



# Website

Step by step guide to help you  
navigate the SU website



# Welcome to our quick guide on navigating the new website! 🙌

As you know, we've recently launched a new website, so things may look a little different. Don't worry, we'll be doing a lot of the work for you, and this guide is just here to cover the main things you'll need to know.

We've kept it simple and fuss-free, with quick steps on how to:

1. View your committee members
2. Email your committee
3. Update your website information
4. Update your logo
5. View your group memberships

Hopefully this makes managing your page nice and easy!

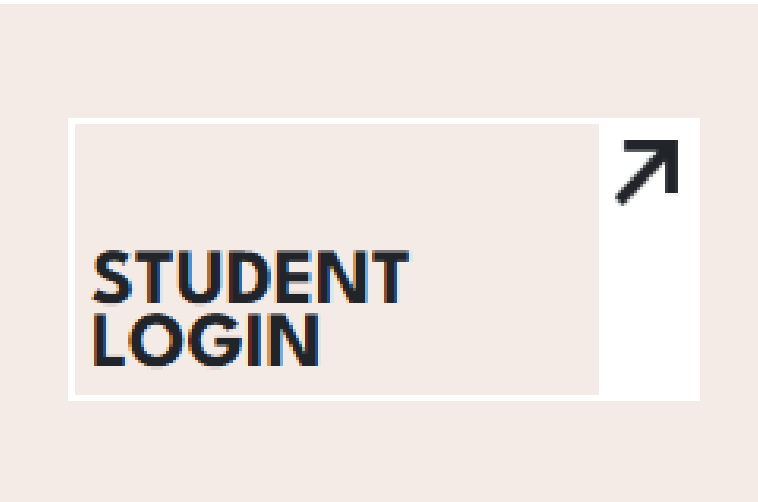


**|| Before you start...**

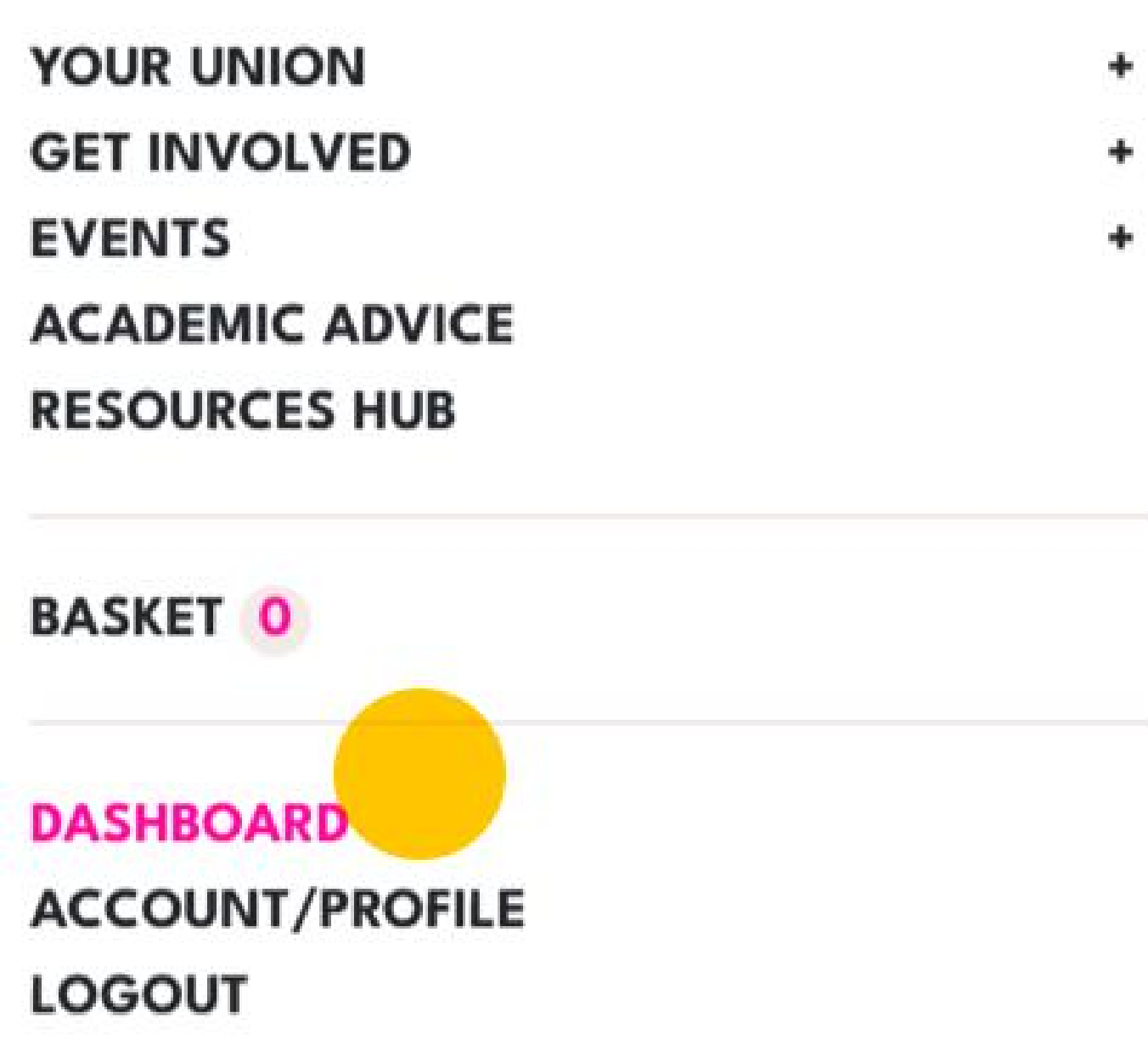
**Step one: Sign in (Top right of the website)**



