



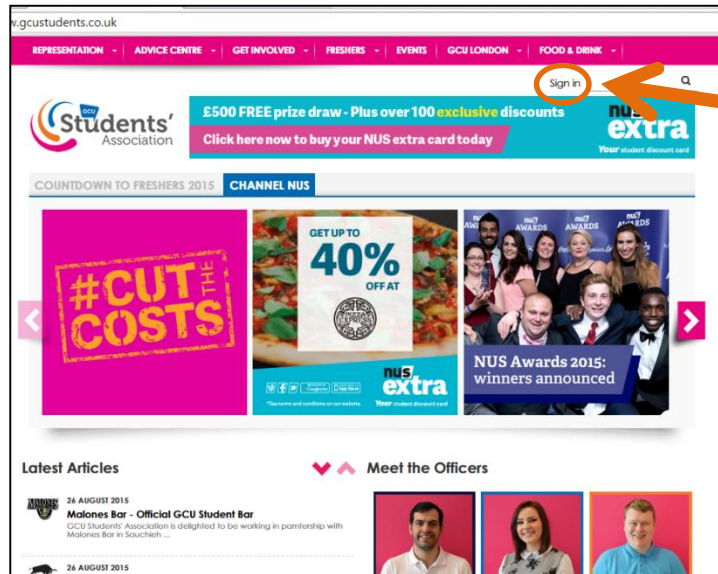
Website Dashboard Guide

Clubs, Societies and Groups

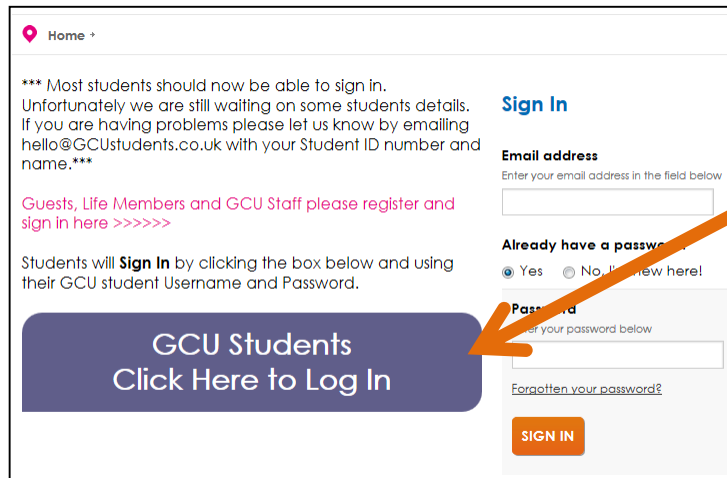
GCUstudents.co.uk

Be part of something...
Bigger

Logging In



1. Click the **Sign In** button.



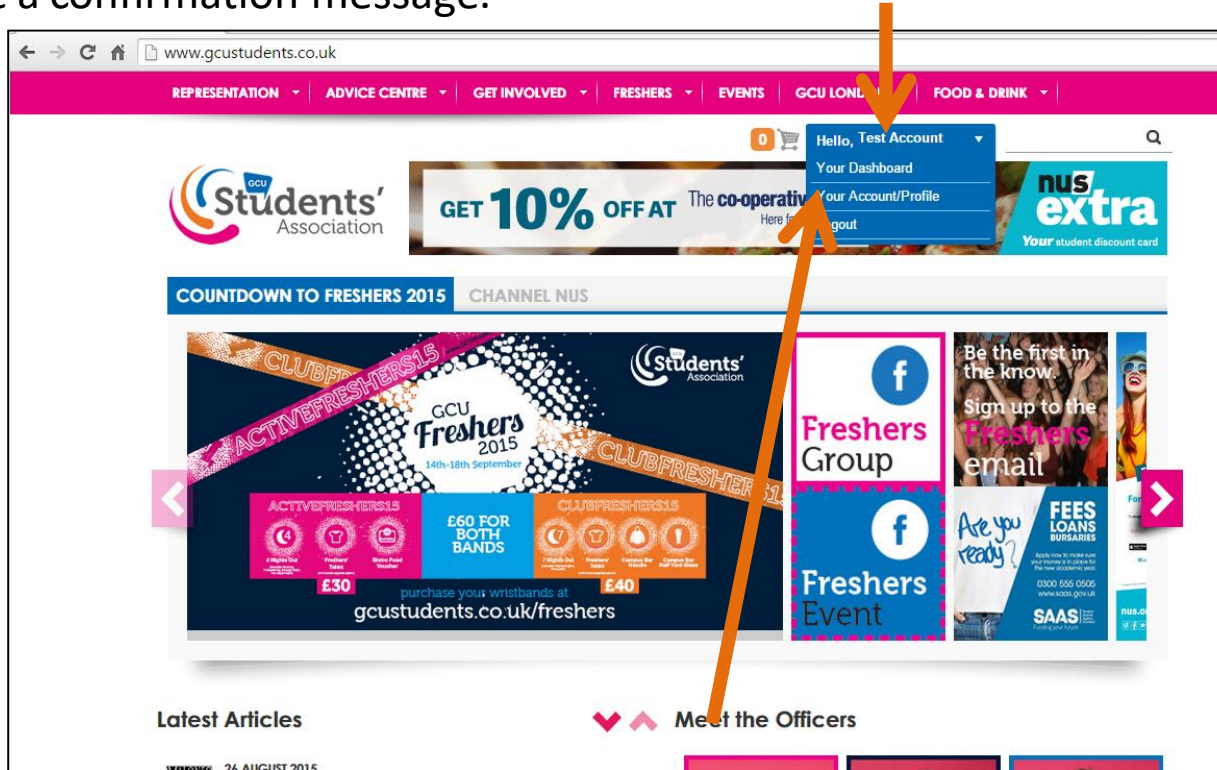
2. Click the **student login** button.

