

MANAGING YOUR SOCIETY DIRECTORY PROFILE





INTRODUCTION GUIDE TO USING YOUR SOCIETY LISTING

Introduction

All societies and clubs that are registered with Cambridge SU now have a page on the website, and all who are either a President, Secretary or Treasurer of these have admin access to some of the functions on the website.

This guide is intended to give the basic information on how to use those, but given that the website has many functions, this guide only goes through the essentials to help get you going. Further guidance will be provided in time, and you can always ask questions by contacting Christy McMorrow, the SU Activities Manager, at christy.mcmorrow@cambridgesu.co.uk

Before you get started, make sure you have found your club or society in the directory at <https://www.cambridgesu.co.uk/opportunities/societies/>. From this page, you will be able to edit your society or club's information and set up events, elections, news stories and more.

Throughout this guide, I will use the first society in the directory ("12 Pints Press") as an example page. (Don't worry, no edits were made!)

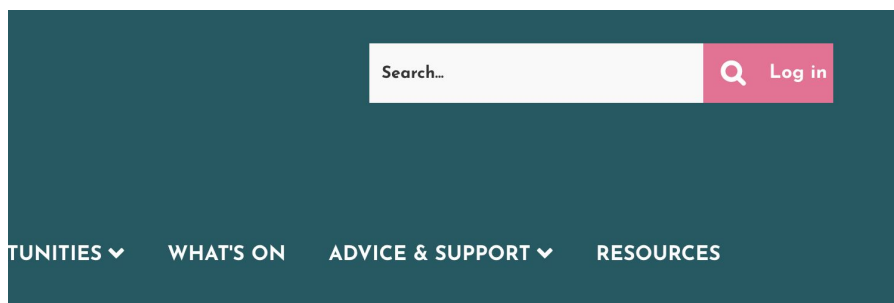
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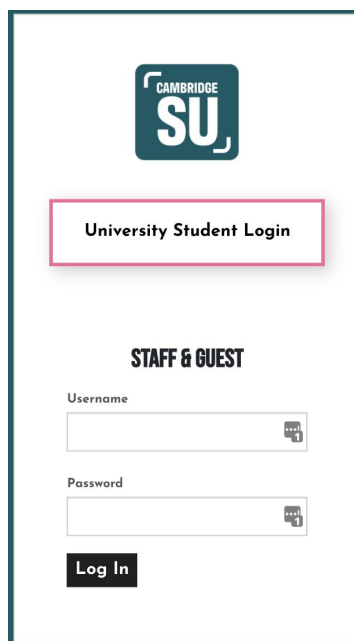


Logging in

Before you can do any editing or admin, you will need to login to the main 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.



When you have pressed this, you will be taken to a welcome page. There is a staff and guest login section. **Please ignore this.** You should press the University student login button above it.



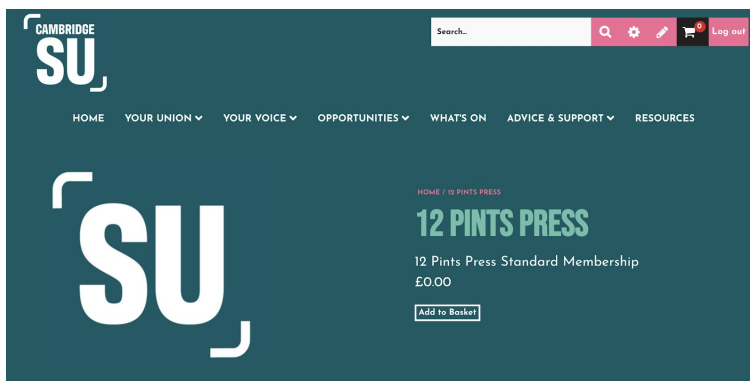
This will take you to the Raven login page that you will already be familiar with. Login with your usual student information here. You will be redirected to the SU website,



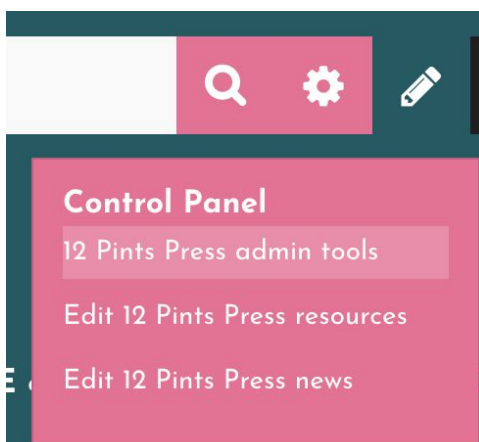
which will recognise your CRSid as an admin of any society you are a committee member of.