**Step two: Sign in using the STUDENT LOGIN**



**Step three: Access the Dashboard**



# **How to: View your committee members**

What is a committee? 🙌

Your committee is the team of students who help run and organise your club or society. They're responsible for things like planning activities, communicating with members, organising events and helping your group stay active.

**i** Your Committee will get decided in your yearly group elections!

Setup

User Groups

Events

Content Management

Membership details

Communications

Committee

Summary

Edit

Group Logo

Membership Types

Questions

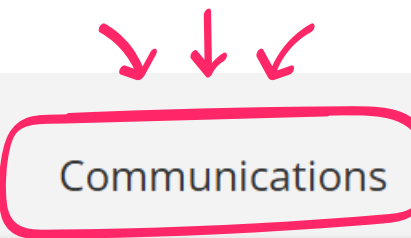
Awards

| Post Title             | Member Name                                | Start Date/Timing ↓ | End Date/Timing |                                                                                       |
|------------------------|--------------------------------------------|---------------------|-----------------|---------------------------------------------------------------------------------------|
| Social Media Secretary | Your Committee member names will sit here. |                     |                 |  |
| Events Manager         |                                            |                     |                 |  |
| Welfare Officer        |                                            |                     |                 |  |
| Vice-Chair             |                                            |                     |                 |  |
| Chair                  |                                            |                     |                 |  |
| Secretary              |                                            |                     |                 |  |
| Treasurer              |                                            |                     |                 |  |

**i** These will vary across societies and sports clubs. With sports clubs you might see - Captain, Secretary, Treasurer!

**View committee member**

# How to: Email your committee

1. 

2.

3.

