

CLUBS AND SOCIETIES



WEBSITE GUIDE



 Queen Mary University of London
Students' Union

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Admin Tools.

To select the admin tools, click on the edit page button (the pencil), then society admin tools. The following options is what you will see and use to edit your web pages.



Edit Details

This will allow you to edit your club or society details. This includes your group's logo, social media handles and description which will all display on your webpage.



Events

This is where you can add all your events for your members. These events will be listed on the QMSU website.



Messages

Send an email directly to all your members through the website.



Members

View all your current members of your club or society.



Sales Reports

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

Logo

Upload or change your group's logo by clicking 'Choose File', selecting your image and 'update'. For best viewing, please make sure your logo size is a square, with either a **transparent** or **white** background.

Email Address

This is the email address that will be published to contact your group, enter a full valid email address.

Web Address

If you have a separate external website, enter the full address here e.g. <http://www.mygroup.com>

Twitter username

If you have a group Twitter feed, add the Twitter username here e.g. @mygroupname

Facebook URL

If you have a group Facebook page, enter the full address here e.g. <https://www.facebook.com/mygroupname>

Instagram URL

If you have a group Instagram page, enter the full address here e.g. <https://www.instagram.com/mygroupname>

Listing Description

The listing description will appear on group listings, this is your short description.

Description

The organisation description is used as default content for your page. You can add as much content as you like, and include both text and images.

View your default page by clicking on '**Back to admin tools**'.


Events.

Here you will learn how to create events for your members/non-members.




Creating a new event


To create a new event, go to the admin tools section, click on events > Add new event.

Details

Organisation * 

Event name *


Date and time *  →  

Show on all days If checked, the event will be included on lists and calendars for each day it's running. 

Repeat Event: Repeat for




Tagline / short description
0/250

Location

External URL 

Only members may view this event

Only admins may view this event

Display dates  →  

Event Name

An event must have a name, type in the title of your event here, this is listed on the event list, event calendar and on the event page itself.

Date and time

The start and end date/time for the event. An event must have a beginning and an end.

Show all days

If checked an event taking place over multiple days will be displayed as such on the event calendar.

Tagline/Short Description

This can be displayed on event lists and on the event page. This is a short description of your event.

Location

Specify where your event is taking place, this appears in event lists and on the event page.

External URL

If you would like to link to another page and re-direct users to an external webpage, you are able to input the URL in here. However, please note that if this is filled out, students will not be able to see the event page on the QMSU site.

Event types

Organisation admins can select event types but only Events Admins can create new event types. Ensure that **'Society'** is ticked, this will display your event on the main events calendar.

Event Types

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Alcohol Free | <input type="checkbox"/> Archery | <input type="checkbox"/> Badminton | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> BLSA | <input type="checkbox"/> Breakdancing | <input type="checkbox"/> Challenge | <input type="checkbox"/> Charterhouse SQ |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Children | <input type="checkbox"/> Club Night | <input type="checkbox"/> Comedy & Performance |
| <input type="checkbox"/> Competitions/ Showcases | <input type="checkbox"/> Cricket | <input type="checkbox"/> Cycle | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Daytrips & Activities | <input type="checkbox"/> Diving | <input type="checkbox"/> Dodgeball | <input type="checkbox"/> Drapers |
| <input type="checkbox"/> Education | <input type="checkbox"/> Elderly People | <input type="checkbox"/> External | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Football | <input type="checkbox"/> Free Events | <input type="checkbox"/> Friday | <input type="checkbox"/> Funding |
| <input type="checkbox"/> Futsal | <input type="checkbox"/> Griff Inn | <input type="checkbox"/> Health | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> International | <input type="checkbox"/> Kickboxing | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Minority Groups |
| <input type="checkbox"/> Monday | <input type="checkbox"/> Movies | <input type="checkbox"/> Muay Thai | <input type="checkbox"/> Netball |
| <input type="checkbox"/> Other | <input type="checkbox"/> Part-time work experience | <input type="checkbox"/> Refugee & Asylum Seekers | <input type="checkbox"/> Run |
| <input type="checkbox"/> Self Defence | <input type="checkbox"/> Soccercise | <input checked="" type="checkbox"/> Society | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Table Tennis | <input type="checkbox"/> Talks & Networking | <input type="checkbox"/> Tennis | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Touch Rugby | <input type="checkbox"/> Trek | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Women's Only | <input type="checkbox"/> Workshops & Training | |

