Website Training

Clubs, Societies and Groups
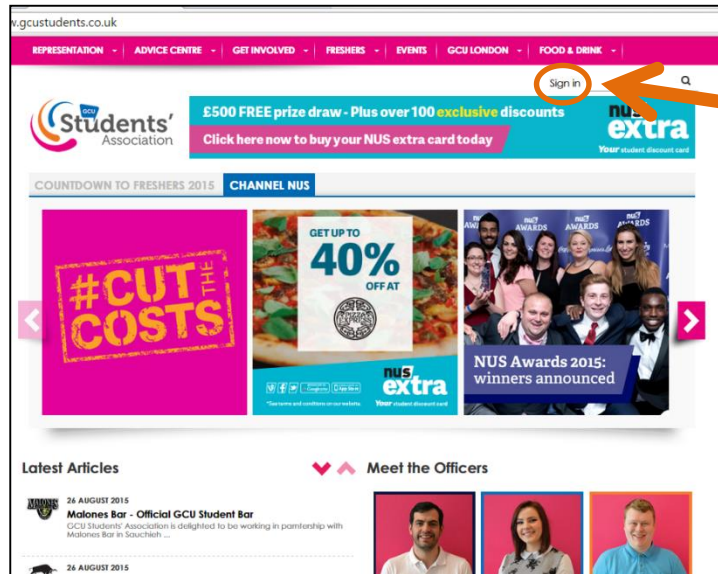
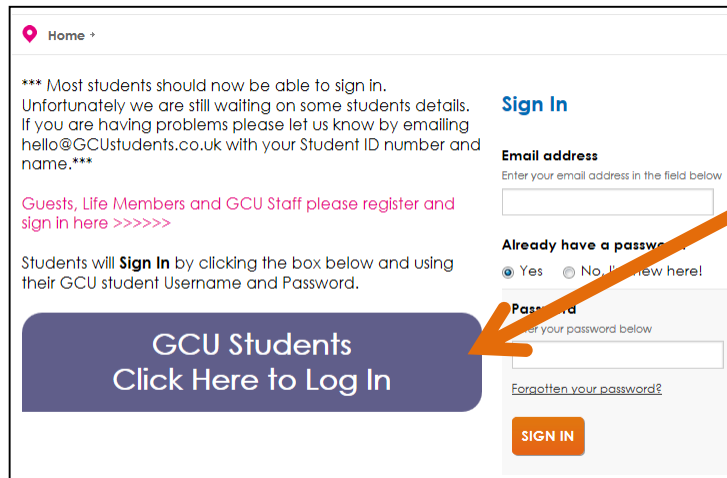Be part of something...
Bigger

