

WEBSITE PROFILE & ONLINE CALENDAR

SOCIETY WEBSITE RESOURCES

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Introduction

Society web pages

Did you know all affiliated societies have their own page on the Association's website? Presidents, Treasurers & Secretaries can edit their page (if we have up-to-date committee members details). Please email sadesign@ to request access if your details are out of date.

Why edit your website profile?

The society a - z page is always in the top 3 most viewed pages on the Union website so it's essential to keep your page up-to-date.

Because of how search engines work, your page will almost certainly show up to prospective members and external companies before any standalone websites your group creates, so the way your group presents itself here has a real impact on people's opinion of your society.

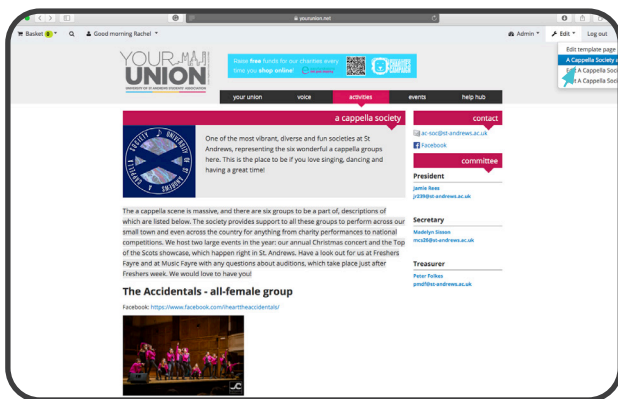
On your web page you can:

- Upload logos & photos
- Add a description
- Add members
- Send emails
- Upload resources
- Upload your constitution
- Add to the online calendar
- Add tickets

Are you a Subcommittee?
You also have a page
- ask sadesign@ for editing details.

Edit Your Profile

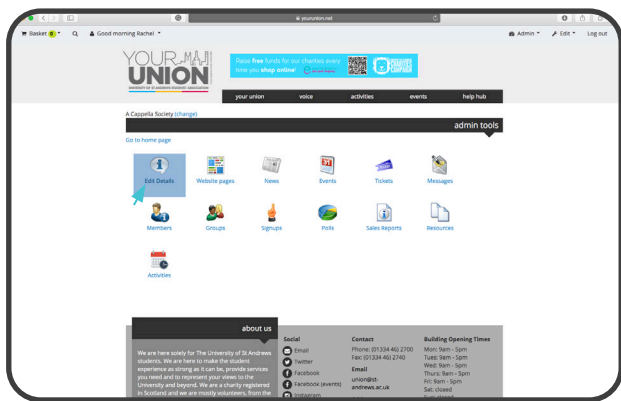
- Navigate to your group's page.
- Login by clicking the link in the top right hand corner using your single sign on details.
- The four drop-down menus on the top right of the screen will appear.
- The Control Panel menu will only appear when you are on the page you have admin rights for.
- Select the admin tools option.



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Admin Tools

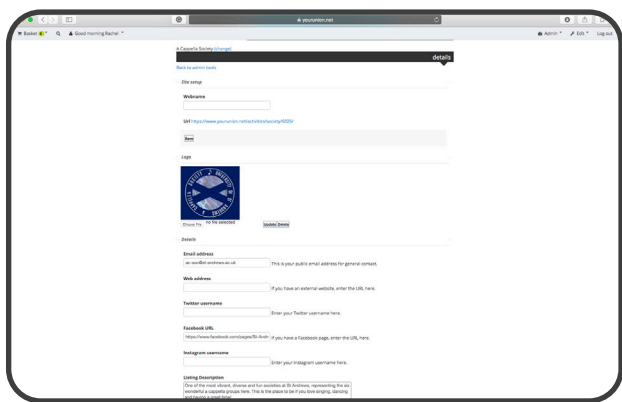
- Admin tools allow you to set up information that will be displayed on your page.
- The Students' Association website is built on a membership database. This allows you to keep and view your list of members, send emails to them, create ticketed events and more.
- Start by editing your homepage. Click the "Edit Details" button.



