

Club/Society Website Guide

How to manage your sections of the SU Website

English: www.abersu.co.uk | **Welsh:** www.umaber.co.uk

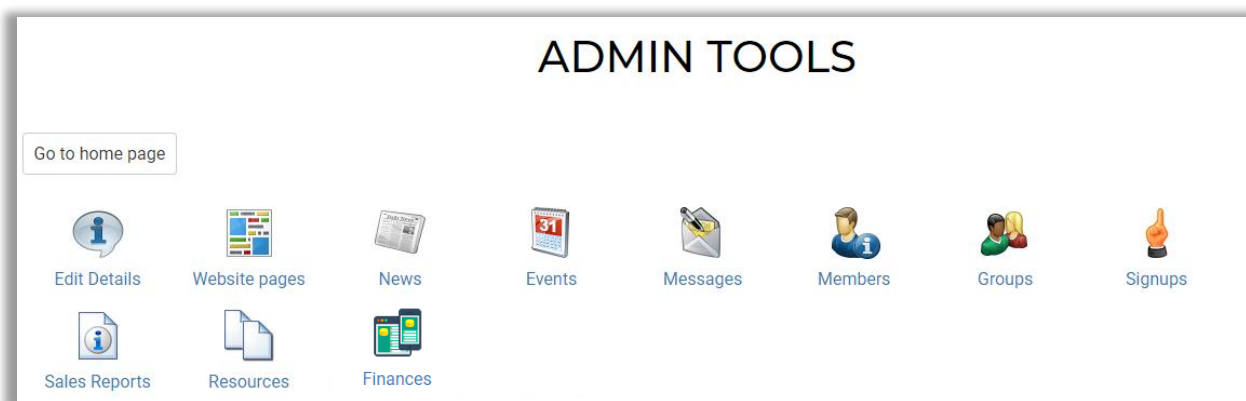
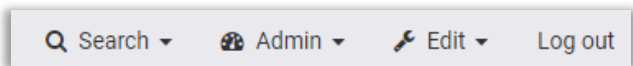
All committee members are given admin privileges. This grants them access to various tools through the website to help them manage their group and interact with members/potential members.

To get started:

1. Go to www.abersu.co.uk and **LOG IN** using the 'Student Login' with your Aber Uni details (i.e. your uni username and password).
2. Next, go to either the [Sports Club List](#) or [Societies List](#) under the [TimAber](#) section of the website.
3. Find your club/soc on the list and click on it.

Admin Tools

1. At the top of the page you will see the following icons:
2. You will mainly be using the 'Admin' option here
3. When you click on this a drop down will appear, click the **name of your group**
4. You now have a list of different things that can do:

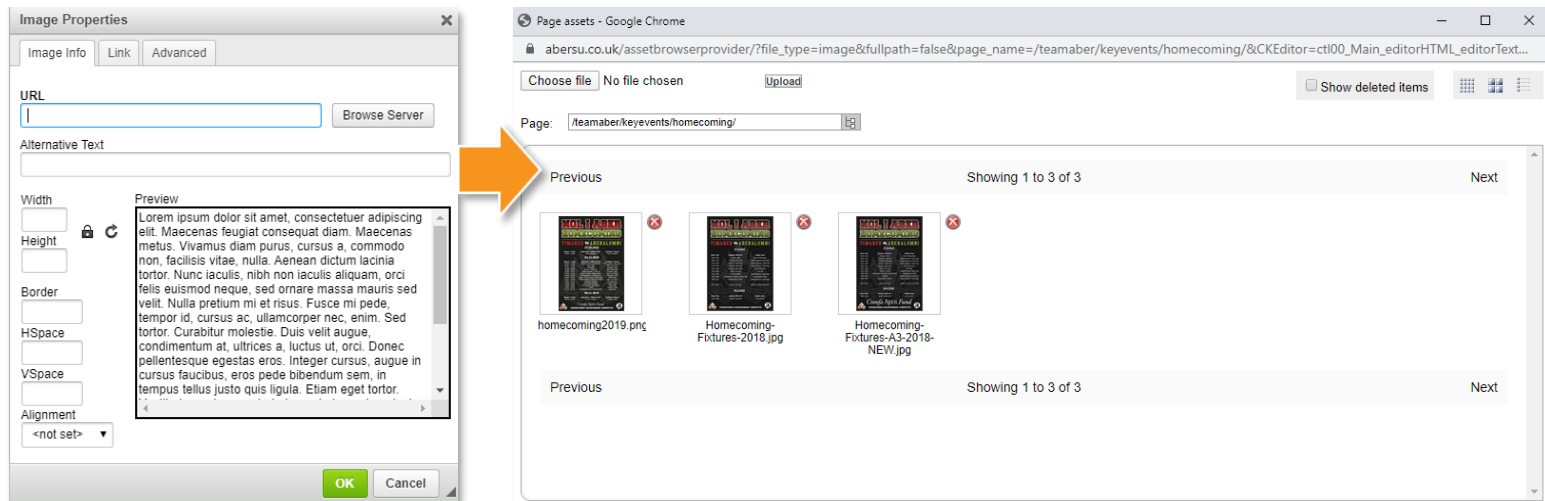


Edit Details

1. Here you will be able to set your **unique URL** for the webpages so it will appear with your club/soc name rather than a number e.g. <https://www.abersu.co.uk/society/aberbsl/>
2. Next you can upload a **logo** for your page, add in your club/soc **email address** and a short '**Listing Description**' which shows up when people search for your group. This may have been done last year, so no need to do it again if the details/logo are correct.
3. This '**Description**' section is what shows up on your club/socs page.
 - This box uses an editor called WYSIWYG (What you see is what you get), basically when you input text/pictures, they look as you would expect to see when saved onto the website (no need to know coding such as HTML).
 - The editor has all the usual web things, such as hyperlinks, anchors, a feature to embed videos, etc. – have a go at messing around with it to see what works for you!
4. To **insert normal text**, just click in the box and begin to type – you can change the text to be different heading sizes using the 'Paragraph formatting' drop down menu and the tools next to it.
5. To **insert a picture**, click the 'Image' button, and the Image Properties pop-up box will appear [see below]. Within this, click the 'Browse Server' button. Now a Page Assets pop-up will appear

[see below]. Click the 'Choose File' button to select the image from your computer and select 'Open'. You will then need to click the 'Upload' button, then 'Insert' when the picture is uploaded.

6. To **edit a pictures size**, double click the image once it is inserted into the Description box. We would recommend working with %'s of how much you want it to cover the width of the page [see below]. E.g. if you have a banner you want to cover the whole width of the page put in 100%, or if you have an image you want next to some text use 50%. This way the image will look consistent across devices. Before clicking 'OK' make sure the padlock next to 'Width' and 'Height' is locked, this ensures it will scale the image to watch the % you entered.
7. To **add a link** to a file (e.g. your core documents). Highlight a piece of text you want to attach the link to, then press the 'Link' button (looks like some chains). Here you can either add a link to a file or you can press 'Browse Server' and follow the same instructions as above for inserting a picture.
8. Once you have edited all you want to edit, remember to click the '**Save**' button.



News

1. In this section you can add in a news story by selecting '**News**'. In the News admin screen, select '**Add new article**'.
2. Here you can add in all of the information you would like to include in your news story:
 - **Title** – of the article
 - **Byline** – who wrote the article
 - **Leader** - this acts as a summary that will show up on the news sections of your site without the reader having to click through to read the main article
 - **Display article date range** – we recommend putting the end date a year away
 - Show article in the archive – tick this
 - **Options** – tick all these to allow comments, enable sharing and for people to rate it
 - **Tags** – tag your article with useful associated words e.g. sports, society, winning, etc.
 - **Image** – add an image to the top of your article, the dimensions are roughly:
H - 8.5cm (320 pixels), W – 22cm (830 pixels)
 - **Body** – this is where you add the main text of your article. It uses the WYSIWYG editor again – the only difference being if you want to link directly to an external site or even a page on the website, you can leave this empty and simply add in a URL in the box below
 - **Approval** – tick the box
3. Click '**Save**'



Events

1. Here you will be able to add events to the website by selecting '**Events**'. In the Events admin select '**Add new event**'.
2. Complete the details:
 - **Event name**
 - **Date and time** – date and time of the actual event. Please use the format DD/MM/YYYY and the time is in 24-hour format (HH:MM)
 - **Show on all days** – tick if you have an events that runs across multiple days
 - **Tagline/short description** - this acts as a summary that will show under the event on the events sections of the site. Keep it to one sentence max
 - **Location** – of where the event is being held
 - **External URL** – be cautious this will be the link that everyone will be sent to when clicking on the event, we recommend putting it in the description box
 - **Event types** – these act as tags, the most applicable ones to you are sports, night time events and daytime events
 - It is important when creating the Welsh version of your event you log into the Welsh side of the union website and ensure you select the Welsh box in 'Event types'
 - **Image** – add an associated image to your event e.g. your logo. The dimensions are square, roughly: H – 13cm (490 pixels), W – 13cm (490 pixels)
 - **Only member may view this event** – if you tick this only the members of your club/society will be able to see this event
 - **Display dates** – different to the dates above. These are the dates the event is shown on the website
 - **Full description** - this is where you add the main text of your event. It uses the WYSIWYG editor again
3. Click '**Save**'

