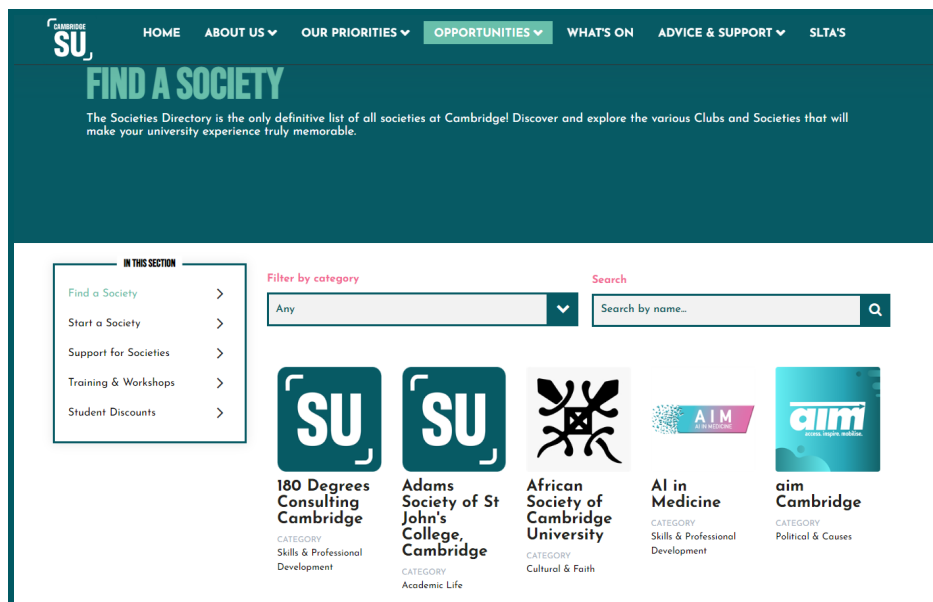# INTRODUCTION GUIDE: MANAGING YOUR SOCIETIES PAGE

INTRODUCTION

All societies and clubs that are registered with *Cambridge SU* have a page on the website, and those who are listed as committee member have admin access to some of the website functions.

This guide is intended to give the basic information on how to use those. However, given that the website has many functions, this guide only goes through the essentials to get you started. Further guidance can be provided by contacting the Activities Team at activities@cambridgesu.co.uk.
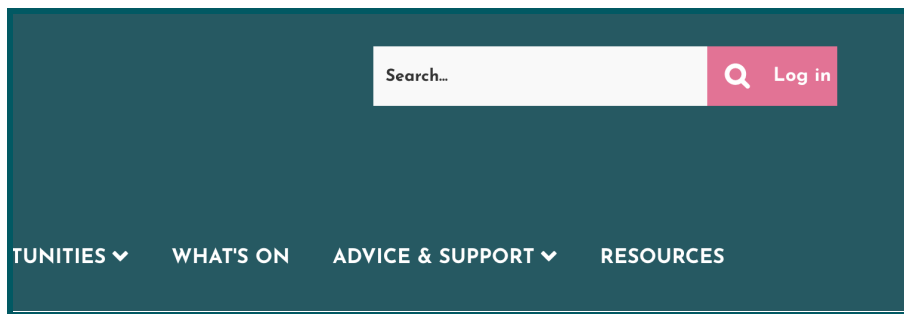
Contents

Logging in

Before you can do any editing or admin, you need to login to the main *Cambridge SU* website. Go to https://www.cambridgesu.co.uk/ and look in the top right corner, where you will see a pink **login button**. Select this.

Step 1

When you have pressed this, you will be taken to a welcome page. You should click the button entitled **University Student (*Raven*) Login**, above the Staff & Guest Login.

