

HOW TO: SU Website

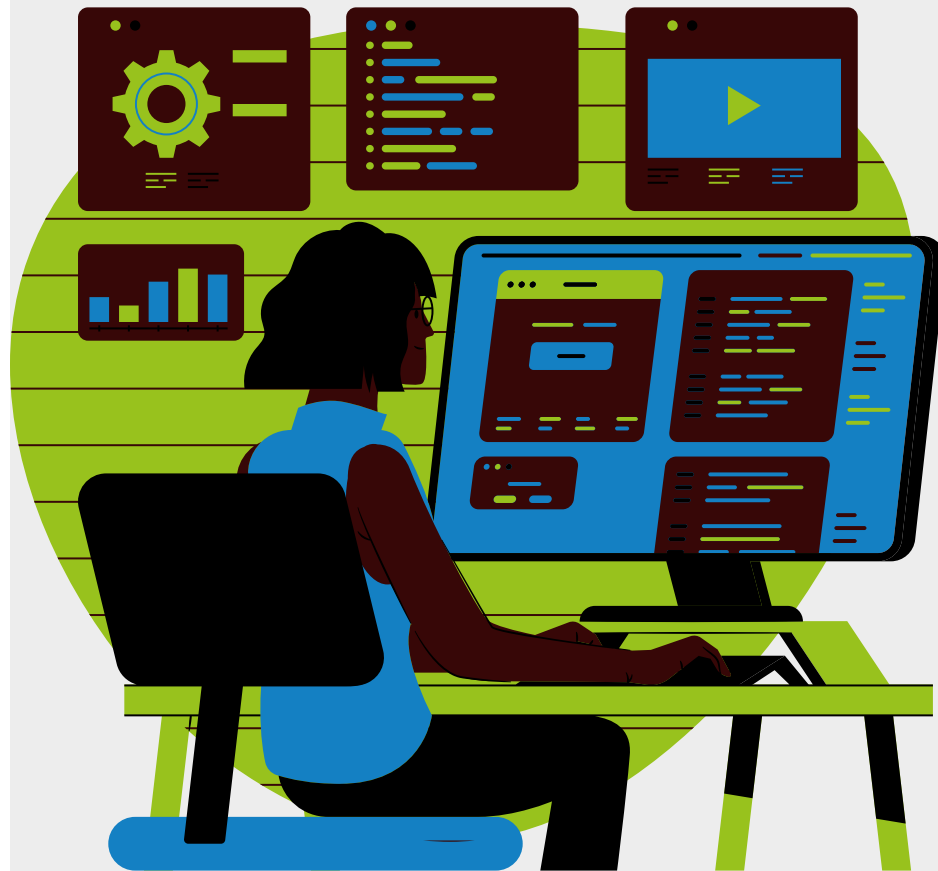


Committee Training
The Community Team

Arts
Students'
Union

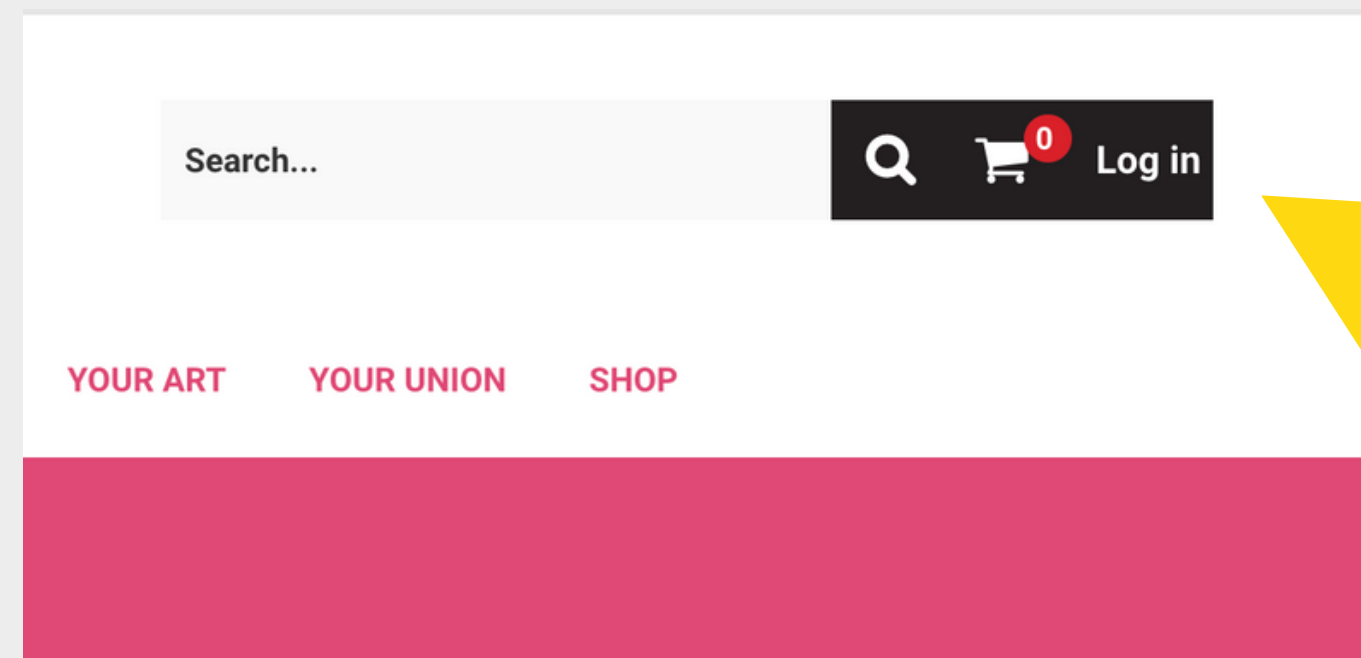
arts-su.com

LOGGING IN



Step 1: Go to the Arts SU Website

Step 2: Login in the top right-hand corner of the page using your university email and password



STRUGGLING TO LOG IN?

It's most likely because you don't have an Arts SU account!

Step 1: Make sure you are trying to log in with your UAL log in details

Step 2: If you still can't log in, this is often because you haven't given consent for your data to be shared with the SU yet.

STRUGGLING TO LOG IN?

Step 3: To change your data preference settings, please send the following email to **studentsystemshelp@arts.ac.uk**.

