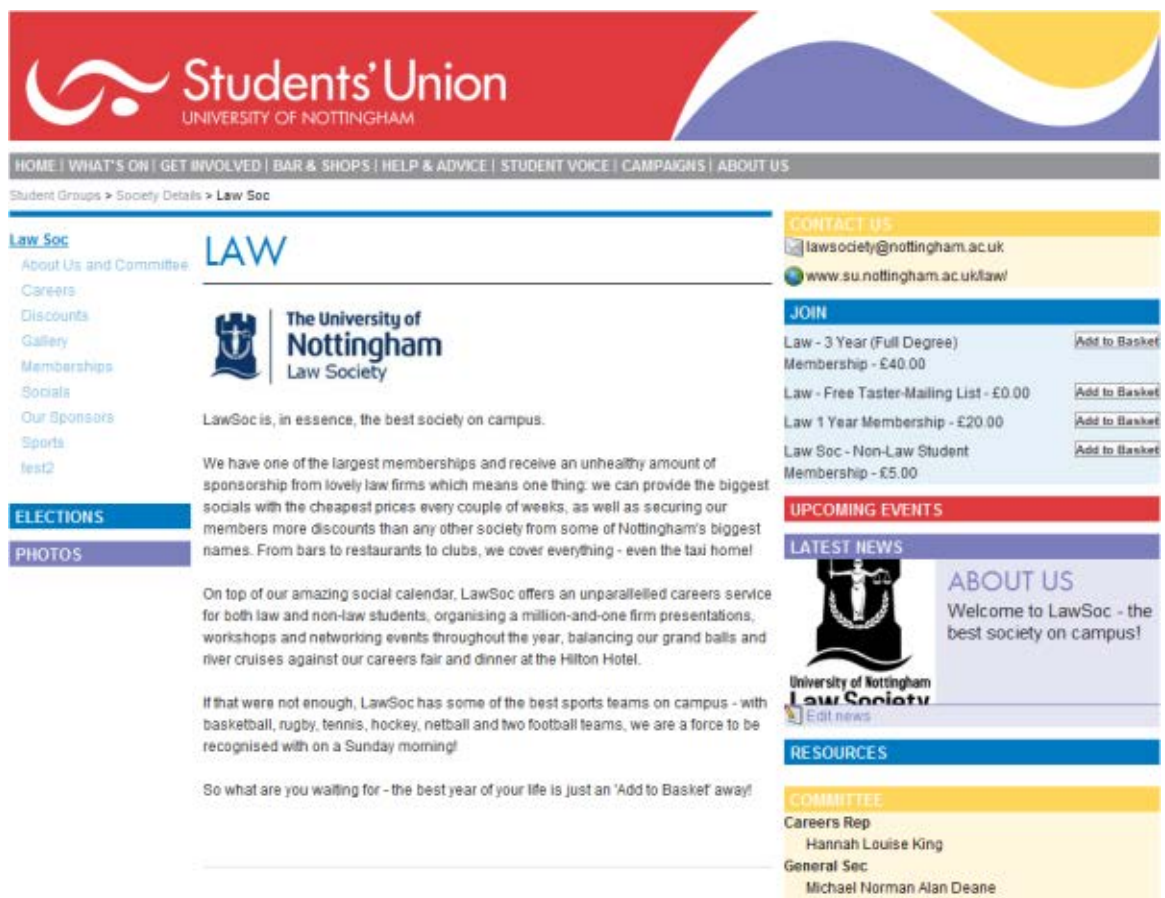


Introduction

This guide explains how to do the following through the Students' Union website:

- * Maintain your club or society web pages
- * Keep your members up to date with the latest news and events
- * Ensure that your events and socials are promoted to members and potential members by listing them in the What's On section of the SU website
- * Sell tickets and hoodies online
- * Update your committee information
- * Email your members through the Message Centre



