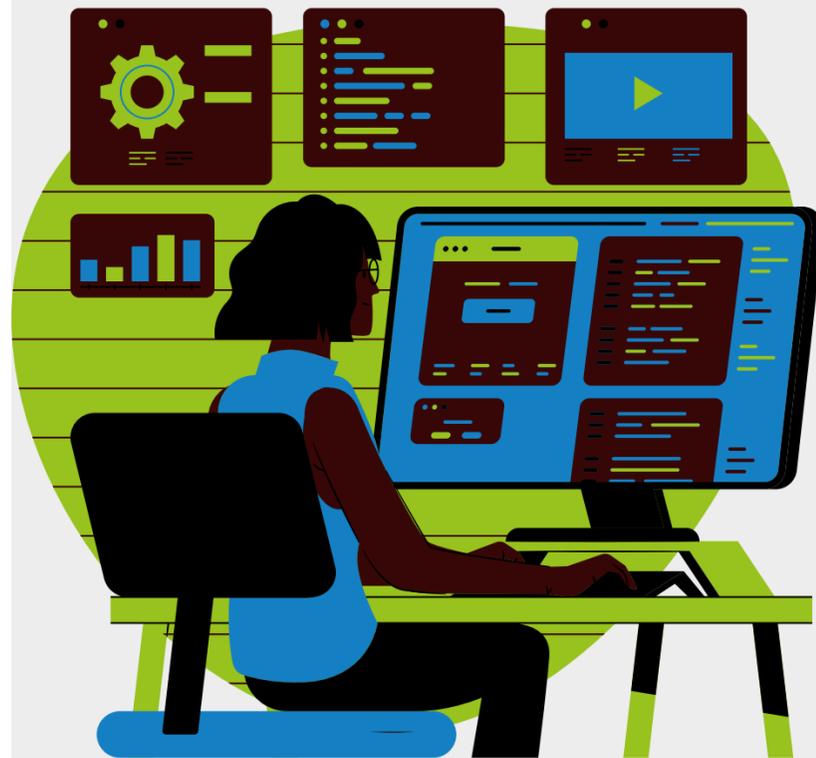# HOW TO: SU Website

Committee Training

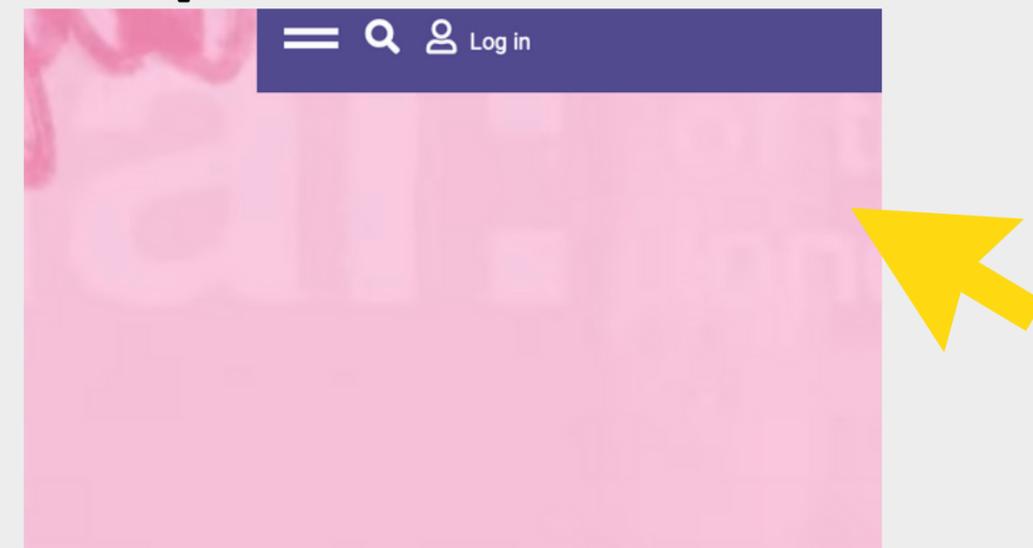**The Community Team**

Arts Students' Union

arts-su.com

LOGGING IN

Step 1: Go to the Arts SU Website

Step 2: Login in the top left-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.
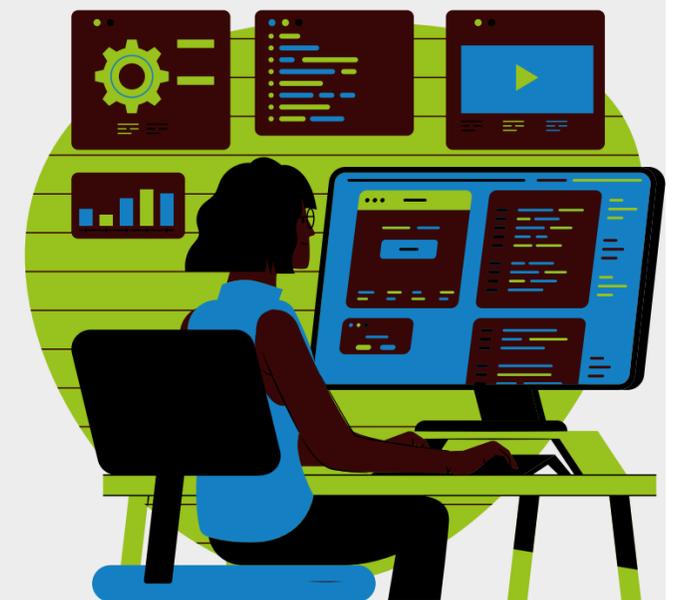*Many thanks,*