The screenshot shows the 'Library Login' page of the Glasgow Caledonian University (GCU). It features the GCU logo and the text 'Please enter your Domain Username and Password'. Below this is a login form with fields for 'Username' and 'Password', and a 'Login' button. There is also a link for 'Domain Username and Password help' and a note to contact the 'your librarian' for further help.

3. Login with your GCU student username and password.

Accessing the Dashboard

You should now be logged in and be able to see a confirmation message.



1. Click the **Your Dashboard** button. You should now be able to see the dashboard menu.

Dashboard

1. If you are an administrator to more than one group, select the group you want to edit.



Choose Group

Bright Futures

Select the group to load the dashboard.

Group Summary

BRIGHT FUTURES
Boost Your Employability, Join Our Society!
If you are looking for a way to connect with employers, you have found the...

Configure Group

Your Members

17 APPROVED MEMBERS

0 APPROVAL PENDING

News & Articles

0 ONLINE

0 DRAFT

Manage Events

1 UPCOMING EVENTS

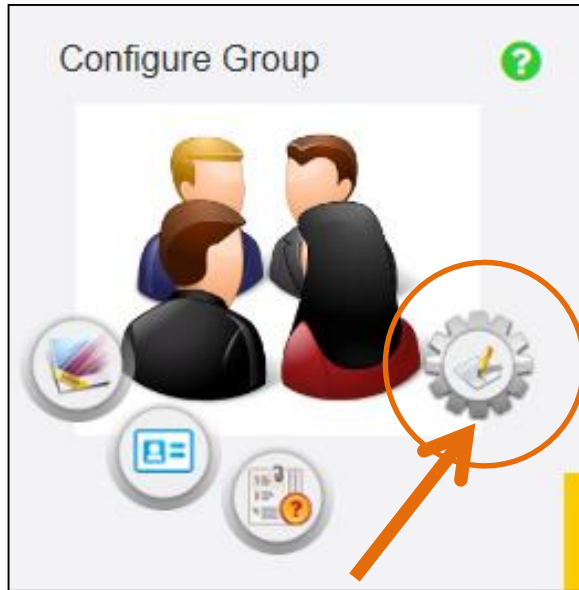
0 EVENTS ON PROMOTION

Group Communication

1 EMAILS SEND

0 EMAIL DRAFT

Change Webpage Content



1. Click **Edit** button in the Configure Group option.

Name*
Bright Futures

Enter a name for the group

Nominal code
3398

Nominal codes are used for group finances. If applicable, select a code from the list. To setup new codes use the setup menu.

Description

Source B I U [icon] [icon] Format Font Size [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]

Boost Your Employability, Join Our Society!

If you are looking for a way to connect with employers, you have found the right society! At Bright Futures GCU we host exciting and useful events to make students more employable. It can be everything from an informative session on how to find a graduate job to a practical session on how to ace your interviews. PLUS, you will get loads of opportunities to network with employers from a range of companies across the UK!

Enter a description for this group.

Configure email for outgoing mails for this group*
brightfutures@GCUstudents.co.uk

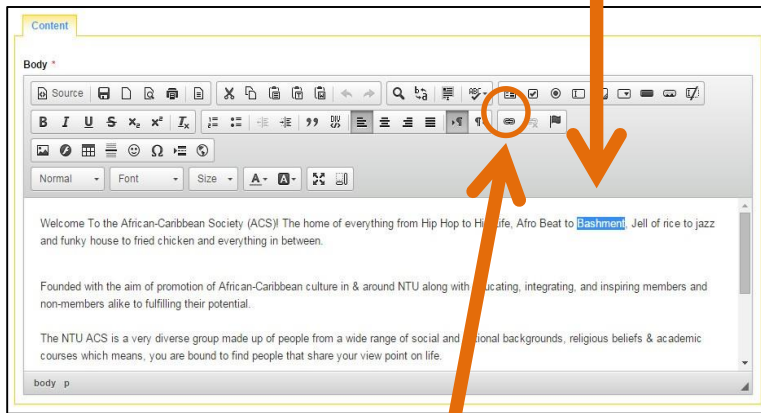
Display name*
Bright Futures

2. Change the information on your page. Press **save and approve**.

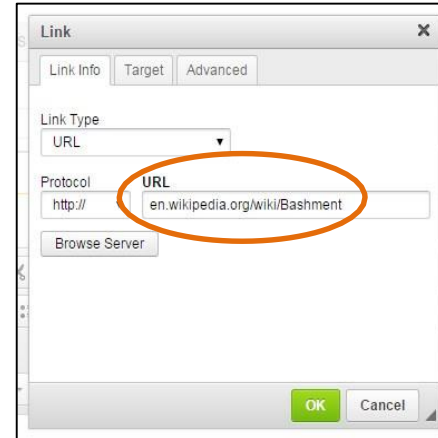
Do not change your Group Name, Email Address or Display Name, Maximum Subscription or Group Membership Expiry Date without speaking to your staff support first!

