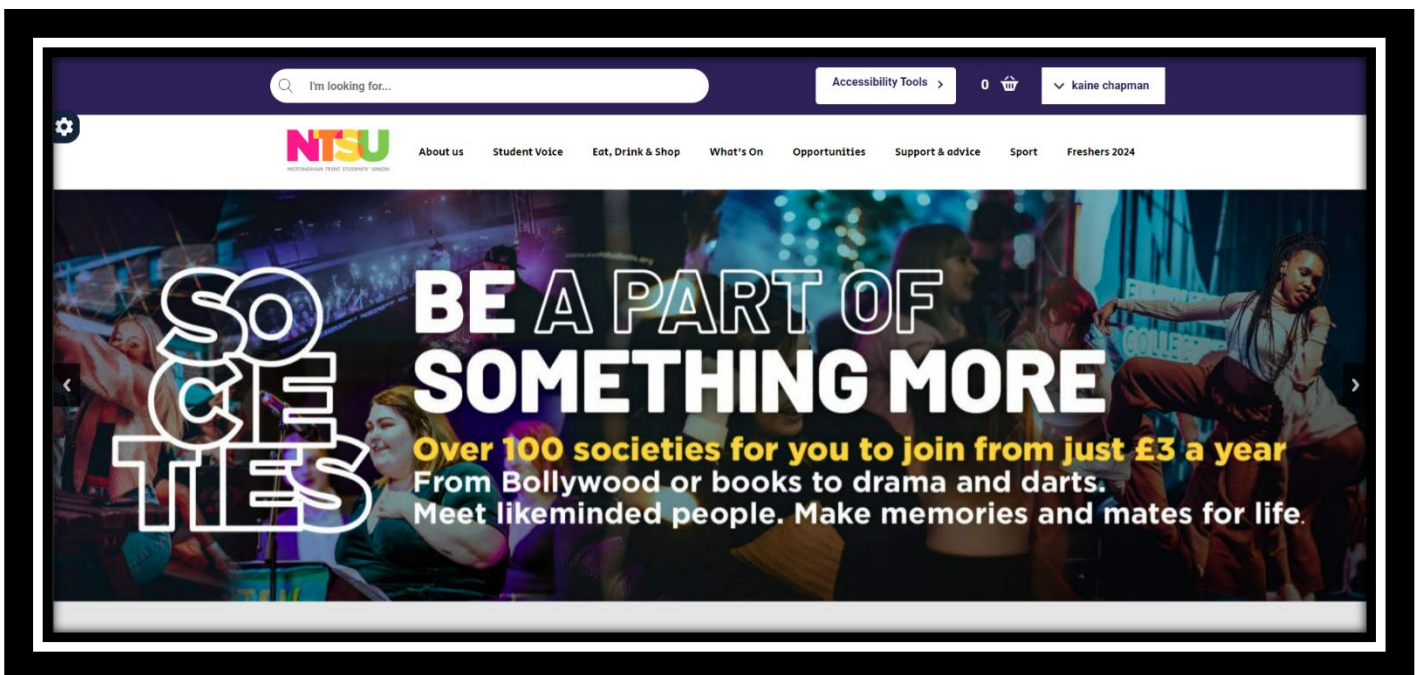


NTSU

NOTTINGHAM TRENT STUDENTS' UNION

NTSU SOCIETIES WEBSITE GUIDANCE



This document tells you how to manage your society's presence on www.trentstudents.org

For more info, email opportunities@su.ntu.ac.uk



NOTTINGHAM TRENT STUDENTS' UNION

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Website – Admin functions

Every society associated with NTSU has their own area on our website

<https://www.trentstudents.org/>. This is where students can find out more about all our societies, buy their memberships and find out upcoming events.

A full list of societies can be found at www.trentstudents.org/groups

A full list of events, including society events, can be found at www.trentstudents.org/events

You will want to keep the information about your society up to date and looking good to attract new members. This guide shows you how to manage the information about your society that is listed on our website. Make sure that all society members responsible for updating your website information read this document to familiarise themselves with the website functions.