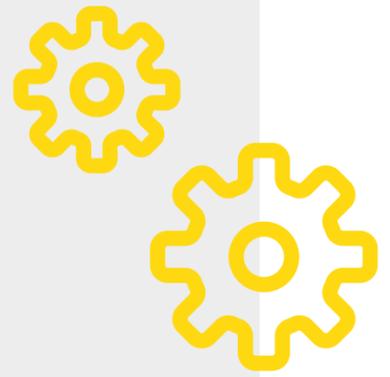*-----------------------------------"*

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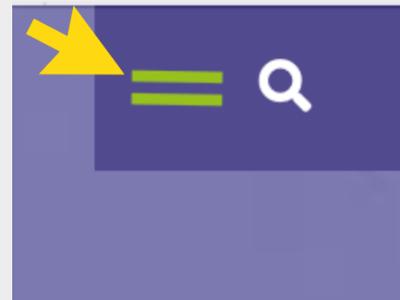
Step 6: Your coordinator will then provide you with admin access.

ACCESSSING ADMIN TOOLS

Step 1: Once you have logged in, click on three lines again. Once you click on the lines, you should then see a menu and under 'Organisations' you should find your sports club/society name and admin tools. Click on this.
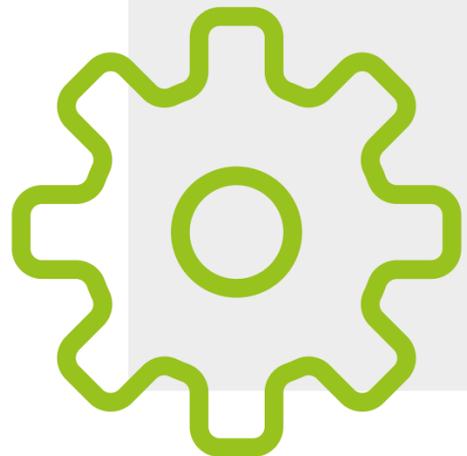
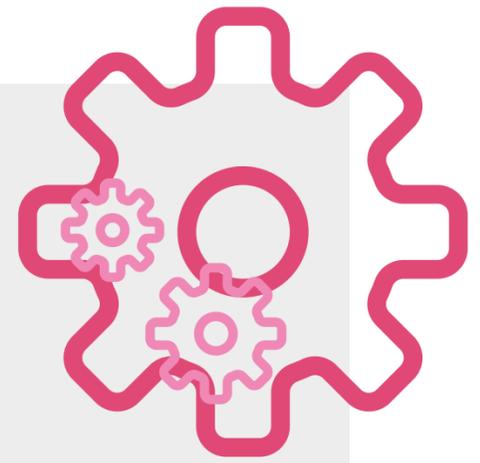**Organisations**