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Edit Details

- "Edit Details" allows you to complete the information that can be pulled through to your website page.
- The description box offers you space each year to update your sales pitch.
- The description has a toolbar at the top so you can add images, links, bold, italics, YouTube videos, etc.



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Tips For Creating Web Content

TEXT

- Paste from Notepad rather than Word to clear problematic formatting.

LINKS

- To make a link, highlight a word, click link button, paste in URL to any link.
- It's better for search engines if your link text is similar to the name/content of the destination, rather than simply 'click here'.

IMAGES

- Put your cursor where you want the image to go
- Click image button
- Browse computer for image
- Change the width and height (your page is 600 pixels wide), make sure your image is low resolution
- Align image left or right of text
- You can click an image to make it a link (as above)

INSERT DOCUMENTS

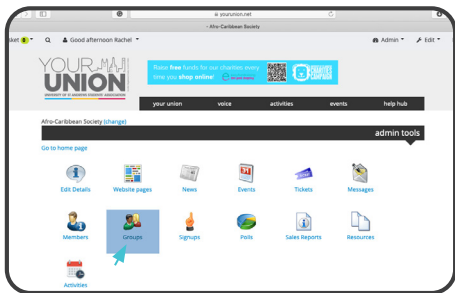
- Type a word, highlight, click link button, browse server and search your computer for the document: Word, PDF, PowerPoint.
- Members can save, print, download documents, and you can edit privacy so only the committee can view documents

VIDEOS

- Click the YouTube button, paste embed code from YouTube (find by clicking share on YouTube video)

Members

- This area is the best bit of your profile! We treat this list as the definitive record of how many people are in your group, for the purposes of room bookings, reporting, etc.
- If you're the President, Treasurer or Secretary and have been added to your page, not only do you have editing rights but you can also add standard members and committee members including new roles.
- To add a member go to "groups", select the type of membership you'd like, click "add members", add the student's name, email address or matriculation number. Then click "add".
- Membership is set with an expiry date of August at the end of the current Academic year.



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Memberships and Groups

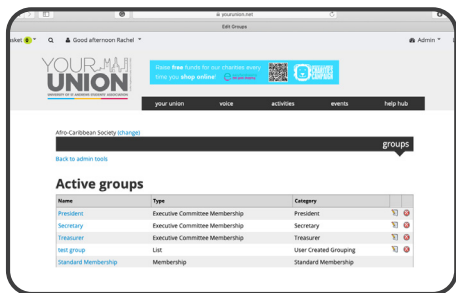
You can order your members in groups and email them in groups.

Creating a new group

- Under “Create new group” type name of group
- Select type – ‘List’ is the members of the group
- ‘Executive Committee Membership’ are those in your group’s committee and anyone you add to this group will have Admin rights over your profile.

Add members to a group

- Create group, as above
- Click on the underlined name of the group
- Choose the member you want to add
- You can pull members from your standard membership group to your new group.



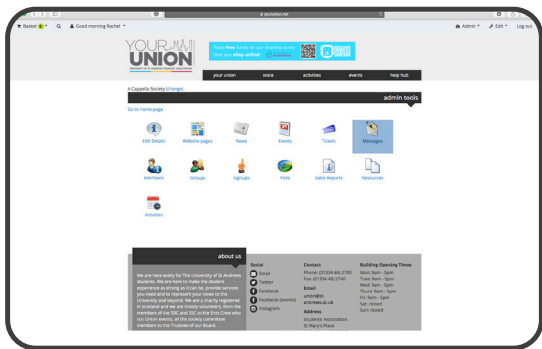
The screenshot shows the 'Active groups' section on the Your Union website. At the top, there is a navigation bar with 'your union', 'voice', 'activities', 'events', and 'help hub'. Below the navigation bar, there is a search bar and a 'Back to admin tools' link. The 'Active groups' section contains a table with the following data:

Name	Type	Category		
President	Executive Committee Membership	President	13	0
Secretary	Executive Committee Membership	Secretary	13	0
Treasurer	Executive Committee Membership	Treasurer	13	0
test.group	List	User Created Grouping	13	0
Standard Membership	Membership	Standard Membership		

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Messages

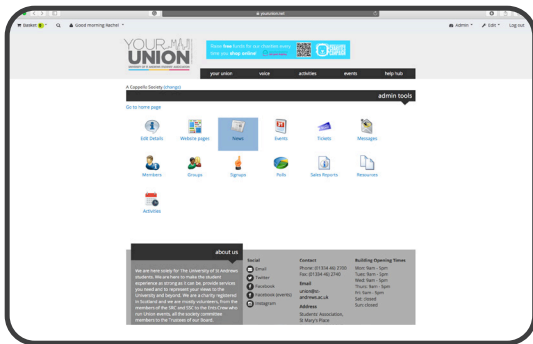
- Think of your profile as a constantly developing handover pack from your committee.
- Through the message centre you can send emails from your main group's address.
- You can email your members, see the messages sent to your members by your fellow committee members and the text will be there for years to come so next year's committee only have to alter the date!
- You can email specific groups that you have created and members will have the option to unsubscribe to emails.



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News

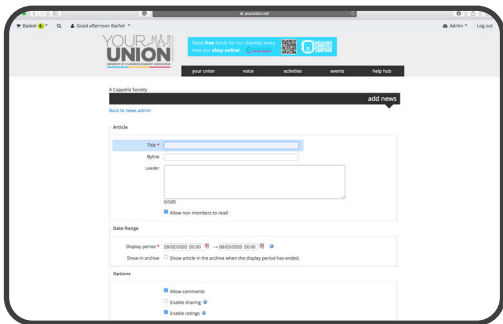
- Get members to return to your profile regularly by making it a committee member's responsibility to update the news weekly. Post about deadlines for Academic work and graduate schemes, world news that relates to your group and blogs/pictures.
- You can see current, expired, future and deleted articles by applying a filter. Writing articles in advance with a date for them to go live takes the stress out of doing this at the time of your event/ exams/holidays!
- The order that news appears on your profile can be edited by dragging the articles into a new order.



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Add a News Article

- Enter a title which includes your group's name or acronym. Your news articles sync with the main group's news. Coming across interesting articles by accident is one of the many ways prospective members may find your group.
- Tag your article to allow it to be found by search engines, think of all the different ways someone may search for your news/event and be specific.
- Write the article in the box marked 'Body'.
- Don't want to write an article but have an interesting one someone else has written? Put the URL in the box and save to allow the article to forward to this page.



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Society & Subcom Events Calendar

You can add events to the shared calendar. This is a really exciting feature as technically we could have every single society and subcommittee event in one place, so get adding!

- Click "event" on the admin tools
- Click "add new event"
- Fill in your event details

****Please note when adding your event, under event type, it is essential that the society event button is ticked.****

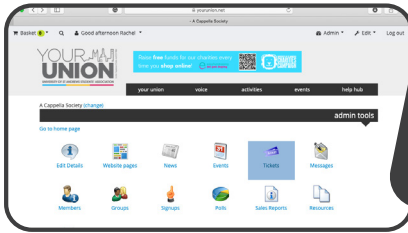
The screenshot shows the website header with the logo 'YOUR.MAJI UNION' and a navigation menu with links: 'your union', 'voice', 'activities', 'events', and 'support'. Below the menu is a user profile for 'A Cappella (change)' and an 'admin tools' dropdown. A grid of icons represents various admin functions: 'Edit Details', 'Website pages', 'News', 'Events' (highlighted with a blue arrow), 'Messages', 'Members', 'Groups', 'Signups', 'Polls', 'Sales Reports', and 'Resources'. A banner at the top right encourages downloading a mobile app.