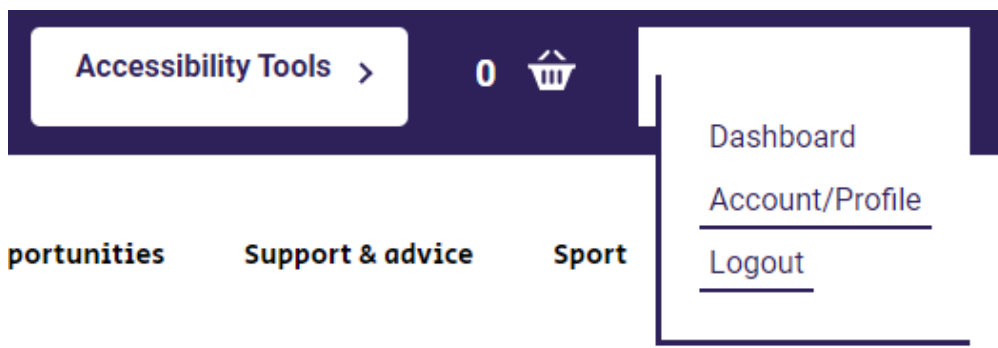
Dashboard access

To manage your society section of our website and keep it up to date, you will need to access the dashboard.

1. First **sign in** using the link (highlighted in red).



2. Select Dashboard in the drop down menu.



Dashboard Options

When you log into your dashboard you will see a series of menu options which allow you to edit different parts of your society section:

The dashboard is organized into a grid of eight main sections, each with a title, an icon, and a status bar at the bottom. The sections are:


- Group Summary:** Features a banner for the 'AFRICAN CARIBBEAN' society with a brief description. It includes a question mark icon in the top right corner.
- Configure Group:** Shows a group of people icon with a '1' in the top left, a gear icon with a '2' in the bottom left, and a plus icon with a '3' in the bottom right. It has a question mark icon in the top right.
- Your Usergroups:** Shows a group of people icon with a question mark icon in the top right. The status bar at the bottom indicates '3 USERGROUPS AVAILABLE'.
- Your Members:** Shows two user profile icons with a question mark icon in the top right. The status bar at the bottom shows '73 APPROVED MEMBERS' and '0 APPROVAL PENDING'.
- Manage Webpages:** Shows a webpage icon with a question mark icon in the top right. The status bar at the bottom has a blue bar with 'ADD COMPONENTS'.
- News & Articles:** Shows a newspaper icon with a question mark icon in the top right. The status bar at the bottom shows '0 ONLINE' and '0 DRAFT'.
- Manage Events:** Shows a calendar icon with a question mark icon in the top right. The status bar at the bottom shows '0 UPCOMING EVENTS' and '0 EVENTS ON PROMOTION'.
- Group Communication:** Shows an envelope icon with a question mark icon in the top right. The status bar at the bottom shows '22 EMAILS SEND' and '1 EMAIL DRAFT'.

Update logo


African Caribbean

Setup User Groups Events Content Management Membership de

Summary Edit **Group Logo** Membership Types Questio

 Here you can add a logo for your group. You can select from our default images in [our gallery](#). For more information about how this works, [click here](#).

Image



Select from predefined logo

Upload New

Upload New

Image

No file *

Supported image formats are [.jpeg, .jpg, .png, .x-png, .gif, .bmp]

If you update your logo, **please use a square image** – rectangular images will get stretched out of proportion and look distorted. If you logo file is not square, use the Paint app (PC) or Photos app (Mac) to crop it before uploading.

NOTE: You cannot have characters which are not letters or numbers in the file name, so avoid using special characters like (!&%) etc.

Edit group description

Here you can edit the description that appears on your society's homepage.