Creating A Web Link

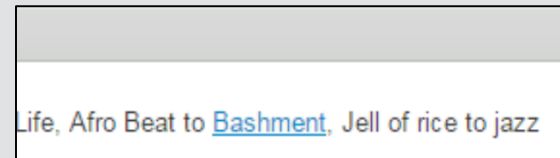
1. Highlight the word(s) you want to use as a link.



2. Click the chain link icon.

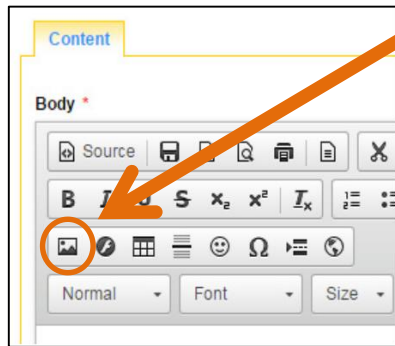


3. Paste the destination URL in the pop-up menu.

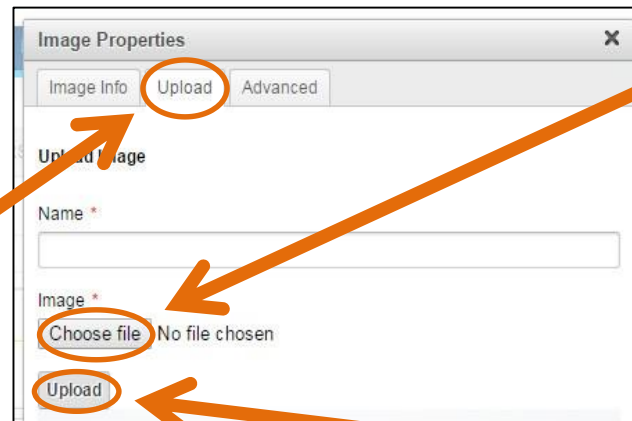


The text should now be underlined and highlighted in blue and will link people to the destination webpage when they click it.

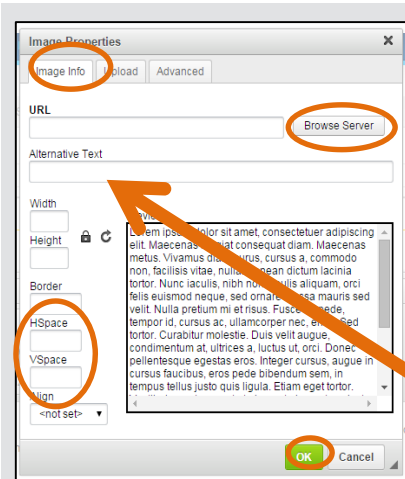
Adding Images



1. Click the add photo icon.
2. Click the **Upload** tab in the pop-up.



3. Click the **Choose File** button and select the file you want to upload.



5. Click the **Image Info** tab.
6. Click the **Browse Server** button and select your image and press **OK** (if should be the first one in the list if you have just uploaded it).
7. Type a brief description of the image in the **Alternative Type** box the number 10 in the **Hspace** and **Vspace** box (to stop text bumping against your image) and click the **OK** button.

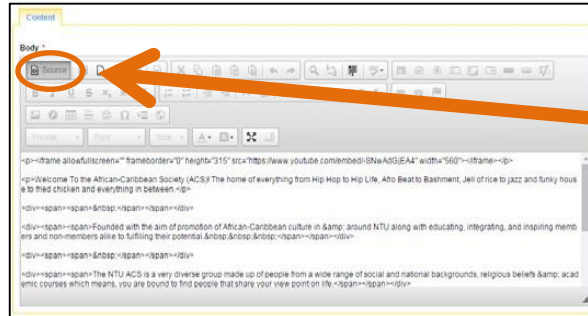
4. Type a file name in then hit the **Upload** button.

Use copyright free images!

Embedding Videos

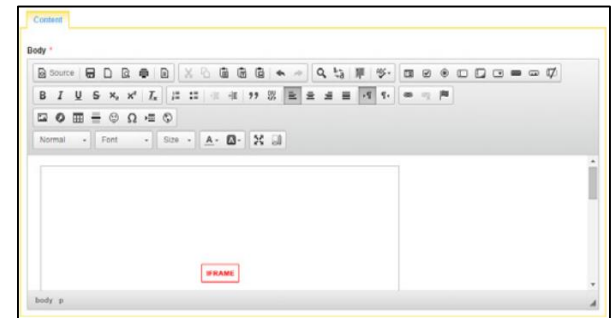


1. Upload your video to YouTube. Click **Share**, then click **Embed**, then copy the embed code.



2. Click the **Source** button. This will show you the html code for your content..

3. Find the place on your page where you want to embed the video. Click the cursor and paste the embed code.



4. Click the source button again to revert back to standard view. You should now see a blank iFrame which shows where you video has embedded.

