How to manage your sections of the abersu.co.uk website

These are the basic first steps to getting your club/soc up and running on the MSL system through www.abersu.co.uk. For more detailed info, please head to the MSL support section here: http://www.ukmsl.com/organisations/ .
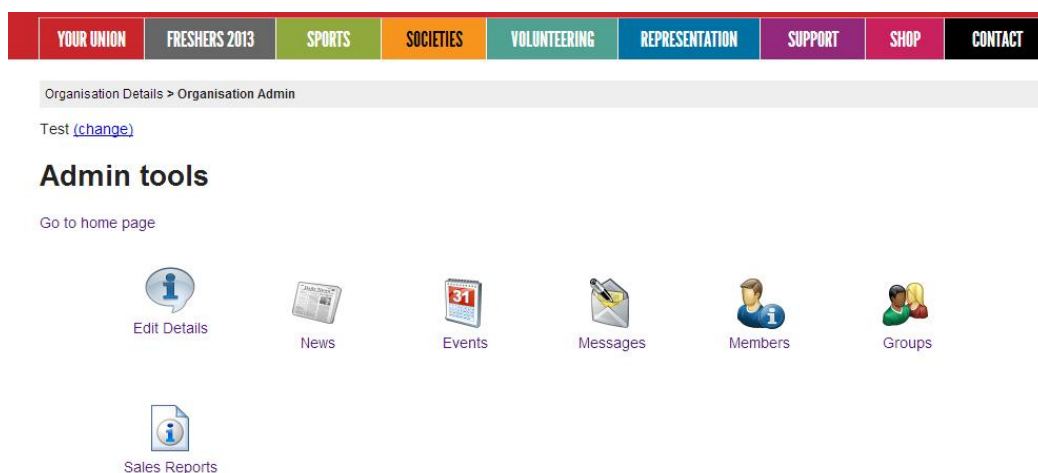
1. Certain committee members (maximum 4) have been initially given editing access to the club/soc sections of the website: President, Secretary, Treasurer and VP (if you need to add in anyone else specifically please contact your Activities Officer on union.activities@aber.ac.uk.
2. To find your club or society you will need to go to www.abersu.co.uk and LOG IN using your AU log in details (E.g. Your AU e-mail address and password).
3. Next, choose either Sports>Club List or Societies>Societies List from the Activities section of the website.
4. You should then find your club/soc in the list and click through onto it.

PAGE ADMIN

1. At the top of the screen you will see three icons -

2. You will be using mainly the first option here – the one that looks like a pen.
3. When you click on this a drop down will appear. Here, click the 'Admin Tools' option (this will have your club/soc name in front of it).
4. You now have a list of different things that are currently available (over the year we hope to be able to add more options for you) to you to be able to control/edit:

5. To begin with, you will need to go into the first option – Edit details. Here you will be able to set up your unique URL for the webpages so it will appear with your club/soc name rather than a number e.g. www.abersu.co.uk/societies/test. This may have already been done for your club/soc so there is no need to do it again.

6. You will be given the option as to whether you want to display the page using the centrally controlled template or custom page location – please leave the first option (centrally controlled) selected as it means that you won't miss out on any updates/improvements that we make over the coming months!

7. Next you can upload a logo for your page, add in a contact e-mail address for the club/soc, a link to an external website or social networking site (e.g. Facebook), a short 'listings description' which shows up on the main summary club/soc listings page, and finally a longer description about the club/soc. Again, this all may have been done last year, so there is no need to do it all again if the details/logos are correct.

8. This longer description uses an editor called a WYSIWYG (What you see is what you get), all this means is that when you input information/pictures, they look as you would expect to see when saved onto the website (No need to know about HTML codes). The editor has all the usual webby things (nothing too technical), such as hyperlinks, anchors, a feature to embed youtube videos etc – so have a go at adding in different things!

9. To insert normal text, just click in the box and begin to type – you can change the text to be different heading sizes using the 'Paragraph formatting' drop down menu.

