENGAGEMENT**

**January 28, 2019**

Dear Officers and Advisors,

The Department of Student Life and the SOuRCe are excited to announce that UA's student organization database, OrgSync, will be upgrading to a new version called RooConnect this May! The upgraded online platform will have a fresh look, new features, and will maintain the capabilities your student organization currently has with OrgSync. Since we have been using OrgSync for the past seven years, we are excited about this upgrade and the benefits it will have to our 330+ student organizations.

**Below is a timeline for rolling out the new program (potential changes may occur):**

- February—Question and Answer Sessions available ([Sign-up here](#)).
- April 1-May 30: OrgSync Migration Training Sessions (*all student organizations need to send at least one representative—advisors welcome to participate—dates and times To Be Announced*)
- April 1-**May 17**: RooFest Registration occurs.
- **May 17**: By this date, all student organizations should have saved/downloaded important documents, images, and contact information from their portal onto a flash drive or other device, as a precautionary measure (see below for more information).
- **May 17**: All student organizations should have provided the SOuRCe with updated officer information via the registration feature in your portal. Click “settings”, “organization settings”, “update and renew registration”.
- *May 28: OrgSync will no longer be available to your student organization on this date.*
- *June 3: RooConnect will be available to start using and updating your respective portals.*
- July 1-August 20: Registration for the SOuRCe Fall Leadership Retreats occur.
- July 1-September 13: 2019-2020 Student Organization Registration occurs.
- July 1-Budget allocation requests open for fall 2019 and spring 2020.

**In order to prepare for this transition and to help you learn about RooConnect, we are asking you to do the following:**

1. Do some spring cleaning—clean up your rosters! We want to make sure that all of the names and contact information are accurate and current. The “People” section of your portal should also be cleaned up. Remove individuals who have graduated, or individuals who are no longer a part of your organization.
2. Delete files and forms you no longer need. If you have any data you need to download from forms, do so and save a copy as precautionary measure.
3. Please download and save your most recent constitution located in the “settings” section of your portal. You can also save a copy of your constitution to your “files” tab. If you do neither, your constitution will be lost when the upgrade occurs.

- a. As a precautionary measure, you should download your roster, contact information, important files, pictures, form submissions, or previous budget requests to a separate device. It's always important to be safe! This should be done by **May 17**.
4. All student organizations need to send a representative to one of our training sessions this semester (specific dates and times will be announced in a separate email shortly).
5. All officer contact information needs to be updated by **May 17** (as indicated above) so the SOuRCe has appropriate points of contact for your organization during the summer. We need to download this information on **May 17** so it's important you provide us with the correct information.

Again, we are excited about this new opportunity and we expect to experience a smooth transition to RooConnect! The SOuRCe will continue to keep in contact with you to notify you of any changes to our timeline or tasks that need completed prior to **May 17**. We will be more than willing to answer any questions you have regarding this upgrade as we move forward.

Thank you,

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