Changing Your Logo

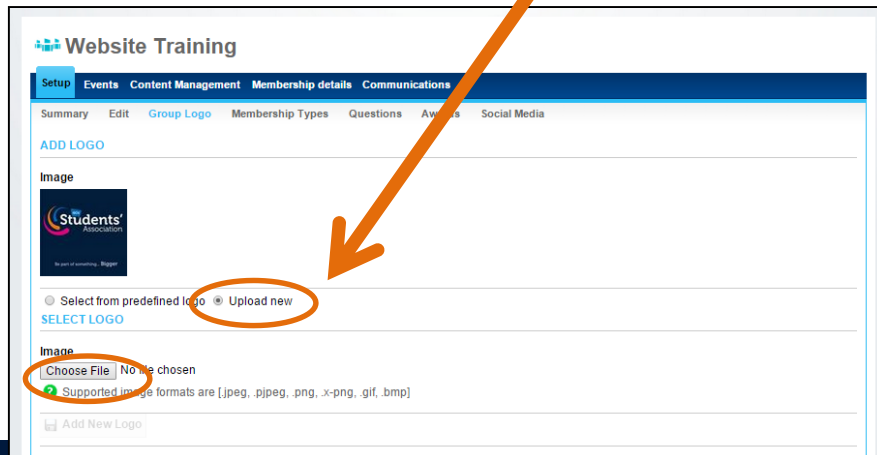


1. Click the Update Logo button on the dashboard.

2. Click the Upload New checkbox.

3. Click the Choose File button and select the image file from your computer

4. Click the Add New Logo button. After a couple of seconds you should see a green confirmation message saying your logo has been updated.



Note: your image file should be square even if your logo is not, otherwise it will get stretched out of proportion. Place it on a blank background and crop it square in an image editing programme.

Please use copyright free images!

Write A News Article

News articles are just like web pages except they are time-specific and will appear separately on your group pages.

1. Click **Create Articles**.



2. Follow the instructions for creating a webpage to add content to the article.

You can also add an image for the article (ie your group logo).

3. In **Advanced Options** you can set a publishing date and add article tags.

4. You can go back and edit an article anytime.

Setting Up Events



1. Click the **Add Event** button on the dashboard (or click **Edit Event** to edit existing event).

2. Add your event details in the appropriate fields. Follow the instructions for creating a webpage to add content for the event.

Remember to select an **Event Type**.

3. In **Advanced Options** you can add a image for the event (or your group logo) and a website link. Make sure the RSS feedback is ticked and save the event. It will now appear in the website event feed.

Note: This only sets up the event on the website. You need to also **set up tickets** for this event.

Setting Up Tickets

Once you have created an event you can sell tickets (or free tickets).

1. Click the **Event Ticket Type** tab.

2. Click the **Add Event Ticket Type** button. You can create more than one ticket type for the same event. For instance you could sell different types of tickets with different prices, for instance to non-members.

3. Select **both** for availability. This means you can sell tickets online and at our Welcome Desk.

3. Add ticket price. **There are no booking fees for student groups.** For free tickets enter £0.00 as the price.

Add the number of tickets you would like to sell for this Ticket Type.

Remember overall ticket numbers cannot be higher than the event capacity.

4. In **Advanced Options** you can set maximum ticket purchases (ie can you buy more than one) and the dates the ticket sales are open.

If you only want to sell tickets to your members then enter your group name in the **Usergroup**.

Other Usergroups:

Confirmed Students (all GCU students)

GCU staff (staff registered on the system)

Life Members (former students who have bought Life Membership)

Event Questions

If you want to capture information from people attending your events you can set up an event questionnaire. Click **Event Questionnaire** tab and add questions as appropriate. You can add Single Select, Multi-Select, Open Text or Check Box questions.