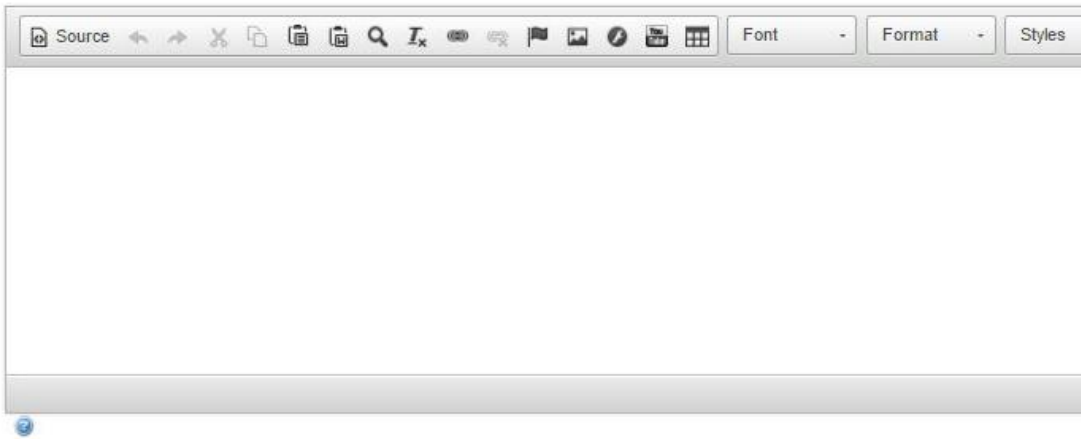
Image upload

Upload an image for your event, this can be anything related to the event, this appears in event lists as a thumbnail and on the event page as a banner. For best practice, try not to have text on your images and make sure the image orientation is **landscape**.

Description

Using the 'WYSIWYG' editor, the content added here is displayed on the event page and can contain text, images, video etc. Write about what the event is and how they can get involved!

Description



How an event displays

E1

Thursday 19 October 2017 9pm - 2am

Drapers Bar



1 ▼ £7.00 (Non-Student)

Buy

Celebrate the launch of QMSU's Black History Month at our biggest urban night playing your favourite RnB, Hip hop, Grime and Afro beats.

£5 student entry, £7 non student entry.

Doors close 11pm. No re-entry. On the door tickets payable by cash only.

2 guests per student only. You must arrive at the same time.

Events Calendar

Once you have uploaded your event on the website, they will automatically be uploaded on the events calendar page which can be found at www.qmsu.org/societies/events.

Societies Events Listing

Check out the wide range of events our societies are organising below



View All Events



Arab Society

Hoodies & T-Shirts

3rd October 10am - 15th December 6pm



Pole Fitness Society

Taster class £3

8th October midnight - 2nd December midnight



BARTS AND THE LONDON PSYCHIATRY Society (PsychSoc)

Meet and Greet

12th October 6pm - 8pm



Association of South East Asian Nations (ASEAN)

QM ASEAN Meet & Greet

13th October 6pm - 8pm



African & Caribbean Society (ACS)

ACS Speed Meet

16th October 6pm - 8:30pm



BioMedics Society

Essay Workshop

17th October 1pm - 2:30pm

Messages.


Learn how to send messages to specific contact, all your members or specific groups of members. To send a message, click on 'Messages' in your organisation admin tools.

Messaging your members

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

Drafts

Show my drafts only

 There are no draft messages.

From here you can either create a new email using the 'Send Email' link or you can reuse a previous email by select 'Reuse text' in the sent items table.

Composing a message

From the send email screen you can compose your email, edit the 'To' and 'from' settings and add attachments. To add recipients, click 'To', this will bring up available mailing lists (or individuals) in this organisation.