Step 2
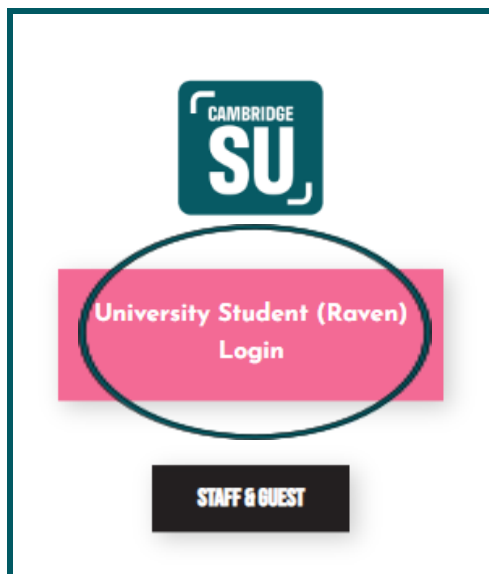
This will take you to the *Raven* login page. Log in with your *CRSid* here. You will be redirected to the SU website, which will allow you admin access to the society/societies that you are a committee member of.

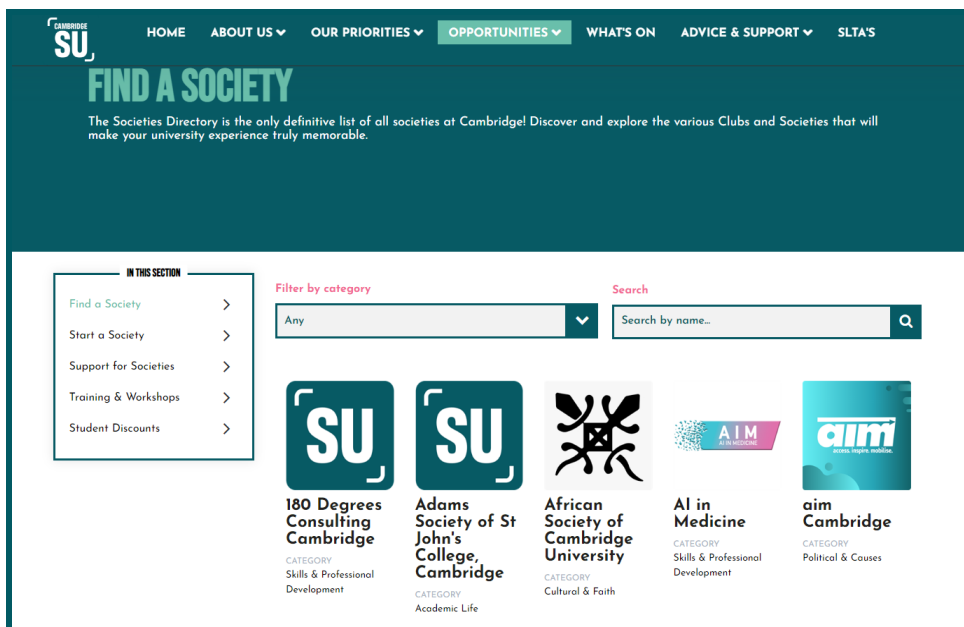*Step 3*

If you are a member of your societies committee but are not a current student, then please contact us at activities@cambridgesu.co.uk.

Finding your society page

All societies have a page on our website which committee members have editing access of. You can find your society page on our website under the 'opportunities' section of the navigation bar. A drop-down menu will then appear, one of which is Find a Society. You can also follow this link here for the page: cambridgesu.co.uk/societies. From this page, you will be able to edit your society or club's information. If you are not on our society list, then please email us at activities@cambridgesu.co.uk to register as a society.

Step 1

You can search for your society in the 'search bar' here.

Step 2

You can also filter by categories by changing the filter from 'any' to a specific category.
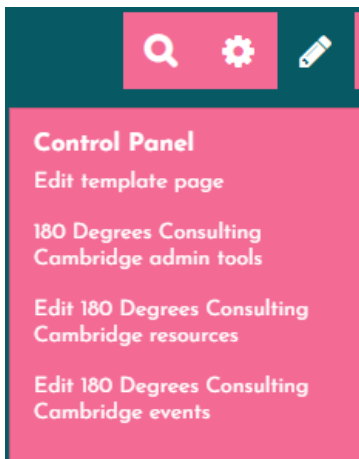
Society details