The screenshot shows a sidebar menu on the left with options like 'societies committee', 'setting up a society', 'running a society', 'contact us', 'subcommittees', 'student services council', 'saints sport', 'book a venue', 'student project fund', and 'volunteering'. The main content area displays a calendar for May 2017. The calendar grid shows dates from 1 to 19. A yellow event is scheduled for the 13th, 14th, and 15th, with the text '19:30 - 02:00 Eurovision'.

May 2017						
M	T	W	T	F	S	S
	25	26	27	28		30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	19:30 - 02:00 Eurovision	

Online “Free” Tickets

Any society can add free tickets themselves. This is a great tool for free events but also a good way of getting people to sign up to an event and asking people to pay on the door if your event costs - just add payment details in the event description (if your event is not eligible to go on the Union's event list for paid tickets). Simply click on the “tickets” button after you've created your event.

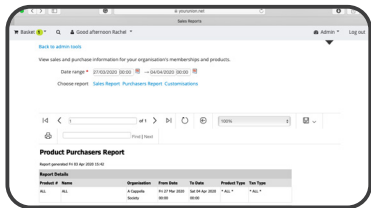


Are you a Subcommittee? You can also add tickets, please email sadesign@ for further details.

Purchasers Report

The Purchasers Report shows you all ticket purchasers for your event.

- Click “Sales Report”
- Select date range for your tickets

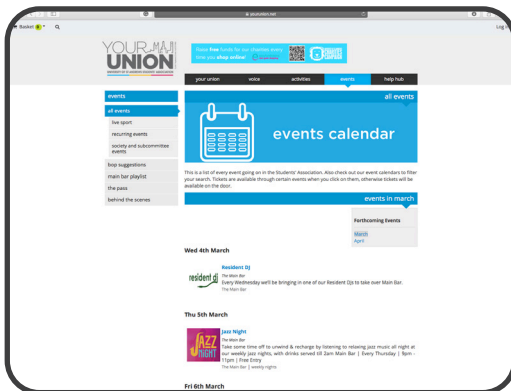


Online “Paid” Tickets

If you have an event that you want to sell tickets for, this can be done on our main events list (we can't allow all events on this page but email us with your details and we'll let you know if this is possible).

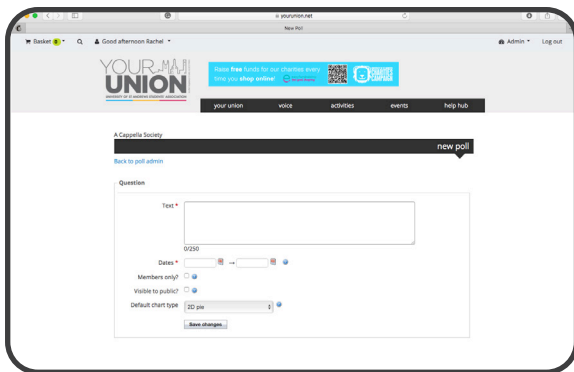
Please email sadesign@ with:

- event name and description
- event artwork / logo (portrait), jpg, under 1mb
- date
- time
- location
- price (we add a 25p, 50p or £1 booking fee to cover card costs depending on your ticket cost)
- contact details
- overall ticket limit
- ticket limit per person
- ticket sales period



Polls

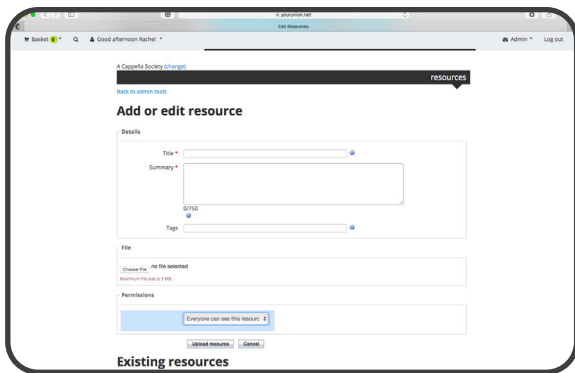
- Polls are a great way of adding interest to your page. They can be used to decide what colour of hoodies to order or what to do for your next social.
- Fill in the default poll form and it will automatically display on your page.
- Please note you have to be logged in to complete the poll.



