

Your Students' Union Website Guide for Clubs, Societies and Sports Clubs

www.stirlingstudentsunion.com



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Welcome

The Students' Union website is the home of all clubs, societies and sports union club's information. It's also where memberships, links to social media and events can be easily accessed by all students.

Every club has its own page on the main website, which is managed and controlled by the relevant committee members.

You don't need to have any experience with website editing or huge technical skills. The administration of the website is very simple and this guide should answer any questions you may have. If it doesn't get in touch!

We want you to be able to make the most of the website space and use it to gain more members. If you have any questions, contact us by sending an email to theunion@stir.ac.uk or pop into the main office and we'll get the right member of our team to help you!

www.stirlingstudentsunion.com



Logging in to the Website

Go to [www.https://www.stirlingstudentsunion.com](https://www.stirlingstudentsunion.com)
and click "Log in"



You don't need to make an account, just log in
using your university account - magic!

Only the President, Secretary or Treasurer will have access to
admin tools. This will only work if the **committee roles have
been updated** with either the Sports President or Vice President
Communities and **membership has been purchased**.

If you have a committee role specifically for communications, get
in contact with us to find out if they can get access as well.

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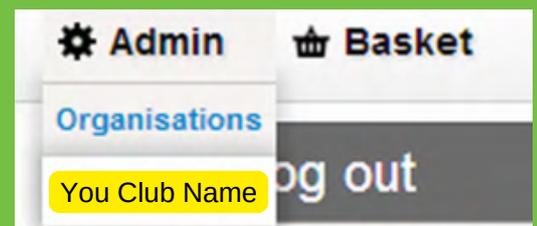
Logging in to the Website

Once logged in, find your club, society (clubs & societies) or sports team (sports union) using the relevant drop-down menu to get the **a-z list**.



Once you've found your club, **click on it**, to take you to the main page of your club. The way it is displayed, at this stage, will be the same as it would be for anyone else.

To edit your page, click '**Admin**', in the top right corner. As long as you're in our system to have access, your club will appear as an option, **click on it**, to open the admin functions.



If this option *does not appear*, check you have bought a membership and that the committee list is up-to-date.

Admin Tools & Editing Details

The site will take you to the main menu admin tools. From here you can manage your club's information, contact details, and membership. It can seem a bit overwhelming but this guide will break it down.

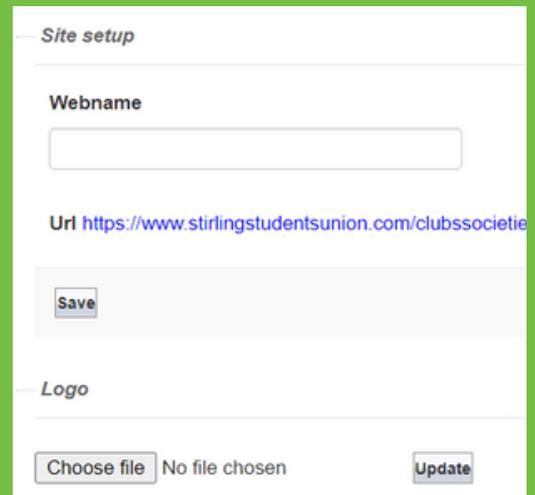
The screenshot shows the top navigation bar of the Stirling Students' Union website. On the left is the logo: "STIRLING STUDENTS' UNION" in bold black letters, with the tagline "making students' lives better" in a smaller, multi-colored font below it. To the right of the logo are social media icons for Facebook, Twitter, and Instagram, followed by a green "shop" button. Further right is a grey "Log out" button. Below the navigation bar is a horizontal menu with six white buttons: "about us", "student voice", "in the union", "clubs & societies", "sports union", and "sustainability". A yellow highlight is under the "about us" button, with the text "Your club name will appear here" written below it. Below the menu is the heading "Admin tools" in a large, bold, black font. Underneath "Admin tools" is a link "Go to home page" in blue. A grid of 12 icons represents different admin functions: "Edit Details" (info icon), "Website pages" (grid icon), "News" (newspaper icon), "Events" (calendar icon), "Messages" (envelope icon), "Members" (person icon), "Groups" (two people icon), "Signups" (hand pointing up icon), "Polls" (pie chart icon), "Sales Reports" (document with info icon), "Resources" (two document icons), and "Edit Permissions" (person with lock icon).

