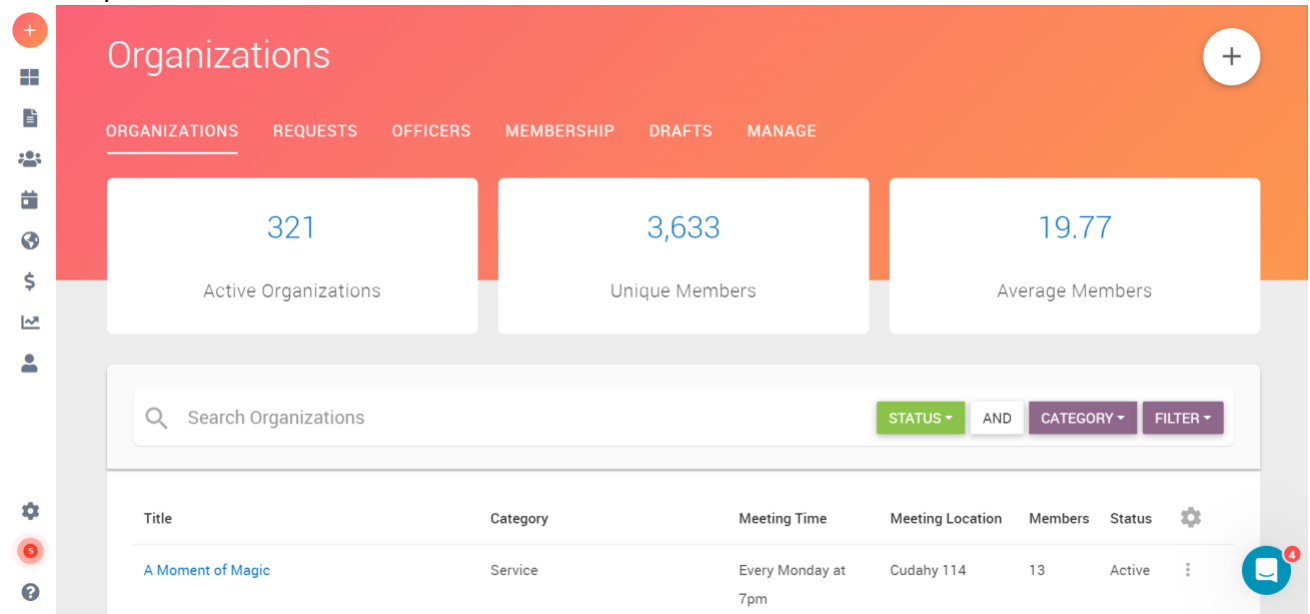


Presence How to Renew your Organization Status

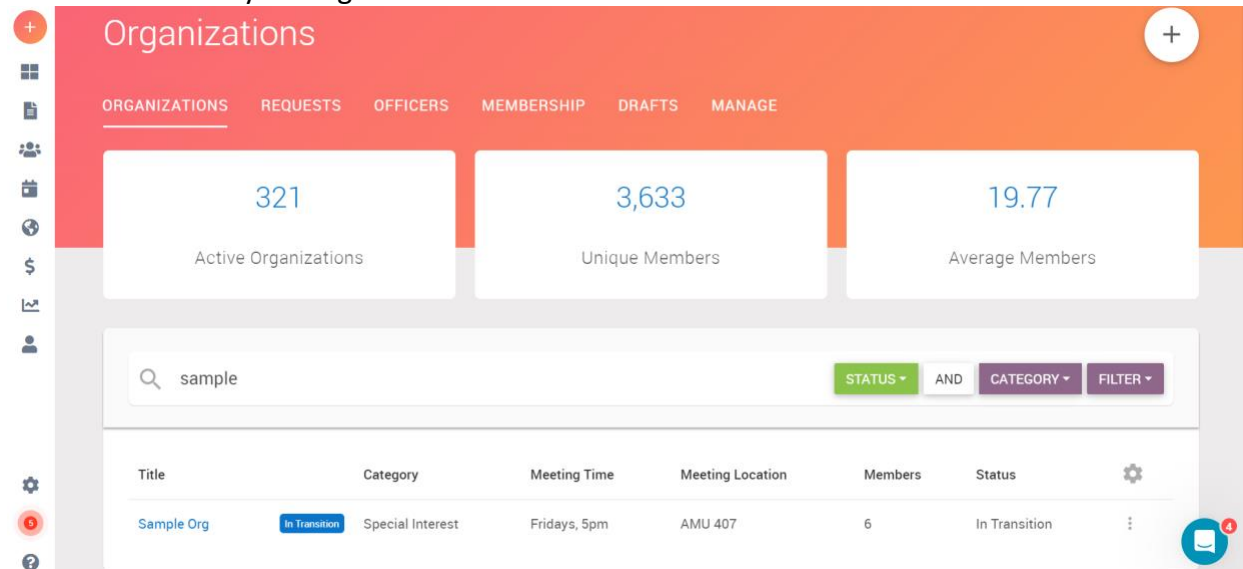
1. Head to the organizations page or click the link in your email and skip to the final picture.