Arts Students Union

Clubs, Societies, Arts Active

EFC Society

Your Communities

ACCESSSING ADMIN TOOLS

Step 2: **You will then be taken to your sports club/society admin tools page which will look like the below.**
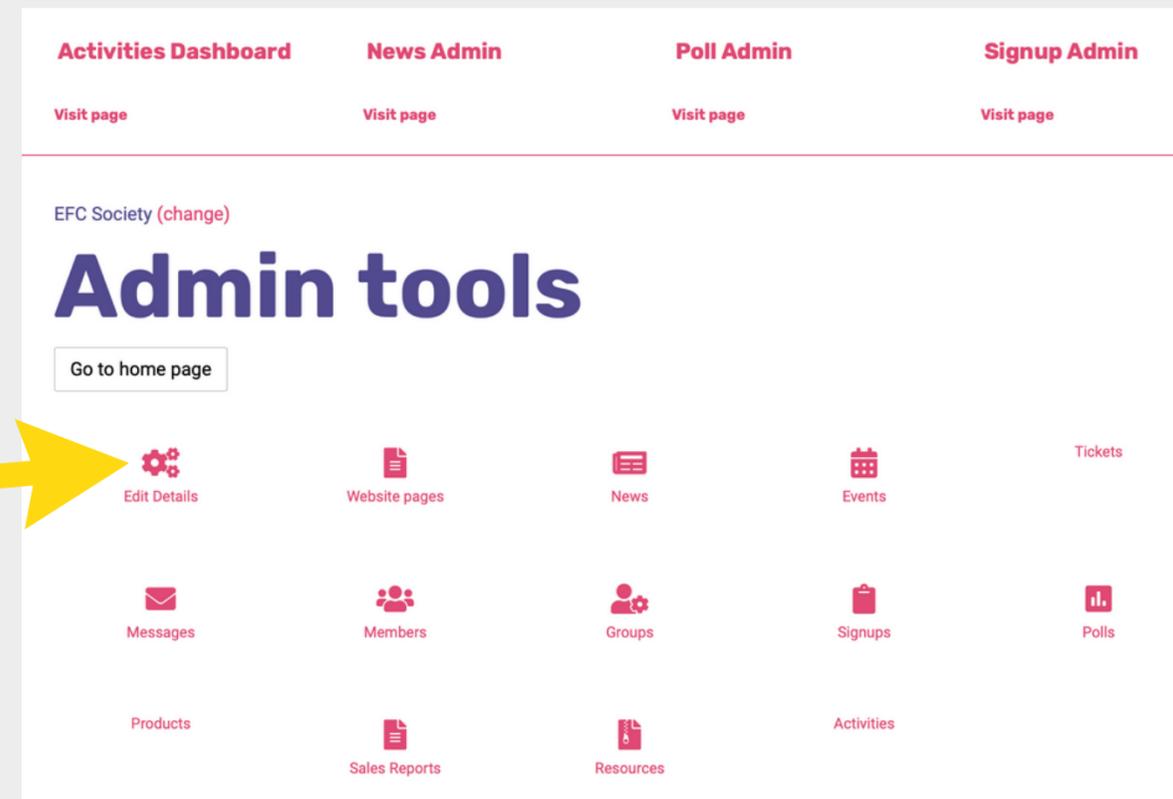
Step 3: **Click on the 'edit details' icon on your admin tools page**

Activities Dashboard	News Admin	Poll Admin	Signup Admin
Visit page	Visit page	Visit page	Visit page

EFC Society (change)

Admin tools

Go to home page

Edit Details	Website pages	News	Events	Tickets
Messages	Members	Groups	Signups	Polls
Products	Sales Reports	Resources	Activities	
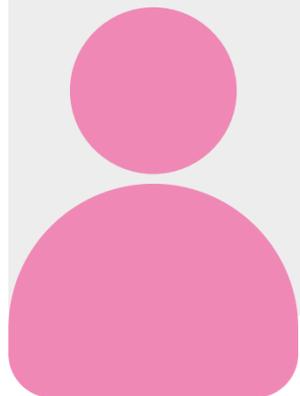
EDITING YOUR DETAILS

EFC Society (change)

Details

Back to admin tools

Site setup

Webname
efc_society

Url
https://www.arts-su.com/communities/groups/societies/group/efc_society/

Logo

Choose File   no file selected

Update

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.

arts-su.com

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!**

Save

arts-su.com
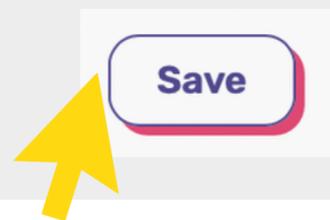
CHECKING MEMBERSHIPS

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

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.

arts-su.com
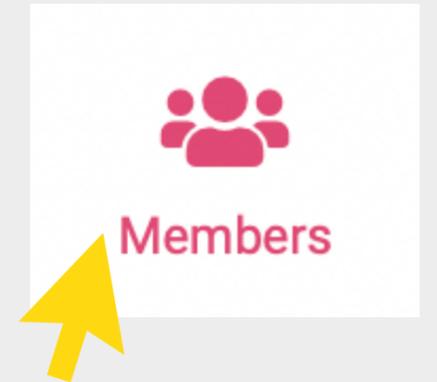
CREATING EVENTS

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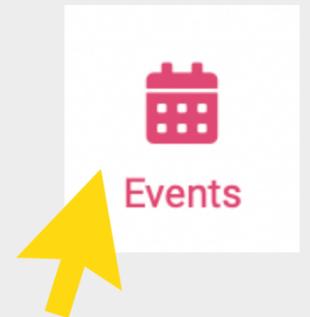
Events

Step 2: Click on 'add new event'

EFC Society (change)

Events

Back to admin tools   Add new event

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

Search and Filter List

Name

⑦ Enter part or all of an event name to filter the list.

Dates *

30/08/2023   →   30/09/2023

⑦ Search for events taking place in the selected date range.

Find Events

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

Repeat Event
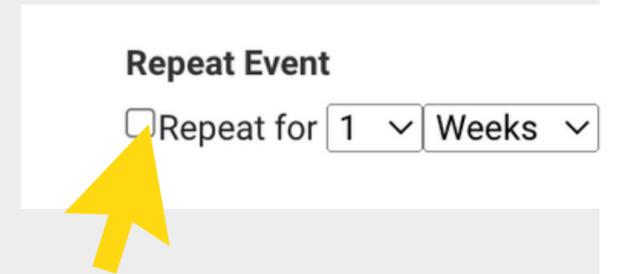
☐ Repeat for [1 ∨] [Weeks ∨]

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.

