

UWTSD Students' Union

Groups Admin

1.0.0



Admin Dashboard

To access the **Admin Dashboard**, sign in to our website with your account and select the **Dashboard** option in the drop down menu.

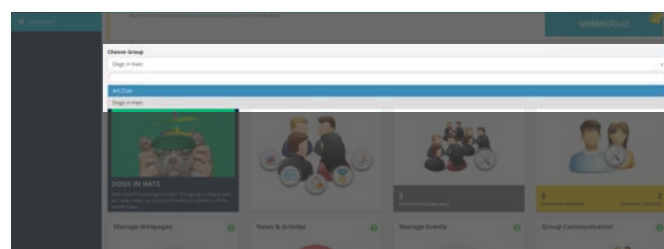
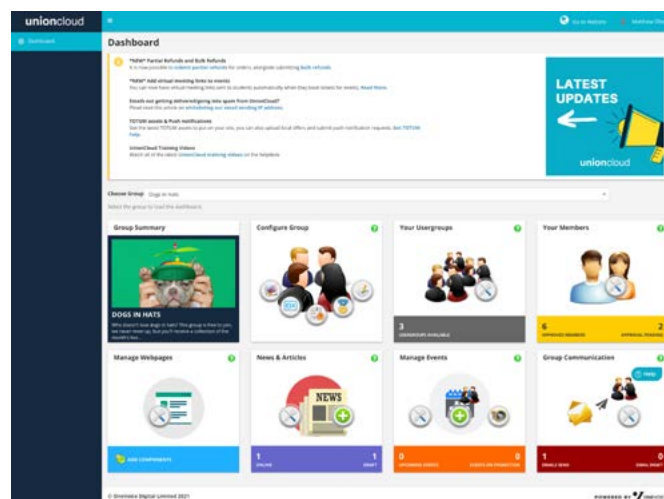
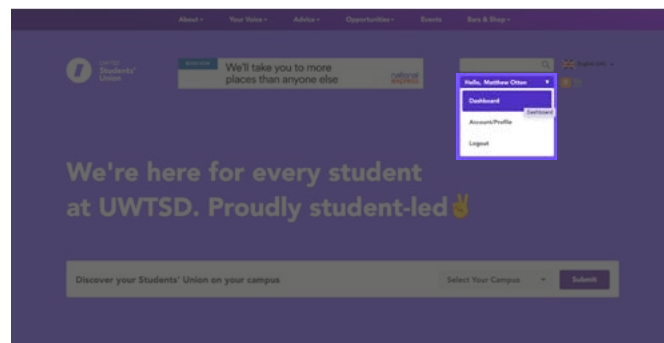
You need to be an admin of a group to see the dashboard. If you don't have admin access to a group, contact your Student Opportunities Coordinator.

You can use the **Admin Dashboard** to;

- Update your group's page
- Manage your members
- Add events
- Add blog articles

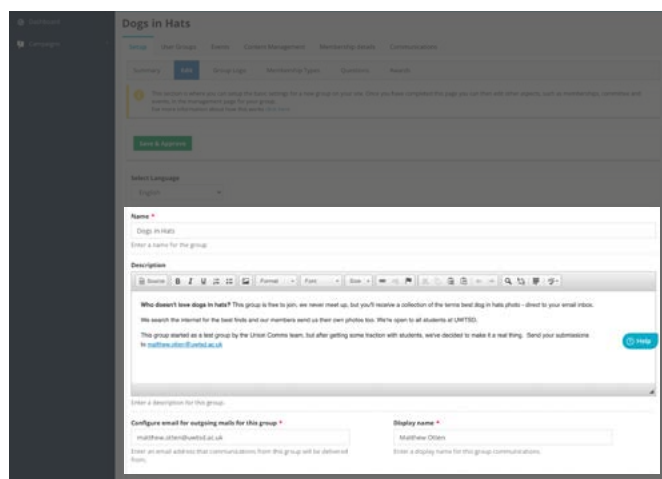
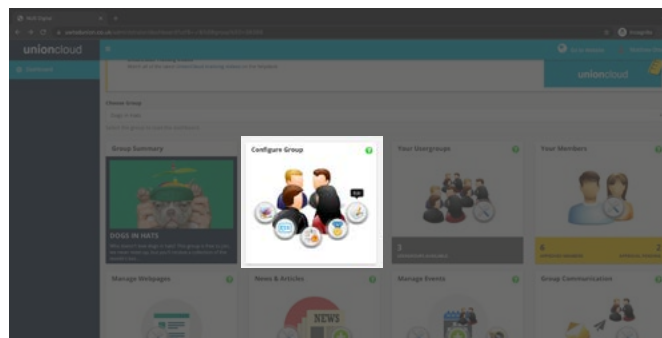
Managing Multiple Groups

If you're the Admin for multiple groups, you can quickly switch between them by using the **Choose Group** drop-down menu.



