



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.



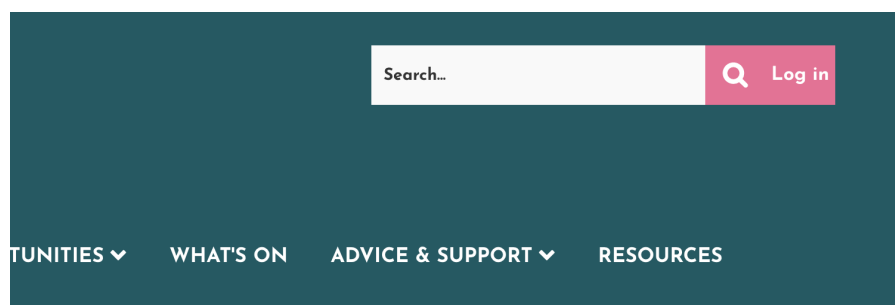
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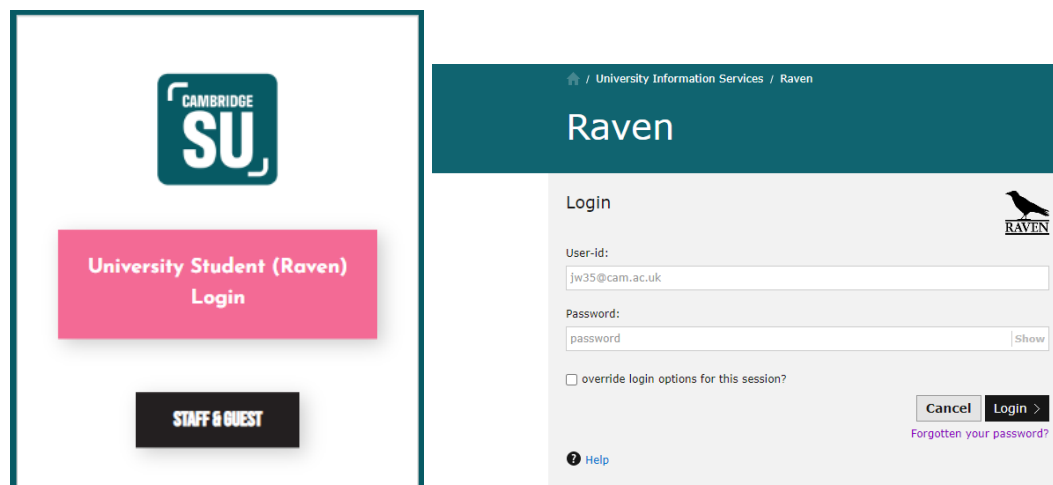


Logging in

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.



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.

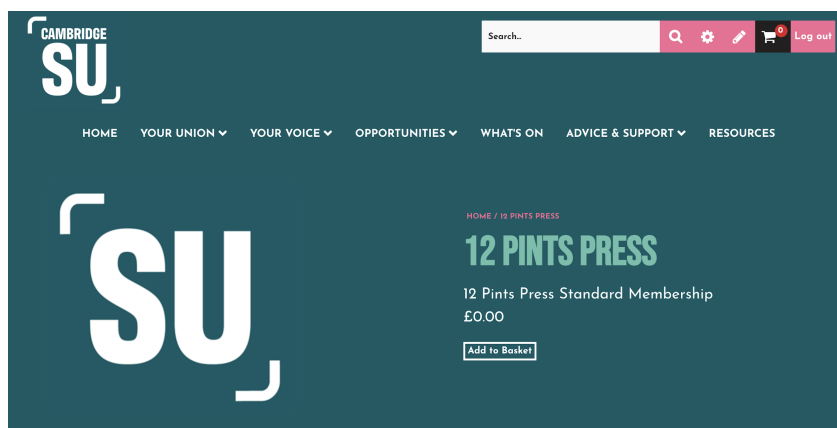


This will take you to the *Raven* login page. Log in with your *CRSid* here. You will be redirected to the SU website, which will allow you admin access to the society/societies that you are a committee member of.