*“Dear Student Systems Help,
I can't access the Students' Union website, therefore I
would like to change my preferences as I consent to
sharing my data with Arts Students' Union.*

Many thanks,

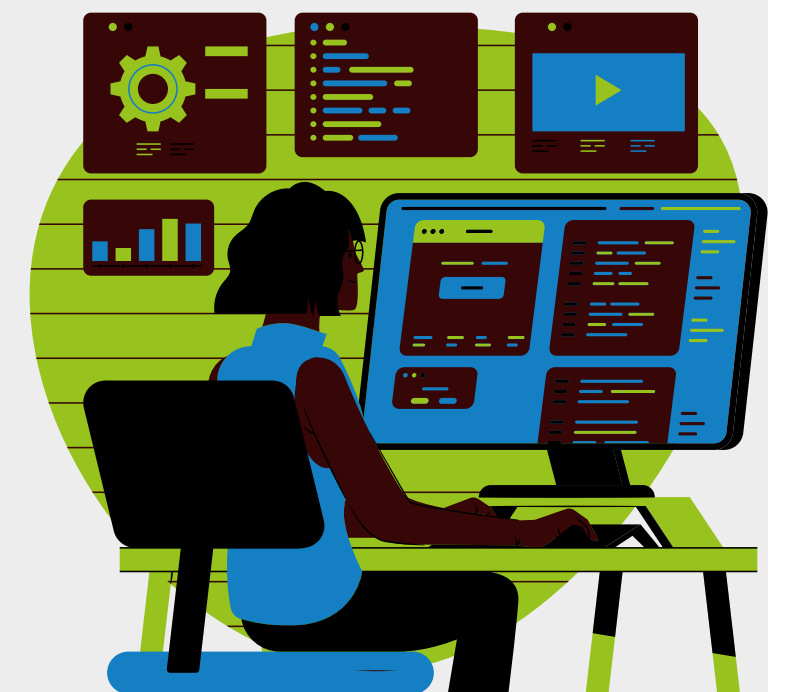
-----”

STRUGGLING TO LOG IN?

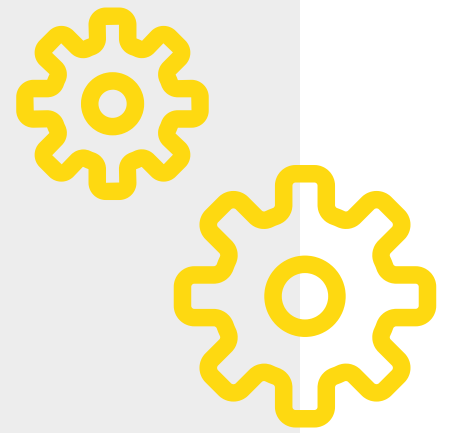
Step 4: Once Student Systems Help have changed your data preference settings, please try and log in again.

Step 5: Once you can successfully log in to Arts SU, please contact your coordinator and inform them of this.

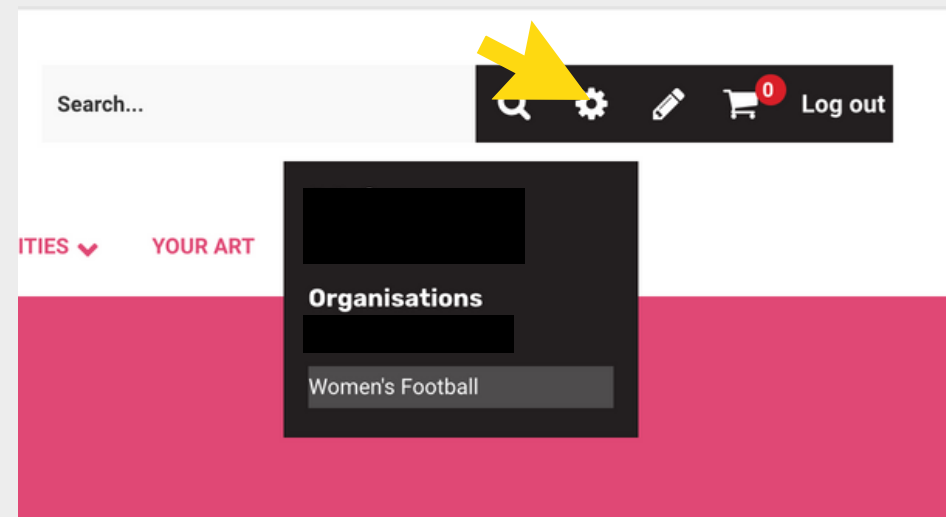
Step 6: Your coordinator will then provide you with admin access.