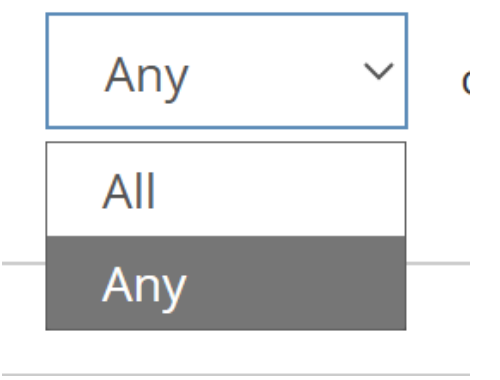
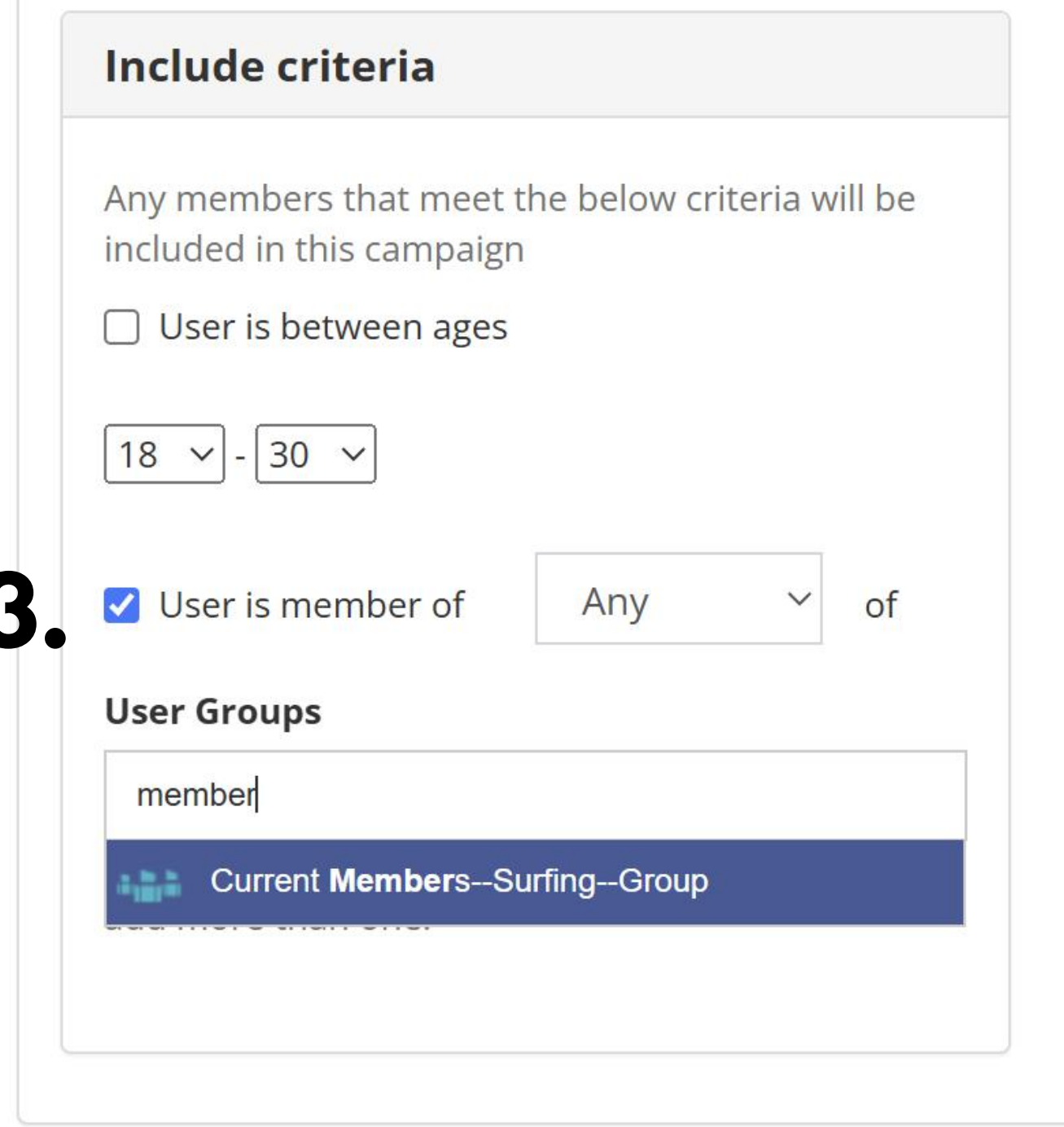