10. To insert a picture, click the 'Image' button, and a pop up box will appear (below left). Within this, click the Browse server button. Another pop up will then open (below right). Click the 'Choose file' button to select the appropriate file from your computer and select 'Open'. You will then need to click the 'Upload' button in this second pop up, and then 'Insert' when the picture has uploaded.
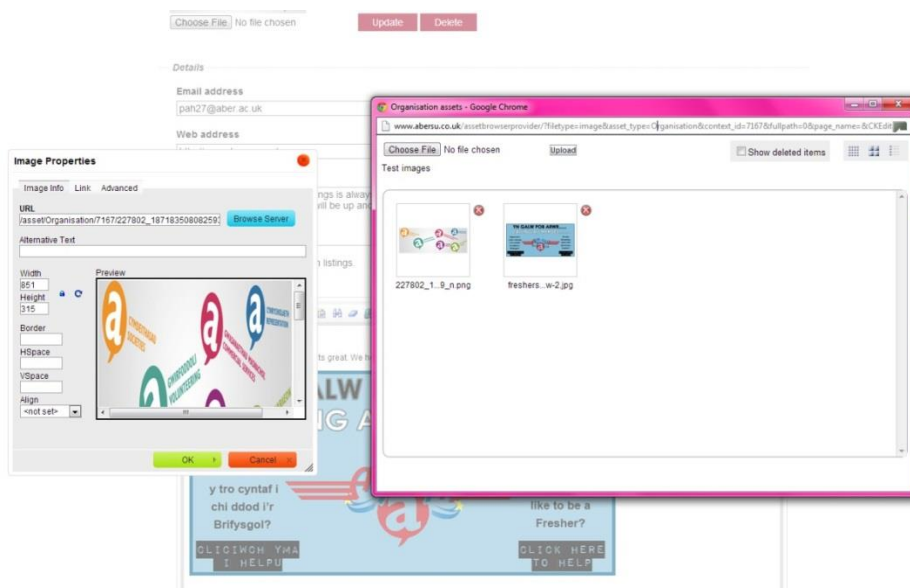
11. Once you have edited all you want to edit, remember to click the 'Save' button at the bottom of the page!

12. At the top of this page, then select 'Back to admin tools' which will return you to the previous menu.

NEWS

1. Next, you can add in a news story by selecting 'News'. In these News admin screens, select 'Add new article'.

2. Here you can add in all of the information you would like to include in your news story e.g. Title, Leader (this will show up on the news section of your site without the reader having to click through to read the main article), display article date range etc.

3. You can tag your article with useful associated words e.g. sports, society, winning etc and upload an image for the article too.

4. Next to add in the main article you use the WYSIWYG editor again – the only difference between this one and the other one is that if you want the article to link directly to an external site or even a page on our website, you can leave the WYSIWYG box empty and simply add in a URL to the little box beneath the editor.

5. If you want the article to be online instantly without approval, make sure the 'This article is approved' box is ticked.

6. If you are done, click save and follow the links back to 'News Admin' and then back to 'Admin Tools'.

EVENTS

1. Click the events option from the Admin Screen and 'Add new event'. Here you can add in event details such as Name, Date *(You must ensure that the dates are in this format DD/MM/YY and the time is in 24-hour format (00:00) – a common mistake here is to simply put a full stop in the time format – this won't work, it needs to be a colon otherwise the system will say there is an error)*, Tag line, Location, and the main WYSIWYG editor again (you know the drill by now!).

2. Once again, remember to hit 'Save' when you are done!

3. Head back to the 'Events list' and then back to Admin Tools.

MESSAGES

1. You can send out e-mails to all members of your club/soc using the messages facility. This works just like an ordinary e-mail apart from its web based – anything you send to your members from here will get delivered to their Uni e-mails and you can also attach documents should you need to.

2. Head back to 'Admin tools' for the list of the other options.

MEMBERS

1. In the 'Members' option you can see a list of who's a member of your clubs/Society, if they fall under any lists (e.g Committee member etc), and you can search to check if someone is a member.

GROUPS

1. In the groups section, you can create mailing lists and different groups within your club/society.

Organisation Details > Edit Groups

Test (change)

Groups

Back to admin tools

Active groups

Name	Type	Category		
President	Committee Member	President	🗒	⊗
Secretary	Committee Member	Secretary	🗒	⊗
Treasurer	Committee Member	Treasurer	🗒	⊗
Vice President	Committee Member	Other Committee Member	🗒	⊗
I want to e-mail these people	List	User Created Grouping	🗒	⊗

Deleted groups

ℹ There are no deleted groups.

Create new group

Name * [   ]
Type * (Select type) ▼
Category * Select category) ▼
Create

2. Creating a new mailing list is as simple as creating a new group. You can then select this group when e-mailing which will automatically include all those you have added to that particular group.
3. To edit or add to a group, simply click on the name of the group and add in those you wish to include. Alternatively if you need to delete that group, click the red X at the end of the row.

SALES REPORTS

1. Finally, to have a look at your financial records (e.g. how many people have bought membership and how much has gone into your Club/Soc account) you can access three different reports in this section.

2. The first report (sales report) is one that you will use the most often, and also if you will be offering customised club/soc merchandise later in the term, the customisations report will get used quite often.

3. Simply choose the date range that you wish to pull up the records for and choose the report type that you wish to run. It will then present you with the data you have requested.

SUMMARY

1. The picture below shows you a very basic version of what the page will look like when populated with information. As you will notice, we are using a tab system rather than multiple pages, therefore all of the information that you input will show on this page.

2. If you have any problems or any further questions you can get in touch with Pandora Harvey (Communications Coordinator) in the Union by e-mailing pah27@aber.ac.uk.