When you visit your society or club's listing, the top of it will look like this (with the addition of a society logo instead of the second SU logo, if that has been updated by your predecessors):
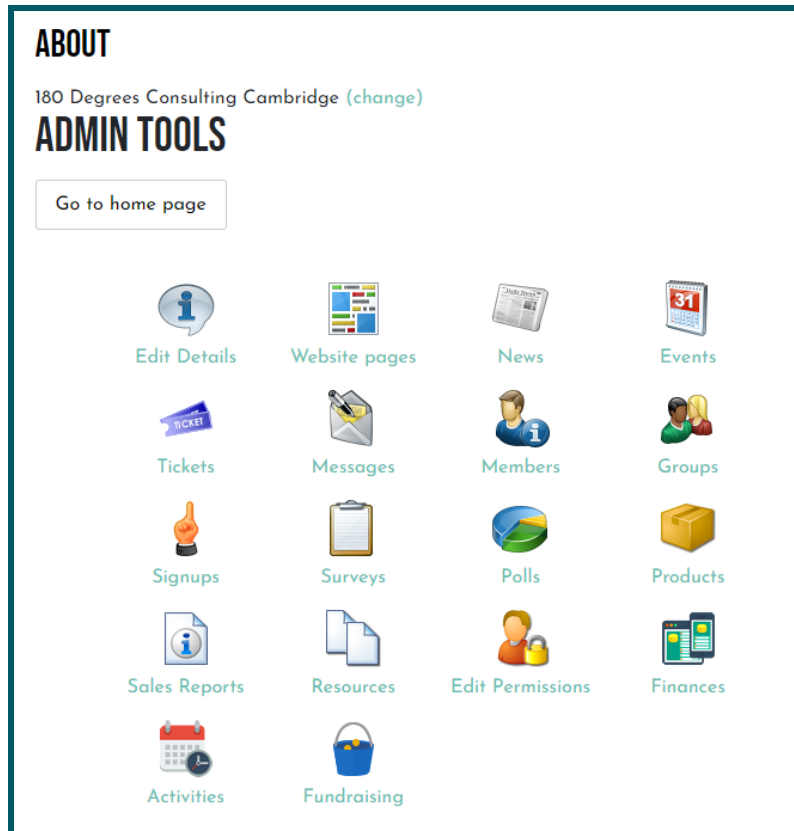
Step 1
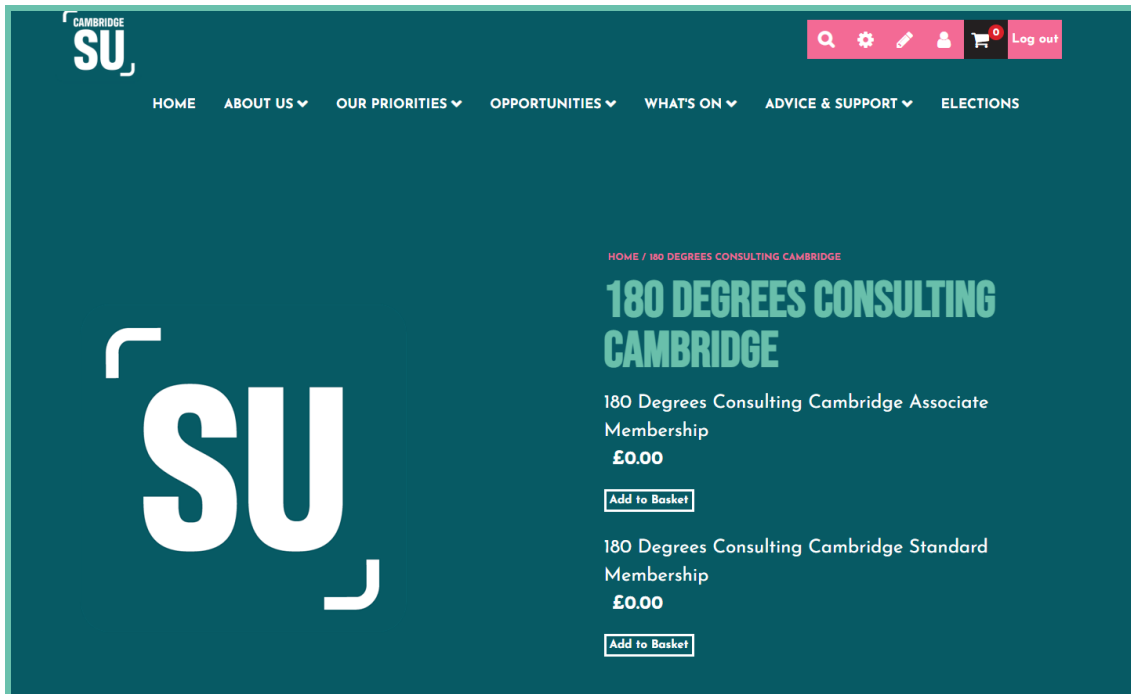
At the top right of this page, there is a pencil button. Click on this and you will receive the options for **admin tools**, **edit resources,** and **edit events.**