The screenshot shows the 'Organizations' dashboard. At the top, there are navigation tabs: ORGANIZATIONS, REQUESTS, OFFICERS, MEMBERSHIP, DRAFTS, and MANAGE. Below these are three summary cards: 'Active Organizations' with a value of 321, 'Unique Members' with 3,633, and 'Average Members' with 19.77. A search bar contains the text 'Search Organizations'. To the right of the search bar are filter buttons for STATUS, AND, CATEGORY, and FILTER. Below the search bar is a table with the following data:

Title	Category	Meeting Time	Meeting Location	Members	Status	
A Moment of Magic	Service	Every Monday at 7pm	Cudahy 114	13	Active	⋮

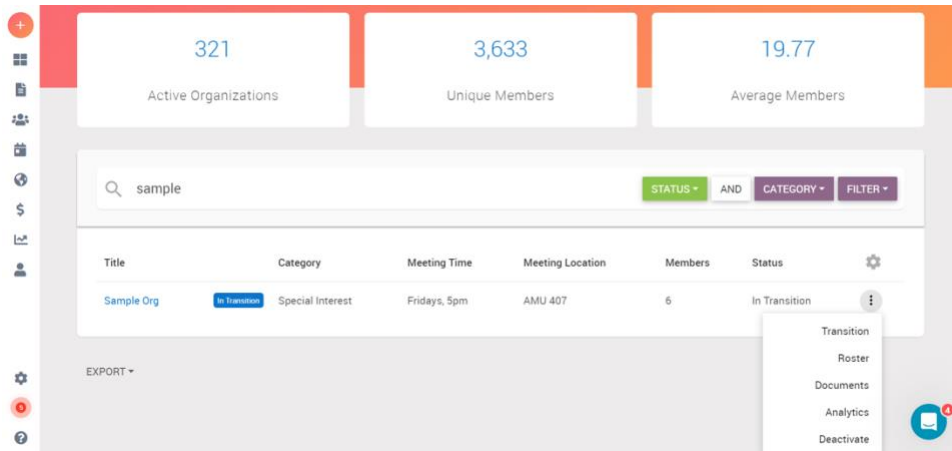
2. Search for your organization.



The screenshot shows the 'Organizations' dashboard with a search filter applied. The search bar now contains the text 'sample'. The table below shows the results of the search:

Title	Category	Meeting Time	Meeting Location	Members	Status	
Sample Org	In Transition Special Interest	Fridays, 5pm	AMU 407	6	In Transition	⋮

3. Click on the 3 dots on the right of the organization. Select transition.



- Update all necessary information. Once done click submit for approval in the top right corner.

Organization Transition

Basic Information

Organization Name *
Sample Org

About

H1 H2 H3 H4 H5 H6 P PRE **B** *I* U ~~ABC~~

WORDS: 3 CHARACTERS: 17

Mission goes here

You're done!