Logging In

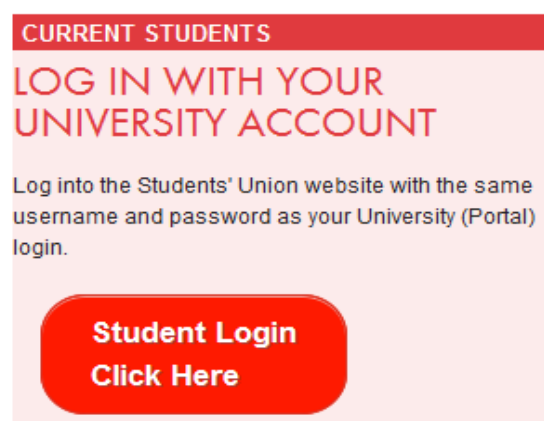
Please visit the Students' Union website : <http://www.su.nottingham.ac.uk>



Click on the 'Login' button in the top grey menu :



Click on "Student Login"



Login with your University username and password











Enter your University Login:

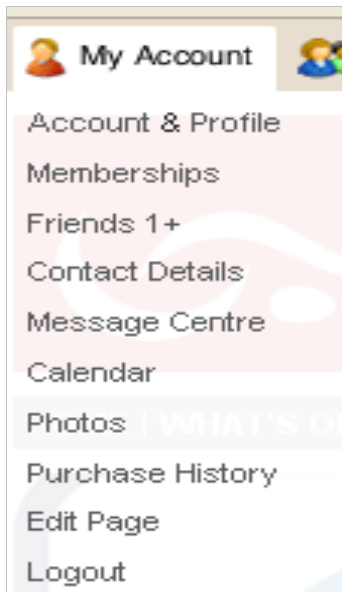
Username:

Password:

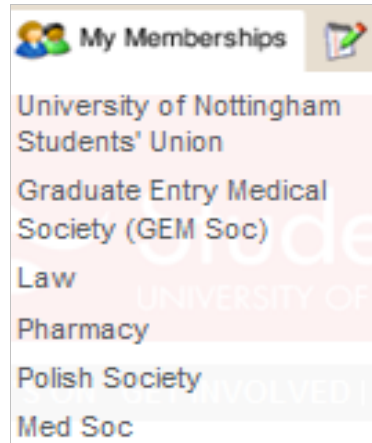
Once you've logged in, you will see the following drop down menus in the top grey toolbar :

| Drop Down Menu | | Options available from this Menu | |
|---|----------------|---|----------------|
|  | My Account |  | My Memberships |
|  | Edit |  | My Admin Tools |
|  | My Account | Update your profile Check your memberships Update your contact details (<i>email and mobile</i>) | |
|  | My Memberships | See which clubs, societies and networks you are a member of. | |
|  | Edit | Edit events, resources, web pages and news articles. | |
|  | My Admin Tools | Administer all aspects of your club or society page. | |