View permission *

[Everyone ∨] Select who can view this event.
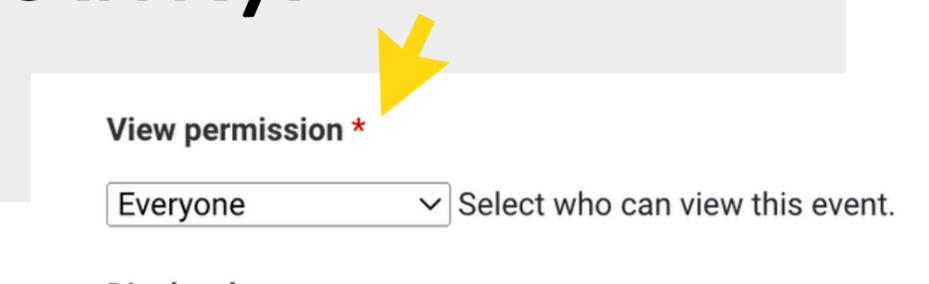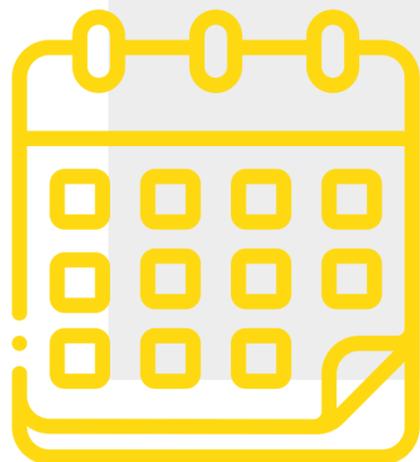
CREATING EVENTS

Step 6: **Once you have saved your event, it will then show up on the front page of the SU website, under 'Events'. This page has all events being run by sports clubs, societies and the SU.**
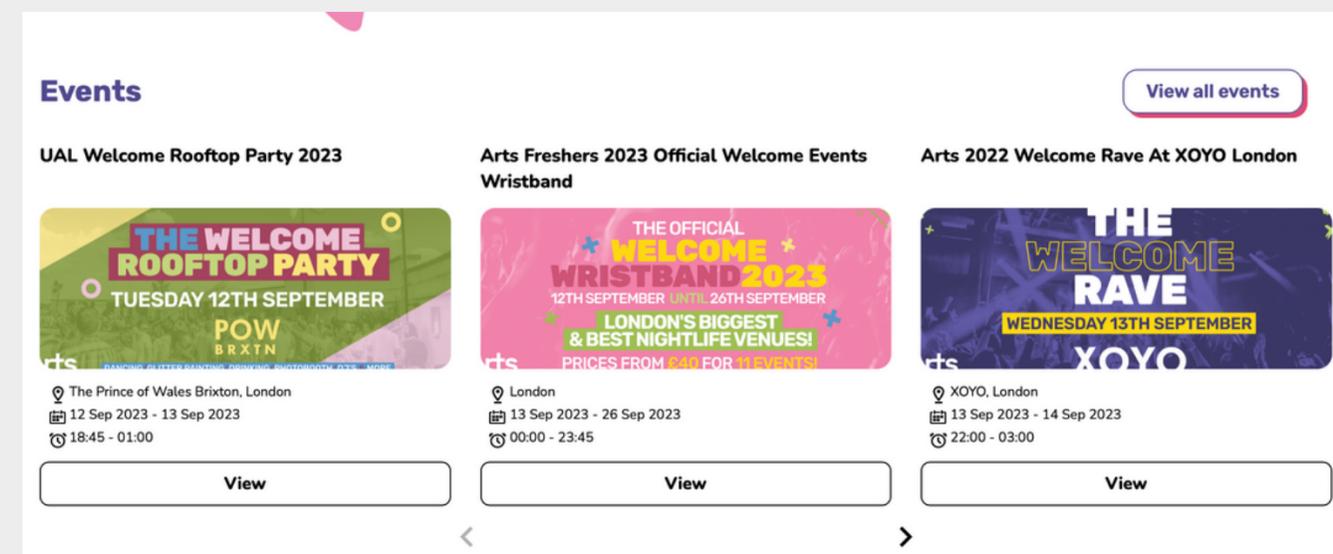
ADDING TICKETS TO YOUR EVENT

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.

arts-su.com

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)
ⓘ Specifies who can purchase this ticket.