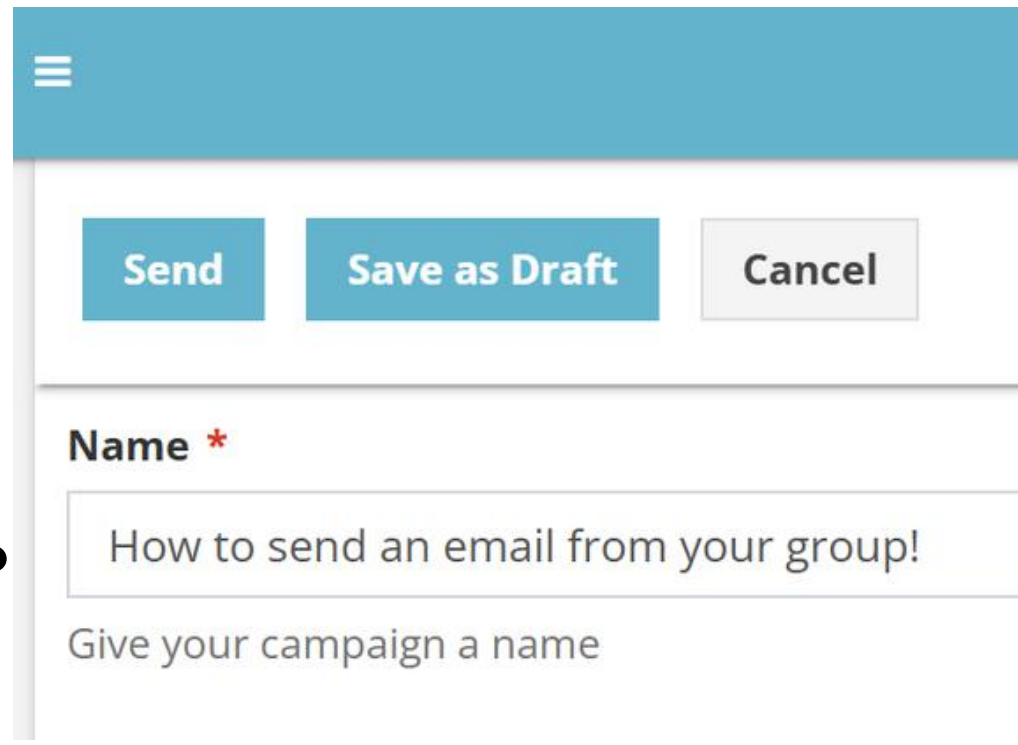
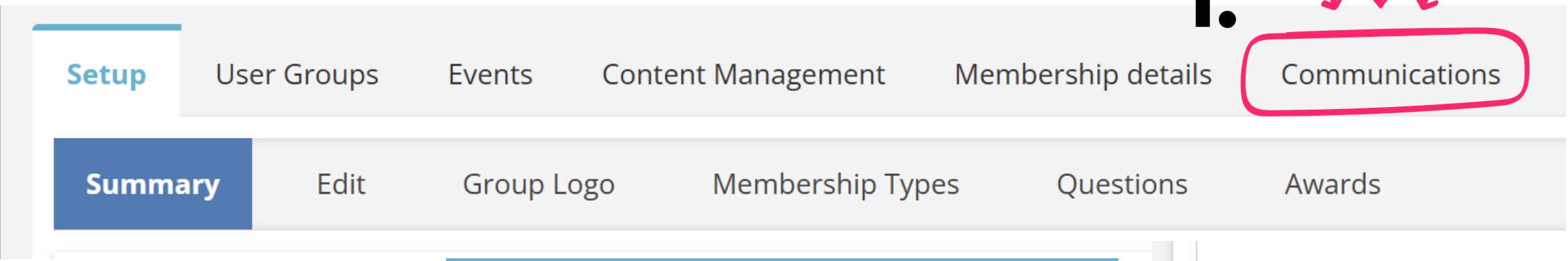
4.