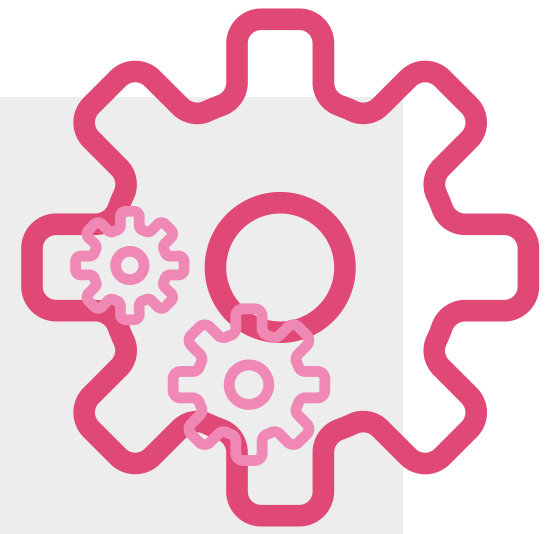
ACCESSSSING ADMIN TOOLS



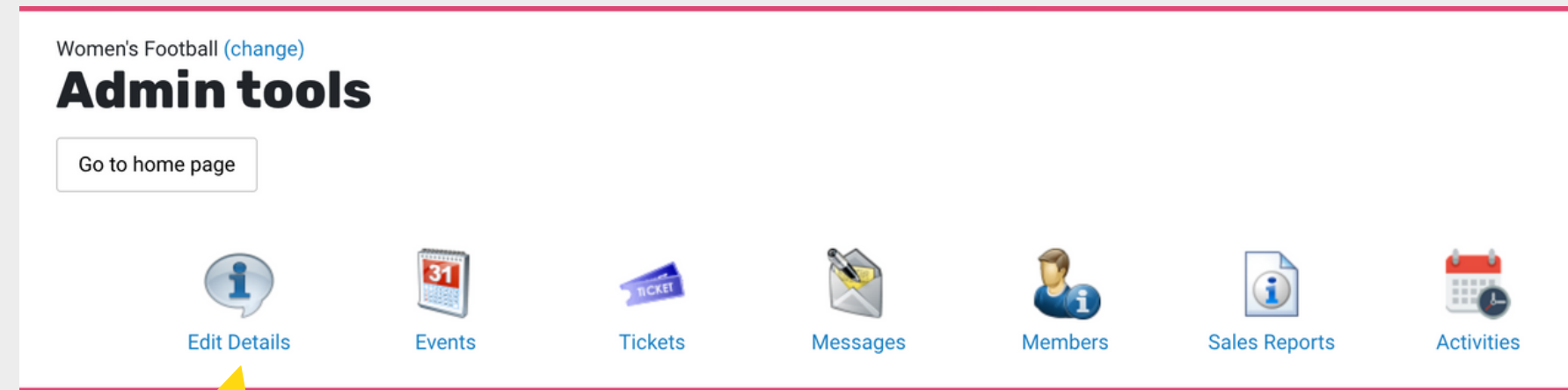
Step 1: Once you have logged in, click on the middle cog near the top right-hand side of your page (in between the magnifying glass icon and pencil icon). Once you click on the cog, you should then see a drop-down menu stating your sports club/society name and admin tools. Click on this.



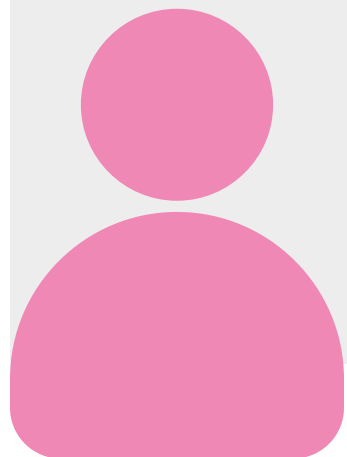
ACCESSING ADMIN TOOLS



Step 2: You will then be taken to your sports club/society admin tools page which will look like the below.



Step 3: Click on the 'edit details' icon on your admin tools page



EDITING YOUR DETAILS

Women's Football [\(change\)](#)

Details

[Back to admin tools](#)


— Site setup

Webname

Url <https://www.arts-su.com/yourcommunities/clubs/club/6355/>

Save

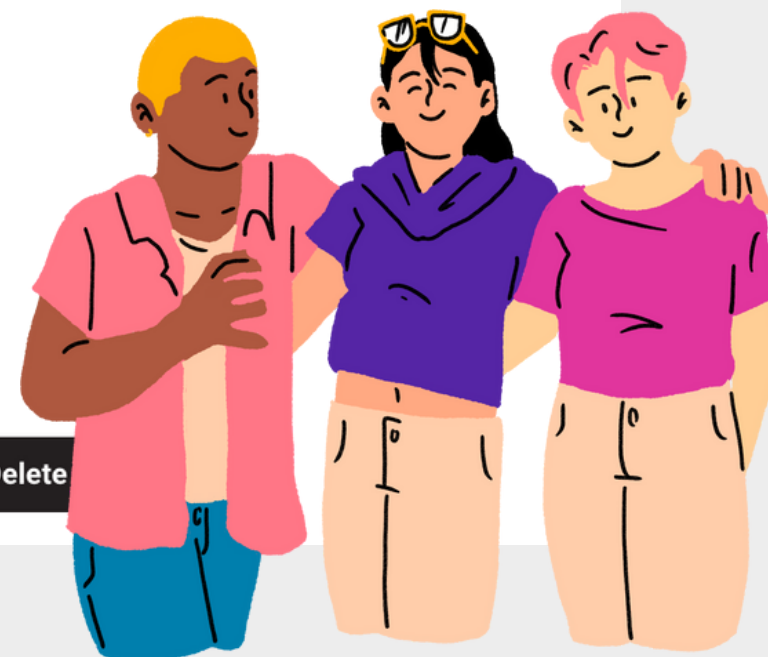
— Logo



[Choose file](#) No file chosen

Update **Delete**

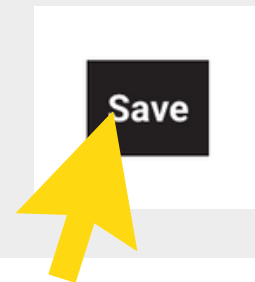
Step 1: On this page, you can upload/change your logo, add your email address and social media accounts, and edit the description. This information will be visible to anyone on the website.



EDITING YOUR DETAILS

Step 2: Please make sure you add an email address to the 'email address' section – without this, you won't be able to send messages to your members. You can put in your sports club/society email address if you have one, or just put a committee member's email address.

Step 3: Don't forget to click the 'save' button!

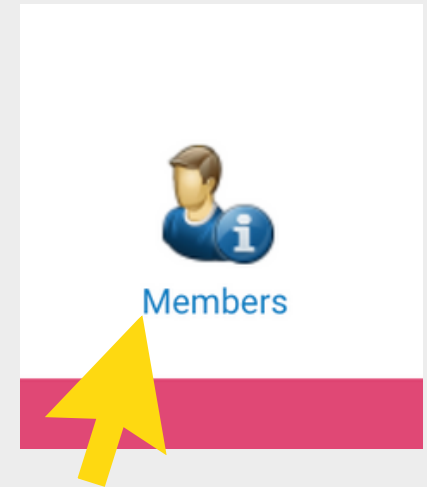


CHECKING MEMBERSHIPS

Step 1: On your admin tools page, click on 'members'.

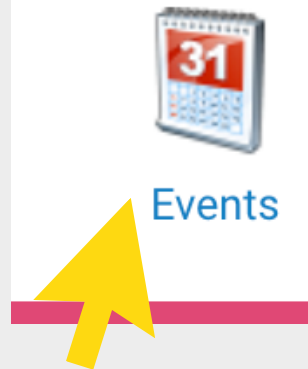
Step 2: You will see a list of student names and their student ID's. Everyone on this list is a member of your sports club or society. Please note that you won't be able to see the email addresses of your members due to data protection.

