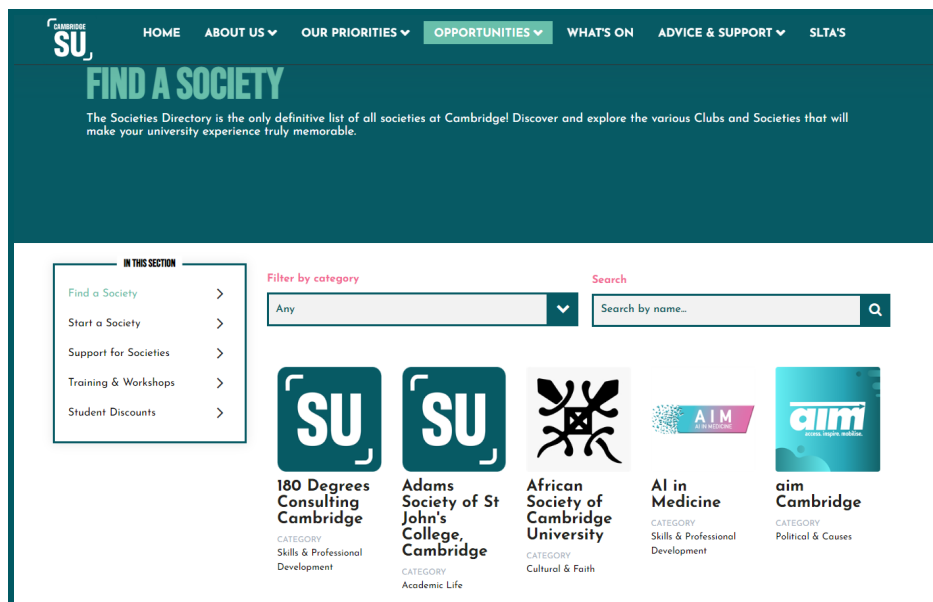




INTRODUCTION GUIDE: MANAGING YOUR SOCIETIES PAGE

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.

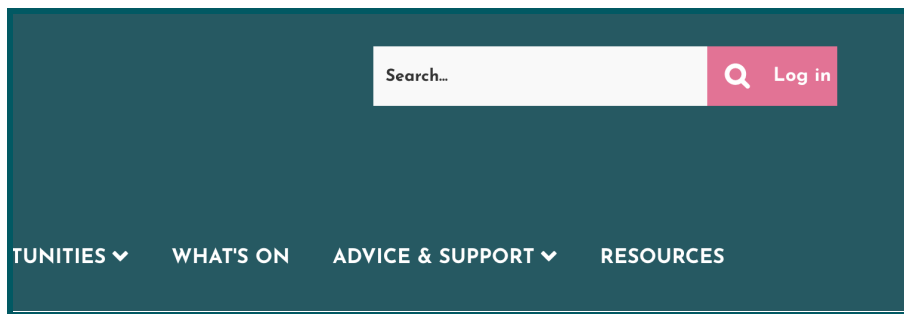
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Logging in

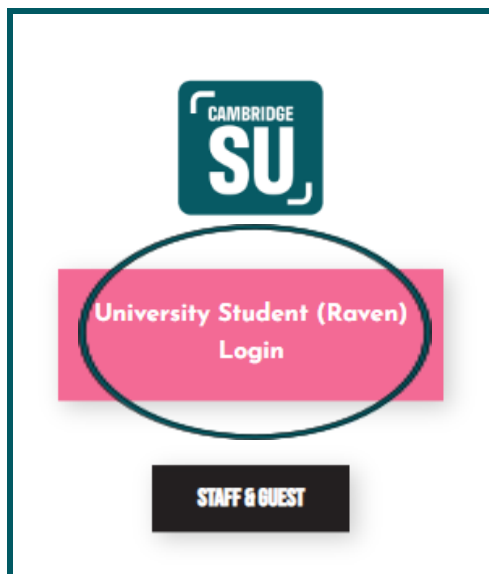
Before you can do any editing or admin, you need to login to the main *Cambridge SU* website. Go to <https://www.cambridgesu.co.uk/> and look in the top right corner, where you will see a pink **login button**. Select this.

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

University Information Services / Raven

Raven

Login

User-id:
jw35@cam.ac.uk

Password:
password

override login options for this session?