Session Objectives

- Log into the group website dashboard

- Update the content on your group page

- Add a news article

- Add/update your group logo

- Set up events & tickets

- Redeem event tickets

- Access your membership list

- Send out emails to your members

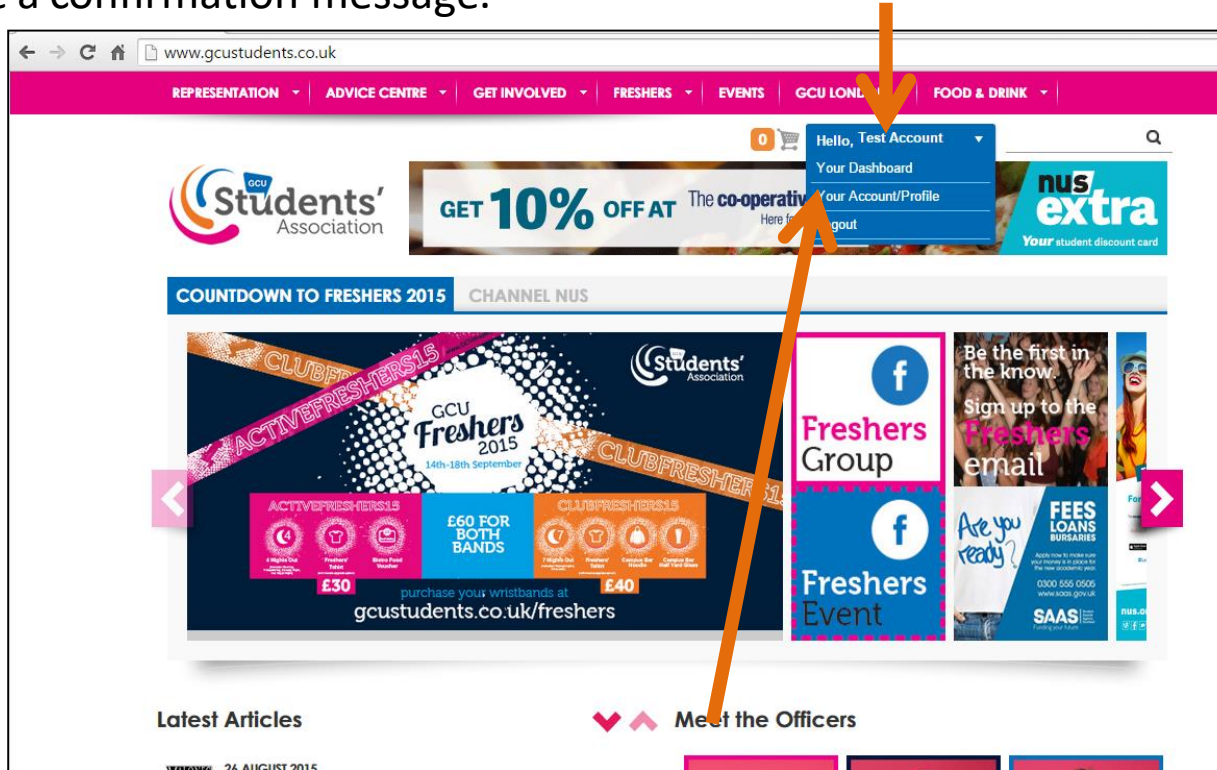# Logging In

1. Click the Sign In button.

2. Click the student login button.

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.

Change Webpage Content
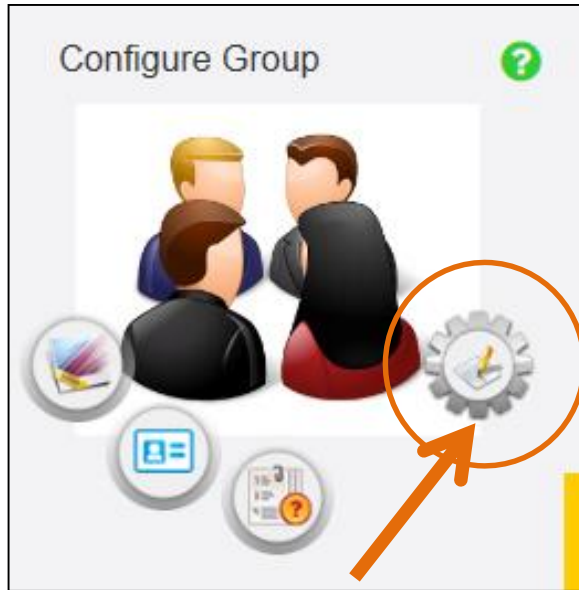
1. Click Edit button in the Configure Group option.

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.
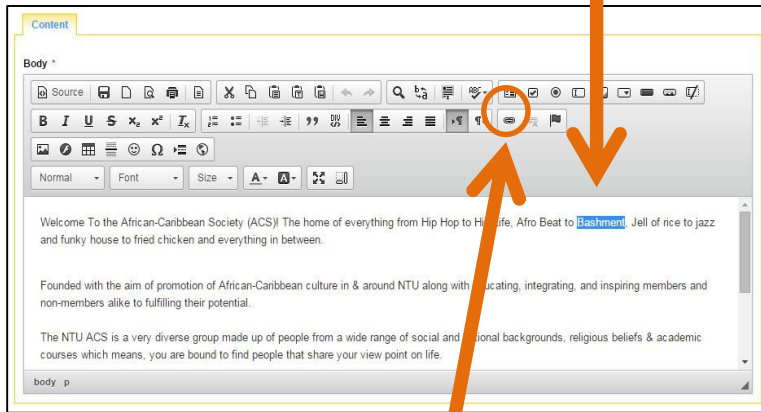
2. Click the chain link icon.
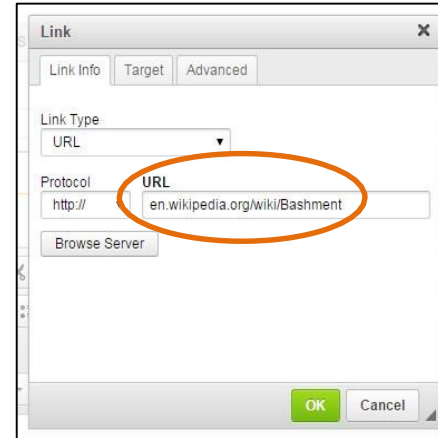
3. Paste the destination URL in the pop-up menu.
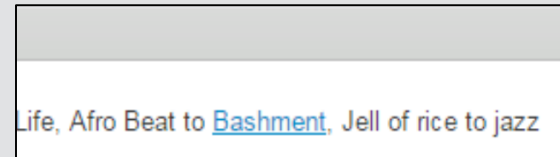
The text should now be underlined and highlighted in blue and will link people to the destination webpage when they click it.