Society details

When you visit your society or club's listing, the top of it will look something like this, (perhaps including an image in place of the second SU logo if you have previously had one on the CUSU directory):



At the top right of this page, you will notice a pencil button. Click on this and you will receive the options for "admin tools", "edit resources" and "edit news":



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

- Edit details



- Website pages
- News
- Events
- Tickets
- Signups
- Polls
- Products
- Resources
- Fundraising

ADMIN TOOLS

Go to home page



Edit Details



Website pages



News



Events



Tickets



Signups



Polls



Products



Resources



Fundraising

Select the “edit details” button. This will take you to a page which allows you to;

- edit the URL of your site;
- add or 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.

Keeping this information up-to-date will help ensure students interested in joining your society know what you’re about and how to get in touch with you.



CAMBRIDGE SU 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

110/200
This text appears on organisation listings.

Description

Note: The “Meet the Committee” section of each page should soon be automatically populated by the committee information we provided to the website provider. In future, these fields will be automatically filled by the results of your elections.

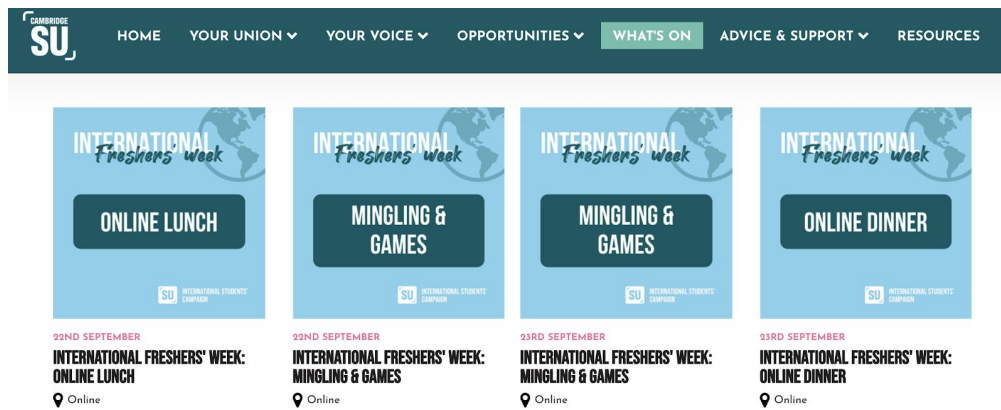
Events

A new feature of the Cambridge SU website, that was not previously available on the CUSU directory, is the ability of societies to add their events to the SU website. This will mean that any event listed by a society will appear in the “What’s On” section on the main SU homepage. This should allow societies to reach students who do not necessarily follow their social media channels.

We hope that this will be particularly helpful early in the year, when new students will be looking for events to get involved with. We’ll be making sure that the SU also



promotes the SU calendar and events listing, so that societies and clubs really see the benefit of this new function.



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

[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 then be directed to a page where you can input the key information about the event including the event name, time and date, location, type of event and whether non-members can view the event..



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.

Tagline / short description

0/250

Location

External URL

Event types

- Drop-in Freshers Training
- Elections Social Workshops
- Forum Student Council

Check the event types that correspond to this event.

Image

 Select image

Only members may view this event

Only admins may view this event

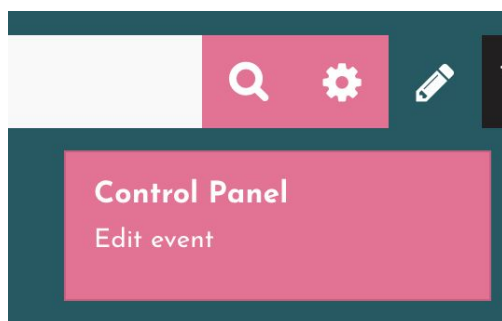
Display dates

 → If specified, event

Full description

Once you have saved the event listing, it will automatically be published on the website, unless you have set restricted dates for when it will be visible.

All your events can be edited once they're created. You just need to search for them in your events section, click on the event, and then select "edit event" under the pencil icon.