Group Page

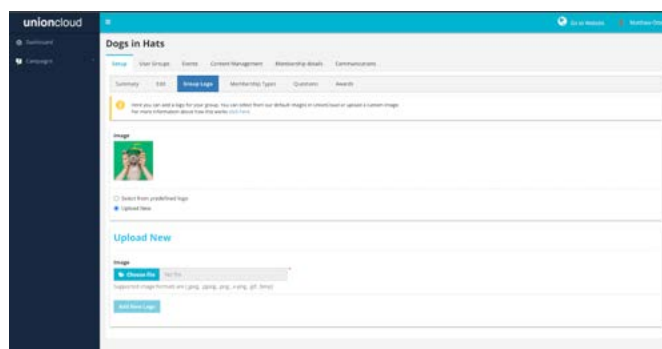
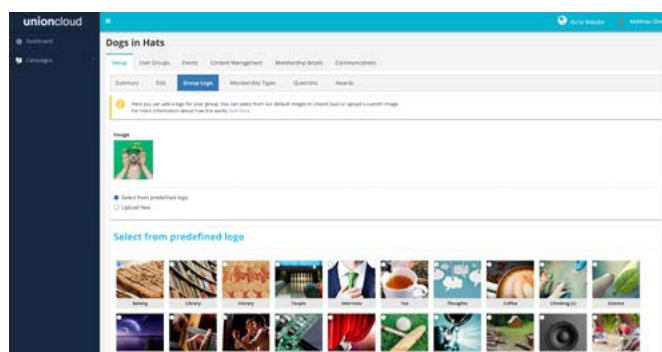
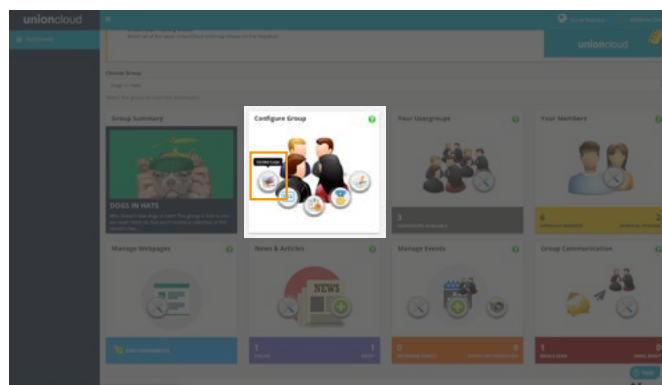
To update the content of your group's page, click the **Edit** option on the **Configure Group** Panel. This will load a new page where you can update the main information about your group. You can add text, headings, images and lists.



Group Logo

To update your group logo, click the **Update Logo** option on the **Configure Group** Panel - this will load a new page where you can choose an image from a selection of ready-made images or you can upload your own custom image.

Custom logos need to be in a square format (we recommend 1000px by 1000px) and uploaded as a JPEG or PNG file.



Managing Your Events

**Creating & Updating
Tickets & Attendees
Questionnaires**

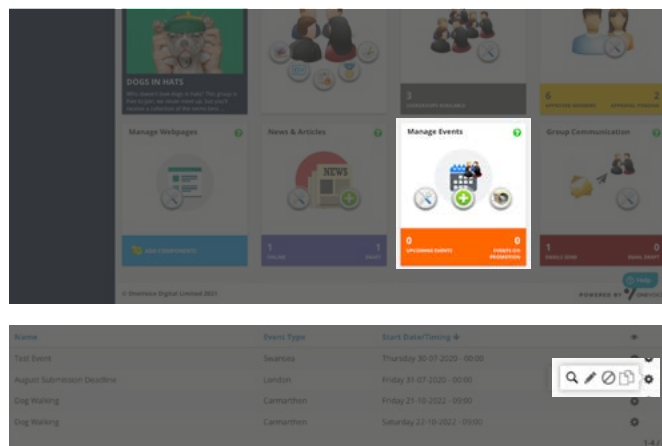


Events Panel

Using the Events Dashboard Panel, you can quickly **create a new event** or **manage existing ones** by using either of the buttons.

The **create a new event** button will take you straight to the Event Edit page.

If you want to update an existing event, click **manage existing event**, then click the **cog** and **pencil** icons to turn on edit mode.



Creating & Editing Events

Whether creating or editing an event, it's all done through the **Event Edit Page**, which contains the following key information:

Event Title

Keep is short and punchy.