[Forgotten your password?](#)

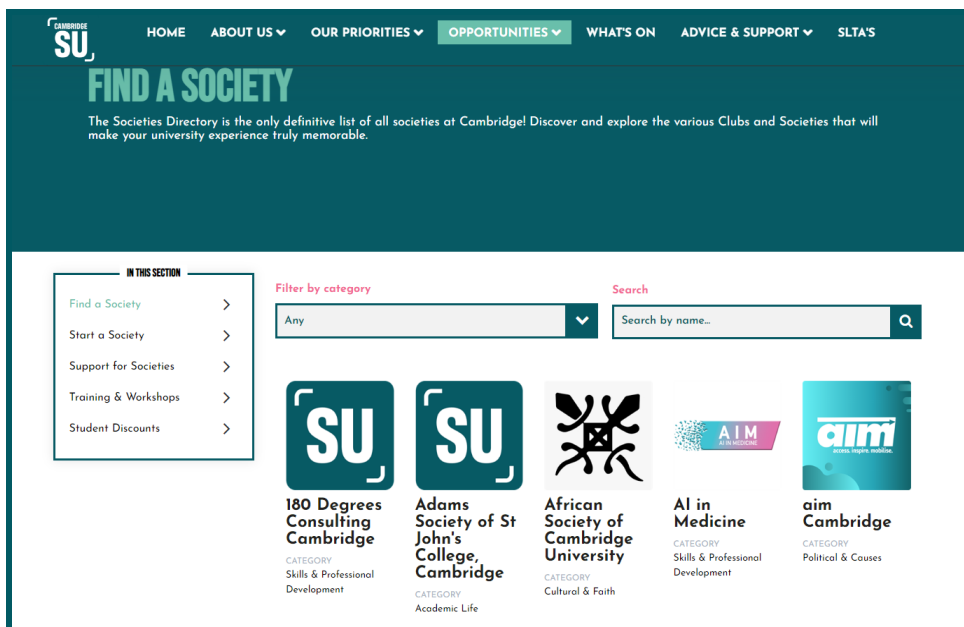
[Help](#)

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.

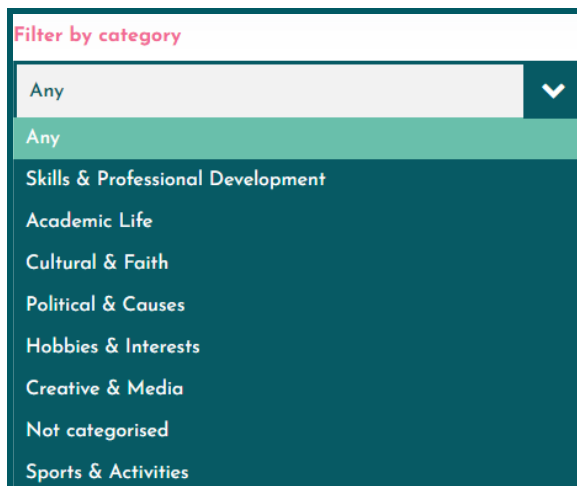
Step 1



The screenshot shows the 'Find a Society' page on the Cambridge SU website. The navigation bar at the top includes 'HOME', 'ABOUT US', 'OUR PRIORITIES', 'OPPORTUNITIES', 'WHAT'S ON', 'ADVICE & SUPPORT', and 'SLTA'S'. The 'OPPORTUNITIES' menu is active. Below the navigation bar is a 'FIND A SOCIETY' section with the text: 'The Societies Directory is the only definitive list of all societies at Cambridgel Discover and explore the various Clubs and Societies that will make your university experience truly memorable.' Below this is a search bar with a dropdown menu set to 'Any' and a search button. To the left of the search bar is a list of links: 'Find a Society', 'Start a Society', 'Support for Societies', 'Training & Workshops', and 'Student Discounts'. Below the search bar are five society cards: '180 Degrees Consulting Cambridge' (Skills & Professional Development), 'Adams Society of St John's College, Cambridge' (Academic Life), 'African Society of Cambridge University' (Cultural & Faith), 'AI in Medicine' (Skills & Professional Development), and 'aim Cambridge' (Political & Causes).

