INTRODUCTION GUIDE: MANAGING YOUR SOCIETIES PAGE

Introduction
All societies and clubs that are registered with Cambridge SU have a page on the website, and those who are a committee member have admin access to some of the website functions.

This guide is intended to give the basic information on how to use those. However, given that the website has many functions, this guide only goes through the essentials to get you started. Further guidance can be provided by contacting the Activities Team at activities@cambridgesu.co.uk.

Before you get started, you need to find your club or society in the directory at cambridgesu.co.uk/societies. From this page, you will be able to edit your society or club’s information.
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Logging in

Before you can do any editing or admin, you need to log in to the main Cambridge SU website. Go to https://www.cambridgesu.co.uk/ and look in the top right corner, where you will see a pink login button. Select this.

![Login Button](Image)

When you have pressed this, you will be taken to a welcome page. You should click the button entitled **University Student (Raven) Login**, above the Staff & Guest Login.

![Raven Login Page](Image)

This will take you to the Raven login page. Log in with your CRSid here. You will be redirected to the SU website, which will allow you admin access to the society/societies that you are a committee member of.
Society details

When you visit your society or club’s listing, the top of it will look like this (with the addition of a society logo instead of the second SU logo, if that has been updated by your predecessors):

At the top right of this page, there is a pencil button. Click on this and you will receive the options for **admin tools**, **edit resources**, and **edit news**.
To edit the society listing, select admin tools. This will take you to a page with logos for:

~ Edit Details ~ Website Pages ~ News ~ Events ~ Tickets ~ Signups ~ Polls ~ Products ~ Resources ~ Fundraising ~

**ADMIN TOOLS**

Go to home page

- Edit Details
- Website pages
- News
- Events
- Tickets
- Signups
- Polls
- Products
- Resources
- Fundraising

Select the **edit details** button. This will take you to a page which allows you to;
- Edit the URL of your site;
- Amend your society logo;
- Edit the public email address for your society;
- Edit the links to your society’s website and/or social media accounts;
- Edit the society description.
It is important to keep this information up-to-date so that prospective students can view the purpose of your society, and any key information, such as contact details.
Events

The Cambridge SU website has a tab entitled What’s On Calendar, the purpose of which is to keep Cambridge student events in one place. You can add your societies events using the Events tab in your committee admin tools. You can list an unlimited amount of events for free, therefore allowing you to reach students who may not follow your social media channels.

In order to add an event for your society, select events on the admin tools page. On this page select: add new event.
You will be directed to a page to input the key information about the event, including the event’s title, time, date, location, type of event and whether non-members can view the event on the website.

Once you have saved the event listing, it will automatically, unless you have set restricted dates for when it will be visible, be published onto the website.

All your events can be edited once they’ve been created. You just need to search for them in your events section by clicking on the event, and then select **edit event** under the pencil icon.
News

Another feature of the Cambridge SU website is that societies can add articles about their events, ongoing work, or really anything you’d like to have visible to readers.

To add or edit news articles, click on the pencil in the top right corner of your profile and select edit [your society] news.

This page keeps a record of all articles uploaded onto a society’s page. The admin page allows you to filter the articles to see current, expired, future, and deleted articles.

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Show: ☑ Current ☐ Expired ☐ Future ☐ Deleted

Apply Clear filter

There are no current articles.
To add an article, select **add new article**. When you click on this page, you will be able to write your article in the **body** section of the page. The news article writing page allows you to:

- insert the title of your article and the byline attached to it;
- select whether non-members of the society can read the article;
- set the dates for when the article will be public;
- whether to allow comments, enable “share content” widgets, and allow users to rate the article;
- add an image for the article.

Provided you do not need approval from another committee member to post the article, select the approval box before saving.
Member management

On the website, you can keep track of your memberships as members can sign up to your society by buying a membership on the website. If you’d like to charge for your memberships, then please email activities@cambridgesu.co.uk to set you up with a finance account.

To find a list of your members, select members from the admin tools section. All societies currently have no members, but once you do, you will be able to see the list on this page.