Start & End Times

Select the start and end times of the event.

Event Description

This is where you enter your event description - you can add images, lists and links.

Event Types

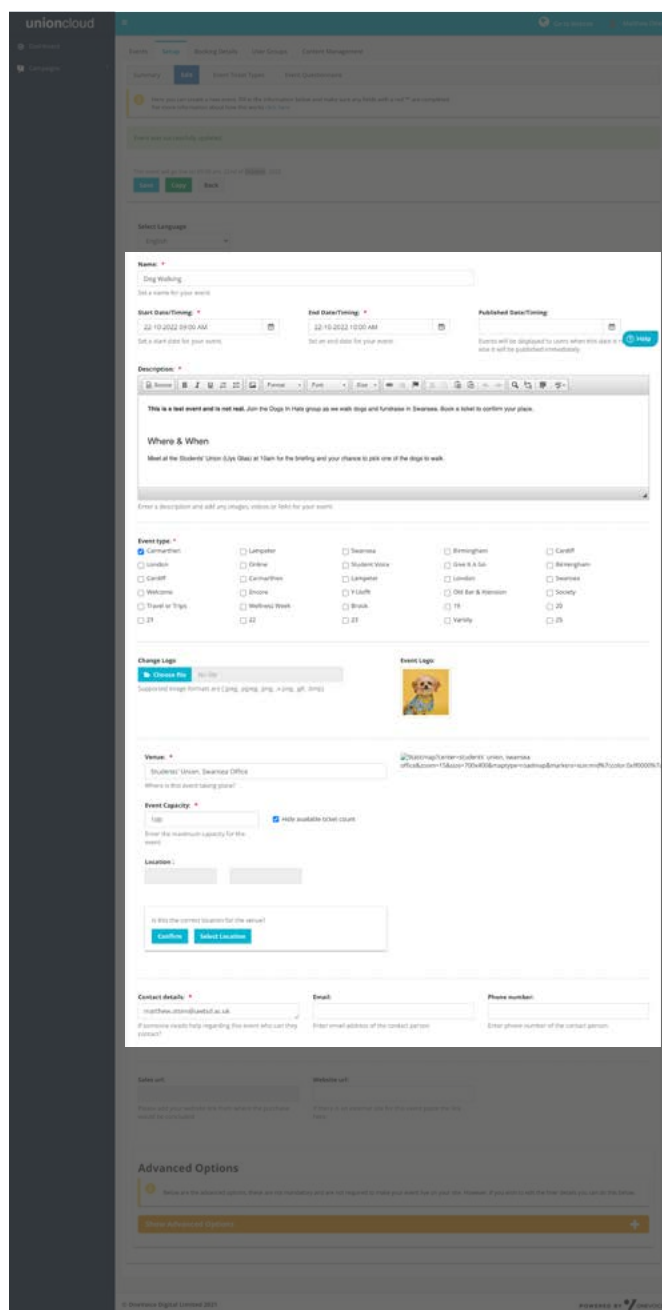
This is where you connect the event to a campus - this makes it easier for students to find.

Event Image

Add your event image here - make sure it's a square format or it will get squashed.

Venue, Capacity & Contact Details

This is where you enter the venue and capacity of the event, and any contact details.



Events Tickets

Whether free or paid, adding tickets to your events is a great way to see who's interested in your event and to get sign-ups.

Using the **Event Ticket Type** tab, you can create a range of ticket types.

Each ticket can have its own name, price and quantity.

If your event is free, change the fee amount to 0.00.

The screenshot shows the 'Edit Event Ticket Type' form in the UnionCloud interface. The form has tabs for 'Summary', 'Edit', 'Event Ticket Types', and 'Event Questionnaire'. The 'Event Ticket Types' tab is active. It contains a message: 'This section is where you can set up a ticket type for this event. For more information about ticket types, click here.' Below this is a green banner stating 'Event ticket type was successfully created.' and buttons for 'View Event Ticket Type' and 'Back'. The form includes fields for 'Select Language' (set to English), 'Ticket Name' (with a 'Dog Walking' example), 'Dog Walking' (with a description), 'Bulk Tickets' (with a checkbox), 'Availability' (with radio buttons for 'Online', 'Offline', and 'Both'), 'Price' (set to 0.00), 'Fee' (set to 0.00), 'Total' (set to £0.00), and 'Maximum number allowed to sell' (set to 1). There is also a 'Ticket Description' field with a rich text editor containing the text 'Join us as we walk dogs around Swanslea'.