Step 3: The membership list will update each time a student purchases a membership to your sports club or society.



CREATING EVENTS

Step 1: Click on the 'events' icon on your Admin Tools page

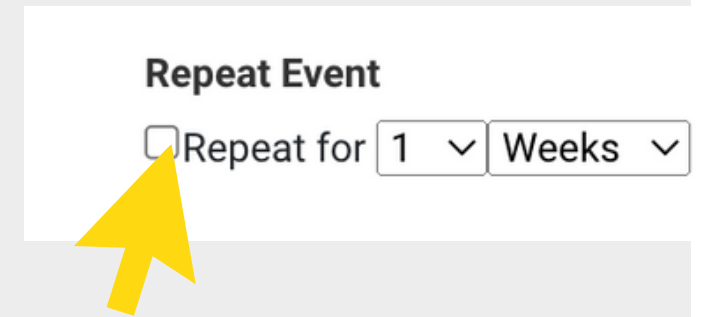


Step 2: Click on 'add new event'

A screenshot of a web application interface for managing events. At the top, it says 'Women's Football (change)' and 'Events'. Below this are two buttons: 'Back to admin tools' and 'Add new event'. A yellow arrow points to the 'Add new event' button. Below the buttons is a message: 'There are no events for this date range and/or filter.' Underneath is a 'Search and Filter List' section with a 'Name' search box, a 'Dates' range selector (set to 17/08/2022 to 17/09/2022), and a 'Find Events' button. At the bottom of the page, there is a pink bar with the text 'Advertise With Us'.

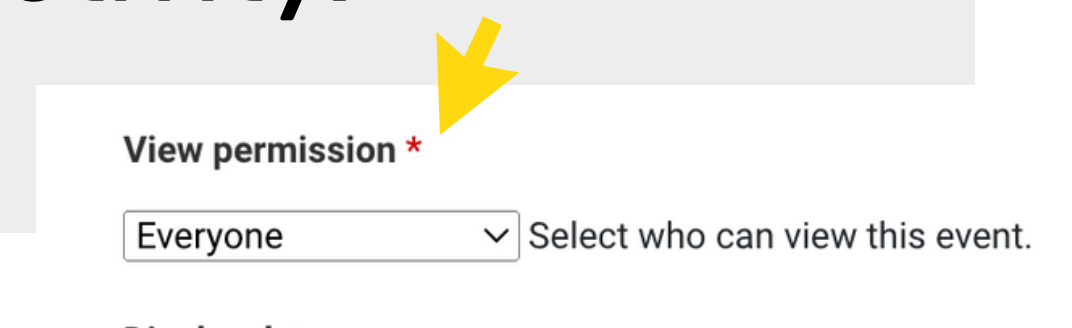
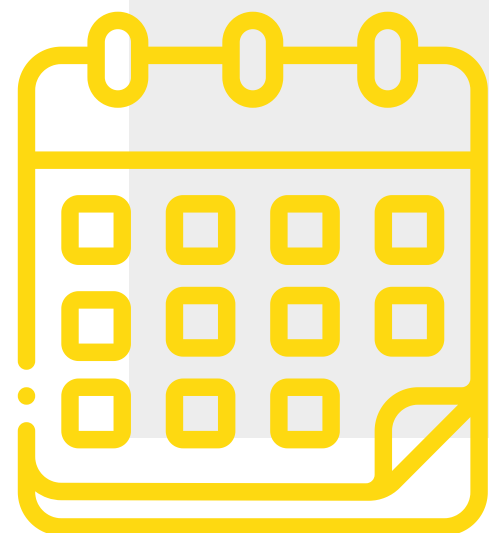
Step 3: Proceed to complete the event form. The main sections to complete are **event name, event date and time, location, image, and the full description box.**

CREATING EVENTS



Step 4: If you are creating an event that is a recurring event, click on the 'repeat for' box and adjust the number of weeks the event will be recurring for.

Step 5: If you want your event to only be visible to your members, under 'view permission' click on 'members only'. Otherwise, leave the permission as 'everyone' as this will mean that anyone can view the event and may help with raising awareness of your sports club/society activity.



CREATING EVENTS

Step 6: Once you have saved your event, it will then show up on the 'What's On' section of the SU website. This page has all events being run by sports clubs, societies and the SU.



HOME / WHAT'S ON

What's On

All of the latest events

Category: All | When: All | Search: Type an event...

17TH SEPTEMBER
Test
272 High Holborn

24TH SEPTEMBER
Welcome Fair 2022
Central Saint Martin's, Granary Building, 1 Granary Square, London N1C 4AA

The screenshot shows a website interface for 'What's On' events. It features a navigation bar with 'HOME / WHAT'S ON', a main heading 'What's On' with the subtitle 'All of the latest events', and a search bar. Below the search bar are two event cards. The first card is for a 'Test' on 17th September at 272 High Holborn, with an image of a group of people. The second card is for 'Welcome Fair 2022' on 24th September from 10am-4pm at Central Saint Martin's, Granary Building, 1 Granary Square, London N1C 4AA, with an image of a building.