**Step 1:** Communications > Start New Campaign.

**Step 2:** Give your email a name. This is for your group only.

**Step 3:** Search for 'members' in User Groups.

**Step 4:** Select 'User is a member of', 'Any'.



Next page...

5.

Include criteria

Any members that meet the below criteria will be included in this campaign

☐ User is between ages

18

 - 

30

☒ User is member of 

Any

 of

User Groups

Current Members--Surfing--Group

Search and add usergroups from your site. You can add more than one.

Exclude criteria

Any members that meet the below criteria will be excluded from this campaign

☐ User is between ages

18

 - 

30

☐ User is member of 

All

 of

User Groups

Search and add usergroups from your site. You can add more than one.

Once you have set your Include and Exclude criteria you can use this section to view how many people your campaign will be delivered to.

0 inclusive

also belonging to any one of the user groups

Current Members(Current Members--Surfing--Group)

SHOW TARGET AUDIENCE

Select one or more recipients.



**Step 5:** Show target audience. This will show you how many members are currently in your group. If you have 20 members, you should be able to email 20 students.

**Step 6:** Fill out your email subject and Email content!

**Step 7:** Once you are happy with the content, it's time to send!

Scroll back to the top of the page and press SEND.

6.

Email Subject \*

Helpful setup info!

Enter the email subject here

☒ Default Union Email Header

☒ Default Union Email Footer

☐ Do not auto generate unsubscribe text

You do not need to include this if your email content or an included Default Union Email Footer already contains necessary privacy and

Email Content \*

Source

**B** **I** **U**

Normal

Font

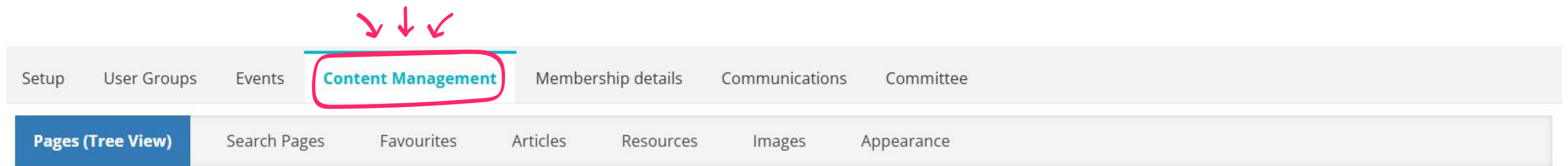
Size

We hope this is helpful for sending emails from your group!

7.

Send

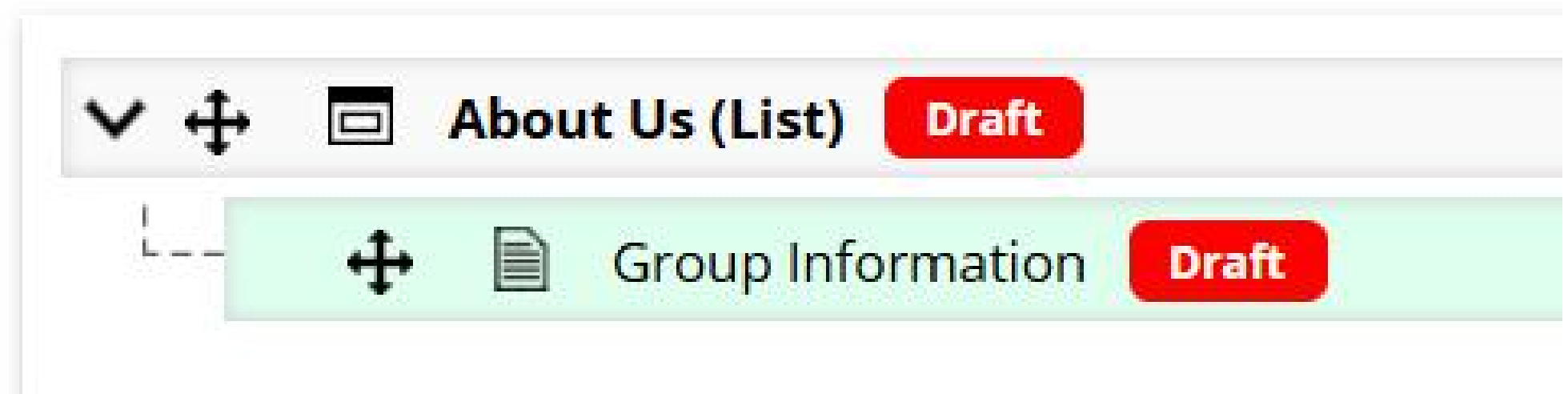
# How to: Update *your* website information