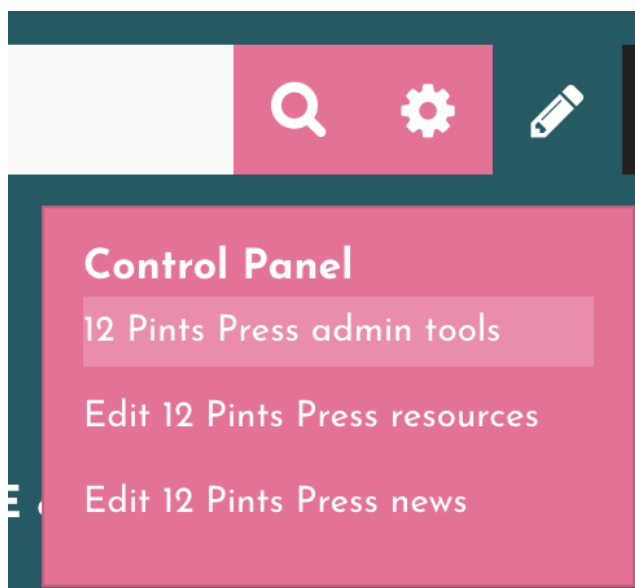


Society details

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):

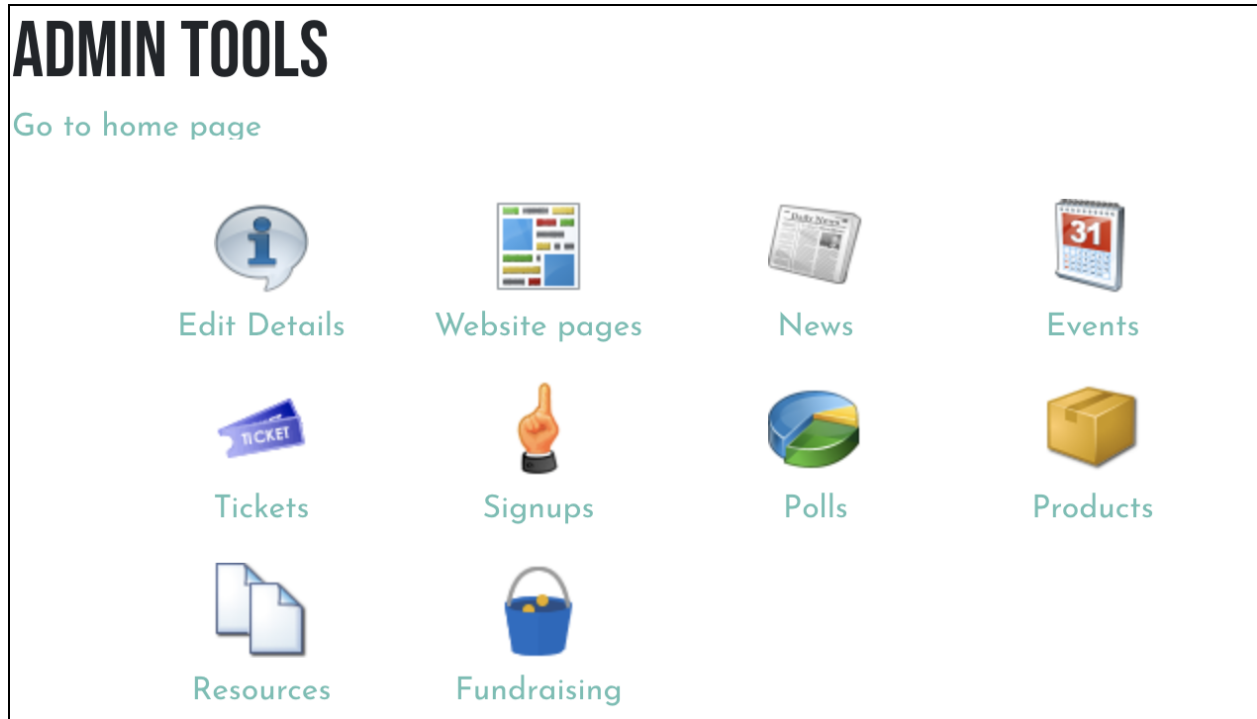


At the top right of this page, there is a pencil button. Click on this and you will receive the options for **admin tools**, **edit resources**, and **edit news**.