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

Step 2



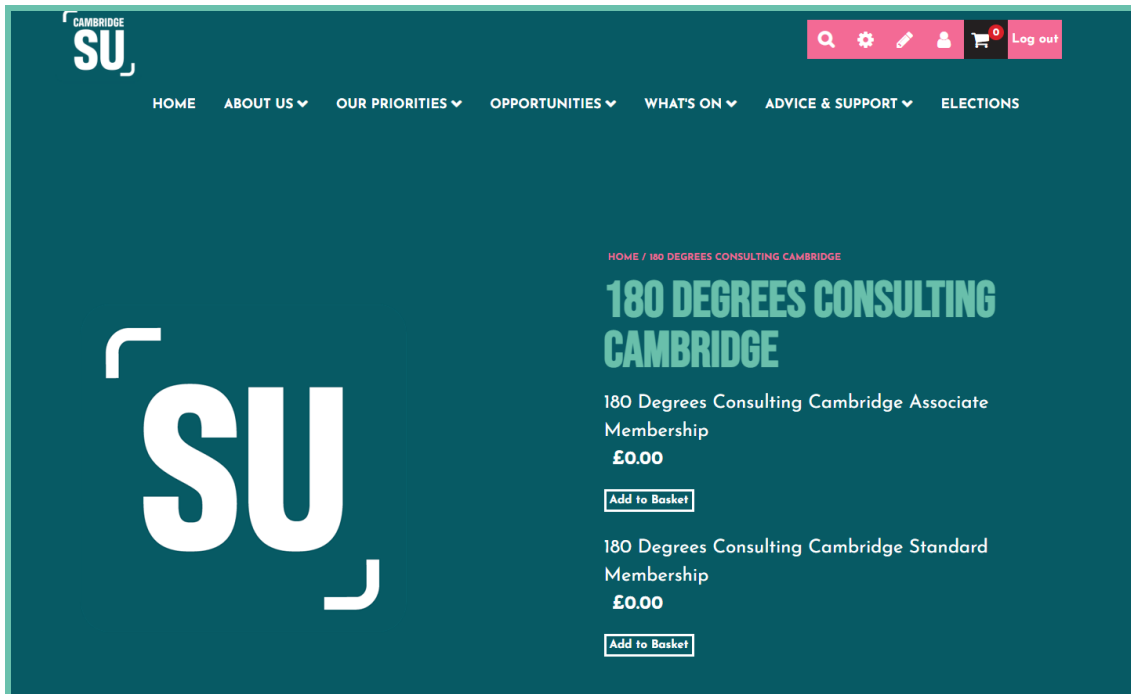
The screenshot shows the 'Filter by category' dropdown menu. The menu is open, showing a list of categories: 'Any', 'Skills & Professional Development', 'Academic Life', 'Cultural & Faith', 'Political & Causes', 'Hobbies & Interests', 'Creative & Media', 'Not categorised', and 'Sports & Activities'.

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

Society details

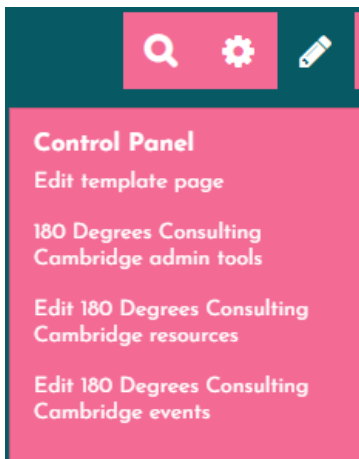
When you visit your society or club's listing, the top of it will look like this (with the addition of a society logo instead of the second SU logo, if that has been updated by your predecessors):