The screenshot shows a web form for editing a group's description. The form has three main sections: 'Name', 'Nominal code', and 'Description'. The 'Name' field contains 'African Caribbean'. The 'Nominal code' dropdown is set to 'AFR'. The 'Description' field contains a sample text: 'This is the African Caribbean Society for NTU students. A variety of social events will be held throughout the year, so come and have some fun! We believe in greatness, empowerment and the ability for everyone to succeed and excel. Growth as a community.' Below the text are three buttons that say 'CLICK HERE TO SEND US AN' and 'CLICK HERE FOR AID'. A red circle highlights the 'Source' button in the description editor toolbar, and a blue circle highlights the link icon in the same toolbar.

- **Do not change the Nominal code**
- **Type in your chosen description of your society.** There is a sample description available on our website [here](#). To edit, click 'Copy to Clipboard' and then (on your societies edit page) paste (CTRL(Cmd on macOS) + V) to have access to the sample complete with formatting.
- **To update any of your social media links,** click on the image, then click the link icon ([circled in blue](#)). You can then paste the website address into the pop-up menu to update the link.

Add Event

Make sure you add all of your society events to the website. This is the best way to make your society visible and attract new members. **Please don't add products as an event these will get deleted!**

Event type *		
<input type="checkbox"/> Brackenhurst	<input checked="" type="checkbox"/> City campus	<input type="checkbox"/> Clifton campus
<input type="checkbox"/> Advice	<input type="checkbox"/> Campaigns	<input type="checkbox"/> Club nights
<input type="checkbox"/> Comedy	<input type="checkbox"/> Debate	<input type="checkbox"/> Festival or Fair
<input type="checkbox"/> Freshers	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Gigs
<input type="checkbox"/> Give It A Go	<input type="checkbox"/> Meeting	<input type="checkbox"/> Other
<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Social	<input checked="" type="checkbox"/> Society
<input type="checkbox"/> Special Events	<input type="checkbox"/> Sport	<input type="checkbox"/> Student Voice
<input type="checkbox"/> Travel or Trips	<input type="checkbox"/> Varsity	<input type="checkbox"/> Volunteering
<input type="checkbox"/> Workshop or Training	<input type="checkbox"/> Custom 7	<input type="checkbox"/> Custom 8
<input type="checkbox"/> Custom 9		

The website events module uses categories to help people find events they are interested in. You can add an event to multiple categories. Please check event type as **Society** and the campus it will be taking place on, e.g. **City**. You can also select other categories if they are relevant.

The screenshot shows a web form for creating an event. At the top, there are two date/time selection fields: 'Start Date/Timing' and 'End Date/Timing'. Below these are instructions: 'Set a start date for your event.' and 'Set an end date for your event.'. The main section is 'Description', which features a rich text editor with a toolbar containing options like Source, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Format, Font, Size, and various alignment and color options. Below the editor is a prompt: 'Enter a description and add any images, videos or links for your event.'. At the bottom, there is a 'Contact details' field.

- Add the date and time the event starts and ends. **Any event over 48 hours will need approval from the Opps team to be on our website. We will need to extend the timings for you, this is due to events not being removed due to incorrect timings.**
- Add a description that will attract people to your event, what would make you sign up to the event?

Add Logo

No file

Supported image formats are [.jpeg, .jpg, .png, .x-png, .gif, .bmp, .svg]

Default Event Logo:



Default Event logo will get displayed if you do not add logo.

- Make sure to add an image! The image above is what people will see if you don't. This looks terrible and reflects poorly on your society and all the effort you put into your events.
 - ***Please be aware that when you save the event, if you have missed a box to fill in or something is wrong you will need to readd the image.***

Venue: *

Where is this event taking place?

Event Capacity: *
 Hide available ticket count
Enter the maximum capacity for the event.

Location :

Search for Location
Enter the location to pin on the Google Map.



Contact details: * **Email:** **Phone number:**

If someone needs help regarding this event who can they contact? Enter email address of the contact person Enter phone number of the contact person



- Add **capacity** and **venue**.
- **Search for Location** adds a google map to the listing. You don't need to add this if you don't want too.
- For contact details, add your society contact email in the **Contact details** box. Leave the following email field blank to avoid it showing twice.