The website allows you to keep a list of a society’s members, as the system uses student logins, so you will be able to retain the email addresses of your members in one place. This means that there is no need to manually type out email lists collected at the Freshers Fair as you can just get students to sign up through the website, for example using a QR code. Membership lists reset on 30th June each year, and will also automatically deregister graduated students.
Resources

Societies may wish to add resources to their pages, such as constitutions, term cards and event posters. To add any resources, on your society listing, select the pink pencil in the top right corner, and select **edit [your society] resources** from the dropdown list.

On this page, you’ll find an upload section, where you can name, describe, tag, and upload any resources you want. You can also set whether you want everyone, only students who can log in or only members of your J/MCR to be able to view resources.
Messaging your members

With your newly-collected member lists from the Freshers Fair, you’ll be looking to contact your members and the website can be used to do this.

**Who has permission?**
By default the Committee members will have full admin permissions, apart from elections and referenda, for their organisation. If you or another society member need access to full admin permissions, please get in touch with activities@cambridgesu.co.uk

**How does it work?**
To access your organisation, go to your club or society’s page in the directory. Once you are on the page of your group, you'll see the edit tools button (pencil), which looks like this:

Select admin tools underneath. This will take you to a page with a number of options. Select **Messages**, with the envelope icon:

![Messages]

Now you’re on in the messaging admin tools which should look like this:

**MESSAGING**

Back to admin tools | Send email | My Message Centre

To start sending a message, click **send email** which should take you to a compose page. This is where you can create your email and send it to the mail lists.
There are a number of options:

**From** - this allows you to send the email from any email accounts you have set up on the system. Your role account will automatically be added to your account and you should always use this email address.

**Reply to** - this allows you to set which email address will automatically receive responses. You should set this as the same as the from address.

**To** - Click on the word “To”, which will take you to a different page. The **Message Recipients** page will display a list of all the emails you have access to and all the students on that list. These can be selected by clicking the box next to the list/name and clicking **Add Recipients** at the bottom of the page.

Most individuals will be listed under **Standard Membership**; however, for SU Campaigns, select **Mailing List**.

Tip: remind existing members to **join** on the website, so that they are on these lists.

**MESSAGE RECIPIENTS**

Back to message

Filter by name: Search Clear □ Only show opted-in recipients

The list includes all recipients. People who have opted out will not receive an email but will still see the message in the Message Centre.

Lists A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- All Committee Members (3 people)
- All members (17 people)
- All standard members (17 people)
- Associate Membership (0 people)
- Choir (0 people)
- President (1 person)
- Secretary (1 person)
- Standard Membership (28 people)
- Treasurer (1 person)
Attachments - In the same manner as the “To” section, selecting attachments will take you to a separate page.

You can now add the content of your email in the textbox provided. Be careful when adding any images to your email as they cannot be more than 564px wide or they will overlap other content and make your email unsendable.

Before you send out your email, send yourself a preview of it by clicking the Send Preview button at the bottom of the page. You can check how the content you’ve added displays across different platforms, such as phone and desktop. If you are happy with the preview, then click the send button.
Another feature you can use on the website is ticketing for events. To create a ticket, go to Tickets in the admin options.

The ticket tab will display a list of events that you can add tickets to. If you haven’t created the ticketed event, then this will need to be done before adding the ticket function.

Click add ticket, which appears under the event title, to open a pop up window.
Select your ticket type: General, Students, Members, add the price, sales period and sales limit. If needed, you can also add a per person limit. Click Save.

You will now be able to see your ticket from the tickets screen. You can also edit, take it on/off sale and add customisation.

Tickets

To check ticket sales, click on reports in the admin tab.
Products

To sell products though your societies admin area, click products, and then add new product.

A pop up window will appear where you can add the name, price, sales period, sales limit, per person limit, and description of the product. Click Save to save your new product.
You will then be taken back to the products area, where you can create another new product, edit your product, or add customisations to your product by clicking on the notepad icon.

### Products

![Product details](image)

To check product sales, click on reports in the admin tab.
Other features

There are other features on the societies and clubs platform that you are able to use. Some of those, including surveys and polls, are things the Activities Team will be happy to assist with, should you wish to use them.

For any further information, do not hesitate to get in touch with the Activities Team at activities@cambridgesu.co.uk.