Step 1



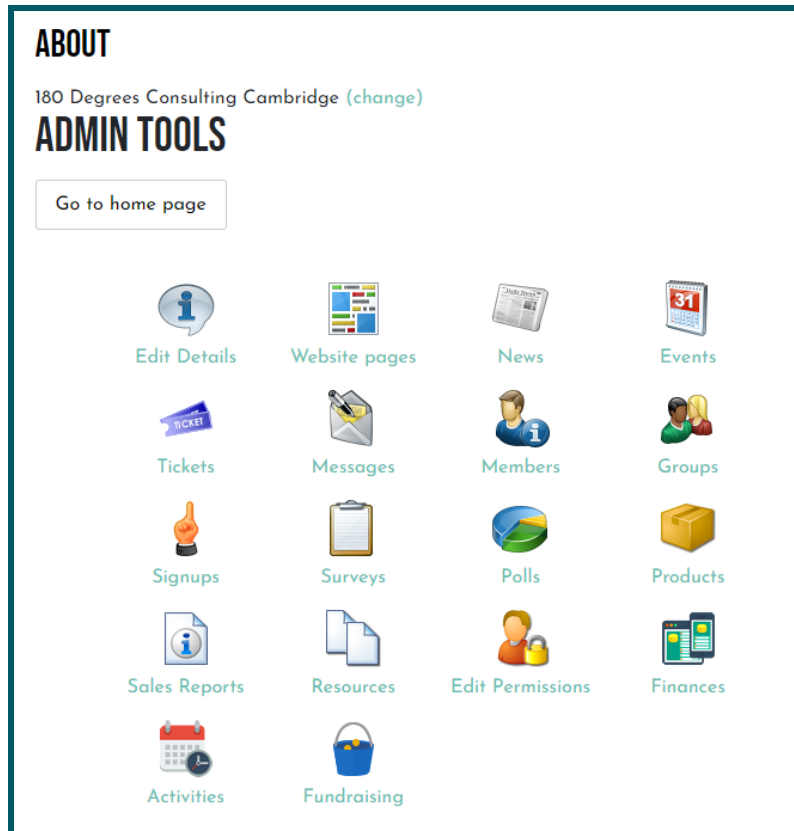
At the top right of this page, there is a pencil button. Click on this and you will receive the options for **admin tools**, **edit resources**, and **edit events**.

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

HOME YOUR UNION ▾ YOUR VOICE ▾ OPPORTUNITIES ▾ WHAT'S ON ADVICE & SUPPORT

Twitter username

Enter your Twitter username here.

Facebook URL

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                                                     

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

HOME / WHAT'S ON

WHAT'S ON

Discover a range of events for Cambridge students. From society activities to training opportunities, there's something for everyone! If you're on the committee for a society, campaign or J/MCR, remember to add your events to our What's On page using your committee admin tools.

Category: All | When: All | Search: Type an event... [Reset]

- 20TH FEBRUARY**
TRANS ENGINEERS PANEL
Engineering department, Trumpington site, lecture theatre 4
LGBT+ Campaign
- 20TH FEBRUARY**
STUDENT COUNCIL LENT 3
Cormack Room, University Centre
Cambridge SU
- 24TH FEBRUARY**
LAUNCH EVENT
The SU Lounge
Cambridge Black Postgraduate Society
- 25TH FEBRUARY**
CUHKPGSA BOARD GAME NIGHT
N7, Pembroke College
CU Hong Kong Postgraduate Scholars Association

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](#)

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

SEARCH AND FILTER LIST

Name

Dates * →

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 * →

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

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.

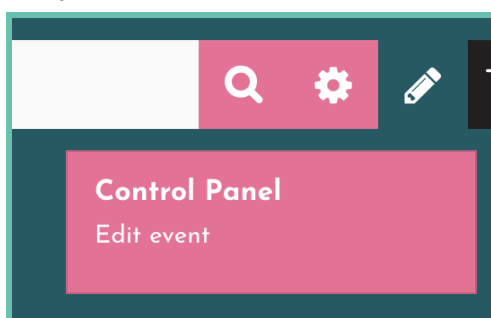
Display dates

→ If specified, events will only be displayed between these dates. Both dates are optional.