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 ~



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.



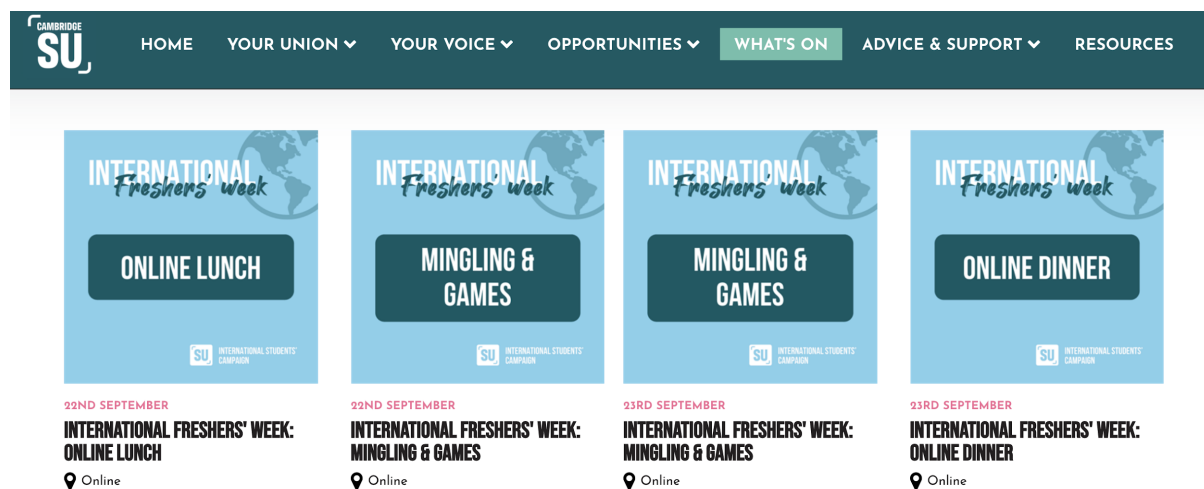
It is important to keep this information up-to-date so that prospective students can view the purpose of your society, and any key information, such as contact details.

A screenshot of the Cambridge SU website's form for updating society information. The form is set against a dark teal header with navigation links: HOME, YOUR UNION, YOUR VOICE, OPPORTUNITIES, WHAT'S ON, and ADVICE & SUPPORT. The form fields include: Twitter username (with a placeholder 'Enter your Twitter username here.'), Facebook URL (with a placeholder 'If you have a Facebook page, enter the URL here.' and the example 'facebook.com/12pintspress'), Instagram username (with a placeholder 'Enter your Instagram username here.' and a small Instagram icon), Listing Description (a text area containing 'Society created for the publication of activist materials including the annual Cambridge Disorientation Guide.'), and a character count '110/200' with the note 'This text appears on organisation listings.' Below these is a rich text editor titled 'Description' with a toolbar and the same text as the listing description.



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**.

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

There are no events for this date range and/or filter.

SEARCH AND FILTER LIST

Name

Dates *

02/09/2020 → 02/10/2020

Find Events

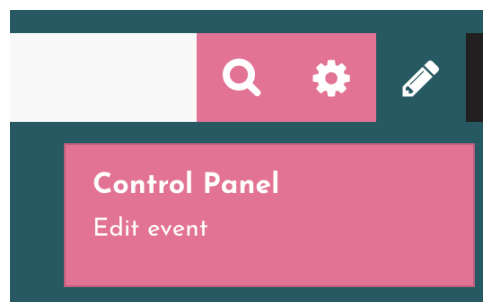


You will be directed to a page to input the key information about the event, including the event's title, time, date, location, type of event and whether non-members can view the event on the website.