The '**Edit Details**' section will allow you to edit the 'about' section of your page. This is the first page people will access, so it's important to keep it up-to-date.

Admin Tools & Editing Details

We will give you a website and URL, so no need to edit that section.

Logos are great for making your club recognisable. Upload your logo here, if you don't have one, get in touch and we can help you create a brand!



The screenshot shows a 'Site setup' form with the following elements:

- Webname:** A text input field.
- Url:** A text input field containing the URL <https://www.stirlingstudentsunion.com/clubssocietie>.
- Save:** A button to save the current settings.
- Logo:** A section for uploading a logo, featuring a 'Choose file' button, the text 'No file chosen', and an 'Update' button.

Email address

This is your public email address for general contact.

Web address

If you have an external website, enter the URL here.

Here you have space to link your website page to any and all social media accounts, the club owned website and email.

It's a good idea to set up a club owned email. Keep it simple and easy for people to distinguish your club. Try to include something that makes it clear it's a University of Stirling club, without seeming like a university department. For example, the Debating Society is stirlingunidebate@gmail.com and Women's Hockey Club is suwhc.president@gmail.com

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Social Media

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.

YouTube URL

If you have a Youtube channel or video URL, enter it here.

Social media is one of the best ways to engage with members and promote your club. BUT - don't just make an account for every platform for the sake of it. Think about what kind of content you'll be sharing. You can always create more accounts as and when needed.

When creating your social media accounts, keep it simple! Have the same or very similar usernames across platforms, this will make it easier for people to find your club.

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Social Media

All Clubs, Societies & Sports teams **must include the Union or Sports Union logo** on any digital or print artwork they produce. Neither are affiliated with the University of Stirling, so unless it is for a project they have supported not include their logo. Similarly, Sports Union teams are part of the Sports Union and do not use the University of Stirling Sport logo.



Using the drop-down menu on the main site you will be able to access up-to-date branding guidelines and information from the relevant Clubs Academy. **Use these resources**, they are there to help your club be accessible, marketable, and avoid any online issues.

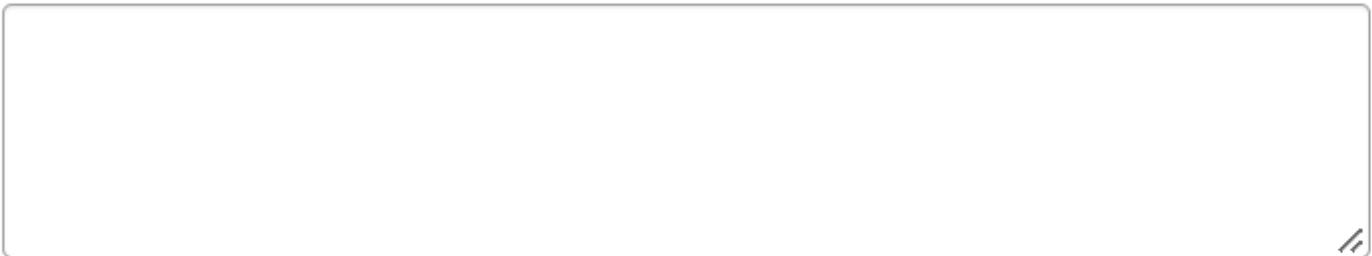


Social media is an amazing tool, but if new students don't know about your club and your website section is blank they may never know! Make sure to update the website regularly. Also, bear in mind that not everyone uses social media, so make sure those members can still be included!

Admin Tools & Editing Details

The *Listing Description* is essentially your club's tagline/bio, put something short, snappy and clear about who your club is here. For example, "We're the Irn-Bru Appreciation Society, a space for like-minded lovers of Scotland's national drink!"

