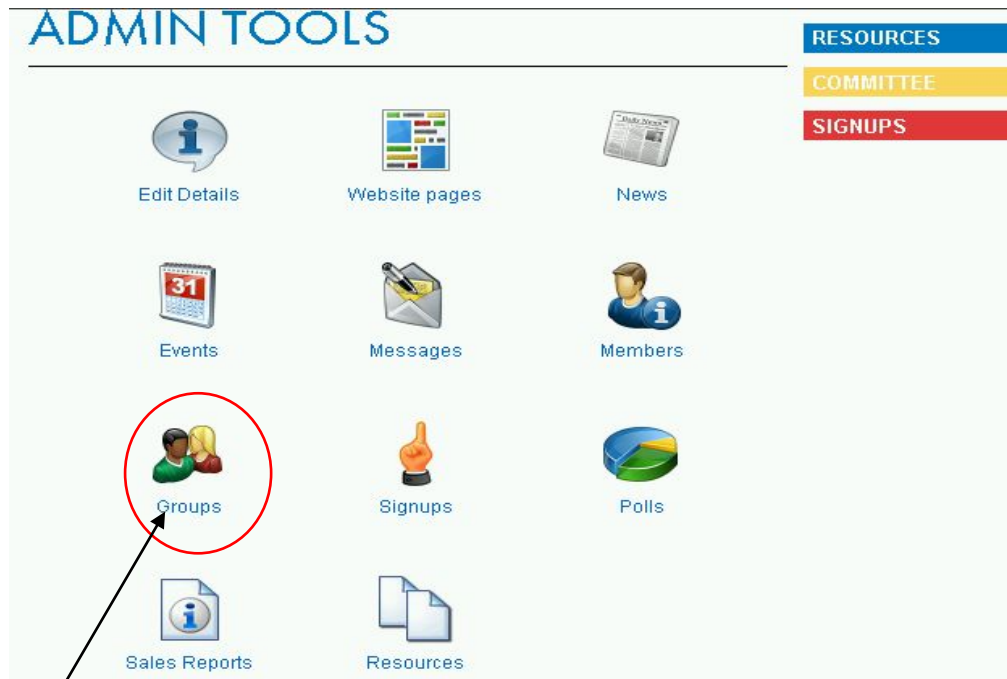


How to Give your Committee Admin Rights on SU Website

At the beginning of each academic year, President of your organisation will be given admin rights by Societies & Sports staff when they rejoin the organisation, it is then the responsibility of the President to give admin rights to the rest of the committee. If Committee members change during the year their details should be up-dated on the website. All Committee Members must join your organisation and be added to the website admin.

Please type www.su.nottingham.ac.uk into your web browser and log in using your portal log in

Go to  My Admin Tools and select your organisation



Select Groups

Groups allows you to add exec members to your organisation, and give them access to your admin tools



How to Give your Committee Admin Rights on SU Website

Click on the name of the position you wish to edit, i.e. [Treasurer](#).

You will see a list of your members. Remove the old committee member and scroll down the list and select the person who now holds the position.

Scroll to the bottom of the page and select 'Add Member'. If more than one person holds this position, add them both.

Repeat for all your committee members.

The screenshot shows the 'TREASURER' section of the website. It has a header 'TREASURER' in large blue letters. Below it is a section titled 'Current Members' in blue. Under this section is a table with two columns: a checkbox and 'Name'. There is one row with a checkbox and the name 'Angela Lee'. Below the table is a button labeled 'Remove Members'. Below that is a section titled 'Potential Members' in blue. Under this section is another table with two columns: a checkbox and 'Name'. There are five rows in this table. The first three rows have names: 'Joe Bloggs', 'Fred Bloggs', and 'Jim Bloggs'. The last two rows have empty name fields. Each row has a checkbox in the first column.

Create a New Position

Type in the **name** of the Position i.e. 'Club Captain'.

Type - 'Exec Membership'

Category – 'Club Captain'

Create

The screenshot shows the 'Create new group' form. It has a title 'Create new group' in large blue letters. Below the title is a form with three fields: 'Name *', 'Type *', and 'Category *'. The 'Name' field has a text input with 'Club Captain' entered. The 'Type' field has a dropdown menu with 'Exec Membership' selected. The 'Category' field has a dropdown menu with 'Club Captain' selected. At the bottom left of the form is a button labeled 'Create'.