Resources

- The Students' Association assumes the documents on your page to be the most up-to-date versions so it's very important you upload your constitution and other important documents.
- These might include your 5 year plan, your group's wish list, your group's aims, child protection policies, voting procedures and the like, to make them available for future committee members.

****You can edit the permissions so only your committee, the Societies Committee & staff can view these documents.****



The screenshot shows a web browser window with the URL 'yourunion.net' and the page title 'Edit Resources'. The page content includes a navigation bar with 'resources', a breadcrumb 'A Coopella Society > change', and a 'Back to admin tools' link. The main heading is 'Add or edit resource'. Below this is a 'Details' section with a 'Title' field, a 'Summary' text area, a '0/750' character count, and a 'Tags' field. The 'File' section has a 'Choose file' button and a message 'No file selected' with a note 'Maximum file size is 3 MB.'. The 'Permissions' section shows a dropdown menu currently set to 'Everyone can see this resource'. At the bottom of the form are 'Upload resource' and 'Cancel' buttons. Below the form is the heading 'Existing resources'.

Sign Ups

- The Sign Up Widget is similar to clicking “attending” on a Facebook event.
- Members who “Sign Up” are considered to have confirmed their attendance of the event/trip.
- Fill in the Sign Up form the same way you would add a News Article form and it will automatically display on your page.

The screenshot shows a web browser window displaying the 'add new signup' form on the Union website. The page title is 'A Cappella Society' and the breadcrumb trail is 'your union > voice > activities > events > help hub'. The form is titled 'add new signup' and includes a 'Back to signup admin' link. The form is divided into several sections: 'Signup Basics' with fields for 'Signup event name', 'Event dates', and 'Signup dates'; 'Capacity' with fields for 'Places' and 'Reserves'; 'Permissions' with radio button options for 'Viewing permission' (Anyone can view, Any logged in user can view, Members only, Admins only) and 'Signup permission' (Any logged in user can signup, Members only, Admins only); and 'Any other info' with a text area for additional details. The browser's address bar shows 'yourunion.net' and the page is titled 'add new signup'.

Useful Contacts

Log in / website:

sadesign@st-andrews.ac.uk

Society resources / funding:

socs@st-andrews.ac.uk

General society questions:

dosda@st-andrews.ac.uk

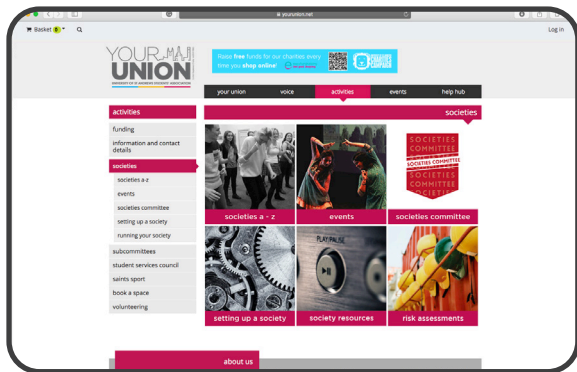
President's Training, Treasurer's Training, and Health and Safety Training:

newsocs@st-andrews.ac.uk

Alternatively sessions are held every other week during office hours or on Wednesdays at 3:30pm in Main Bar. To find out when the next training session is please email.

Further information:

yourunion.net/activities



Additional Reading



www.yourunion.net/handbooks

YOURUNION.NET