Adding Images
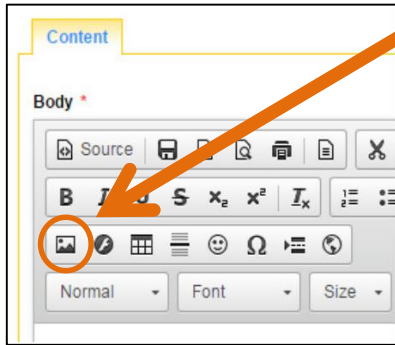
1. Click the add photo icon.

2. Click the Upload tab in the pop-up.
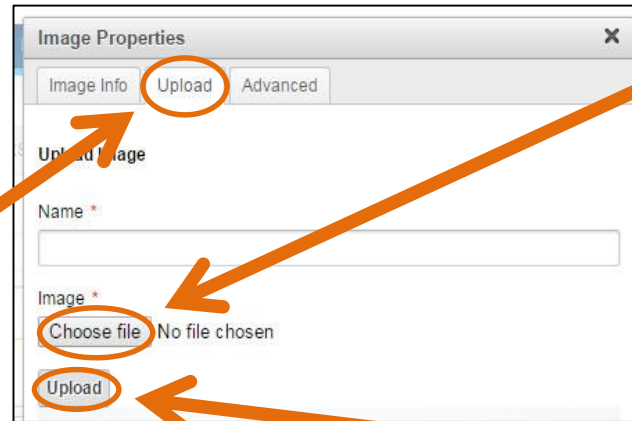
3. Click the Choose File button and select the file you want to upload.

4. Type a file name in then hit the Upload button.
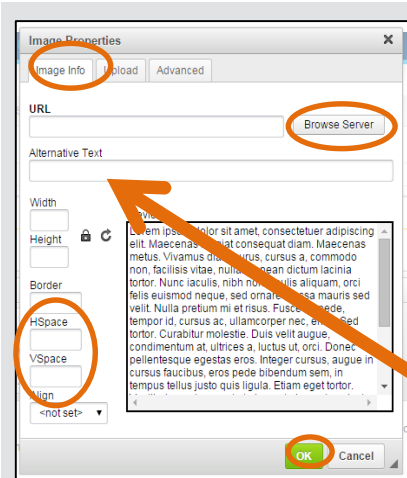
5. Click the Image Info tab.

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.

Embedding Videos

1. Upload your video to YouTube. Click Share, then click Embed, then copy the embed code.
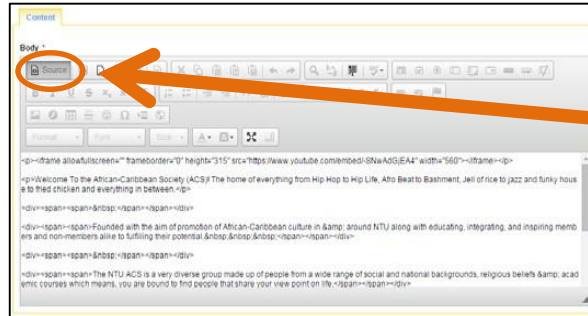
2. Click the Source button. This will show you the html code for your content..