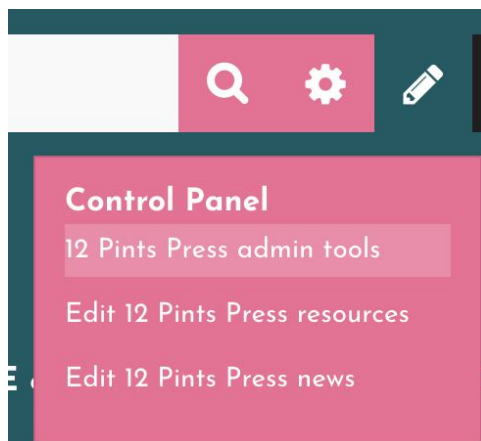


[Note: When I went to use this page, the SU header covered much of the page. This might be a browser issue with Chrome, which we'll look to sort out. However, you can make most of the page visible by narrowing your browser window.]

News

Another new feature of the Cambridge SU website is that it allows societies to add articles about their events, ongoing work, or really anything you'd like to have visible alongside your society!

To add or edit news articles, select "edit [your society] news" having clicked on the pencil in the top right corner of your profile.



At present, all pages will have no news articles, but this page will keep a record of all those uploaded on a society's behalf. The admin page allows you to filter the articles to see current, expired, future, and deleted articles.



NEWS

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

Show: Current Expired Future Deleted

Apply

Clear filter

There are no current articles.

To add an article, select “add new article”. When you click on this page, you will be able to write your article in the “Body” section of the page. The news article writing page allows you to:

- insert the title of your article and the byline attached to it;
- select whether non-members of the society can read the article;
- set the dates for when the article will be public;
- whether to allow comments, enable “share content” widgets, and allow users to rate the article;
- add an image for the article.

Article

Title *

Byline

Leader

0/500

Allow non members to read

Date Range

Display period * →

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

Options

Allow comments

Enable sharing

Enable ratings



Provided you do not need approval from another committee member to post the article, ensure that you have selected the approval box before saving.

Approval

This article is approved

Save

Member management

On the new site, it should be very easy to keep track of your membership. Members sign up to your society by “buying” a membership on the website. However, all memberships are set to £0.00 as the SU does not at present provide finance or accounts for societies, although this may change in the future.

If your society requires membership fees, you can check your membership lists as outlined below and contact those who need to pay. If sign-ups consistently have not paid the fees, you can remove them.

You will likely have existing members (including yourselves!). To ensure they are listed as members of your society on the new platform, make sure they “buy” society membership. The membership can be added from your society listing. Members need to add it to basket and check out. This will not cost anything.

HOME / 12 PINTS PRESS

12 PINTS PRESS

12 Pints Press Standard Membership
£0.00

Add to Basket



To find a list of your members, select “signups” from the admin tools section that was shown in the first part of this guide. All societies currently have no members, but once you do, you will be able to see the list on this page.

12 Pints Press [\(change\)](#)

SIGNUPS

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

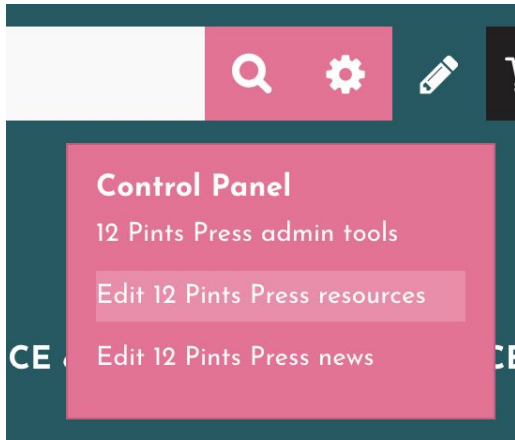
Show current signups only

There are no signups.

We hope this system will allow you to keep an easy list of your members, as the system runs through student logins, so you will be able to retain the email addresses of your members in one place. This will mean there is no need for manually typing out email lists collected at the Fair! You can just get people to sign up there and then. The new system also means that graduated students will automatically fall off the system, keeping the lists up-to-date.

Resources

We know that societies may wish to add resources to their pages, such as termcards and event posters. Also, all societies will soon be required to have a constitution. The new directory makes it easy to add these items. On your society listing, select the pink pencil in the top right corner, and select “edit [your society] resources” from the dropdown list.



On this page, you'll find an easy upload section, where you can name, describe, tag, and upload any resources you want up. You can also set whether you want everyone, just members, or just admins to be able to see the resource.