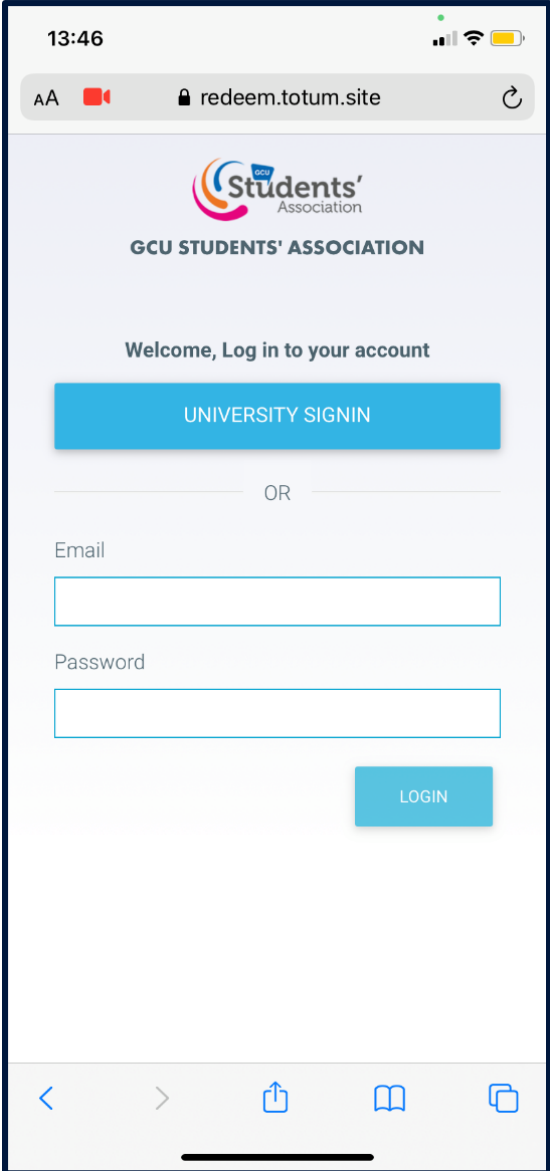
To see who is attending your event click on the **Booking Details** tab and you will be able to see a list of attendees.

Ask us for advice on how best to set-up for complex events!

Once an event is created, you can view, edit, delete or copy it in order to set up a similar event by using the icons on the right of the event list.

Ticket Redemption

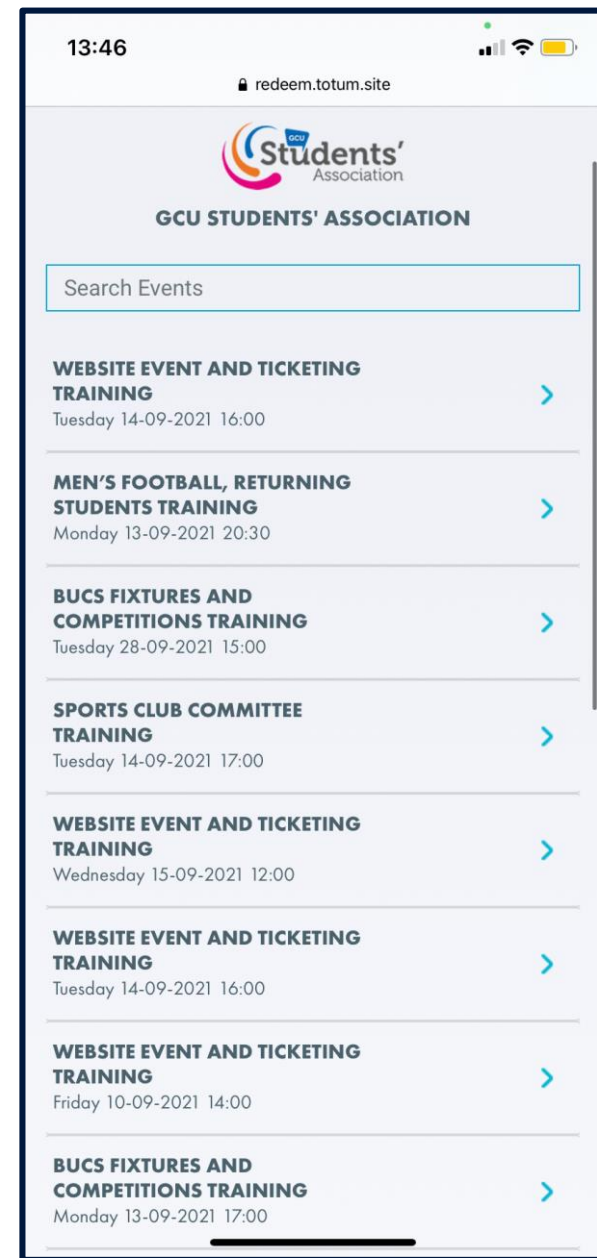
1. Go to [Redeem.totum.site/gcusa](https://redeem.totum.site/gcusa) (you will need to allow access to your camera)
2. Click on blue button to sign in using university details.