3. Find the place on your page where you want to embed the video. Click the cursor and paste the embed code.
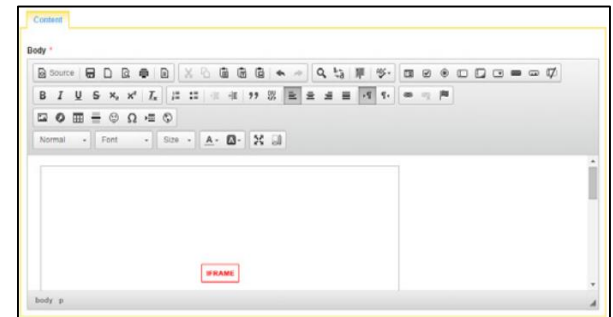
4. Click the source button again to revert back to standard view. You should now see a blank iFrame which shows where you video has embedded.

Changing Your Logo
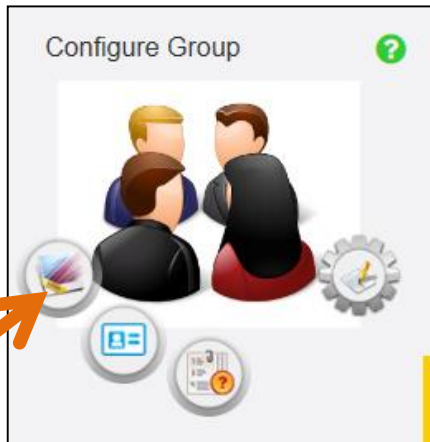
1. Click the Update Logo button on the dashboard.

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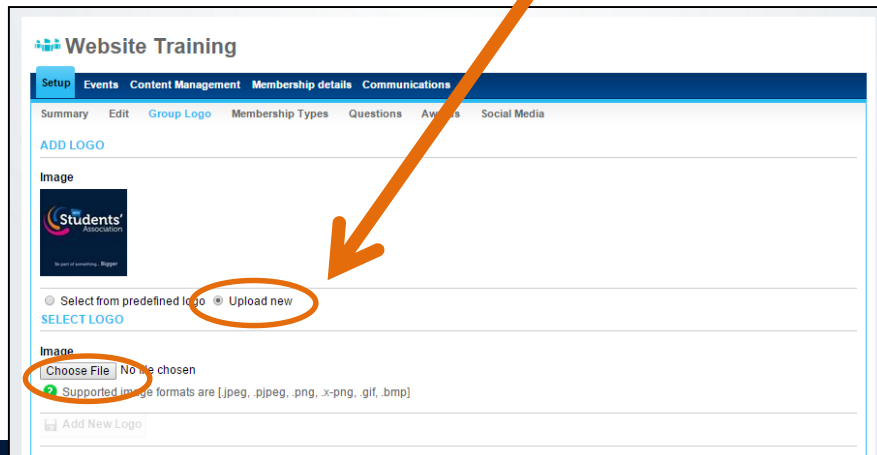
Note: your image file should be square even if your logo is not, otherwise it will get stretched out of proportion. Place it on a blank background and crop it square in an image editing programme.

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

Manage Events

1
UPCOMING EVENTS

0
EVENTS ON PROMOTION

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.