A screenshot of a web form for creating an event. The form is divided into two main columns. The left column contains fields for 'Event name', 'Date and time' (with a date range selector), a 'Show on all days' checkbox with explanatory text, a 'Tagline / short description' text area, and a 'Location' text field. The right column contains an 'External URL' text field, a list of 'Event types' (Drop-in, Freshers, Training, Elections, Social, Workshops, Forum, Student Council) with checkboxes, an 'Image' field with a 'Select image' button, visibility checkboxes for 'Only members' and 'Only admins', 'Display dates' with a date range selector, and a 'Full description' rich text editor. A character count '0/250' is visible below the tagline field.

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.

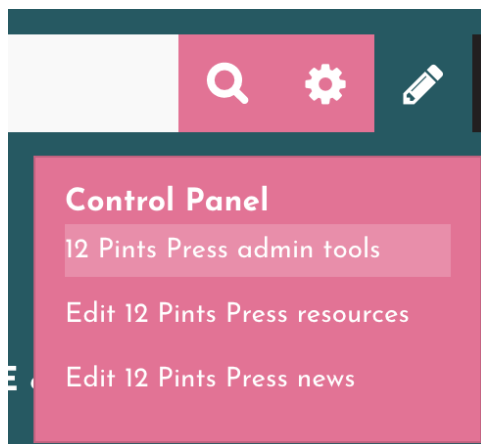




News

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.





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.

A screenshot of a web form titled "Article". It contains several sections: "Title" with a text input field and a small image icon; "Byline" with a text input field containing "Christy McMorrow"; "Leader" with a large text area and a "0/500" character count; a checkbox labeled "Allow non members to read" which is checked; a "Date Range" section with "Display period" set from "02/09/2020 00:00" to "09/09/2020 00:00" and a "Show in archive" checkbox; and an "Options" section with checkboxes for "Allow comments" (checked), "Enable sharing" (unchecked), and "Enable ratings" (checked).

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

A screenshot of a form section titled "Approval". It contains a single checkbox labeled "This article is approved", which is checked. Below the form is a dark "Save" button.

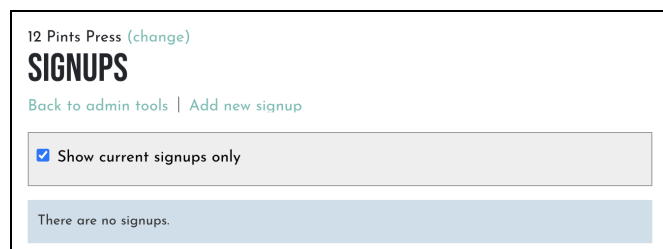


Member management

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.



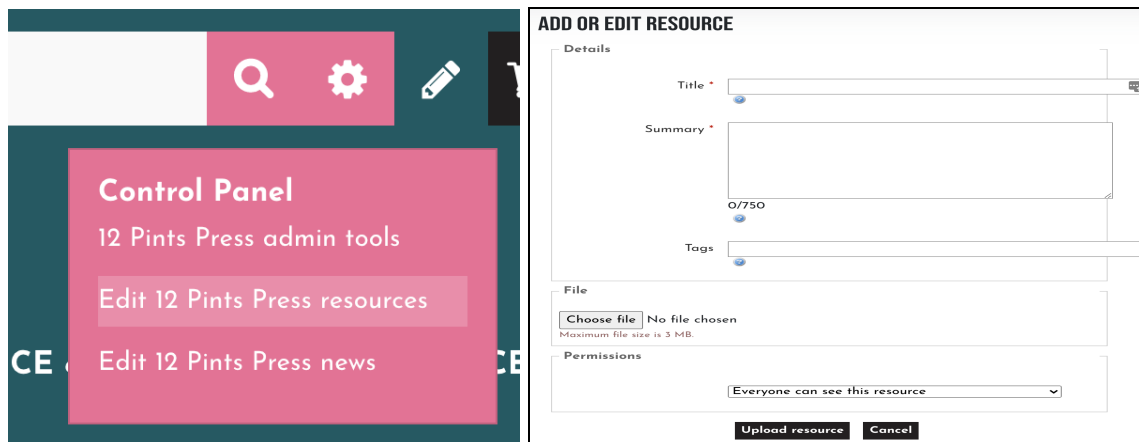
To find a list of your members, select **members** from the admin tools section. All societies currently have no members, but once you do, you will be able to see the list on this page.