Price *

On sale from / until   30/08/2023   00:00   → dd/MM/yyyy   HH:mm

Sales limit

Per person limit

Save   Cancel

arts-su.com

🎟️🎟️🎟️ ADDING TICKETS TO YOUR EVENT

Sales limit

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

Ticket type *
- ✓ (Select)
- General
- Students
- Members

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
10029840	Test Thu 31 Aug 2023 - Members	Members	0.00	1	1	Yes	0

arts-su.com

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 under Admin tools.

Sales Reports

EFC Society (change)

Sales Reports

Back to admin tools

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

Date range *

23/08/2023 | 00:00 → 31/08/2023 | 00:00
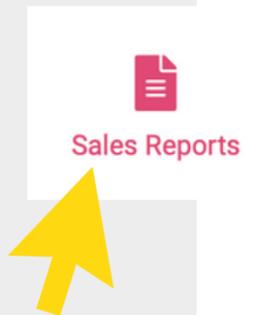
Step 2: Then click on 'purchasers report'.

Choose report

Sales Report   Purchasers Report   Customisations

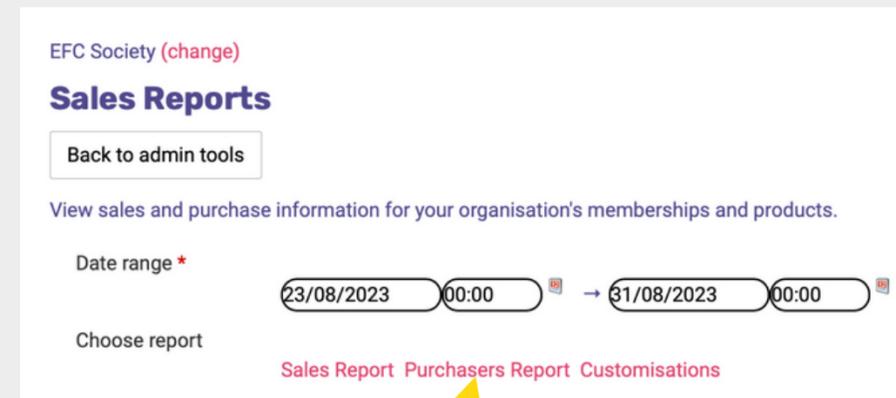**Step 3:** You will then be shown a list of names of students who have signed up to each of your events
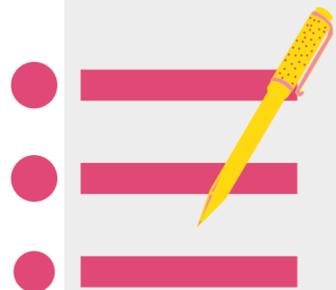
Product Purchasers Report

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'**

Messages

Step 2: **Click 'Send email'**

EFC Society (change)

Messaging

| Back to admin tools | Send email | My Message Centre |

Drafts

☑ Show my drafts only

ⓘ There are no draft messages.

Sent items

Show messages sent during:

Last 7 days

☐ Show previews   **Apply Filter**

ⓘ There are no sent items for this period.
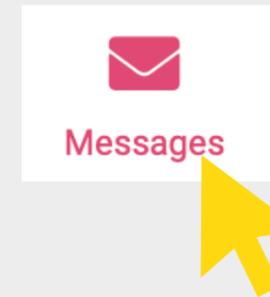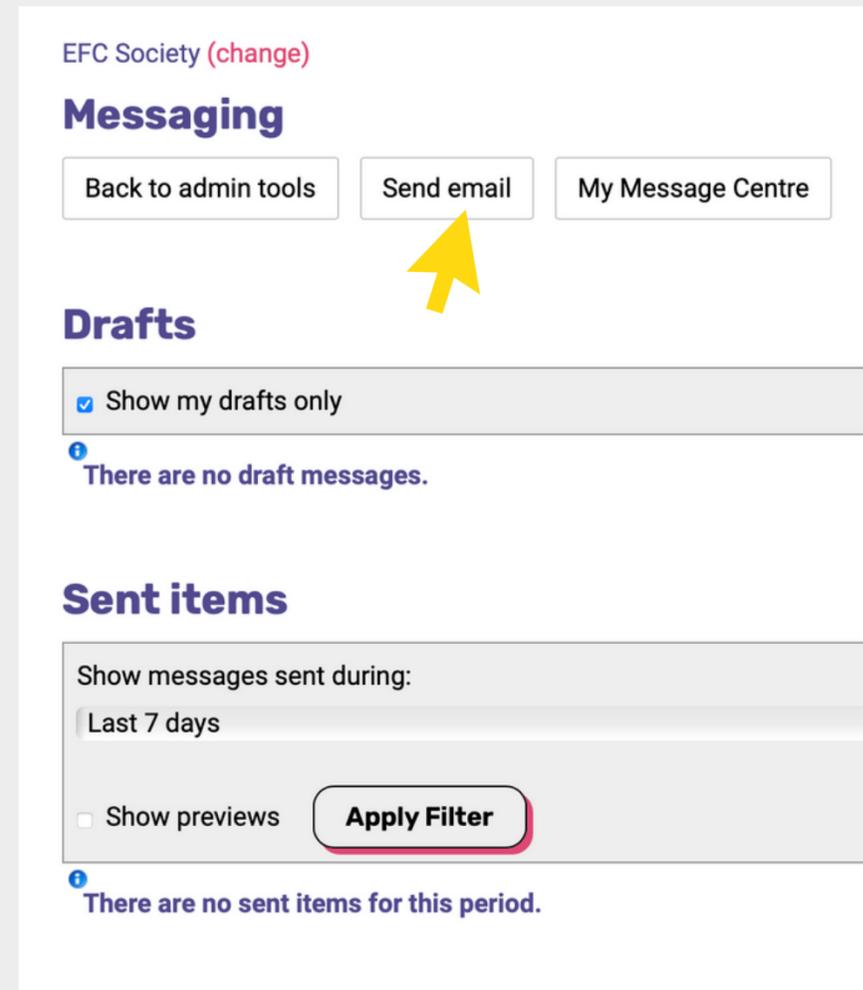
SENDING MESSAGES TO MEMBERS