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

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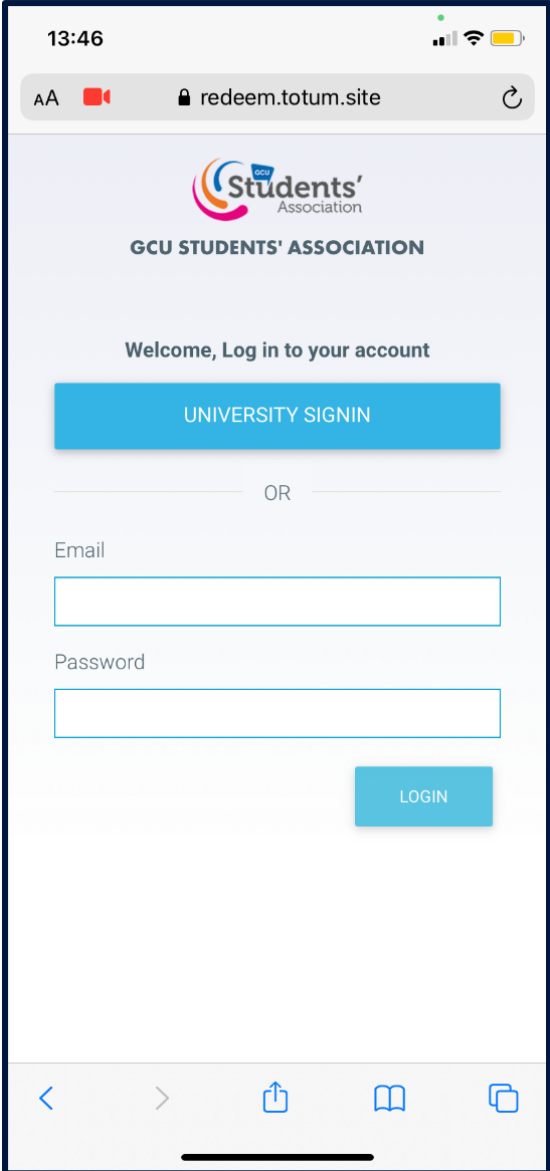
To see who is attending your event click on the Booking Details tab and you will be able to see a list of attendees.

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
(you will need to allow
access to your camera)
2. Click on blue button to
sign in using university
details.

Select Your Event
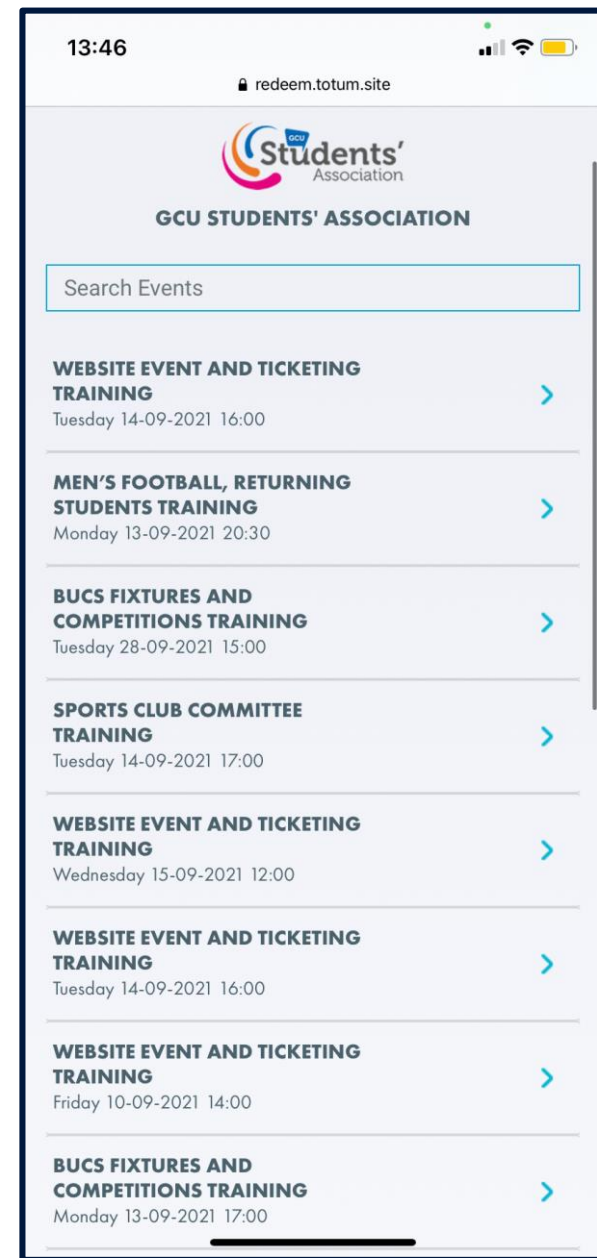
3. Find your event on the list and click on it

Checking In Tickets

Your booking for the event **Test Event** is confirmed.