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.



The screenshot shows the 'ADD OR EDIT RESOURCE' form in the 12 Pints Press admin interface. On the left, a 'Control Panel' sidebar lists '12 Pints Press admin tools', 'Edit 12 Pints Press resources', and 'Edit 12 Pints Press news'. The main form is titled 'ADD OR EDIT RESOURCE' and contains the following sections:

- Details:**
 - Title:** A text input field.
 - Summary:** A text area with a character count of '0/750'.
 - Tags:** A text input field.
- File:**
 - A 'Choose file' button.
 - Text: 'No file chosen' and 'Maximum file size is 3 MB'.
- Permissions:**
 - A dropdown menu currently set to 'Everyone can see this resource'.

At the bottom of the form are two buttons: 'Upload resource' and 'Cancel'.

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**

Lists

- ☐ All Committee Members (3 people)
- ☐ All members (17 people)
- ☒ All standard members (17 people)
- ☐ Associate Membership (0 people)
- ☐ Chair (0 people)
- ☐ President (1 person)
- ☐ Secretary (1 person)
- ☐ Standard Membership (28 people)
- ☐ Treasurer (1 person)

Individuals

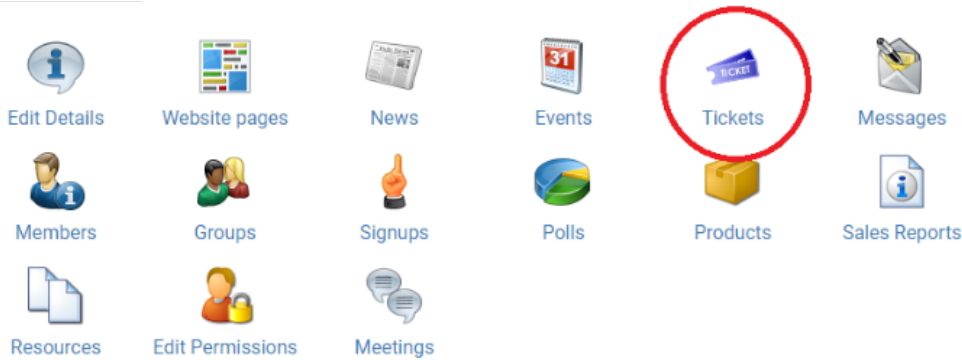


Attachments - In the same manner as the "To" section, selecting **attachments** will take you to a separate page..

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.

Ticketing



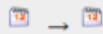
Another feature you can use on the website is ticketing for events. To create a ticket, go to **Tickets** in the admin options.

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.

Tickets

[Back to admin tools](#)