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

All Members (10 people)

To

⊕ Add recipients

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

Add Recipients

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

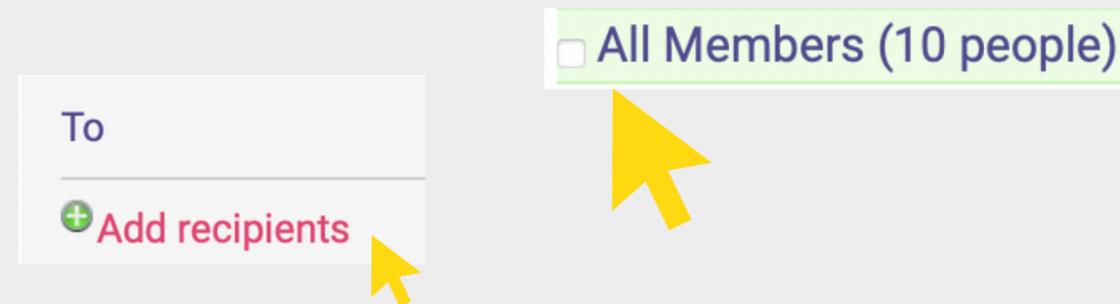Send   Save as draft   Cancel   Send preview
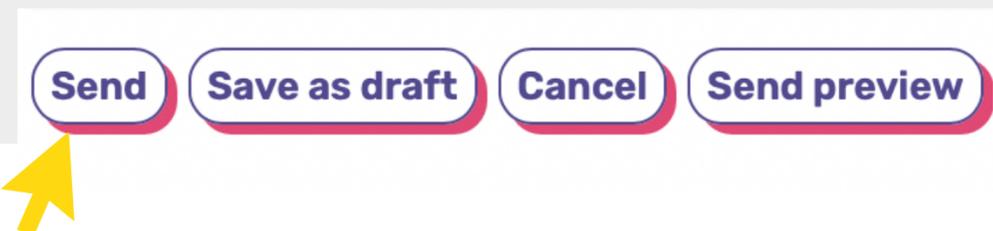
SENDING MESSAGES TO TICKET HOLDERS

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.

EFC Society (change)