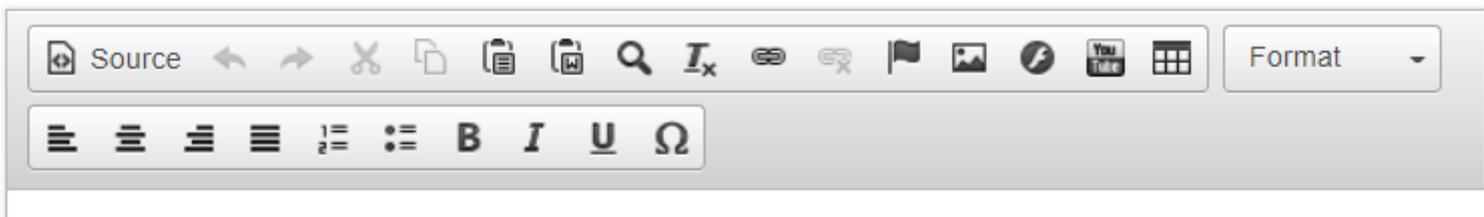
Listing Description



0/200

This text appears on organisation listings.

Description



The *Description* is the main information area, where you can describe the clubs' goals, information on Give It A Go's around Freshers, training/meeting times, and any extra links for social media web addresses.

Remember to save after editing!

Adding & Editing News

Go back to the Admin Tools section and **click** the News tab.



News stories are a good way to share information on up and coming campaigns, past success and general updates. Remember, not everyone uses social media so this is a good way to update everyone.

News

[Back to admin tools](#) | [View current news](#) | [Add new article](#)

Show: Current

Expired

Future

Deleted

Article

Title *

Byline

Leader

91/500

Adding & Editing News

Decide how long you want it to show, who it's for, who can interact and tags to highlight your news story.

Display

Display period * 27/05/2022 00:00 → 03/06/2022 00:00

Show in archive Show article in the archive when the display period has ended.

View permission * Everyone

Options

Allow comments

Enable sharing

Enable ratings

Tags

Specify tags - either one per line or comma separated.

GIAG
Sport
Freshers
Social
Charity

Image

Browse Images catch peoples attention

Adding & Editing News

Write your news story! Try to keep the language inclusive, acronyms that make sense to long-term members may be confusing to others.

Body

Source Normal -

48 -

Write your article here, remember, however you format it is how it will appear on the website!

body p span

Or

URL of alternate web page (no body text)

Approval

This article is approved

Adding & Editing Events

Go back to the Admin Tools section and **click** the Events tab. Then **click Add Event**



Event name *

Make it clear! E.g Weekly Meeting / Weekly Training / Exam Prep

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 1 Weeks

Tagline / short description

Weekly meeting of the Irn-Bru Appreciation Society to discuss the society trip and socialise - Irn-Bru provided!

112/250

Location

Where? Be super clear!

Online meeting URL

Can it be hybrid or fully online?

If specified, Join Now links will use this URL.

Adding & Editing Events

Online meeting joining info

All University of Stirling students have a Teams account, so it's wise to stick to that and avoid passwords etc.

info required to help people join the meeting.

External URL

If specified, event list entries will link to this URL

Event types

- all events freshers sports union
 campaigns give it a go sustainability
 clubs & societies postgraduate welcome
 election events refreshers

Check the event types that correspond to this event.

Only use the relevant event types to promote in the right places!

Image

If you have an event poster put it here!

Select image

View permission *

Everyone



Select who can view this event.

If you allow the event to be viewed by everyone it will appear on the main website calendar!

Display dates

 →

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

Full description

Source ← → ✂ 📄 📁 🔍 I_x 🗨 🚩 📷 🌐 📺 📅 Heading 1 📄 📄 📄 📄 ; := := B I U Ω

Put as much information here as relevant as possible, it's a good idea to link your social media accounts or society email at the end as well!

body h1

Save



Contacting Members

Go back to the Admin Tools section and **click** the Events tab. Then **click Messages**



Messaging

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

Drafts

Show my drafts only

i There are no draft messages.

Sent items

Show messages sent during: Last 7 days

Show previews

Apply Filter

i There are no sent items for this period.