Test Event

MONDAY 23 AUGUST 2021 02:00PM - 03:00PM

tbc

1st ticket

TEST EVENT TICKET

Y5D1LT
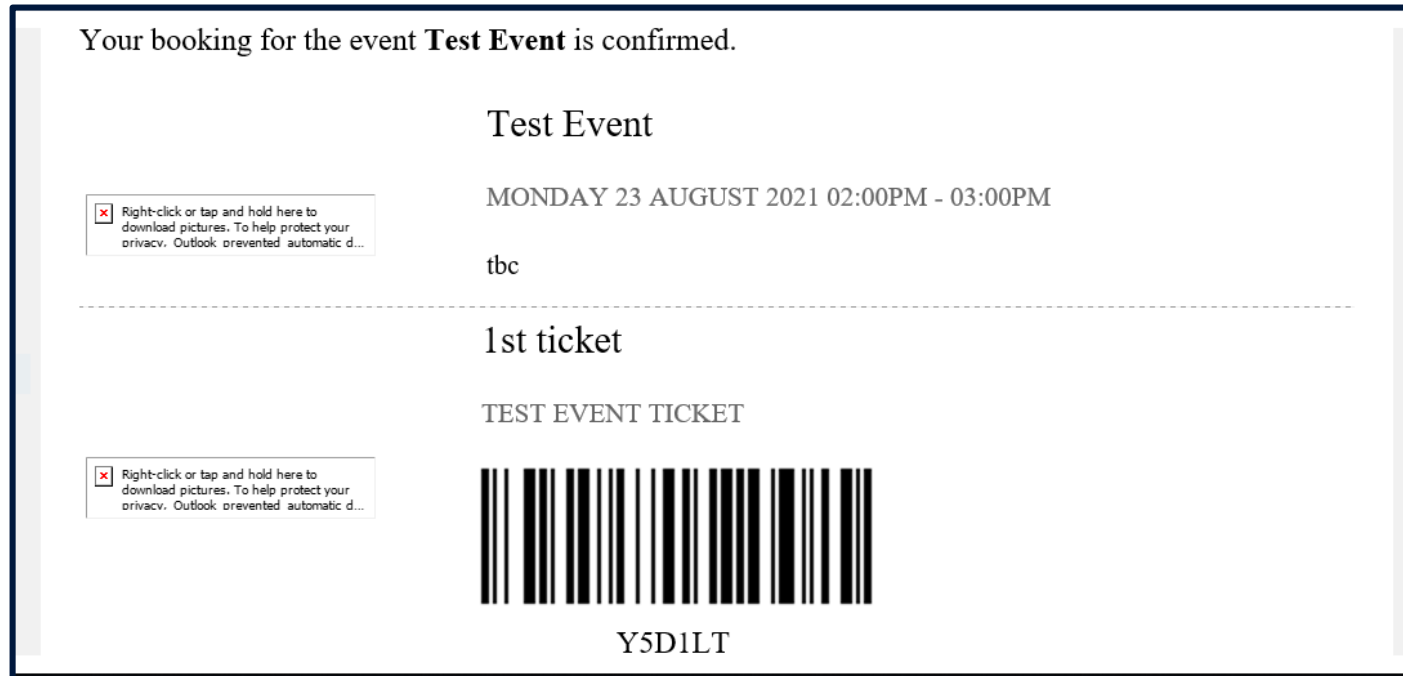
Attendees will present a ticket on their smart phone that looks like this.

4. Hold your phone over the barcode to scan

More than one person can scan tickets.

The green tick means you have redeemed the ticket.

Accessing Membership Lists
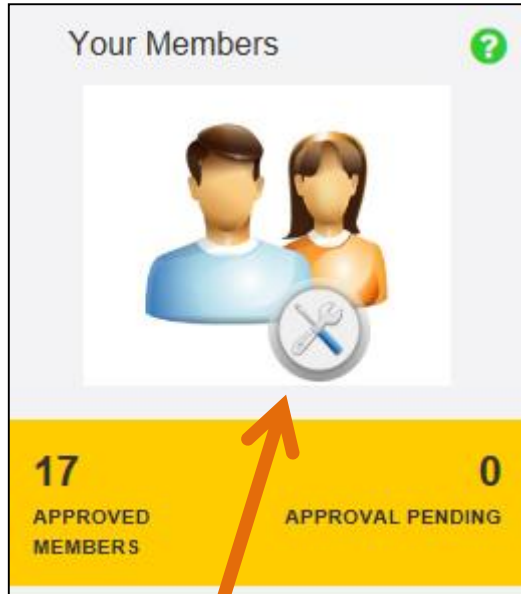
1. Click the Your Members button in the dashboard.