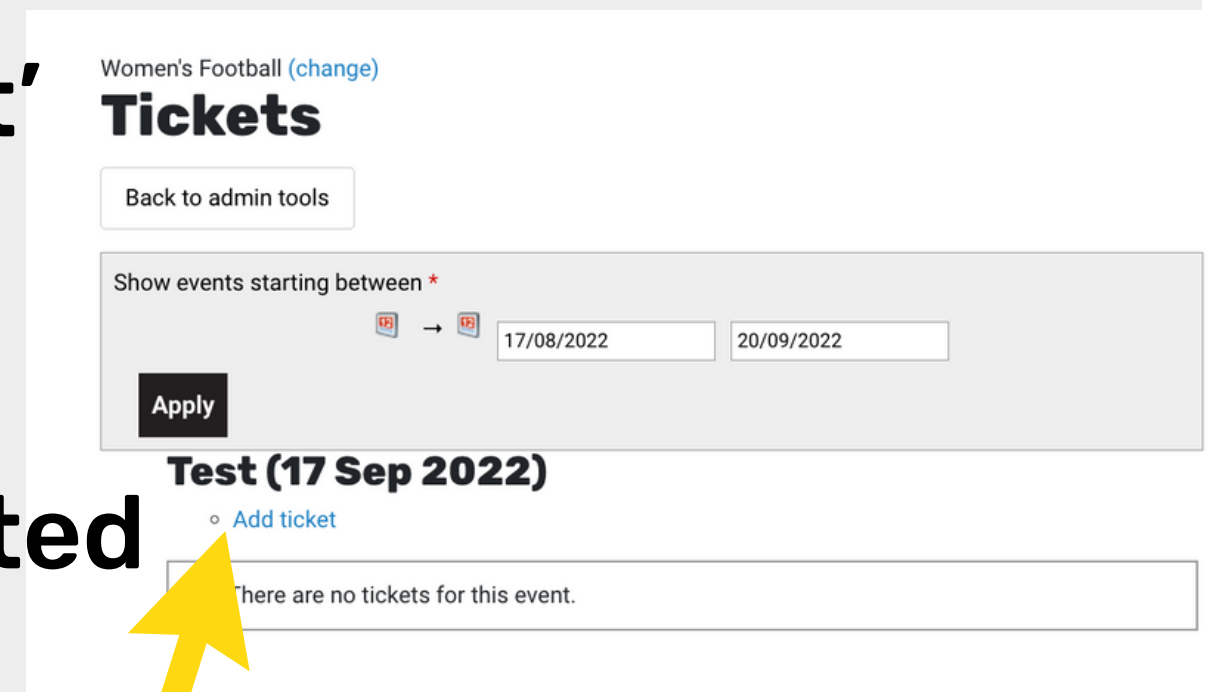


ADDING TICKETS TO YOUR EVENT

Step 1: Once you have created an event, you have the option of adding a ticket to the event. If your event has a maximum capacity, or you want to monitor the number of members attending, we advise that you add a ticket to your event.

Step 2: To add a ticket, click on the 'ticket' icon on your admin tools page

Step 3: Find the event you have just created which should be in bold, and then click on 'add ticket' just below it.





ADDING TICKETS TO YOUR EVENT

Step 4: If you can't find the event you have created, check that the your event is within the date range.

Step 5: Once you click on 'add ticket', a 'ticket details' box should appear. Here you can amend the ticket type, price, and number of tickets that can be sold. Next to the 'price' box, if you want the ticket to be free, type in '0.00'. If you want the ticket to charge £1, type in '1.00' and so on.

Ticket details

Ticket type * (Select) v

Price *

On sale from / until 17/06/2022 00:00 →

Sales limit

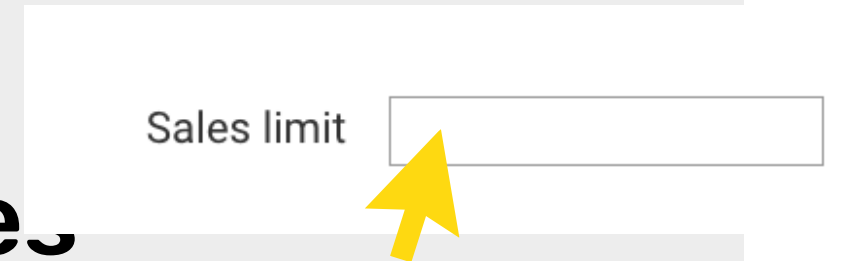
Per person limit

Save Cancel

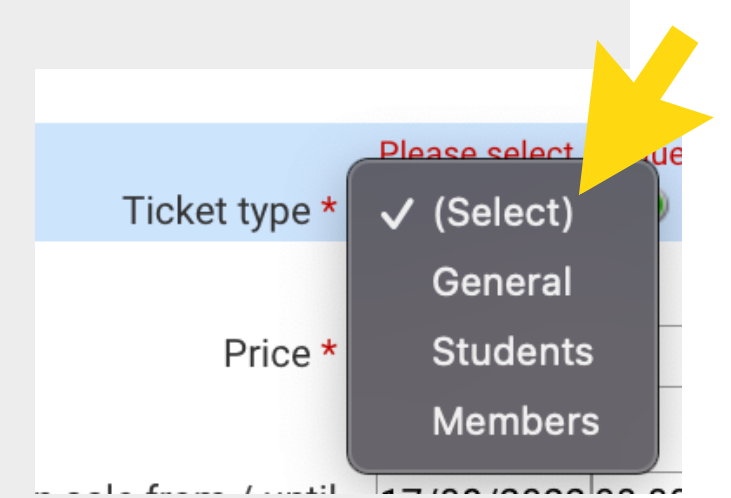


ADDING TICKETS TO YOUR EVENT

Step 6: If you wanted to limit the number of tickets available, you can add the number to the 'sales limit' section.



Step 7: You can create multiple ticket options by adding multiple new tickets. For example, you may want to create a ticket for members and a separate ticket for non-members.



Step 8: Once the ticket has been created, you will see it below the event.

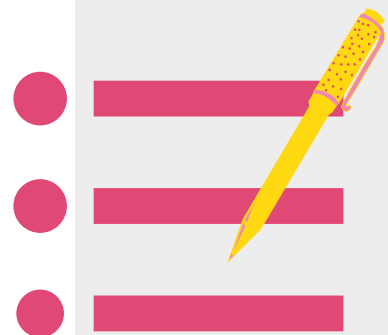
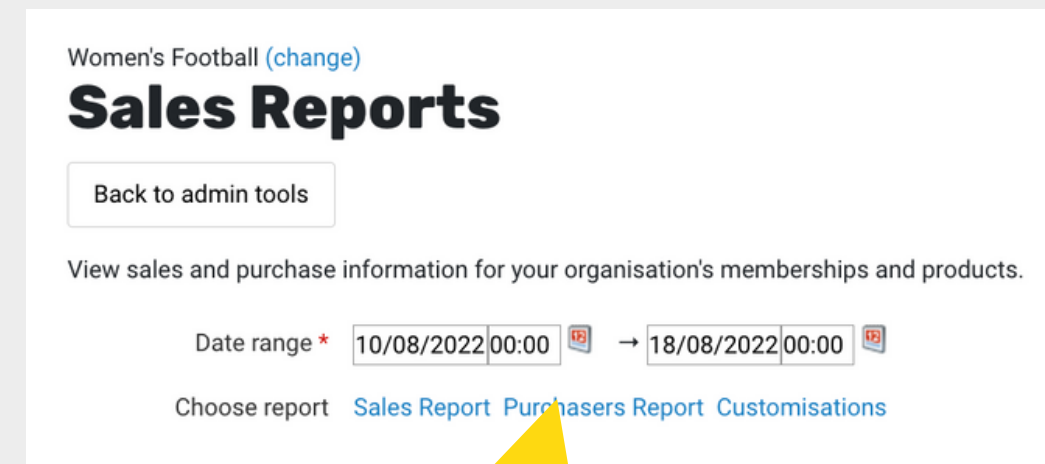
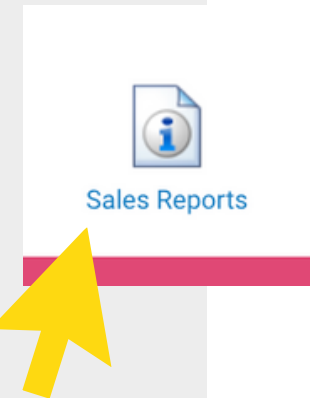
Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10016510	Test Sat 17 Sep 2022 - General	General	0.00		10	Yes	0