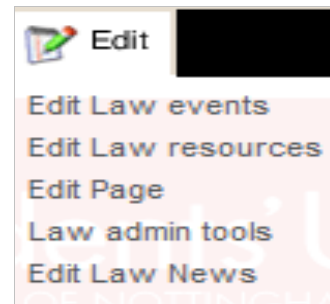
My Account



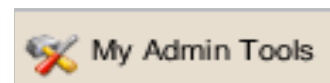
My Memberships



Edit

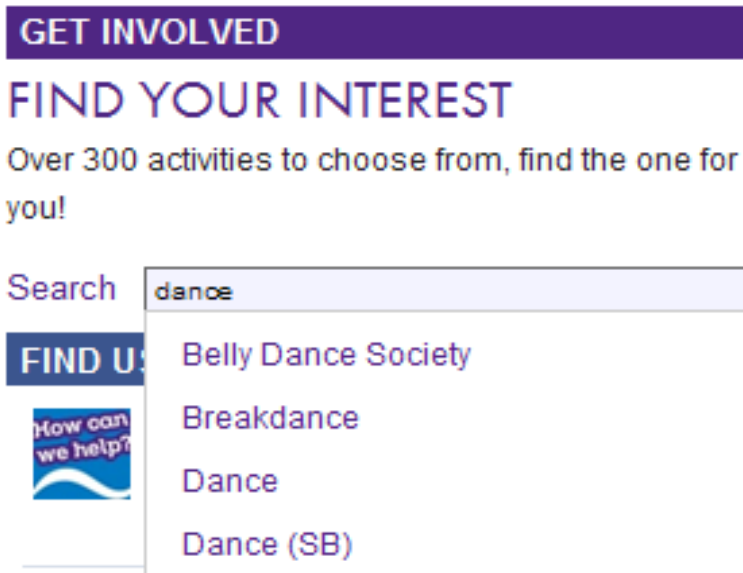


My Admin Tools



Locate your Club or Society Page

Locate your club or society from the “**Find Your Interest**” box on the SU homepage :

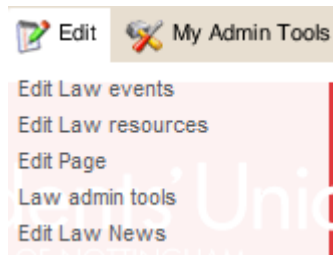


Admin Permissions

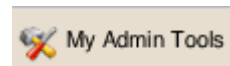
Committee members must be given admin rights to organisation admin before they can edit pages.

Once you've logged on, you can administer your site from either the **Edit** or **My Admin Tools** menus :

Edit Menu :



My Admin Tools Menu :



If your club/society is not listed here, contact your committee President and ask them to give you admin rights.

ADMIN TOOLS



Edit Details



Website pages



News



Events



Messages



Members



Groups



Signups



Polls



Sales Reports



Resources



Edit Details

Edit Details: amend your club or society name, email address and external website/facebook address.



Website pages

Website pages: This allows you to create multiple pages for your organisation



News

News : keep your members informed of news relating to your club or society



Events

Events: add all your club/society events and sell tickets



Messages

Send message : contact your members and anyone on your mailing list



Members

Members : show your members and check whether someone has joined



Groups

Groups : give admin rights to your committee members and create mailing lists



Signups

Signups : Create signups for special events



Polls

Polls: Canvas opinion from your members by using polls on your organisation pages.



Sales Reports

Sales Reports: check all membership, products and ticket sales



Resources

Resources: Store club/society documents i.e. constitution, risk assessment and equipment inventory

Edit Details



Edit Details

From here, you can amend your club or society logo, email address, external web address and enter a more detailed description of your activities, remit and interests.

Logo



The University of
Nottingham
Law Society

Choose File

No file chosen

Update

Details

Email address

lawsociety@nottingham.ac.uk

This is your public email address for general contact.

Web address

http://www.su.nottingham.ac.uk/law/

If you have an external website, enter the URL here.

Listing Description

Welcome to the society with the biggest, cheapest and most frequent socials, the most (and best) discounts, and the most comprehensive careers service on campus.

Please enter a brief, user friendly explanation of what your club or society does in the **listing description** field.

(Maximum 200 characters or approximately 30 words).

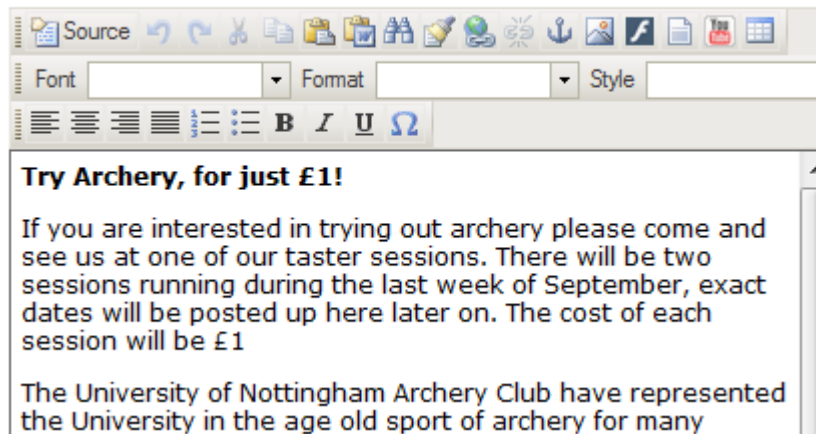
Listing Description

The noble sport of archery has been around for thousands of years and has been practiced by millions, from kings to outlaws such as the legendary Robin Hood. So where better to learn archery than