Events

Back to admin tools   Add new event

Event

Test

SENDING MESSAGES TO TICKET HOLDERS

Women's Football
Edit Event
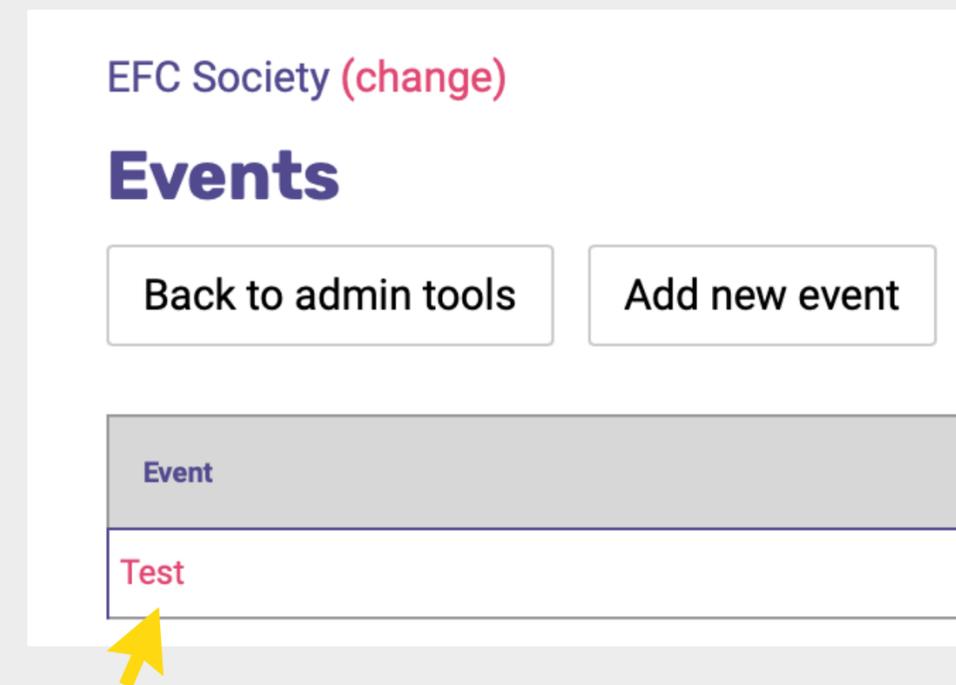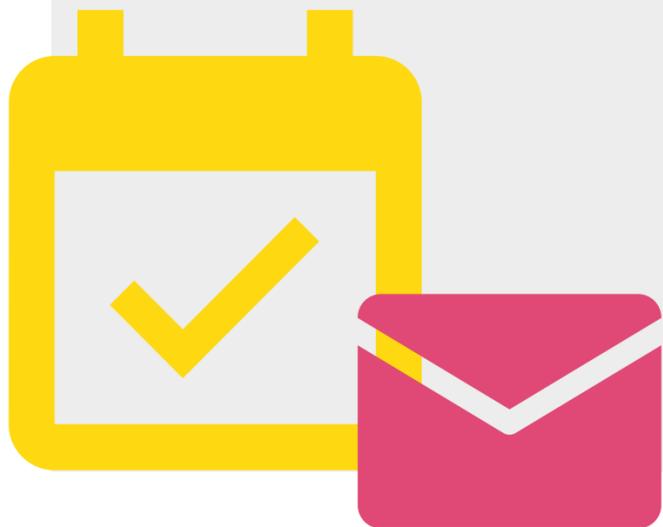
Back to event list | Messages

Step 2: Then click on 'Messages'

Ticket holders

Send a message to ticket holders, optionally filtered by ticket product and / or purchase date.

Tickets

☑ Test Sat 17 Sep 2022 - General

Date range [   ] → [   ]
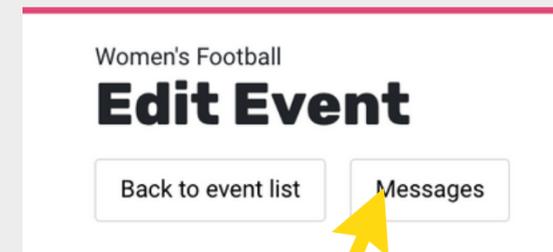
Compose message

Step 3: Then click on 'Compose message'
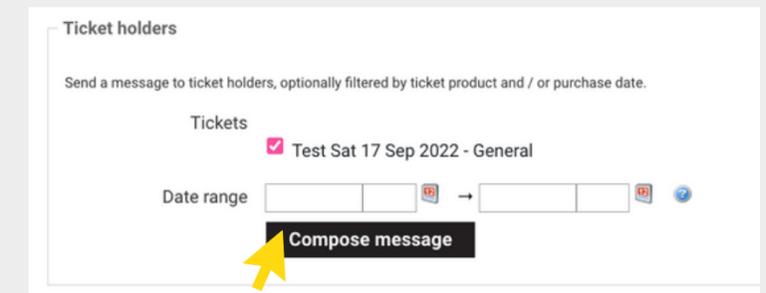
Step 4: You can then create a message and send to all those who have booked for that event. Press send at the bottom of the page once ready to send.

Send | Cancel
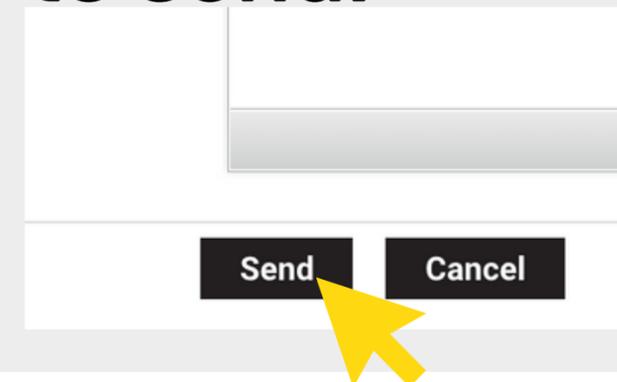
Are there any questions?