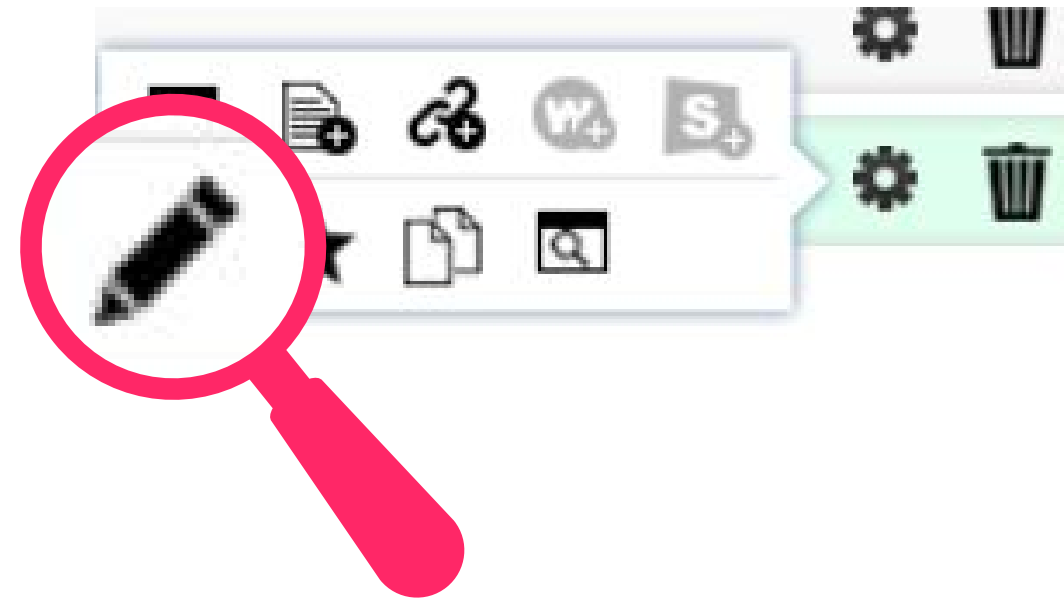


## Editing your information

This year we have preped this section for you. Here you will already find your group information, training times, club photo, committee details and social media handles.

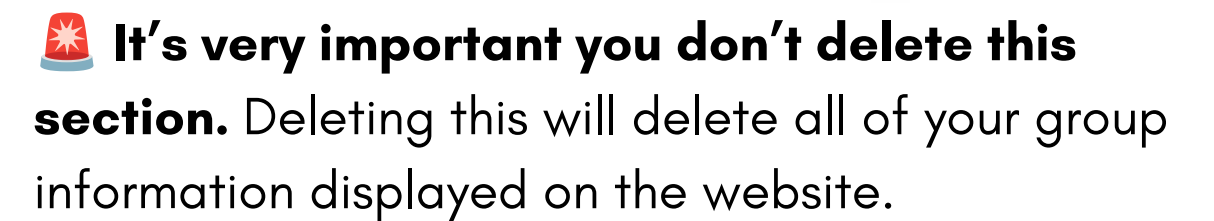
The next slide will show you how to edit that information if necessary!





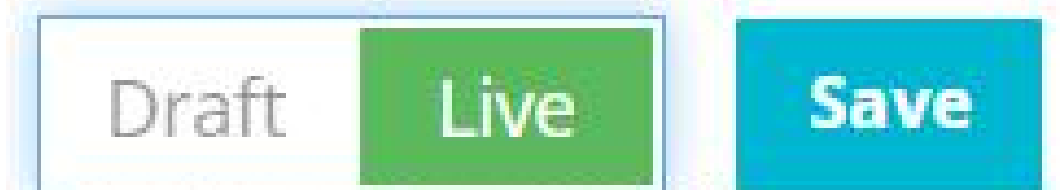
Select the **EDIT** tool in the '**Group information**' settings.

Edit your **'Body'** text.



Always remember to save your work.  
Make sure that the tab is GREEN to  
ensure your text is live on the site.

This page is still in Draft.