Please enter the following details into the **description** area :

- A simple, user friendly explanation of **what your club or society does**
- A list of the **benefits** that people can expect to receive if they join your club/society
- Time, date and location of any **events, meetings or training sessions** you're running
- An **email address** so that existing and potential members can contact you

Description



Website pages

From here, you can create sub pages or add more material to your organisational page.



Website pages

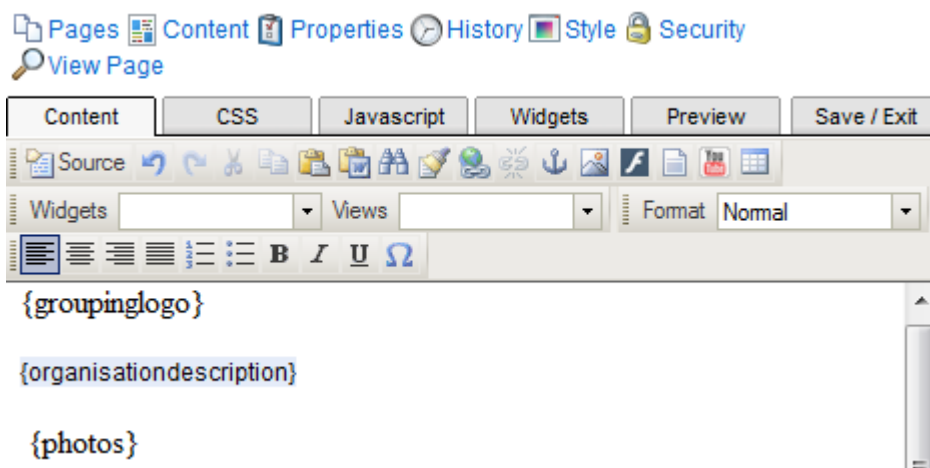
Select your homepage, then click 'Edit'.

This will take you to the WYSIWYG ("what you see is what you get") editor which looks and works similar to MS Word

The WYSIWYG editor allows you to tailor your club/society's page, for example by:

- Formatting the text you write - including different headings, bold, italic and lists.
- Copying and pasting content from other text editors – such as Microsoft Word. Remember to use the Word cleanup tool.
- Adding graphics, photos, video files and documents using the media manager.

Once you've finished creating your content simply click on **Save / Exit button and Publish** to make the content go live on the website.

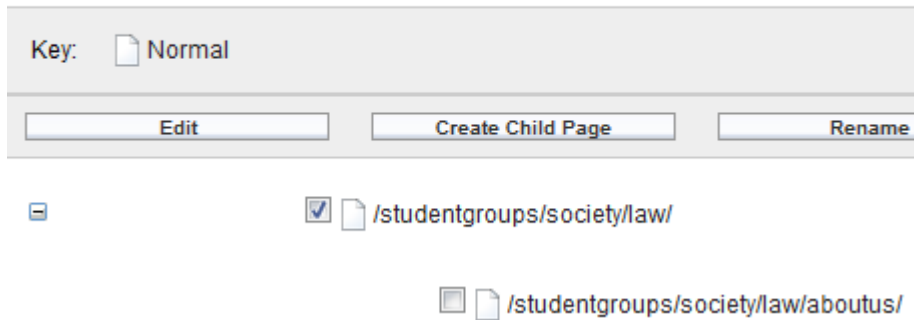


Please do not remove the following widgets from your root page

| Name of the Widget | What this widget does |
|---------------------------|---|
| {groupinglogo} | Displays your club or society logo |
| {organisationdescription} | Gives a description of your club or society |

You also have the option of creating **sub pages** (called child pages) :

Law pages



Law Soc

[About Us and Committee](#)
[Careers](#)
[Discounts](#)
[Gallery](#)
[Memberships](#)

Once you've created a child page, it will automatically appear under your homepage.