Show events starting between *



29/06/2017

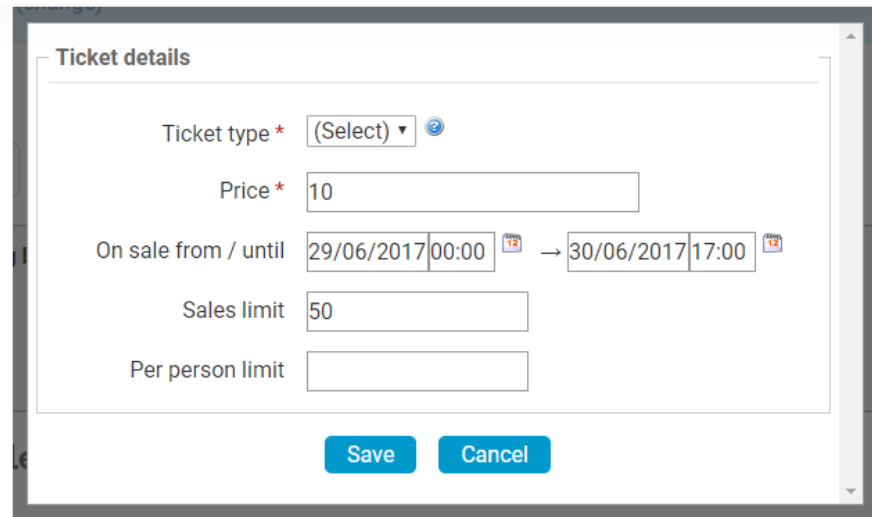
29/07/2017

[Apply](#)

An example event (30 Jun 2017)

◦ [Add ticket](#)

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

[Back to admin tools](#)

Show events starting between *
 12 → 12
 30/06/2017 → 30/07/2017
[Apply](#)

An example event (30 Jun 2017)
 Sales 0, overall sales limit n/a, per person limit n/a

- [Add ticket](#)
- [Edit limits](#)

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10003770	An example event Fri 30 Jun 2017 - student	student	10.00		50	No	0

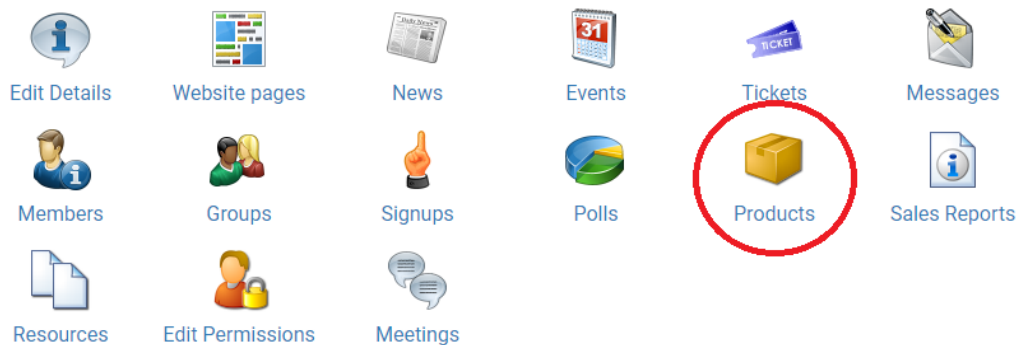
To check ticket sales, click on reports in the admin tab.



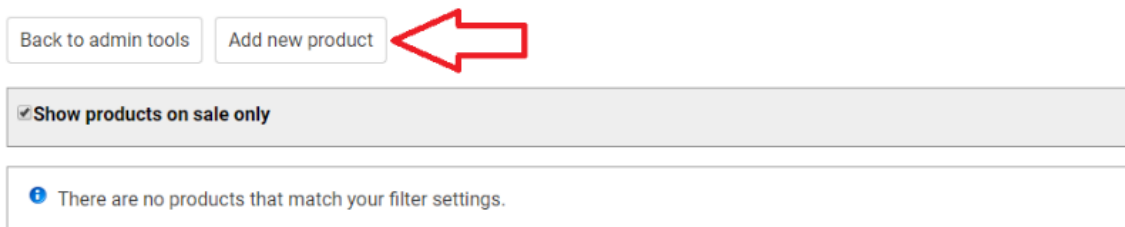


Products

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



Products



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.

Product details

Name *

An example product

Price *

10

On sale from / until

29/06/2017 00:00 → 27/07/2017

Sales limit

20

Per person limit

1

Description

My amazing example product

Save

Cancel

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

Back to admin tools

Add new product

☒ Show products on sale only

☒ Added new product.

Product #	Name	Type	Unit price	PPL	Sales limit	On sale	
10003760	An example product	Product	10.00	1	20	Yes	

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.