From

Queen Mary Students' Union <su-studentsunion@qmul.ac.uk>

Reply to

Queen Mary Students' Union <su-studentsunion@qmul.ac.uk>

To

 This message has no recipients

The number in brackets next to a list indicates the number of messages that will be sent. Tick the checkbox next to the mailing list(s) or individuals you would like the message to send to and click 'Add Recipients'. There is a search box to help you find individual members.

Your message will send to whichever email address your members have chosen to receive your messages. They can change this at any time through the contact options page in 'contact details' in the 'Account' panel. Even if they have chosen not to receive email communication from your organisation, the message will still go to their website inbox but not to their chosen contact email address.

Content

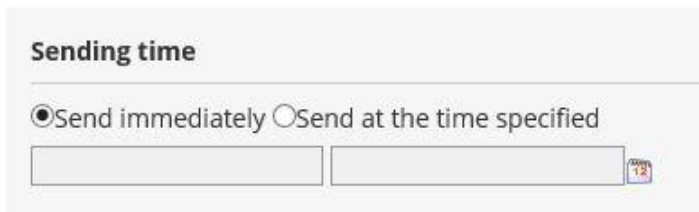
Using the 'WYSIWYG' editor, content added here can contain text, images, video etc. this is where you will add the main content of the email.

Once you're happy with your message you can choose to send it, save it or schedule it.



Send Now

This sends the message immediately, if there are a large number of recipients the system may prompt you to try again.

A form titled 'Sending time' with a light gray background. Below the title, there are two radio button options: 'Send immediately' (which is selected) and 'Send at the time specified'. Below these options are two empty text input fields. To the right of the second input field is a small calendar icon.

Save for later

This saves your message as a draft, only you can see and send your draft. You will not be able to draft a new message for this organisation without clearing your current email.

Members.

In this section you will learn how to view your current members and check their memberships. To access the members section, from your organisation Admin tools, click 'Members'.

Viewing Members

The members list view (default view) shows a list of all current members of your group and their ID numbers.

Showing all members

Display members per page

Name	Card Number
Bonsall, James	
Connolly, Dan	
Iles, Lizzy	1234567
King, Amy	
Merris, Laura	1000020

The alternative 'list members by group' view displays organisation members sorted into groups. Your members will be sorted into categories such as 'Standard members', 'President' etc.

President

1 member(s)

Name	Card Number	Joined	Membership expires
Iles, Lizzy	1234567	26/04/2016 12:57	31/07/2016 23:59

All members

5 member(s)

Name	Card Number	Joined	Membership expires
Bonsall, James		17/05/2016 04:45	31/07/2016 23:59
Connolly, Dan		17/05/2016 04:45	31/07/2016 23:59
Iles, Lizzy	1234567	27/04/2016 04:45	31/07/2016 23:59
King, Amy		17/05/2016 04:45	31/07/2016 23:59
Merris, Laura	1000020	17/05/2016 04:45	31/07/2016 23:59

Standard Membership

5 member(s)

Name	Card Number	Joined	Membership expires
Bonsall, James		16/05/2016 17:53	31/07/2016 23:59
Connolly, Dan		16/05/2016 17:53	31/07/2016 23:59
Iles, Lizzy	1234567	16/05/2016 17:53	31/07/2016 23:59
King, Amy		16/05/2016 17:53	31/07/2016 23:59
Merris, Laura	1000020	16/05/2016 17:53	31/07/2016 23:59

Sales Reports.

Find out how you can check your product and membership sales. To access the sales reports, from your organisation admin tools, click on 'Sales Reports'.

To view your sales reports, select the date range to check the sales within that period.



The screenshot shows a web interface for 'Accounting Society (change)'. The main heading is 'Sales Reports'. Below it is a link 'Back to admin tools'. A descriptive text reads: 'View sales and purchase information for your organisation's memberships and products.' There is a 'Date range *' field with two date pickers: the first is '01/07/2017 00:00' and the second is '12/10/2017 00:00', separated by an arrow. Below the date range is a 'Choose report' section with three options: 'Sales Report', 'Purchasers Report', and 'Customisations'.

Sales Report

This report will show you what products/ memberships have been sold, where it has been sold and the quantity.

Purchasers Report

This report will allow you to see who has purchased your products/ memberships with their full name, ID number, transaction number, quantity, date and location they have purchased it from.