Step 2

To edit the society listing, select admin tools. This will take you to a page with logos for:

Step 3

Select the **edit details** button. This will take you to a page which allows you to;
- ❖ Edit the URL of your site;
- ❖ Amend your society logo;
- ❖ Edit the public email address for your society;
- ❖ Edit the links to your society's website and/or social media accounts;
- ❖ Edit the society description.

It is important to keep this information up-to-date so that prospective students can view the purpose of your society, and any key information, such as contact details.

Step 4

Twitter username

[   ] Enter your Twitter username here.

Facebook URL

[facebook.com/12pintspress] If you have a Facebook page, enter the URL here.

Instagram username

[   ] Enter your Instagram username here.

Listing Description

Society created for the publication of activist materials including the annual
Cambridge Disorientation Guide.

110/200
This text appears on organisation listings.

Description

Source ↶ ↷ ✂ 🗐 📋 🗐 🔍 Iₓ 🔗 🔗 ⚑ 🖼 📎 ▣ ▦   Format ▾

≡ ≡ ≡ ≡ �1≡ :≡ **B** *I* U̲ Ω

Society created for the publication of activist materials including the annual Cambridge Disorientation Guide.

Events

The Cambridge SU website has a tab entitled [What's On Calendar](#), the purpose of which is to keep Cambridge student events in one place. You can add your societies events using the **Events** tab in the admin tools. You can list an unlimited amount of events for free, therefore allowing you to reach students who may not follow your social media channels.

Step 1

In order to **add an event** for your society, select **events** on the admin tools page. On this page select: **add new event**.

Step 2

180 Degrees Consulting Cambridge (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 [   ] ❓

Dates * [20/02/2023] 📅 → [20/03/2023] 📅 ❓

Find Events

You will be directed to a page to input the key information about the event, including the event's title, time, date, location, type of event and whether non-members can view the event on the website.

Step 3

180 Degrees Consulting Cambridge
ADD EVENT

| Back to event list |

Event name *
[   ]

Date and time *
[dd/MM/yy] [HH:n] 📅 → [dd/MM/yy] [HH:n] 📅

Show on all days
☐ If checked, the event will be included on lists and calendars for each day it's running. Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

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

Tagline / short description
[   ]

0/250

Location
[   ]

Online meeting URL
[   ] If specified, Join Now links will use this URL.

Online meeting joining info
[   ]
Add passcode or any other info required to help people join the meeting.

External URL
[   ] If specified, event list entries will link to this URL.

Event types

☐ Cambridge Festival ☐ Forum   ☐ Student Council
☐ Campaign   ☐ Freshers   ☐ Training
☐ Drop-in   ☐ Social   ☐ Winter Holiday Activities
☐ Elections   ☐ Society Committees ☐ Workshops

Check the event types that correspond to this event.

Image

[   ] [Select image]

Image alt text

[   ]

View permission *

[Everyone ▼] Select who can view this event.

Display dates

[dd/MM/yy] [HH:m 🕐] → [dd/MM/yy] [HH:m 🕐] If specified, events will only be displayed between these dates. Both dates are optional.

Full description

[Source ← → ✂ 🗎 📋 📋 🔍 🔎 ⎌ 🚩 🖼 ⊘ 📄 ▦ | Format ▾ | ≣ ≣ ≣ ≣ ⌐ ⌐ **B** *I* U Ω]

Save

When setting the times for your event, ensure that you use a colon instead of a full stop between the numbers, otherwise the time will not be accepted as valid.
Once you have saved the event listing, it will automatically be published onto the website, unless you have set restricted dates for when it will be visible.
All your events can be edited once they've been created. You just need to search for them in your events section by clicking on the event, and then select **edit event** under the pencil icon.
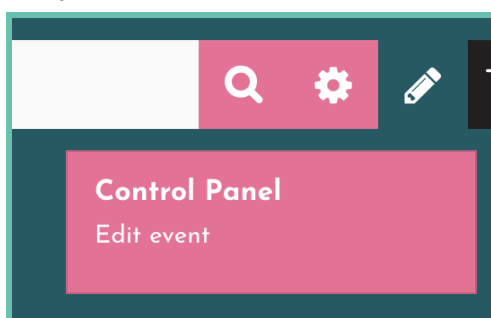
Tickets

Once your event is set up, you can create tickets. To create a ticket, go to **Tickets** in the admin options.