As your site grows, you may wish to create new child pages.

Events



Events

You should add all events to your organisation page, by completing the events form.

This is a great way to advertise your events to your members and non-members, as events appear on your SU page and in the **What's On section** of the SU website.

If you are selling tickets on-line for the event, you must complete an online ticket form, available from :

Get Involved > Committee Area > Useful Documents

Club & Society Documents

Here you will find a number of documents that you might find useful in running your club or society

- [Red Oak Roller Clothing Form](#) 
Use this to order clothing for Societies and SRSs from our nominated clothing company
- [Selling Clothing Online](#) 
You can sell your group's stash online on your club/society page
- [Selling Tickets Online](#) 
If you want to sell tickets for an event inline use this form

Adding an event

Law

Events

[Back to Law admin](#) | [Add new event](#)

EVENT CATEGORIES



Bars and Nightlife



Societies



Sports

Adding a New Event

It's quick and easy to add a new event.

Just fill out the form, specifying the name and date and time of the event, a short description and a location.

| | |
|---|---|
| <p>Event Name *</p> <input type="text" value="LawSoc Freshers Social"/> <p>Date and time *</p> <input type="text" value="06/10/2011"/> <input type="text" value="19:30"/> → <input type="text" value="06/10/2011"/> <input type="text" value="23:59"/> <p>Tagline / Short Description</p> <input type="text" value="8.30pm - A chance for first year LawSoc me"/> <p>Location</p> <input type="text" value="Coco Lounge & Noisebox"/> | <p>EVENT CATEGORIES</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: red; margin-right: 10px;"></div> Bars and Nightlife </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: blue; margin-right: 10px;"></div> Societies </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> Sports </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: orange; margin-right: 10px;"></div> Volunteering </div> <div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: yellow; margin-right: 10px;"></div> Campaigns </div> </div> |
|---|---|

Please choose up to three event categories from the list below.

This ensures that your event appears in the What's On section of the SU website, and is promoted as widely as possible to members and non members.

In this example, we select 'free' (the event is free) and 'societies' (so the event appears on the societies listing page)

Event types

Check the event types that correspond to this event.

| | | |
|--|---|---|
| <input type="checkbox"/> barsnightlife | <input type="checkbox"/> healthcare | <input type="checkbox"/> postgraduate |
| <input type="checkbox"/> campaigns | <input type="checkbox"/> infosupporttraining | <input checked="" type="checkbox"/> societies |
| <input type="checkbox"/> events | <input type="checkbox"/> musicfilmperformance | <input type="checkbox"/> sports |
| <input type="checkbox"/> familyfriendly | <input type="checkbox"/> nonalcoholic | <input type="checkbox"/> volunteering |
| <input checked="" type="checkbox"/> free | <input type="checkbox"/> othergeneral | <input type="checkbox"/> weekone |

We recommend that you upload a logo for each event, as it makes it more interesting and eye catching.



Students' Union website

Finally, please enter a full description of your event. Include any poster artwork or flyers, and hyperlinks to external sites like Facebook or Twitter.



In Association with Addleshaw Goddard..

A lovely tranquil cruise down the River Trent, ruined somewhat by the unlimited drinks on offer. The best value for money event at this uni by far!* Onto Oceana afterwards to make the most of the night. (*No actual evidence for this, we just know it is!)

News



News

Every organisation page comes with news as default on its homepage.

It is recommended that you write several news articles before you use the widget so you can see what your page will look like when you use the preview section of the widget editor.

Editing news is very easy and comes with some useful options.

You can also allow comments which is a great way to get feedback from your members.



LAW NEWS

[Back to Law](#) | [View current news](#) | [Add new article](#)

Add a new news article

Current articles only

1. Enter the title of your news story and some leader text.

- Standard Details

Title *

Leader

2. Select whether you want non members to be able to read your news, and whether you want members' feedback on your news story.

