Charter Reactivation on Jaguar Community

1. After logging into Jaguar Community, click on the “Group Reactivation” option on the right-hand side of the screen (circled in yellow).

2. Find your group in the list and click on the “Apply to Reactivate the Group” option on the right-hand side of the screen (circled in red).
3. Complete the information listed on the reactivation form.

4. When you get to the section for your advisor information, you have two options:
   a. Highlight the advisor listed in order to keep the same advisor (as shown in blue). If you do not highlight the advisor, he/she will not be listed for your organization.
   b. Click on the “Add Advisor” option to change/add another advisor.
5. After you add/retain your advisor, update your organization’s roster.
   a. Make sure that you highlight any and all members from the old roster that you wish to retain (see: Demo Student/Alumni (Treasurer) in photo below).
   b. Anyone on the old roster who is NOT highlighted will be removed from your roster.
   c. If you have a new member OR you need to update someone’s officer position, click on the Add/Replace Member option (circled in red).

6. In order to add/replace a member, begin typing his/her FULL NAME into the search field (circled in red). You do not need a 927#. When his/her name comes up, highlight it so it is inserted in the field.
   a. If he/she has an officer position, please select it from the pull-down menu.

7. After you have added all of your members, agree to the Terms & Conditions and hit submit. You will receive a confirmation email that your reactivation request was submitted, and you will receive an email after it has been approved.

Questions? Contact Betsy Shorts eshorts@aug.edu, 706-737-1610