Step 1

The ticket tab will display a list of events that you can add tickets to. If you haven't created the event, then this will need to be done before adding the ticket function. Click **add ticket**, which appears under the event title, to open a pop up window.

Step 2

Select your ticket type: **General**, **Students**, **Members**, add the price, sales period and sales limit. If needed, you can also add a per person limit. Click **Save**.

You will now be able to see your ticket from the tickets screen. You can also edit, take it on/off sale and add customisation.

Tickets

Back to admin tools

Show events starting between *

📅 → 📅 | 30/06/2017 | 30/07/2017

Apply

An example event (30 Jun 2017)

Sales 0, overall sales limit n/a, per person limit n/a

- Add ticket
- Edit limits

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales	
10003770	An example event Fri 30 Jun 2017 - student	student	10.00		50	No	0	📒

To check ticket sales, click on reports in the admin tab. Sales reports cover everything your society sells from memberships, tickets and products. Sales reports are the number of sales, how many individuals you have sold the ticket to, and if you've added any additional information to your products e.g. dietary requirements.

Tip: be sure to check the date ranges as the report will only cover sales within this date range.

Member management

On the website, you can keep track of your memberships as members can sign up to your society by buying a membership. If you'd like to charge for your memberships, then please email activities@cambridgesu.co.uk to set you up with a finance account.

Step 1
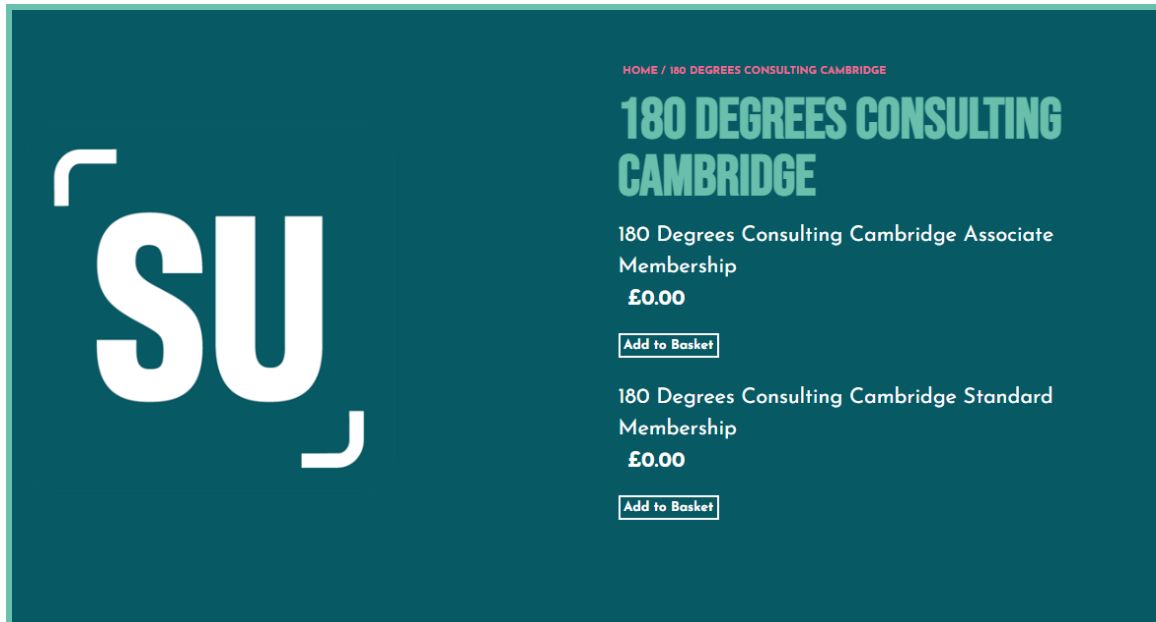
To find a list of your members, select **members** from the admin tools section.