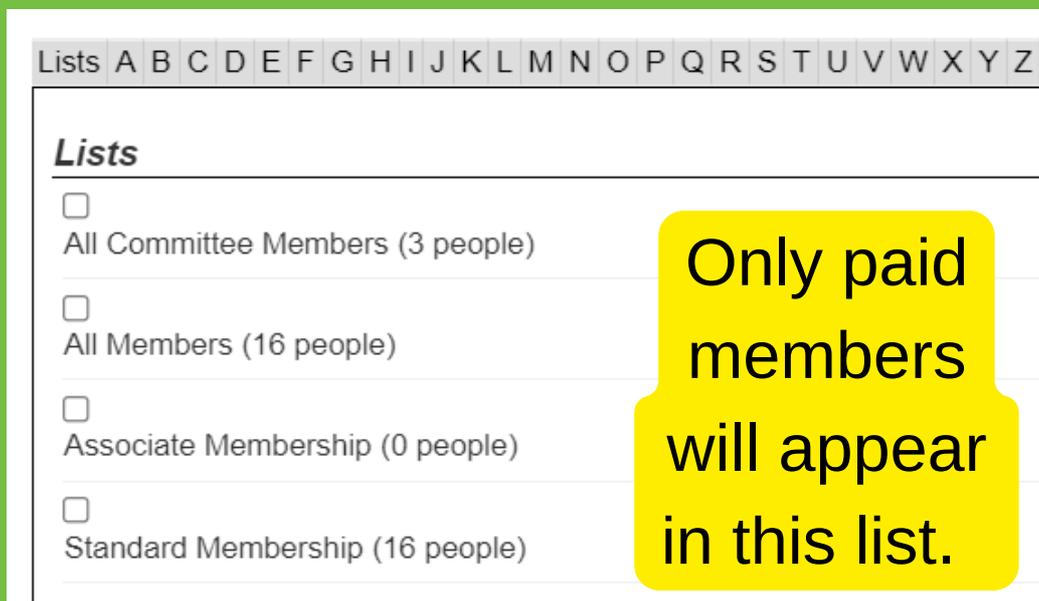
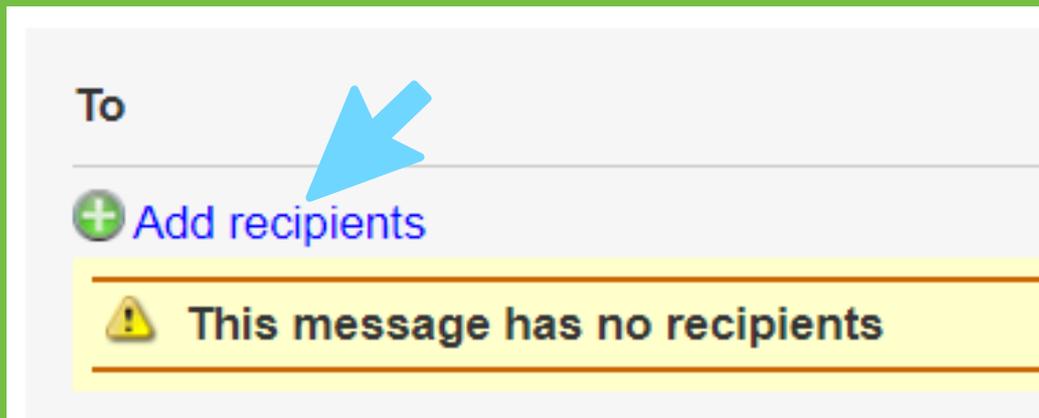
The Messages function allows you to access and send emails to members.

All drafts and previously sent emails can also be found here.

The email will be sent from the club's own email address or whichever committee member's email address is linked to your section on the website.

Contacting Members

You will be taken to a page with standard email information, a box for the title, the recipient's main body etc. You can select recipients from the paid members.



This feature should **only** be used for contacting members of the club, any other use is in breach of the Students' Union data policy.

Managing Members Details

Go back to the Admin Tools section and **click** the Events tab. Then **click Members**



The Members section allows you to access the paid members list. This will give basic information about their name, student number and the start and end date of their membership. You can use this to check if members are paid before voting in an AGM.

Members

[Back to admin tools](#) | [List Members by Group](#)

Showing all members Display members per page

Name	Card Number
------	-------------

This feature should **only** be used for contacting members of the club, any other use is in breach of the Students' Union data policy.