Show Advanced Options

Configuration

Nominal code *
Select the nominal code for this event. Nominal codes can be created in the setup menu.

Event Code:
This can be in any format you would like it to be and can help you code your events at a later date.

Cost Centre Code:
This can be in any format you would like it to be and can help you audit your events at a later date.

Event Tags

Enter useful keywords here to help users easily find this event on your site.

Event Terms And Conditions
 Add event specific terms & conditions:
Enter custom terms and conditions for this event here.

Other Settings

Only over 18s can attend

Check this to create bespoke sub site

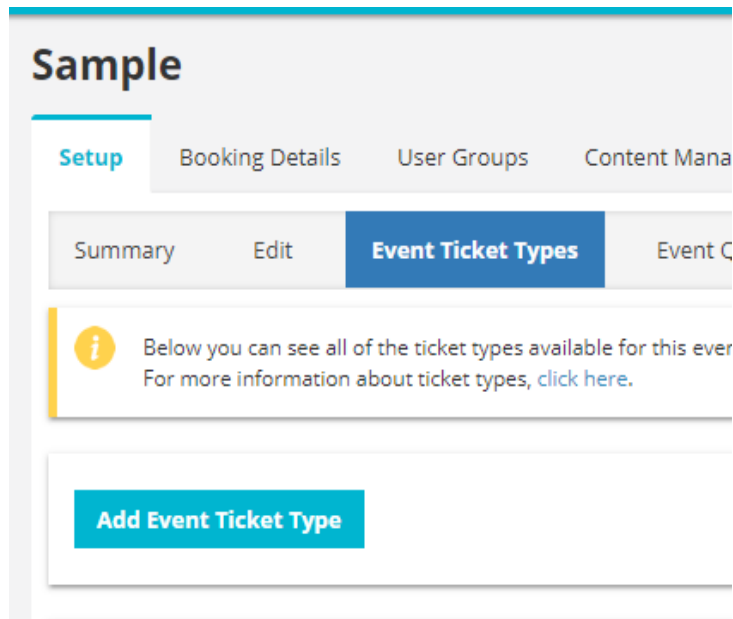
Include in RSS feed



- Under **Advanced Options** your nominal code enters automatically so don't worry about this, we normally leave the rest of this alone when we upload events and just add some tags if we think it is necessary.
- In **Other Settings**, select **Include in RSS feed**. Leave the bespoke site option unchecked. You can also mark this event as over 18 only.

Ticketing/Advance Booking

Follow this step if you want to either sell tickets for your event or sign up for free places in advance. Ignore it if you just want to create a free event that members can turn up to without pre-booking. **You will need to save your event first before you can access this option.**



- Click on the **Event Ticket Type** tab.
- Click the **Add Event Ticket Type** button.

Note: you can add more than one tickets type to an event (e.g. you could add a ticket type for society members and another ticket type for non-members. Or a ticket for students and another ticket for non-students). You can use different prices or quantities for each individual ticket type if appropriate.

Ticket Name *

Enter a name for this ticket type.

Bulk Tickets

Check this to mark this ticket for bulk purchase. Note that bulk tickets can only be purchased via Remote Sales and its quantity reserved from the overall event capacity.

Availability *

Online Offline Both

This determines whether this ticket type is available for Sale via the website eshop (Online) or Remote Sales (Offline) or both of these.

Price	+	Fee	Total
<input type="text" value="0.0"/>		<input type="text" value="0.00"/>	= £0.00
Base Price of a ticket		Transaction fee charged per ticket	

Nominal code *

Select the nominal code for this event ticket type.

Maximum number allowed to sell

Enter a numeric limit if sales of these tickets needs to be capped.

Ticket Description *

Source | B | I | U | | | | Normal | - | Font | - | Size | - | | | | | | |

body p

Enter a description for this ticket type.