ADD OR EDIT RESOURCE

Details

Title *

Summary *

0/750

Tags

File

No file chosen
Maximum file size is 3 MB.

Permissions

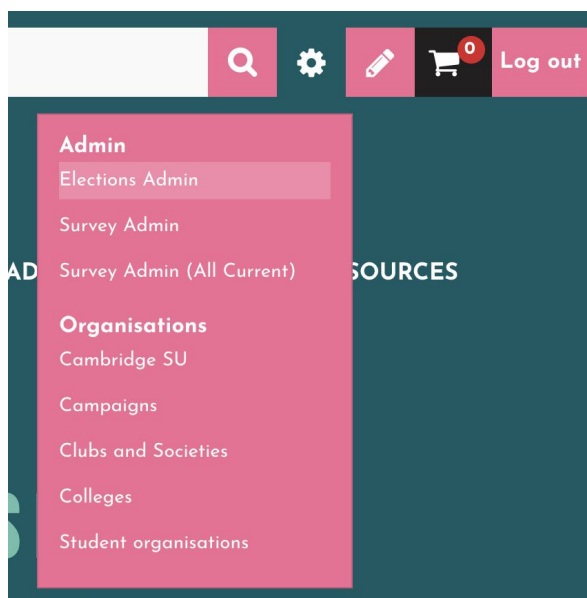


Elections

Elections admin settings are restricted to Presidents and Secretaries (or equivalent roles). Before explaining how to set up elections, there are some important differences from the old CUSU voting platform.

The main significant change is that the system **does not automatically run counts** once the ballot has closed. This means that an SU staff member will have to produce results for each election. To do this more efficiently, **we will be asking that societies only run the voting period of elections between Monday and Friday in term time.** This is so that SU staff can run all the week's counts at one time (likely the following Monday morning, although this will be worked out with another new member of our activities support staff.) This may mean a short wait for results. In future, if this system proves ineffective, we may look to have standardised times in each term for elections as is common at other SUs, but for now we will try to be as accommodating as possible.

Now, to make an election, look for the cog or setting logo next to the pencil on the top right corner of your society's page. Click this and then select "Elections Admin" from the dropdown menu.





On the next page, select your society from the dropdown menu, and then click "Create new election".

ELECTIONS ADMIN

Organisation: 12 Pints Press Status:
All current and future elections Clear

[+ Create New Election](#)

On the next page, there are a lot of fields to fill out. First, there is a section outlining what the elections are for, and the time period they should be visible for. This is followed by a section determining when nominations should be open, who they should be visible to, and who should be eligible to stand for election.

Election

Title *

Organisation 12 Pints Press

Display on Website * →

Description

Nominations

Nominations Period * →

Online Manifesto Deadline *

Paper Manifesto Deadline *

Deposit amount

Allow Slates Allows candidates to enter an optional slate name of up to 20 characters

Max number of candidacies

Candidate terms and conditions

If you are restricting voting to members of your society (which you likely will be) but want the ballot to be visible to non-members (who may wish to join), you must insert a message explaining why others who try to nominate themselves are ineligible.



Visibility

These settings control the visibility on election list widgets as well as overall access to the election's voting pages.

Non-logged in users (public) *

- Full - show all information
- Basic - only show description and dates
- Hide

1 Voting and standing are never available to non-logged in users. If Full or Basic is selected, a 'please log in' message will be displayed.

Logged in users *

- Full - show all information and allow participation
- Full (members only) - show all information, but only allow members of **12 Pints Press** to participate
- Basic - show description and dates to all, but only allow members of **12 Pints Press** to see all information and participate
- Hide - only show to members of **12 Pints Press**

1 If the Full (members only) or Basic options are selected, the 'Not Eligible' message will be displayed if the user does not meet the criteria.
NB: Even if the Full option is selected, eligibility to stand and vote is determined by the requirements on each individual post.

Not Eligible message

After this, the most important section sets the polling period. [There are other sections including adding images, adding help text, and filtering out posts if not all voters can vote in them. I'm happy to discuss any of these with you if you need.]

Polling

Enter the open and close date / times for the polls.