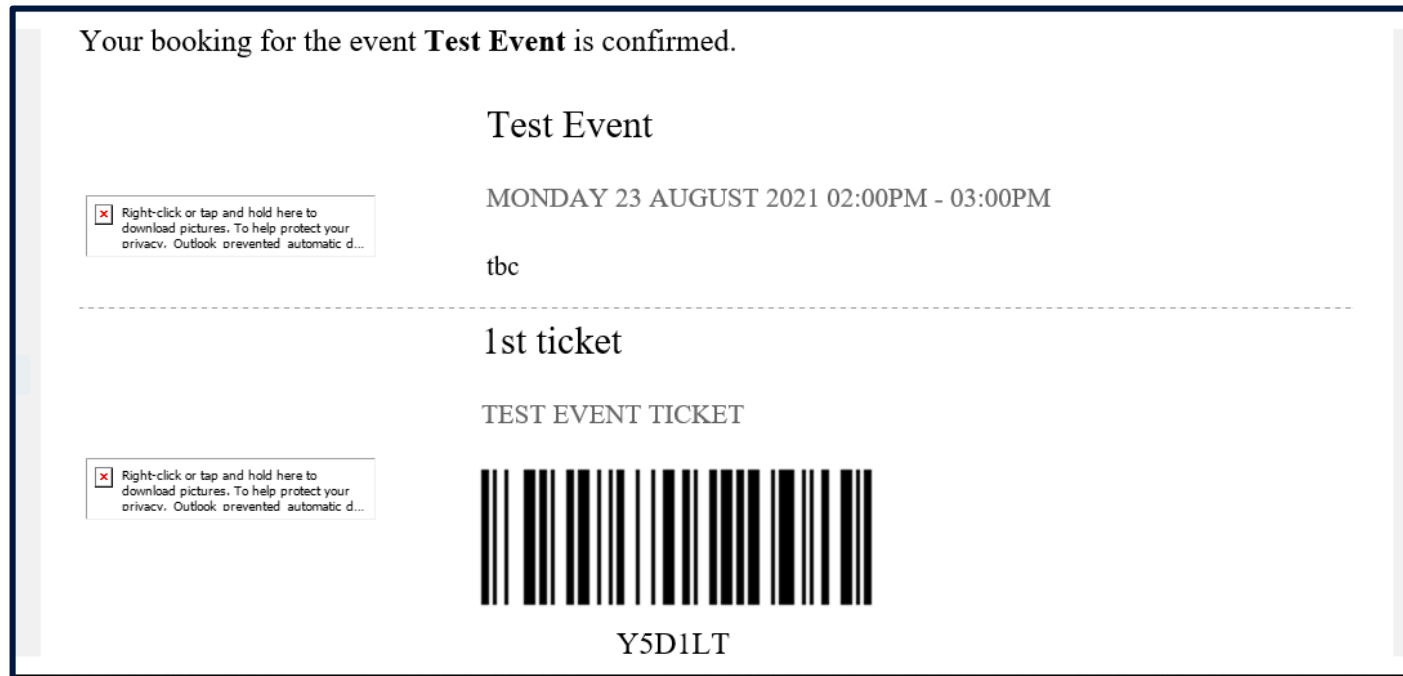
The screenshot shows a mobile browser interface for the GCU Students' Association login page. At the top, the status bar shows the time 13:46 and battery level. The browser address bar displays 'redeem.totum.site'. The page header features the GCU Students' Association logo and the text 'GCU STUDENTS' ASSOCIATION'. Below this, a welcome message 'Welcome, Log in to your account' is displayed. A large blue button labeled 'UNIVERSITY SIGNIN' is prominent. Below this, the text 'OR' is centered. The login form includes fields for 'Email' and 'Password', each with a corresponding input box. A blue 'LOGIN' button is positioned to the right of the password field. The bottom of the screen shows a mobile navigation bar with icons for back, forward, share, book, and tabs.