Messages/Emails

1. This section is about how you can email your members. This works just like an ordinary e-mail apart from its web based – anything you send will get delivered to your members uni emails.
2. Click '**Send email**'
 - **To** – this is who the email will go to, click 'To' to add recipients e.g. individual members, standard members, associate members, merchandise purchasers, etc.
 - **Subject** – of your email
 - **Attachments** – if you want to send them
 - **Message Text** - this is where you add the main text of your email. It uses the WYSIWYG editor again.
3. Once done you can either '**Send**' the email, save it as a **draft** or **preview** it.
4. To view your club/soc emails check out the guide [here](#).

Members

1. Here you can see a list of who's a member of your club/soc.
2. You can also see your '**Groups**' of members e.g. Committee members.
3. Important to note, committee members will show here even if they have not purchased membership. To check committee members have purchased membership go to '**Sales Reports**'.



Groups

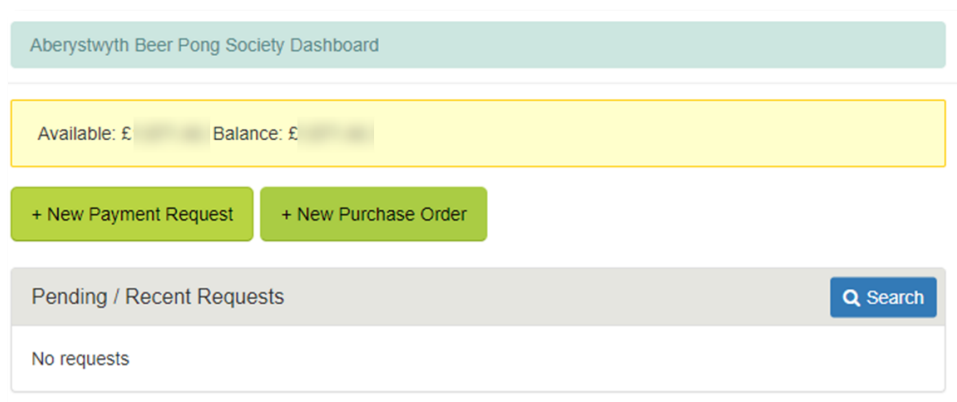
1. In the '**Groups**' section, you can create mailing lists and different groups within your club/soc.
2. Creating a **new mailing list** is as simple as creating a new group. You can then select this group when emailing which will automatically include all those you have added to that particular group.
3. To **edit or add to a group**, simply click on the name of the group and add in those you want to include. Alternatively, if you need to delete that group, click the red X at the end of the row.

Sales Reports

1. Here you can see a few financial elements e.g. how many people have bought membership, how many people have purchased a product on your webpage, etc.
2. The first step is to select the date range of when you want to see financial activities
3. Then you have three options:
 - **Sales Report** – allows you to see an overview of your income from products on your groups page.
 - **Purchasers Report** – gives you a breakdown of who's purchased products from your groups page.
 - **Customisations** – if a product had customisations added (e.g. name, size, choices), they will be viewable through customisations.
4. If you want to **add a product** to your groups page email your relevant coordinator with the following details:
 - Product name:
 - Price:
 - Date on sale from:
 - Date on sale until:
 - Short description:
 - If there is a limited number available, please specify (if any)
 - Customisation (e.g. name, size, choices, etc.) (if any)

Finances

1. This section allows you to do manage the finances for your group. A full run through is available in the 'Finance, Budgeting and Fundraising' Committee Training.
2. The opening screen allows you to see your balance, create payment requests/purchase orders, and view pending/recent requests.
3. Members are also able to make payment requests through the groups webpage under the 'Finance' tab



Summary

If you have any problems or any further questions you can get in touch with your relevant coordinator:

Sports Clubs: suclubs@aber.ac.uk **Societies:** susocieties@aber.ac.uk