CHECKING WHO SIGNED UP FOR YOUR EVENT

Step 1: To check the names of students who have signed up to a particular event, click on the 'sales reports' icon.

Step 2: Then click on 'purchasers report'.

Step 3: You will then be shown a list of names of students who have signed up to each of your events.



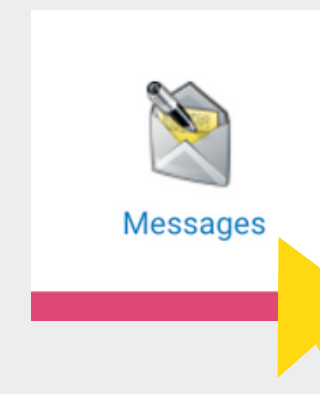
Product Purchasers Report

Report generated Wed 17 Aug 2022 14:03

Report Details						
Product #	Name	Organisation	From Date	To Date	Product Type	Txn T
ALL	ALL	Women's Football	Wed 10 Aug 2022 00:00	Thu 18 Aug 2022 00:00	* ALL *	* ALL

SENDING MESSAGES TO MEMBERS

Step 1: Under Admin Tools, click 'Messages'



Step 2: Click 'Send email'

Women's Football [\(change\)](#)

Messaging

[Back to admin tools](#) [Send email](#) [My Message Centre](#)

Drafts

Show my drafts only

	Author	Subject	Created		
	Cecilie Christensen	(no subject)	31 May 2022 20:36		

Sent items

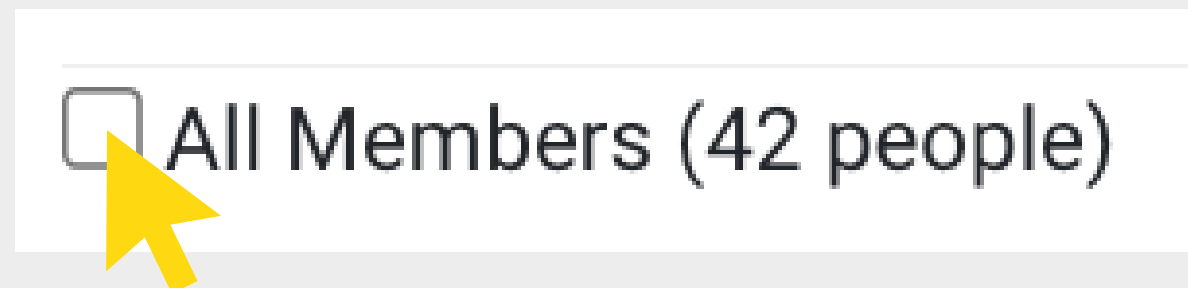
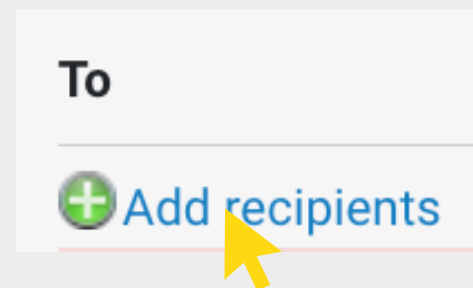
Show messages sent during: Show previews [Apply Filter](#)

There are no sent items for this period.

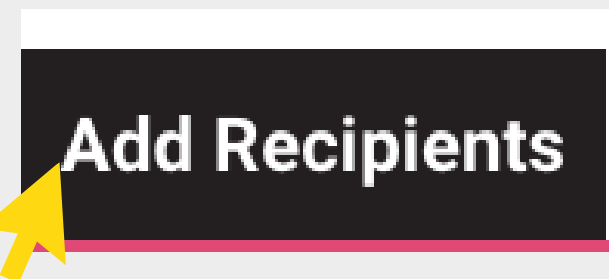


SENDING MESSAGES TO MEMBERS

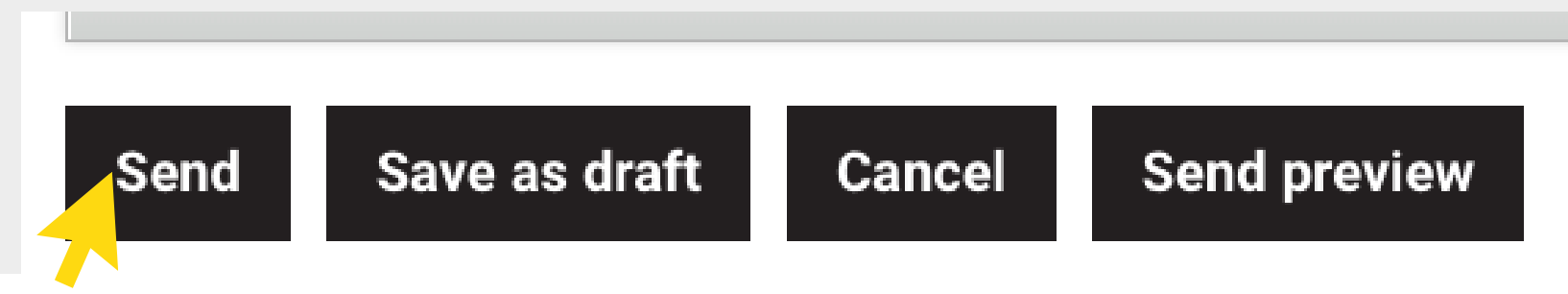
Step 3: Click 'Add recipients' to bring up a list of your contacts. To send a message to all your members, tick 'All Members'.