☒ Allow Non Members to read

☒ Allow comments

3. Enter the date from which the news story should appear on your site, followed by the expiry date. The software automatically assumes that news stories will be archived after a week.


- Date Range

Display article * →

4. Choose a logo to represent this news story.

Image _____

Image thumbnail
resizing




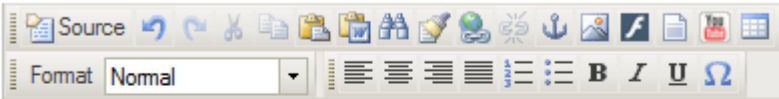
Alternate text 

Image caption

5. Finally, enter a longer description of your news story.

Body _____



LawSoc is, in essence, the best society on campus.

We have one of the largest memberships and receive an unhealthy amount of sponsorship from lovely law firms which means one thing: we can provide the biggest socials with the cheapest prices every couple of weeks, as well as securing our members more discounts than any other society from some of Nottingham's biggest names. From bars to restaurants to clubs, we cover everything - even the taxi home!

You can upload images, hyperlinks to other website and even documents and You Tube videos here.

Send Message




Messages

This is a short-cut to the **Message Centre** allowing you to email your members.

You can choose whether the email arrives from your personal address or from your organisations.

Send Email

| | |
|------|---|
| From |  Law <lawsociety@nottingham.ac.uk> |
|------|---|

To add recipients **click on 'To' which will give you a list of all your members and any groups you have set up.**

Lists

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | 1 Year Membership (43 people) |
| <input type="checkbox"/> | 3 Year (Full Degree) Membership (547 people) |
| <input type="checkbox"/> | All Exec Members (11 people) |
| <input checked="" type="checkbox"/> | All Members (682 people) |




Send email




















There is a **search box** to help you find individual members.

The message will go to whichever email address your members have chosen to receive your messages.

If they have chosen not to receive email communication from your organisation the message will still go to their website inbox.

| | |
|-------------|---|
| To | All Members; Total recipients 685, estimated deliveries 682 |
| Subject | Important message to all members of Law Soc! |
| Attachments |  This message has no attachments |

Message Text

| | | | | | | | | | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|
|  Source |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|

Important message to members!

Members



An important feature of the organisational pages is that you can check exactly who is a member of your club or society and how many members you have at any one time.

The members icon allows you to browse your members allowing you to see their profiles and their Student ID numbers.

Select [List Members by Group](#) for a more detailed list



Groups

Groups : Changing your committee members & assigning Admin Rights

Assign a person to an exec position

To assign a person or persons to an exec position, click on the position you wish to assign in the table. You will see a list of all potential members. Select the checkbox next to the person you want to assign to the position and click 'add members'. Use the same process to remove the current person.

(If this is the position you currently hold, please do not remove yourself until you have made changes to all the positions you need to change).

Active groups

| Name | Type | Category | | |
|--|-----------------|------------------|--|--|
| Events Organiser | Exec Membership | Social Secretary | | |
| General Secretary | Exec Membership | Secretary | | |
| President | Exec Membership | President | | |
| Publicity Representative | Exec Membership | Exec Membership | | |
| Student Activities Admin | Exec Membership | Exec Membership | | |
| Treasurer | Exec Membership | Treasurer | | |
| Vice President | Exec Membership | Exec Membership | | |

Deleted groups

| Name | Type | Category | Deleted on | |
|----------------|-----------------|-----------------|-------------|-------------------------|
| Vice-President | Exec Membership | Exec Membership | 03 Dec 2009 | Restore |

Create new group


Name *

Type *

Category *


Create

Rename a position

To change the name of an existing position, on the main **groups** screen click  next to the position you want to rename. Rename your position and click **update**.

