

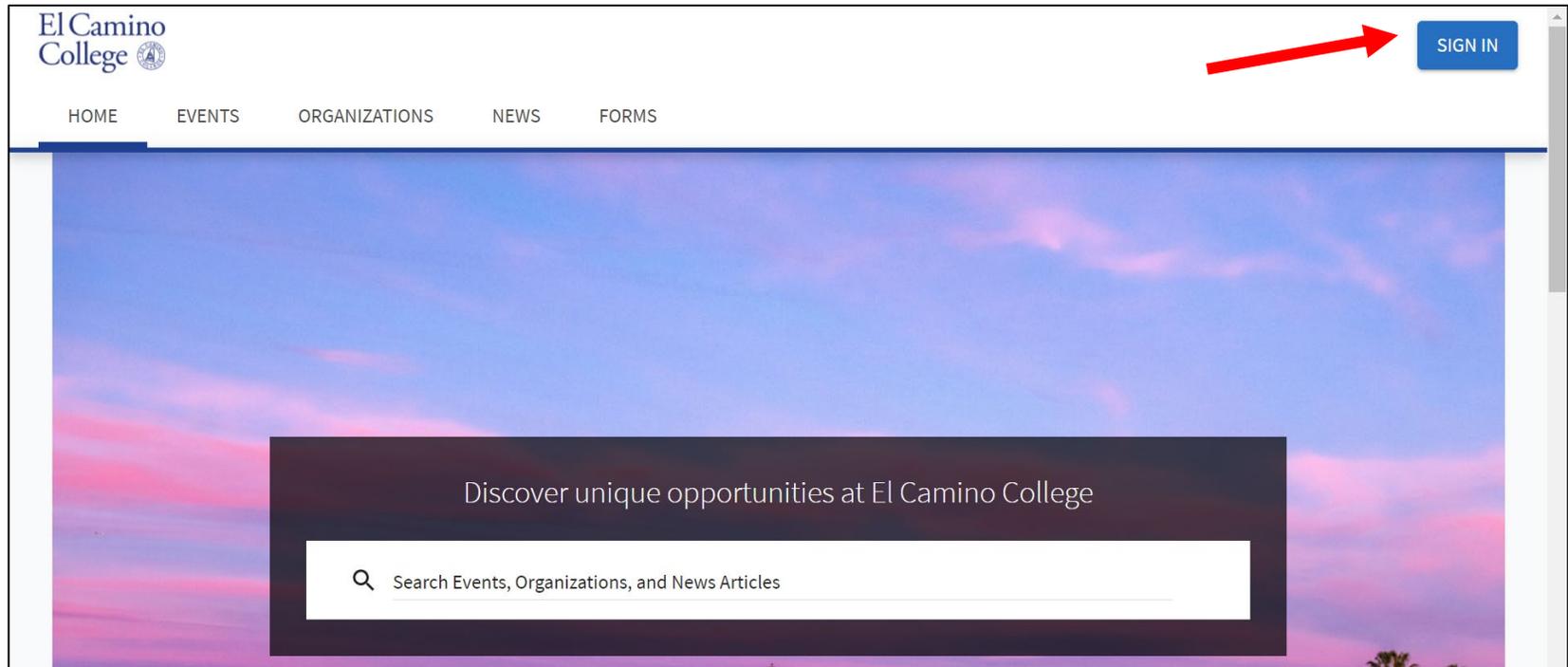
Engage Registration Instructions

Sept 21, 2021

Below are instructions on how to join the Engage platform and register for one of the following positions:

- President
- ICC Representative
- Treasurer
- Advisor

If you have any questions or experience technical difficulties, email sdo@elcamino.edu.

<p>1. Go to the Engage webpage and click "SIGN IN."</p>	
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2. The ECC sign-on page will load. Sign on using your ECC email address and password (same password as MyECC).



Sign in with your ECC email account

username@elcamino.edu

Password

Sign in



3. Fill in the information requested and then click "Create My Account."

The header of the El Camino College website. It includes the college logo on the left, a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS, and a grid icon on the right.