Step 4: Click 'Add Recipients' at the bottom.

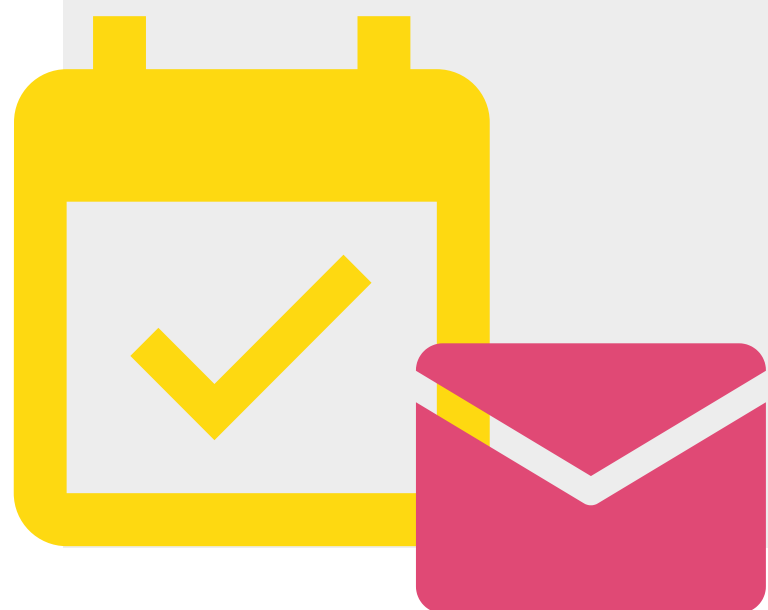


Step 5: Input your message and press 'send' at the bottom of the page.



SENDING MESSAGES TO TICKET HOLDERS

Step 1: You can also send messages to just those students who have signed up to a particular event rather than all members. To do this, go back and click on the 'Events' icon from the admin tools page, and then click on the event you have created.



Women's Football [\(change\)](#)

Events

[Back to admin tools](#)

[Add new event](#)

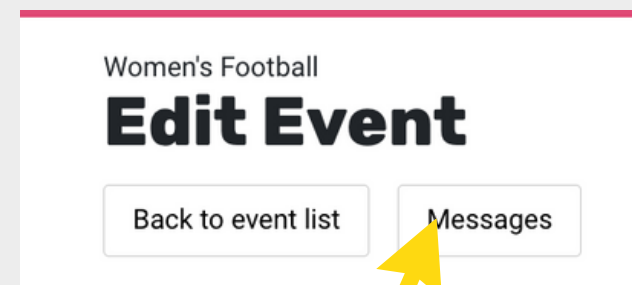
Event

[Test](#)

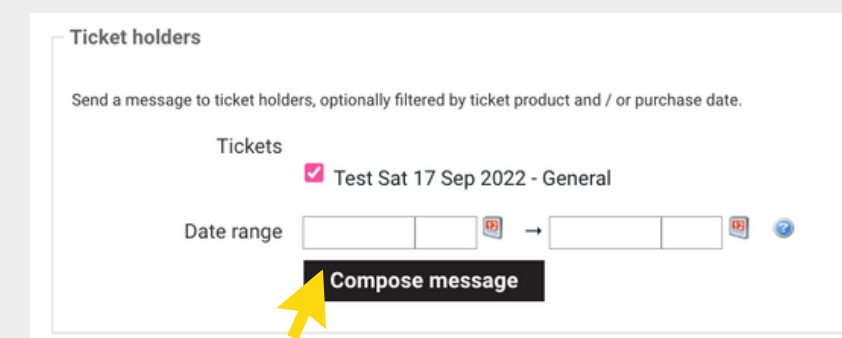


SENDING MESSAGES TO TICKET HOLDERS

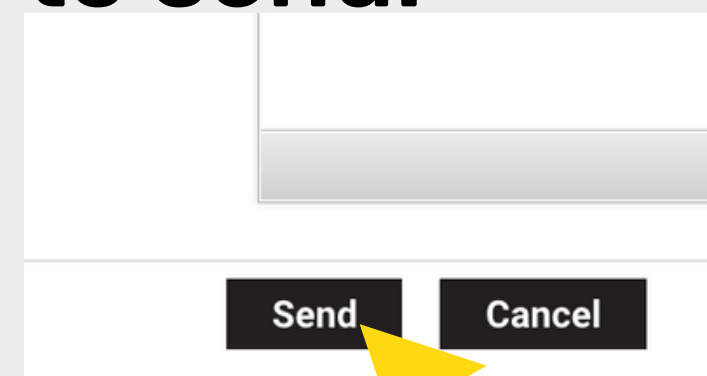
Step 2: Then click on 'Messages'



Step 3: Then click on 'Compose message'



Step 4: You can then create a message and send to all those who have booked for that event. Press send at the bottom of the page once ready to send.



Are there any
questions?



The next section is
for SOCIETIES ONLY!



ACTIVITY REQUESTS

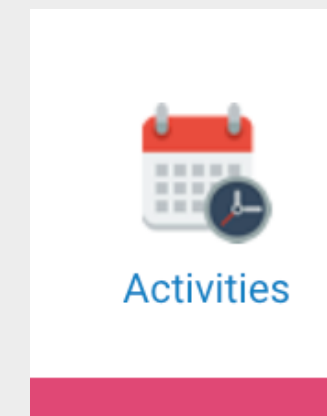
The societies development coordinator should be notified of all your societies activities. You do this by completing a short form that notifies the Community Team and your Coordinator that you have an activity planned that you need approved.



Step 1:

Under Admin Tools, click 'Activities'

Here you can see and edit any activity, room booking, or speaker requests, submit Health and Safety forms you have already made as well as the ones that the coordinator has responded to.