Active groups

Type new position here (Please do not type the name of person, only position)

| Name | Type | Category | |
|---------------------|-----------------|-----------------|--|
| Information Officer | Exec Membership | Exec Membership |  Update Cancel |

Create New Position

Create new group

Name *

Type *

(Select type) ▼

Category *

(Select category) ▼

Create

Name: Write name of new Position here (e.g. IT Officer)

Type: Select 'Exec Membership'

Category:

Select 'Exec Membership' unless the position is for President, Secretary, Social Secretary, or Treasurer. If you are creating a role for General Secretary, please select 'Secretary' as the category, or if the new position is for Events, please select 'Social Secretary' Category. This is so we can target certain position on your committee, when sending e-mails or texts.

(Select a category) ▼

(Select a category)

Exec Membership

President

Secretary

Social Secretary

Treasurer

Restore Deleted Groups


Select 'Restore' and group will be re-added to the existing list.

Deleted groups

| Name | Type | Category | Deleted on | |
|----------------|-----------------|-----------------|-------------|---|
| Vice-President | Exec Membership | Exec Membership | 03 Dec 2009 |  Restore |

Delete Groups

Students' Union website

Select 'Delete'  and position will be moved to your deleted groups list.

Active groups

| Name | Type | Category | | |
|---------------------|-----------------|-----------------|---|---|
| Information Officer | Exec Membership | Exec Membership |  |  |

Please check that the committee information has updated

| COMMITTEE |
|---|
| Careers Rep Hannah Louise King |
| General Sec Michael Norman Alan Deane |
| International Rep Henil Yatin Shah |

Signups



This allows you to create **sign-ups for trips, events, training or just to register interest.**

Once you have made the signup live your members will be able to sign up through your website generating lists for you. The lists display the name and University card details.



Signups can be created for anyone, for members of your organisation or for specific groups within your organisation if you have set them up using the Groups area of your admin pages.



Once your members have signed up it puts that information into their **calendar**.

If the calendar is not displayed elsewhere in the website then you can put it into your pages using the **calendar widget**.



Sales Reports: Allows you to view all membership sales, purchasers reports, ticket sales and sales of clothing.

Access the Sales Reports page

You can check membership sales, ticket sales and clothing sales with this widget

Admin tools

Edit Details Website pages News Events Messages

Members Groups Signups Polls Sales Reports

Resources

Sales Reports

View sales and purchase information for your organisation's memberships and products.

Date range ** 08/02/2011 00:00 → 16/02/2011 00:00

Choose report Sales Report Purchasers Report Customisations

Select the date range for the product you wish to check,
(example 1st Sept 2011 – 20 Oct 2011)

Sales Reports
View sales and purchase information for your organisation's memberships and products.

Date range: 08/02/2011 00:00 → 16/02/2011 00:00

Choose report: [Sales Report](#) [Purchasers Report](#) [Customisations](#)

14 of 1 100% Find | Next Select a format Export

Product Sales Report
Report generated Tue 15 Feb 2011 14:56 by GREENVmsl_WebsiteReportUser

| Report Details | | | | |
|----------------|---------|--------------|-----------------------|-----------------------|
| Product # | Name | Organisation | From Date | To Date |
| * ALL * | * ALL * | | Tue 08 Feb 2011 00:00 | Wed 16 Feb 2011 00:00 |

| Shop | Product | Qty | Unit Price | Total |
|-------------------------------|-------------------|-----------|------------|---------------|
| [100] | Hoodies | 13 | Sale | 208.00 |
| [100] | Polo Shirts | 7 | Sale | 84.00 |
| [100] | 3 Year Membership | 1 | Sale | 5.00 |
| [100] | 1 Year Membership | 1 | Sale | 2.00 |
| Total for all products | | 22 | | 299.00 |

<https://reports.ukmsl.net/ReportServer> Page 1 of 1

This report can be converted in to an excel spreadsheet, by selecting 'Export' then 'Excel'

Selling Tickets for your event

For a more detailed report, select 'Purchasers Report'. This is useful if you are selling tickets for an event, you can print a list of people who have purchased tickets and use this as a check list on the door, or coach.

Selling Products on-line – i.e. Hoodies / Poloshirts

If you are selling Hoodies or Poloshirts on-line, you set up customisations, for example, purchasers can select a the size, colour and type a name/nickname or slogan on the Hoodie.