Step 2
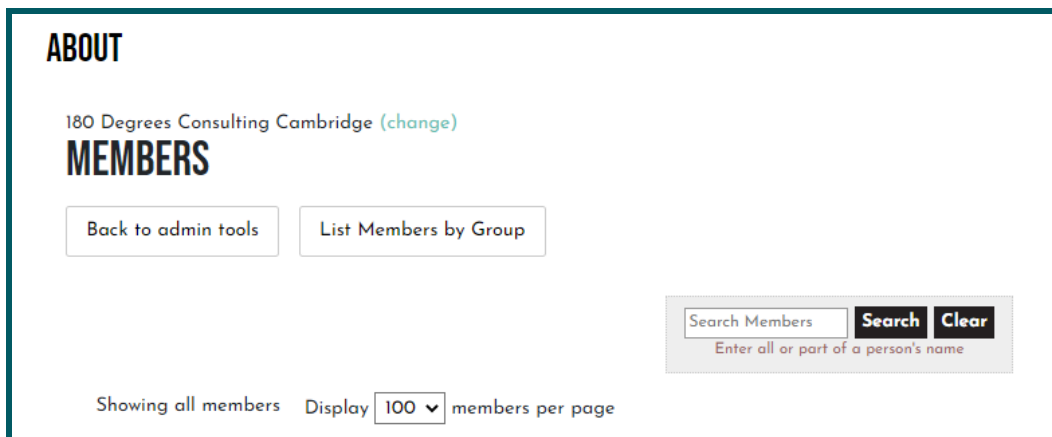
The website allows you to keep a list of a society's members, as the system uses student logins. This means that there is no need to manually type out email lists

collected at the Freshers Fair as you can just get students to sign up through the website, for example using a QR code. Membership lists reset on 30th June each year, and will also automatically deregister graduated students.

Messaging

Select **Messages** from your admin tools, with the envelope icon:

Now you're on in the messaging admin tools which should look like this:

To start sending a message, click **send email** which should take you to a **compose** page. This is where you can create your email and send it to the mail lists.

Messages

Step 1

180 Degrees Consulting Cambridge (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.

There are a number of options:

From - this allows you to send the email from any email accounts you have set up on the system.

Reply to - this allows you to set which email address will automatically receive responses.

To - click this to open the **Message Recipients** page, will display a list of all the emails you have access to and all the students on that list. These can be selected by clicking the box next to the list/name and clicking **Add Recipients** at the bottom of the page.

Most individuals will be listed under **Standard Membership**.
Tip: remind existing members to **join** on the website, so that they are on these lists.

Step 2
MESSAGE RECIPIENTS

Back to message

Filter by name: [   ] [Search] [Clear] ☐ Only show opted-in recipients

The list includes all recipients. People who have opted out will not receive an email but will still see the message in the Message Centre.

Lists A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Lists
☐ All Committee Members (3 people)

☐ All members (17 people)

☐ All standard members (17 people)

☐ Associate Membership (0 people)

☐ Chair (0 people)

☐ President (1 person)

☐ Secretary (1 person)

☐ Standard Membership (28 people)

☐ Treasurer (1 person)

Individuals

Attachments - In the same manner as the "To" section, selecting **attachments** will take you to a separate page..

Before you send out your email, send yourself a preview of it by clicking the **Send Preview** button at the bottom of the page. You can check how the content you've added displays across different platforms, such as phone and desktop. If you are happy with the preview, then click the send button.

Resources

Societies may wish to add files to their pages, such as constitutions. To add any resources on your society listing, select the pink pencil in the top right corner, and select **edit [your society] resources** from the admin tools.

On this page, you'll find an upload section, where you can name, describe, tag, and upload any resources you want. You can also set whether you want everyone, only students who can log in or only members of your society to be able to view resources.

Other features

There are other features on the societies and clubs platform that you are able to use. Some of those, including surveys and polls, are things the Activities Team will be happy to assist with, should you wish to use them.

For any further information, do not hesitate to get in touch with the Activities Team at activities@cambridgesu.co.uk.