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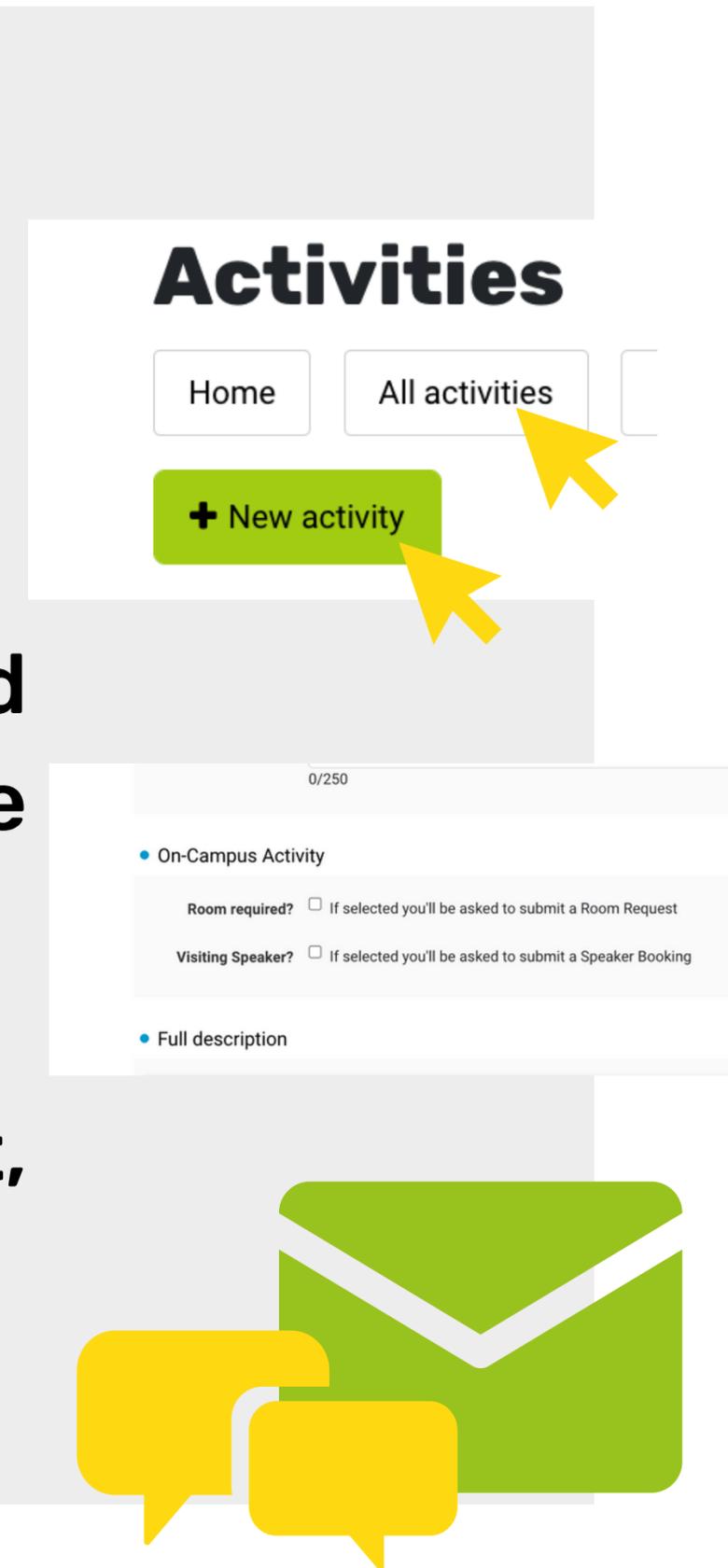
Step 5: Submit the form. Make sure you click 'Save and Submit' otherwise your coordinator will not be able to see your form.

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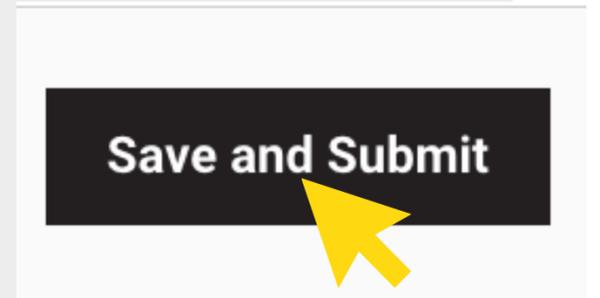
Step 6: Now, when you click 'all activities' on your dashboard your new activity should be visible. When you click the activity you will see the 'Forms' section. Below you can see the forms you need to complete.

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 minumum 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.

Save and Submit

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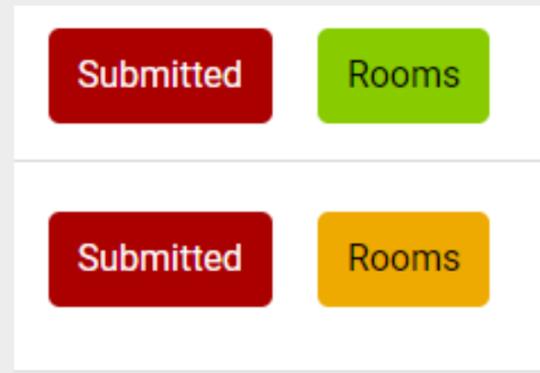
Once your form has been approved, it will be turned green and you will recieve a notification.

If it is red then it has not been approved

Submitted	Rooms
Submitted	Rooms

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