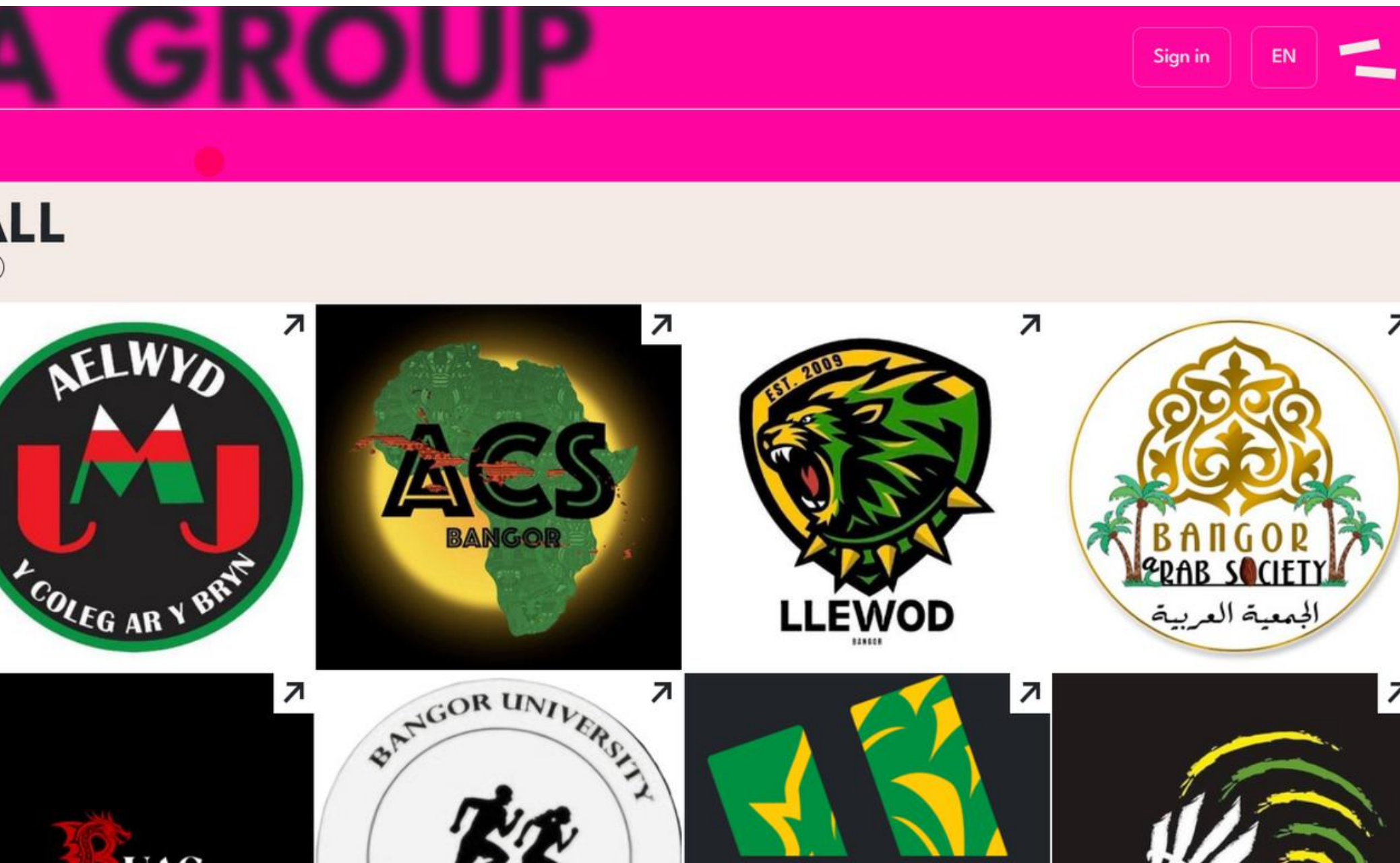


# How to: Update your logo

**i This part is super easy!** Your logo is what students first see about your group, so make it count.

### How it works:

- > Create your logo and save it as a PNG (preferred)
- > Upload new – Choose file – Add new logo



[Setup](#) [User Groups](#) [Events](#) [Content Management](#) [Membership details](#)

Summary Edit **Group Logo** Membership Types Questions

Here you can add a logo for your group. You can select from our default images in UnionC For more information about how this works [click here](#)

Image

☐ Select from predefined logo

☒ Upload New

Upload New

Image

Choose file

No file

Supported image formats are [.jpeg, .png, .x-png, .gif, .bmp]

Add New Logo

# How to: View your group memberships

Here you can view your group **Memberships**. We have two sports memberships available and one societies pass.

**Silver Annual Pass**

This membership allows you to attend training sessions, take part in club activities, and enjoy the social side of sport at Bangor.

**Gold Annual Pass**

The Gold Pass includes everything within the Silver Pass, while also giving students eligibility to represent Bangor in official BUCS (British Universities & Colleges Sport) competitions and fixtures.

**Societies Pass**

One off annual payment that gives students access to join any of our societies.

SetupUser GroupsEventsContent ManagementMembership detailsCommunicationsCommittee

Members

Approval pendingBlocked membersRejected members

Below you can see a list of all confirmed members in this group. Use the eye icon to search/filter this section. For more information about how this works [click here](#)

Save

Download Membership Details

Download All Member photos

Bulk Photo Downloads

| Forename  | Surname | Membership Type | Photo | Action | Block                    |                 |
|-----------|---------|-----------------|-------|--------|--------------------------|-----------------|
| Christina | Joseph  | Free Member     |       |        | <input type="checkbox"/> |                 |
| David     | Cameron | Free Member     |       |        | <input type="checkbox"/> |                 |
| Lisa      | Smith   | Free Member     |       |        | <input type="checkbox"/> |                 |
| Ray       | Stamps  | Free Member     |       |        | <input type="checkbox"/> | <div>Help</div> |