You can then print off a report using the '**customisations**' link to get a detailed report for these items. This can then be sent to the company supplying your products.

If you wish to sell tickets or clothing on-line, please e-mail angela.lee@nottingham.ac.uk she will send you a request form.

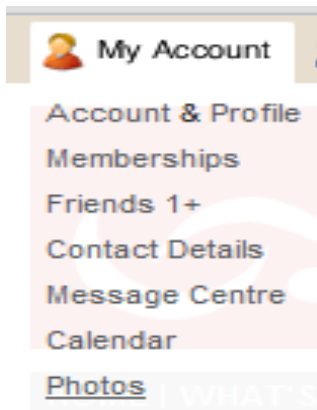


Resources:

You can upload documents to your page using this widget. Keep copies of your club/society constitution, Risk Assessment, Equipment inventories, and minutes of meetings.

These will always be available to new committees.

Photo galleries



It's easy to add a photo gallery to your club or society page by selecting '**Photos**' from the '**My Account**' menu.

My default, photo galleries are linked to your **personal profile**. You need to change the gallery type from 'personal' to 'organisation' so that they **appear on your club or society page!**



Add a Gallery

1. Choose organisation and select the name of your club or society
2. Enter a name for your photo gallery
3. Enter a description for your photo gallery
4. Specify if you want the gallery to be visible to the public or private
5. Enter tags for this photo gallery

Create Photo Gallery

| | |
|--|---|
| Gallery Type: | <input type="radio"/> Personal <input checked="" type="radio"/> Organisation: <input type="text" value="Law"/> |
| For organisational galleries, all members may view and upload new photos | |
| Name: | <input type="text" value="Lawsoc Networking Ball 2011"/> |
| Description: | <input type="text" value="See how we networked with leading Law firms."/> |
| Security: | <input checked="" type="checkbox"/> Display to Public |
| Tags: | <input type="text" value="law, law soc, networking, social, 2011"/> Separate tags with a comma |
| <input type="button" value="Add Gallery"/> | |

All Galleries Gallery
 Create Gallery
 Upload Photos
 Edit Gallery Details
 Edit Photos

Photos



Widgets

To add a widget to a page click 'Widgets' and select the type of widget from the 'Create new widget' list.

Once you have made and edited your widget you drop it into the appropriate area of the page byselecting it using the WYSIWYG editor.

The different widgets and their attributes are listed below

Current Widgets

| edit | delete | Name | Type |
|------|--------|--------|------|
| | | {join} | join |
| | | {news} | news |

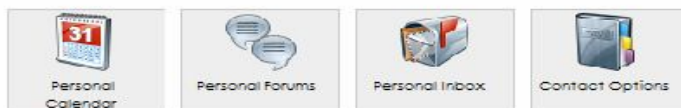
Create New Widget

General Widgets



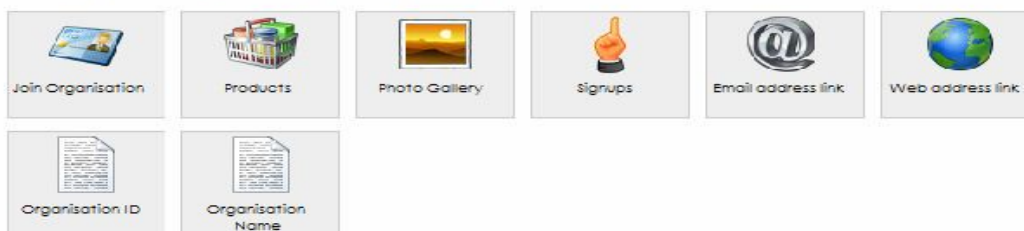
User Widgets

These widgets are personalised to the logged in user



Organisation Widgets

These widgets use the page's owning organisation to display information



Further Information

The students' Union provides detailed website training sessions.

Please e-mail sustars@nottingham.ac.uk for details of dates and times.

We suggest you send one of your committee members to a session.