Create Account

We just need a little info to get you started.

First Name

Last Name

4. You are now on the Home page of Engage. To register your club, click "Club Registration."

To access this form and others, go to "Forms."

El Camino College

HOME EVENTS ORGANIZATIONS NEWS FORMS

Explore El Camino College

Search Events, Organizations, and News Articles

Welcome to Engage!
I know the community is looking a bit empty at the moment, but have no fear; things will become much more vibrant as you complete Engage trainings!

Engage Help Desk
You'll be learning all about Engage through our trainings, but here is a [link](#) to the Engage Help Desk in case you want to start exploring early!

Register Your Club
[Club Registration](#) is now open!
The deadline to register for Fall 2021 is Friday, October 22nd at 1:00pm.

5. When you reach the Add Reviewers page, enter your advisor's email address. If you have more than one advisor, click "Add Another Reviewer."

Club Registration

Add Reviewers

****ENTER THE EMAIL OF YOUR CURRENT ADVISOR BELOW****

Enter up to five email addresses that will be added as Reviewers to your submission. Please note:

- Email addresses must belong to a member of your campus community.
- Added Reviewers will be given full access to view, comment, and vote on your form submission.
- At least one email address is required to proceed.

Email

Enter a valid email

REMOVE REVIEWER

+ ADD ANOTHER REVIEWER

6. Once you are at the end of the form, you can click any of the blue text to edit that section. Click "Submit" once ready.

Submission

In Progress

Club Registration

1. Club Registration
 - Introduction
 - Semester and Year
 - Club Name
 - Club Roles
 - Student Requirements
 - Student Information
 - Student Terms

1 Reviewer(s) Identified

SUBMIT

7. Your My Submissions page will appear with your form listed. You will also receive an email that confirms your submission.

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HOME EVENTS ORGANIZATIONS NEWS **FORMS**

Submission was successfully deleted.

My Submissions

FORMS ELECTIONS ORGANIZATION REGISTRATIONS EVENTS

Filter by Status: All

Name	Status	Status Date	Date Completed	Action
Club Registration	Pending	8/16/2021 11:12 AM	8/16/2021 11:12 AM	

Note: If you ever want to see your My Submissions page, click “Forms” then “View Submissions.”



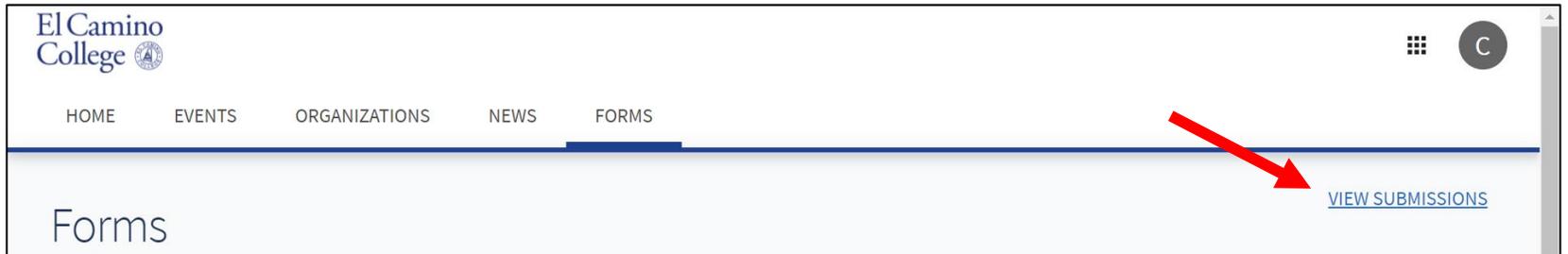
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HOME EVENTS ORGANIZATIONS NEWS FORMS

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A red arrow points to the 'FORMS' link in the navigation menu.



El Camino College

HOME EVENTS ORGANIZATIONS NEWS FORMS

Forms

[VIEW SUBMISSIONS](#)

A red arrow points to the 'VIEW SUBMISSIONS' link in the bottom right corner of the page.