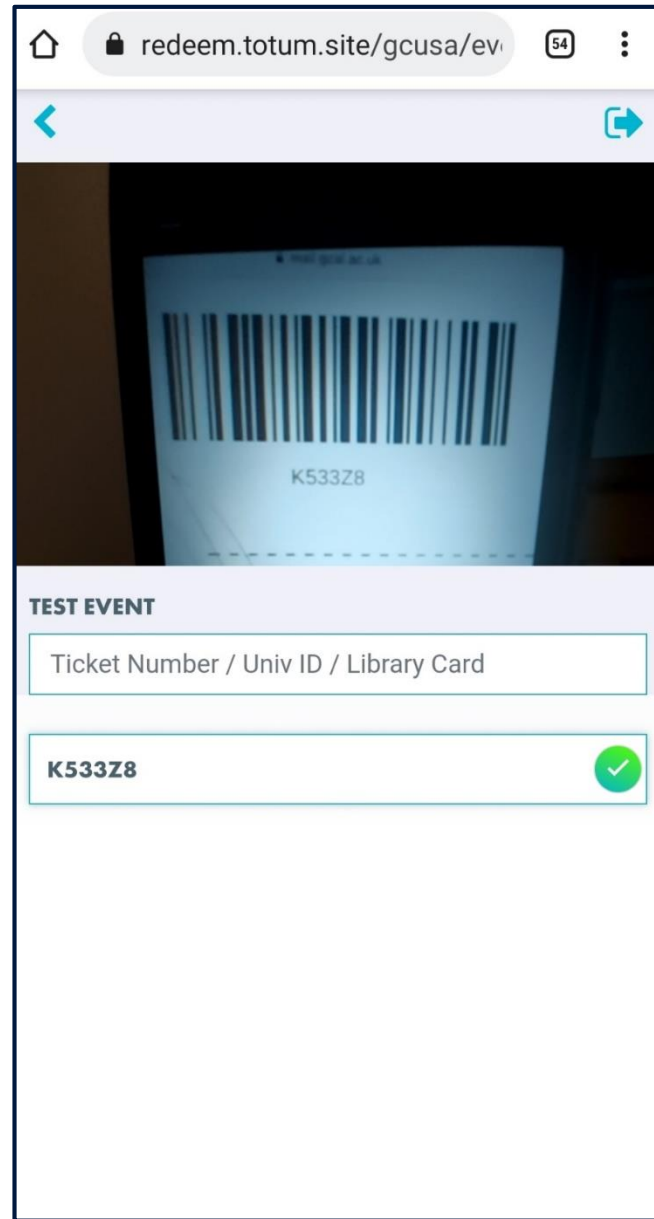**2.** You will be able to see a list of your members. Download Members Details button to see individual members details. This will download as an excel spreadsheet.

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.
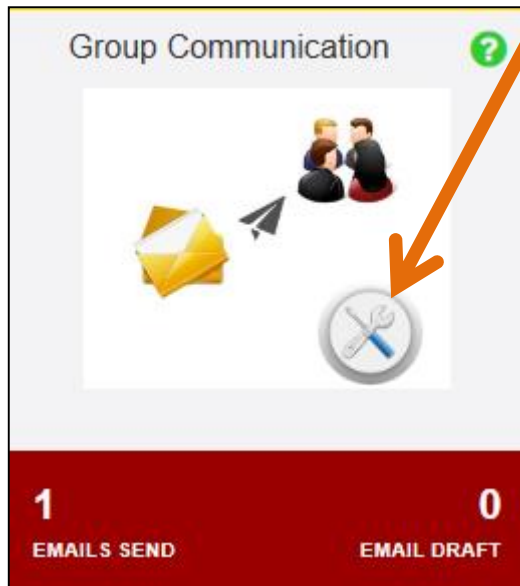
2. Click the New Campaign button.