Select Your Event

3. Find your event on the list and click on it

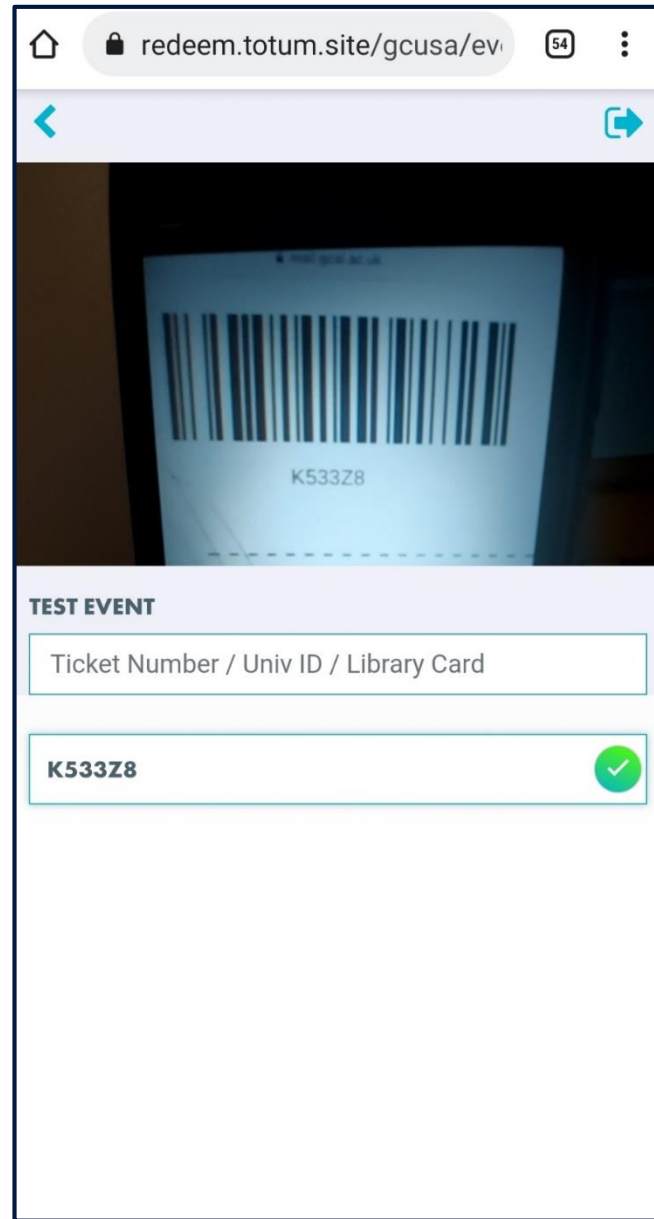


Checking In Tickets



Attendees will present a ticket on their smart phone that looks like this.

4. Hold your phone
over the barcode
to scan

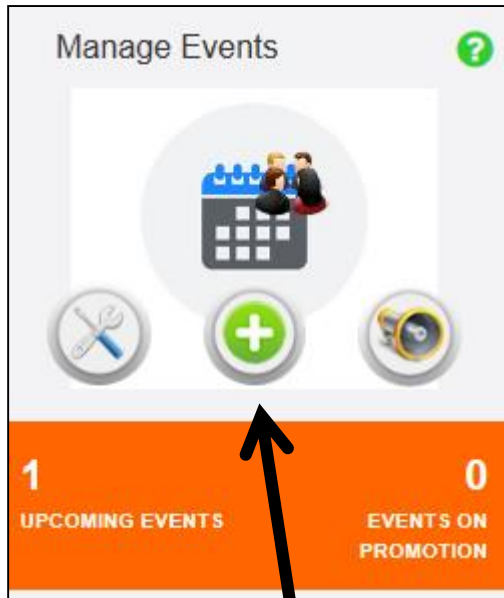


The green tick
means you
have
redeemed the
ticket.

More than one person can
scan tickets.

Selling Products

Using the event function to sell products to members.



1. Click the **Add Event** button on the dashboard.

2. Add Product Details in the appropriate fields.

3. Select the **Event Type**: Club & Society Products

Event type: *

- ☐ Advice Centre
- ☐ Debate
- ☐ Full Time Officer Elections
- ☐ Partner Nightclub
- ☐ Student Pantry
- ☐ Varsity
- ☐ GCU London

- ☐ Awards
- ☐ Democracy or Student Voice
- ☐ Give it a Go Programme
- ☐ Social
- ☐ Taster Session
- ☐ Volunteering
- ☐ Principals Student Surgery

- ☐ Campaigns
- ☐ Feel Fab Feb
- ☐ Meeting
- ☐ Society
- ☐ Travel or Trips
- ☐ Workshop or Training
- ☐ Student Leaders Programme

- ☐ Candidate Workshops
- ☐ Festival or Fair
- ☐ NativeFM
- ☐ Sport
- ☐ Union Bar
- ☐ Ask the Officer

- ☒ Club & Society Products
- ☐ Freshers
- ☐ Other
- ☐ Student Media
- ☐ Varsity
- ☐ Come and Try Session



Note: This only sets up the Product on the website. You need to also **set up tickets** for this Product.

Products Tickets

Once you have created an event for your Product you can sell tickets, the funds from these sales go directly into your club or society account.

1. Click the **Event Ticket Type** tab.

2. Click the **Add Event Ticket Type** button. You can create more than one ticket type for the same product. For instance you could sell different types of tickets with different prices, for instance to non-members.

3. Select **both** for availability. This means you can sell tickets online and at our Welcome Desk.

3. Add ticket price. **There are no booking fees for student groups.** For free tickets enter £0.00 as the price.

Add the number of tickets you would like to sell for this Ticket Type.

Remember overall ticket numbers cannot be higher than the event (product) capacity.

4. In **Advanced Options** you can set maximum ticket purchases (ie can you buy more than one) and the dates the ticket sales are open.

If you only want to sell tickets to your members then enter your group name in the **Usergroup**.

Other Usergroups:

Confirmed Students (all GCU students)

GCU staff (staff registered on the system)

Life Members (former students who have bought Life Membership)

Product Questions

If you want to capture information from people buying your product by setting up a questionnaire e.g. clothing size choice or colour preference.

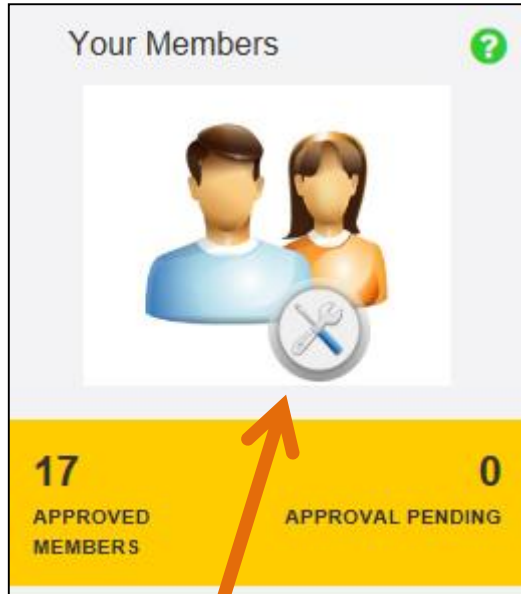
Click **Event Questionnaire** tab and add questions as appropriate. You can add Single Select, Multi-Select, Open Text or Check Box questions.