- Give each ticket type a name (e.g. Society member tickets, Student tickets etc.)
- Add the ticket price. The booking fee will be calculated automatically, so you do not need to change this.
- Add your society's nominal code if it is not already showing.
- Add a brief ticket description.

Recurring events

If your event repeats on a regular basis e.g. weekly or monthly, you can clone the event to save you setting up each event from the beginning by using the Recurring Events feature.

To use this feature, make sure you have set up the first event exactly as you would like it to appear with complete information, including tickets, first. Once events are cloned they are not linked and each instance of your event would have to be edited one by one if you need to change something!

; currently live.



Recurring Events ×

Event Name Photograph Competition

Frequency * Weekly ▾

End after * 50 occurrences or by 24/01/2020

Confirm Cancel

Make sure you input the correct number of recurring events and end date.



NOTTINGHAM TRENT STUDENTS' UNION

Selling Products On Our Website

We will be giving you access to sell products on our store this academic year! More information to come at a later date as it is not currently available.

Send a members email

Use this function to send emails to your society members. To keep your members engaged and your society active, we recommend sending a newsletter to your members on a monthly basis to keep them up to date with upcoming events or to ask for their input and ideas regarding society activity.

Include criteria

Any members that meet the below criteria will be included in this campaign

User is between ages

18 - 30

User is member of Any of

User Groups

Current Members--African Caribbean--Group

Search and add usergroups from your site. You can add more than one.

- Check the box highlighted in red, select “Any” in the dropdown menu next to it.
- In the **User Groups** field below, type the name of your society then select the **Current members—Your Society Name—Group** option that comes up. This ensures the email will be sent to all your society members.

Name *

Give your campaign a name

Give your email campaign a name that relates to its content. Nobody but society administrators will see this name but it will make it easy to find in your admin panel.

Email Subject *

Enter the email subject here

Type the email subject line in the field shown above. This is what people will see in their inboxes, so choose it carefully and make it short, interesting and easy to understand.

Audience Reach

Once you have set your Include and Exclude criteria you can use this section to view how many people your campaign will be delivered to.

No Criteria Selected

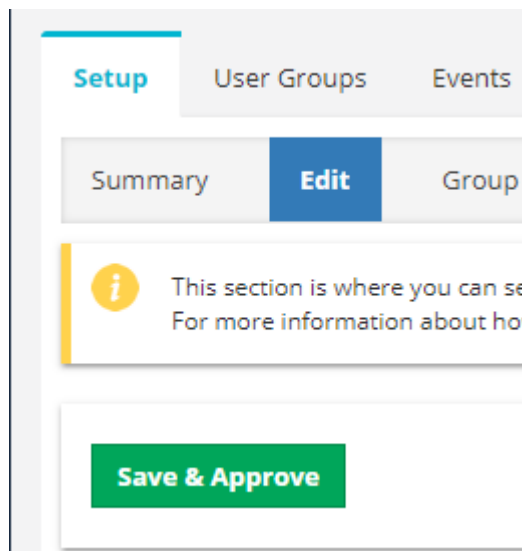
SHOW TARGET AUDIENCE

Select one or more recipients.

Click the **SHOW TARGET AUDIENCE** button before sending your email. This will show you how many people will receive your email.

NOTE: Only members who have opted into communication emails will receive them, so they may not be sent to all your members. Encourage all your members to opt in to receive emails. They can do this by going to their website profile and updating their details:

Finally



The screenshot shows a navigation menu with 'Setup', 'User Groups', and 'Events'. Under 'Setup', there are sub-tabs for 'Summary', 'Edit', and 'Group'. An information icon is present next to a text block that reads: 'This section is where you can se For more information about how'. At the bottom of the section is a green button labeled 'Save & Approve'.

Please remember to press **Save & Approve** to make changes to your group live. To do this, go to **Setup > Edit**.

Any questions about using your society's section of the website, email opportunities@su.ntu.ac.uk