Full description

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 *


 → 

[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	

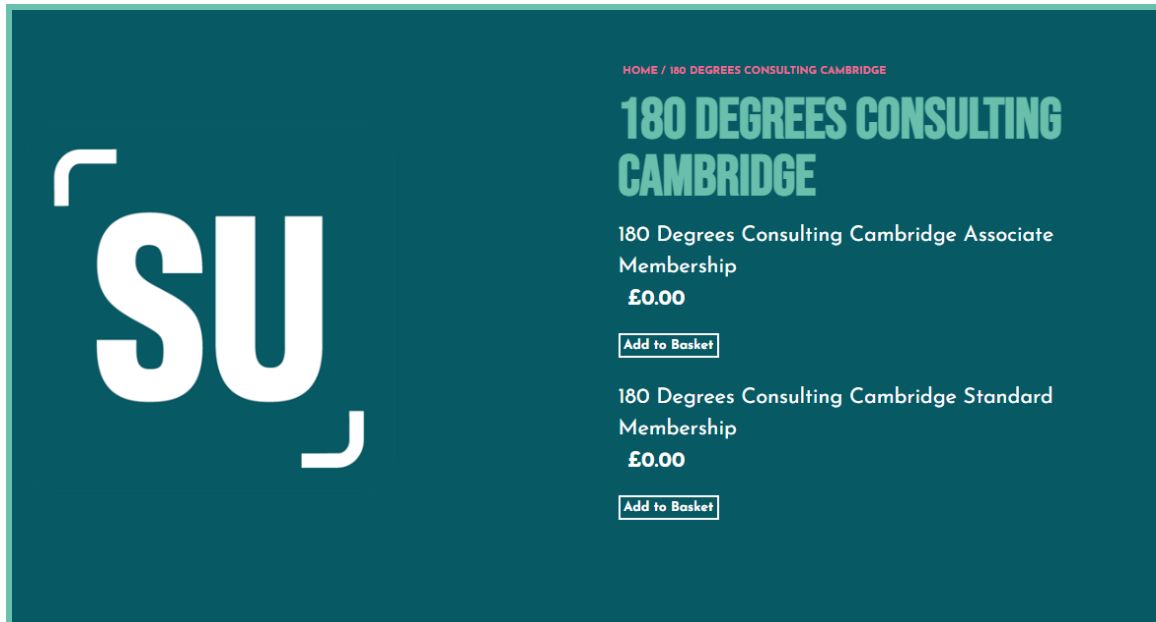
To check ticket sales, click on reports in the admin tab. Sales reports cover everything your society sells from memberships, tickets and products. Sales reports are the number of sales, how many individuals you have sold the ticket to, and if you've added any additional information to your products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

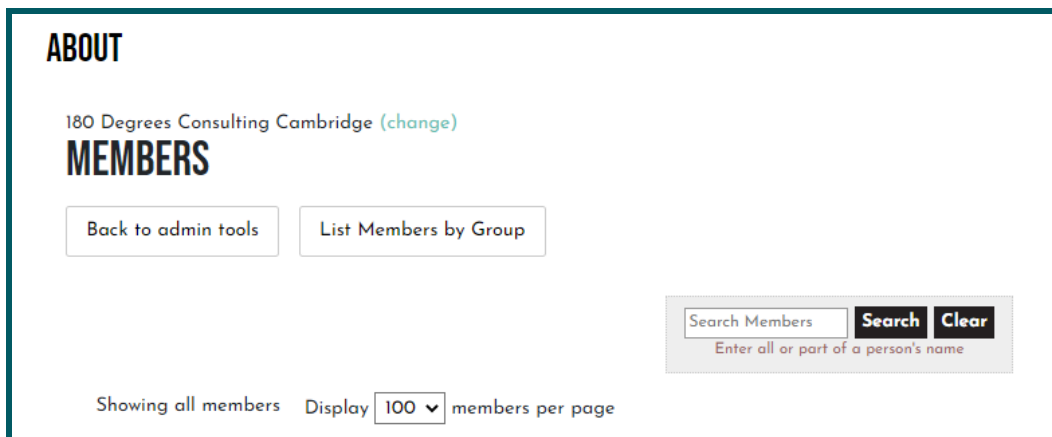
On the website, you can keep track of your memberships as members can sign up to your society by buying a membership. If you'd like to charge for your memberships, then please email activities@cambridgesu.co.uk to set you up with a finance account.

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:



Messages

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.

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: 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.

The screenshot shows the 'Resources' admin interface for '180 Degrees Consulting Cambridge'. On the left, a 'Control Panel' menu is open, listing options: 'Edit template page', '180 Degrees Consulting Cambridge admin tools', 'Edit 180 Degrees Consulting Cambridge resources', and 'Edit 180 Degrees Consulting Cambridge events'. The main content area is titled 'RESOURCES' and includes a 'Back to admin tools' button. Below this is the 'ADD OR EDIT RESOURCE' form, which is divided into two sections: 'Details' and 'File'. The 'Details' section contains three required fields: 'Title *', 'Summary *', and 'Tags'. Each field has a blue question mark icon. The 'Summary' field has a character count of '0/750'. The 'File' section contains a 'Choose File' button, the text 'No file chosen', and a note 'Maximum file size is 3 MB.'

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.