How to Add an Event to the Website

- **Events must be added to your page before ticket request is accepted.**
- **You must have admin rights to your club/society page.**
- **Go to www.su.nottingham.ac.uk**
- **Log on**
- **Go to your club/society admin page and select 'Events'**

Admin

Organisation Properties | Website pages | News | Events | Messages

Members | Groups | Signups | Polls | Sales Reports

- **Add new event**

Add Event

Back to event list

Event Name *

Date and time *

Tagline / Short Description

Location

Event types
Check the event types that correspond to this event.

☐ a8 ☐ gradball ☐ pgnightsout
☐ altevent ☐ healthcare ☐ postgraduate
☐ boxoffice ☐ jcrs ☐ socs
☐ campaign ☐ karnifundraiser ☐ SRS
☐ caring ☐ karninite ☐ summerparty
☐ cc ☐ myc ☐ summerpartyap
☐ dayevent ☐ nightevent ☐ theden
☐ draft ☐ pgalternative ☐ weekone
☐ freshers ☐ pgdaysout ☐ welfare

Only tick the 'socs' box.

Select Image

save the event before adding an image.

☐ Only members may view this event ← **Check this box if tickets are only available to your members**

☐ Only admins may view this event

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Please give details of your event here

Save