Creating & Managing Groups

Go back to the Admin Tools section and **click** the Events tab. Then **click Groups**



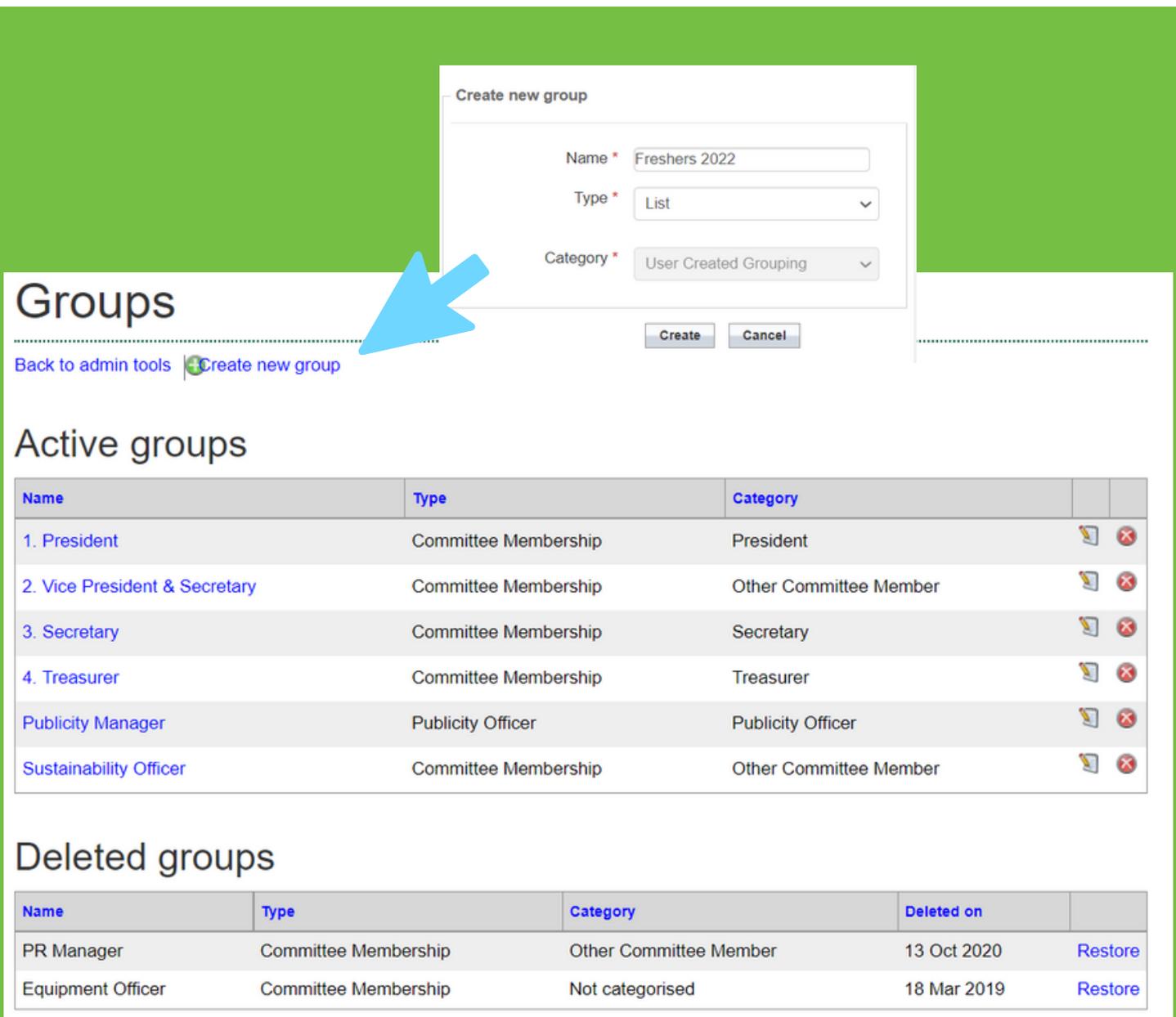
Groups are where you create/edit the committee list. As standard only, the President and Secretary have admin privileges. If you have communications role this can also be added, get in touch with us to see if this is feasible for your committee.

The roles of President, Secretary and Treasurer, as the three core committee positions will be automatically added to this list.

This feature can also be used to create mailing lists, such as "Freshers 20XX Members" or "Committee" to contact groups easily.

Creating & Managing Groups

This feature can also be used to create mailing lists, such as "Freshers 20XX Members" or "Committee" to contact groups easily. Once the group is created add the relevant people. You can then use the Messages function to contact the group.