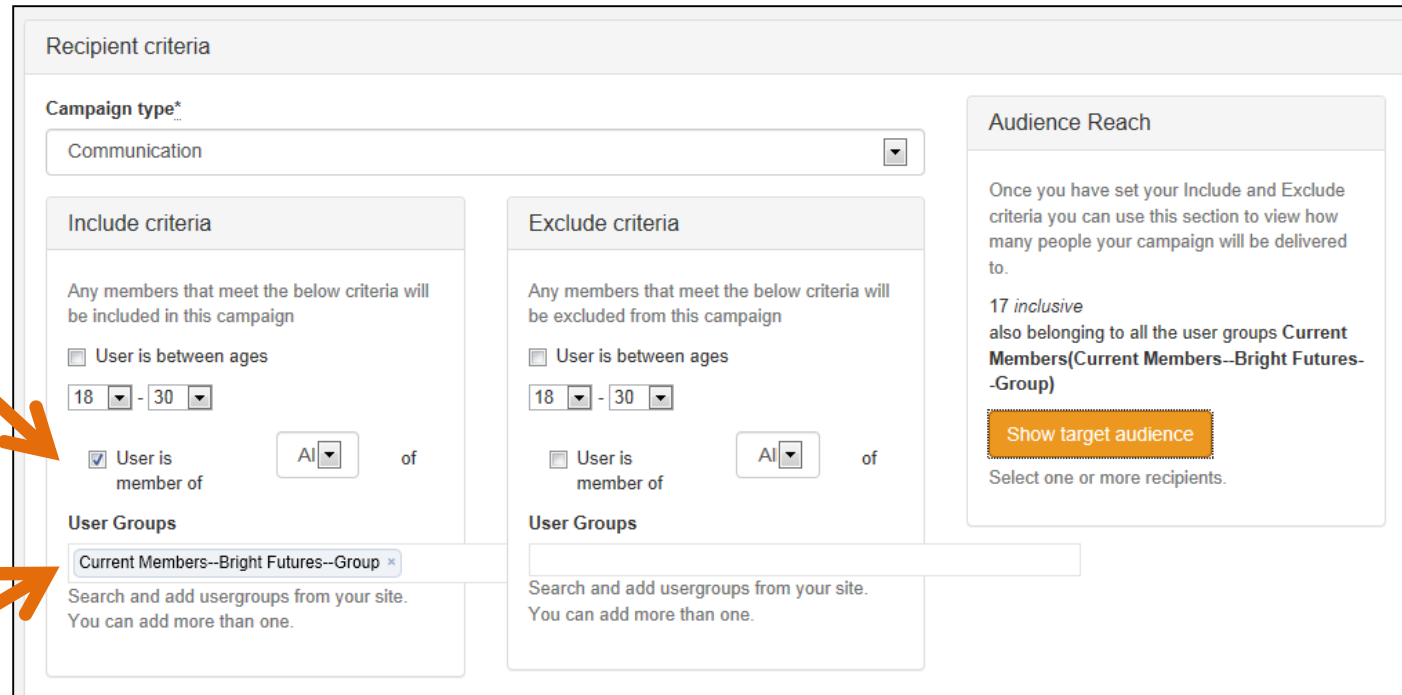**3.** Give your email a name and purpose so you can identify it later.

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.

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

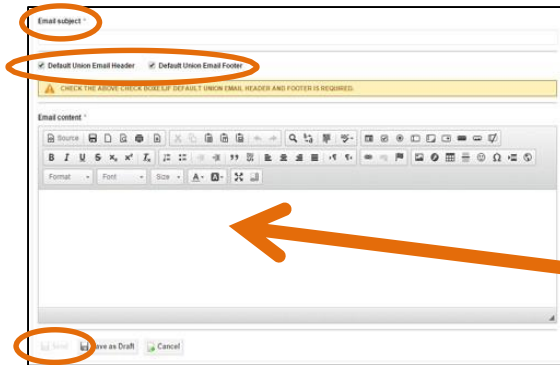**3.** Remember to press Show Target Audience, or the email will not send.

Current Members
Alumni (former members)
Administrators (for group on website)

www.GCUstudents.co.uk   hello@GCUstudents.co.uk   /GCUstudents

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.

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

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

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!