Polling period * 09/09/2020 → 10/09/2020

Voter terms and conditions

Abstention confirmation text

Voting completion text

You must now save the election before you can add the posts available. This will take you to a new page where your elections are listed. To add posts, find your election



and select the icon of a person in a red shirt. If you hover over it, it will say "add and edit posts".

| Title and period | Organisation | Status | Posts | | | | | | |
|--|----------------|--|-------|--|--|--|--|--|--|
| Big Elections 06 Sep 2020 - 11 Sep 2020 | 12 Pints Press | Nominations open at 00:00 on 07 Sep 2020 | 0 | | | | | | |

On this page, select "add new post". You should do this for each role you need to add.

BIG ELECTIONS

EDIT POSTS

[Elections Admin](#) | [Details](#) | **[Posts](#)** | [Candidates](#) | [Admins](#) | [Messages](#) | [Notifications](#) | [Print jobs](#) | [Reports](#)

[+ Add new post](#)

Having done so, you can select the role up for election under "group" and the amount of places available for the role (usually 1). You can add a quorum (minimum turnout) if you wish. **IMPORTANT: The only posts currently listed for societies and clubs are the 3 mandatory roles of President, Secretary and Treasurer. In good time before running elections, you must notify us so that we can add the other roles that you will be needing to elect, as they are not currently options under "group"**

Warning: Bypassing this and selecting "all committee members" in the group field will lead to one big election for all the committee posts with no difference between each one.

Post

Group *

Short description

Places *

Quorum



Below this, there is a box to insert any information you want to be visible when people are voting for a role.

There are then sections that give options including whether to allow Re-Open Nominations as a candidate, whether candidates can withdraw themselves, whether to allow manifesto text on the ballot form, and whether to include photos or slogans.

Options

Show organisation name

Number of proposers required

Use RON candidate

Require paper form

Withdrawal Only admins can withdraw candidates

Manifesto options

Allow manifesto text

Text max word count

Allow photo

Allow slogan

Slogan max word count

When you are done, click save and continue this process for all the candidates.

The election system is new to the SU, so we'll be testing it ourselves. For any more questions about setting up ballots, feel free to contact either me (Christy) or our Democratic Support Manager, Matt Kite (matt.kite@cambridgesu.co.uk)



Messaging your members

With your newly-collected member lists from the Freshers Fair, you'll be looking to contact your members. Thankfully, it's really easy to use the new site to message your members.

Who has permission?

By default the Committee members will have full admin permissions, apart from elections and referenda, for their organisation. If you think you should have access to send messages to your members, but don't, please get in touch with activities@cambridgesu.co.uk

How does it work

To access your organisation go to your club or society's page in the directory. Once you are on the page of your group you'll see the edit tools button (the pencil) which looks like this:



Select admin tools underneath. This will take you to a page with a number of options. Select "Messages", with the envelope icon:



Messages

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



MESSAGING

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

To start sending a message click “send email” which should take you to a ‘Compose’ page. This is where you create your email and send it to the mail lists.

It has a number of options:

From - this allows you to send the email from any email accounts you have set up on the system. Your role account will automatically be added to your account and you should always use this email address.

Reply to - this allows you to set the email address replies will automatically go to. You should set this as the same as the from address.

To - Click on the word “To” which will take you to a different page. The “Message Recipients” page will display a list of all the mail lists you have access to and all the students on that list. You selected them by clicking the box next to the list/name and clicking ‘Add recipients’ at the bottom of the page.

(For most of you, you’ll want to select “Standard Membership” to message your members; for SU Campaigns, select “Mailing List”). Remember to remind your existing members to “join” on the website, so that they are on these lists.



MESSAGE RECIPIENTS

[Back to message](#)

Filter by name: 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 to add attachments to your email.

You can now add the content of your email in the text box provided. Be careful when adding any images to your email. They must not be too big else the email servers will reject them and they cannot be more than 564px wide else they will overlap other content and make your email unreadable.

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 devices and platforms. Once you are happy you can click the send button.

Other features

There are other features on the new societies and clubs platform that you may wish to use. Some of those, including surveys and polls, are things I am happy to go through with any of you should you wish to use them. However, I will put out instructions once you've got used to these main functions.

There are some other features, such as ticketing, products and fundraising, that we cannot yet use, as the SU is not currently able to process society finances. We hope



sometime in the future to be able to allow student groups to make use of these, as we develop our offering to student societies with our new activities support team of myself and the Campaigns & Societies Coordinator.

For any further information, do not hesitate to get in touch with me at christy.mcmorrow@cambridgesu.co.uk