Groups

[Back to admin tools](#) [+ Create new group](#)

Create new group

Name * Freshers 2022

Type * List

Category * User Created Grouping

[Create](#) [Cancel](#)

Active groups

Name	Type	Category		
1. President	Committee Membership	President		
2. Vice President & Secretary	Committee Membership	Other Committee Member		
3. Secretary	Committee Membership	Secretary		
4. Treasurer	Committee Membership	Treasurer		
Publicity Manager	Publicity Officer	Publicity Officer		
Sustainability Officer	Committee Membership	Other Committee Member		

Deleted groups

Name	Type	Category	Deleted on	
PR Manager	Committee Membership	Other Committee Member	13 Oct 2020	Restore
Equipment Officer	Committee Membership	Not categorised	18 Mar 2019	Restore

Creating & Managing Sign Ups

Go back to the Admin Tools section and **click** the Events tab. Then **click Signups**



Signups

[Back to admin tools](#) | [Add new signup](#)

Show current signups only

i There are no signups.

Signups can be used for things such as a trip, events or any campaigns the club is managing. Click **Add new signup** to start.

Add new signup

[Back to signup admin](#)

Signup Basics

Signup event name *

Event dates * →

Signup dates * →

Capacity

To limit the number of people who can sign up, enter values below.
All signups operate on a first come, first served basis.

Places

Reserves

The Capacity tabs mean that you can limit the number of signups without having to manually close the signup. Once it reaches the limit it will close.

Creating & Managing Sign Ups

The Permissions tabs changes who can sign up, this also means members will have to have paid their membership to signup for Members Only options.

Permissions

Viewing permission * Anyone can view
 Any logged in user can view
 Members only
 Admins only
 ?

Signup permission * Any logged in user can signup
 Members only
 Admins only
 ?

Any other info

Enter details such as the location, price, any requirements etc.

Source Heading 1

This is the same, what you see if what you get so make sure to add enough details!

body h1

Creating & Managing Polls

Go back to the Admin Tools section and **click** the Events tab. Then **click Polls**



The Polls feature allows you to gather members' feedback, gather ideas etc. many committees may choose to use polls on social media, group chats or external websites.

Decide who can vote in the poll.

Use as many options for people to choose from as appropriate.

Uploading Resources

Go back to the Admin Tools section and **click** the Events tab. Then **click Resources**



You can add any resources that are relevant here. For example, the club constitution, information on coaching, information documents etc.

Resources

[Back to admin tools](#)

Add or edit resource

Details

Title *

Summary *
60/750

Tags

File

No file chosen
Maximum file size is 3 MB.

Permissions

Everyone can see this resou ▾

Existing resources

i There are no resources.

Other



Website pages

The **Sales Reports** feature shows your club's unique URL.



Sales Reports

Sales Reports

[Back to admin tools](#)

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

Date range * →

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

The **Sales Reports** feature shows the information on membership purchases and any items for sale from your website section. There is little you can do in this function.



Edit Permissions

Permissions

[Back to admin tools](#)

You can give other people or groups permission to carry out tasks. Select a permission from the list:

▼

The **Edit Permissions** feature allows you to edit who can send messages using the admin functions. This can only be edited by those who already have full access.

Frequently Asked Questions

Why does the whole committee not have admin access?

The website is your main area for club management and promotion. Having everyone on the committee can add confusion or inconsistent information. If there is a role you feel should have access too, get in touch and we can discuss if it is suitable.

How do we find out our club's balance?

To find out your club's balance or recent transactions please email us at aileen.ferguson@stir.ac.uk making it clear which club it is for and your committee position. Copy in either the Sports President or Vice President Communities to confirm your request.

How do we book rooms for meetings etc?

Rooms: Your club Secretary should have access to the Clubs & Societies option on the **Resource Booker** (through your canvas page). You can book rooms here from 18:30, Monday to Friday with a minimum of 3 days' notice. For weekend bookings, please email as much information, with as much notice as possible (date, times, activity, capacity, requirements) to your relevant sabbatical officer.

Stalls: To book a stall in the atrium,

***We hope this helps,
if you need any more
support get in touch!***

email: theunion@stir.ac.uk

phone: 01786 467166

website: www.stirlingstudentsunion.com