To see who has bought your product click on the **Booking Details** tab and you will be able to see a list. Plus, you can download a spreadsheet of all the booking details.

Ask us for advice on how best to set-up for complex products!

Once an event (Product) is created, you can view, edit, delete or copy it in order to set up a similar event by using the icons on the right of the event list.

Accessing Membership Lists



1. Click the **Your Members** button in the dashboard.

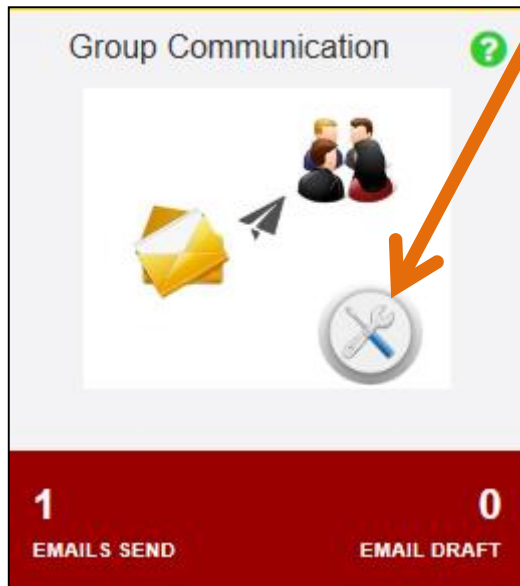
2. You will be able to see a list of your members. **Download Members Details** button to see individual members details. This will download as an excel spreadsheet.

Remember you agreed to the follow:-

1. You will only use the data they have access to, to communicate to members regarding the club, society or groups activities and management.
2. You will respect the wishes of individuals to opt out of communication.
3. You will provide members with a mechanism to opt out of communication i.e. by using the **Default Union Email Footer**.
4. You will ensure the data is kept securely and not passed on or shared to any other party.
5. You will not hold copies of the data.
6. You will not change the group name, membership types, fees, membership expiry date, email address or membership questions without speaking to your staff support first.

Emailing Members

1. Click the **Group Communications** button in the dashboard.



2. Click the **New Campaign** button.

3. Give your email a name and purpose so you can identify it later.

4. Enter the text for your email.

5. Enter your **Email Subject**.

6. Select **Default Union Footer**. This means members can opt in or out of future emails.

Emailing Members

1. Tick the **User is a member of** box.

The screenshot shows a 'Recipient criteria' form. On the left, under 'Include criteria', there is a checkbox for 'User is member of' which is checked. Below it, in the 'User Groups' section, 'Current Members--Bright Futures--Group' is selected. On the right, under 'Exclude criteria', the same options are present but unchecked. To the far right, the 'Audience Reach' section shows a summary: '17 inclusive also belonging to all the user groups Current Members(Current Members--Bright Futures--Group)' and a 'Show target audience' button.

2. Enter the **Usergroups**. You can add more than one. You can include and exclude usergroups.

3. Remember to press **Show Target Audience**, or the email will not send.

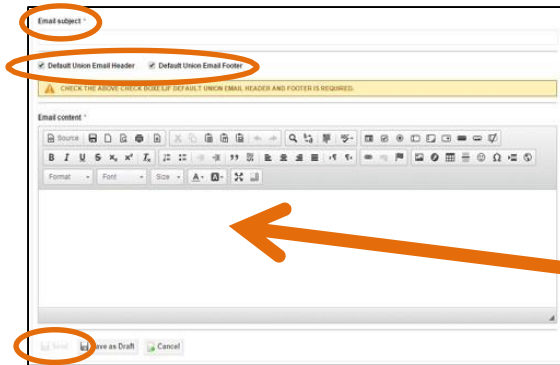
Current Members

Alumni (former members)

Administrators (for group on website)

Emailing Members

1. Type an **Email Subject** for your email. This is what your members will see in the email inbox.



2. Click the **Default Union Header** (optional) and **footer** (mandatory) ticked.

3. Add your content.

4. Press the **Send** button. If you want to finish your email later press the **Save to Draft** button.

Once you have sent an email, click on **Group Past Campaigns** in the **Campaign Manager** and you will be able to see it.

You cannot send an email to only the participants attending an event! You would need to download the attendees details and email them using the bcc (blind carbon copy) box!

Limitations

Things you can't do:

- × Share your membership list with third parties
- × Change the group name, subscription length, membership expiry date or email address
- × Add new membership types or fees and/or change existing ones
- × Make changes to usergroups
- × Add students to the committee tab
- × Create a custom URL for your group

All of the above either shouldn't be changed or will need to be done by your support staff member.

Remember Students' Association Staff are here to support you, especially to organise complex events!