Step 2:

To create a new activity click on the heading 'all activities' then the green button '+ New Activity'

Activities

Home

All activities

+ New activity

Step 3:

Fill in this form with the details requested and if you need to book a Room make sure you tick 'Room Required'.

0/250

• On-Campus Activity

Room required? If selected you'll be asked to submit a Room Request

Visiting Speaker? If selected you'll be asked to submit a Speaker Booking

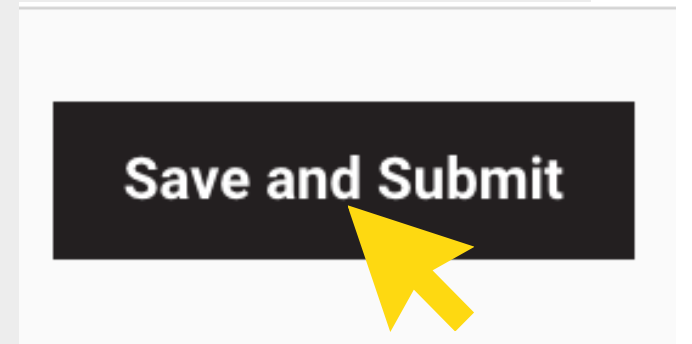
• Full description

Step 4:

If you have a speaker coming to the event, please also tick 'Visiting Speaker'.



Step 5: Submit the form. Make sure you click 'Save and Submit' otherwise your coordinator will not be able to see your form.



Step 6: Now, when you click 'all activities' on your dashboard your new activity should be visible. When you click the activity you will see the 'Forms' section. Below you can see the forms you need to complete.



Forms		
+ Add form		
Form	Updated Date	Status
H&S Checklist		None
Attendee List		None
Room booking		None



HEALTH & SAFETY FORM

Step 1: All activity requests **MUST** be submitted with a Health & Safety Checklist. To do so you 'add H&S Checklist' to your Activity Request under the heading 'Forms'

Step 2: You will then be asked whether your activity is covered by your annual risk assessment. Then click 'save & submit'

Step 3: If it is not covered, then you must download and send an additional risk assesment to the societies@su.arts.ac.uk. Your activity request and H&S form will only be approved once this has been submitted,

Forms

+ Add form

Form

Updated Date

Status

H&S Checklist

None

REQUESTING ROOM BOOKINGS

Step 1: If you would like a room booking at UAL you must add a 'Room Booking Form' to your Activity Request.

Step 2: You will be asked for some details about your event and to give and 1st and 2nd choice of college.

Step 3: Make sure you click 'Save and Submit' at the bottom of the form

Step 4: You will receive an automated email reminding you to fill in the H&S form and with instructions to fill in a Risk Assessment form if need be

• Room Booking Form Guidelines and Information

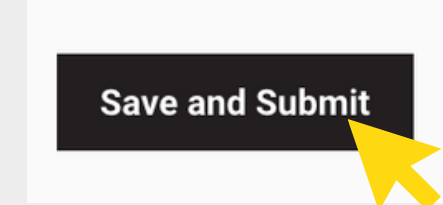
Please read these guidelines before filling in the form below. *

[Guidelines for booking rooms](#)

Room booking – how long does it take?

We require a minimum of 3 weeks' notice (or 7 weeks' notice for CSM) for room bookings. This is based on three things:

1. The deadlines put in place by the college room booking team,
2. How busy the Activities Team are and,
3. Whether your event has any specific requirements that we need to check/confirm.



TIPS FOR ROOM BOOKINGS

There are a number of resources to help you to book rooms on the SU website.

- There is a document containing 'popular spaces for society activities'
- A handy 'virtual tour' function on the UAL website

Some spaces are not bookable by the societies development coordinator. If you have a good relationship with your course leaders, it is always worth asking them directly about whether they could accommodate your society activities.

Some colleges are very hard for me to book rooms at (in particular CSM) so be prepared to be flexible.

- Always include notes on 1st and 2nd choice of colleges.



EXTERNAL SPEAKER FORM

- Step 1:** If you would like a room booking at UAL you must add a 'Speaker Booking Form' to your Activity Request.
- Step 2:** You must confirm that you have sent your speaker the SU External Speaker Policy and that they have agreed to the policy. Please read this document before contacting speaker.
- Step 3:** You will be asked for some details about your event and some background information on your speaker.
- Step 4:** Make sure you click 'Save and Submit' at the bottom of the form
This form should be submitted at least 2 weeks before your event.

• External Speaker Policy

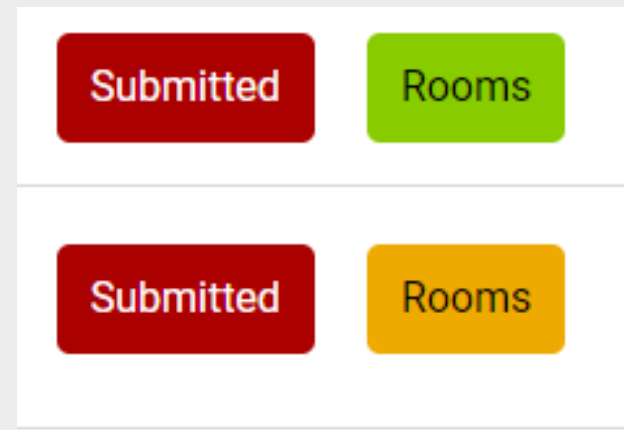
Is your speaker compliant with our External Speaker Policy? * Please read the Arts SU External Speaker Policy [here](#) and provide a copy to your speaker if required.

Yes No I'm not sure

USING THE ACTIVITIES DASHBOARD

This dashboard uses a traffic light system.

Once your request has been 'seen' or acted upon your icon will turn orange and the SDC will leave a note on your request.



Once your form has been approved, it will be turned green and you will receive a notification.

If it is red then it has not been approved

History			
Date	Status	By	Notes
11:59 Mon 28 Feb 2022	Queried	Cunningham, Megan	I have submitted this request and will let you know when approved.

Keep a look out for questions being submitted to you via this dashboard. You should receive an automated email whenever there are changes to your request. . All changes are recorded in the 'History' section at the bottom of each form

Please refer back to this
slideshow for instructions.
If you have any queries,
please email:

societies@su.arts.ac.uk

or

sports@su.arts.ac.uk

THANK YOU