The screenshot shows the 'Dog Walking' event page in the UnionCloud interface. It features a header with navigation links: 'About', 'Your Voice', 'Advice', 'Opportunities', 'Events', and 'Sign & Shop'. The main content area has a title 'Dog Walking' and a description 'Join us as we walk dogs around Swanslea.' Below the description is a 'QUANTITY' section with a dropdown menu set to '1' and a 'Price £ 0.00' section. There is an 'Add to cart' button. The footer includes a 'Dog Walking' image, a 'Dog Walking' title, a 'Dog Walking' description, and a 'Dog Walking' button.

Event Questionnaire

You might want to add a questionnaire to your event to get certain details for your attendees. You can do this by clicking the **Event Questionnaire** tab.

Here you can enter the questions you want - but remember - you need to follow our Data Protection Policy.

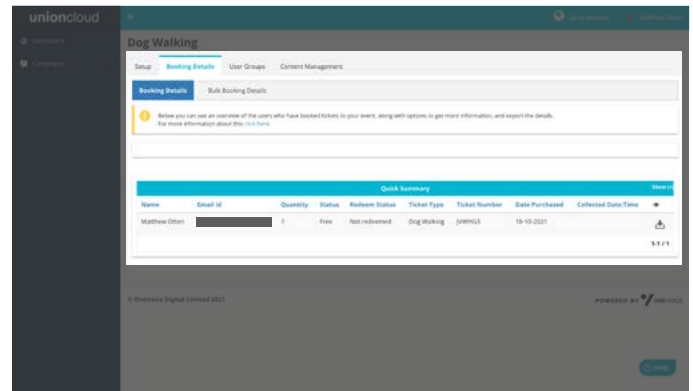
To view the results of a questionnaire, please contact your Student Opportunities Coordinator.

The screenshot shows the 'Dog Walking (Add Questions)' form in the UnionCloud interface. The form has tabs for 'Summary', 'Edit', 'Event Ticket Types', and 'Event Questionnaire'. The 'Event Questionnaire' tab is active. It contains a message: 'This section is where you can add questions to your event. For example, you could ask users to rate the event, or ask about their experience. If you are hosting an event with food, you could ask about their food preferences.' Below this is a green banner stating 'Event questionnaire was successfully updated.' and buttons for 'Add Question' and 'Save'. The form includes fields for 'Select Language' (set to English), 'Union Processing Statement', and 'If you are collecting any additional information, please use this box to explain to users why, and what the data will be used for'. There is a '1. Action' dropdown menu set to 'Single Select Dropdown'. Below this is a 'Question' field with the text 'What type of dog would you like to walk?'. There are three 'Options' fields: 'Small Dog', 'Average Dog', and 'Big Dog'. There is an 'Add Options' button. There is a checkbox for 'Display for specific ticket types'.

The screenshot shows the 'Dog Walking' event page in the UnionCloud interface. It features a header with navigation links: 'About', 'Your Voice', 'Advice', 'Opportunities', 'Events', and 'Sign & Shop'. The main content area has a title 'Dog Walking' and a description 'Join us as we walk dogs around Swanslea.' Below the description is a 'Dog Walking 1' section with a questionnaire titled 'What type of dog would you like to walk?'. The questionnaire has three options: 'Small Dog', 'Average Dog', and 'Big Dog'. There is an 'Add to cart' button. The footer includes a 'Dog Walking' image, a 'Dog Walking' title, a 'Dog Walking' description, and a 'Dog Walking' button.

View Bookings

You can quickly view a list of event bookings by visiting the Booking Details tab.

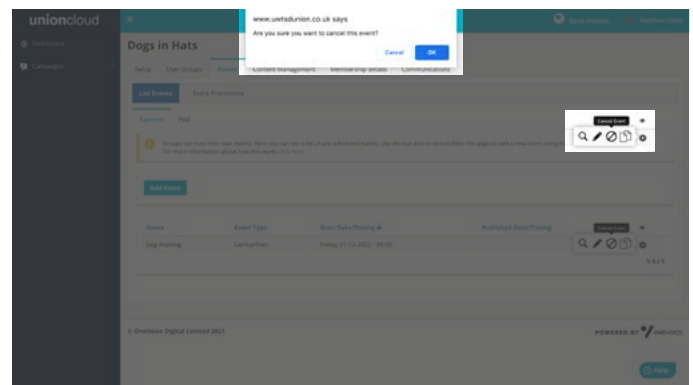


Cancelling an event

Before you start the process of cancelling an event, make sure you email all those booked on letting them know the event is cancelled.

To cancel an event, go to the events listings page, click the **Cog** icon, then click the **No Sign** icon to cancel.

A pop-up will ask if you're sure you want to cancel the event. Confirm and the event is cancelled.



Managing Your Members

Membership Types

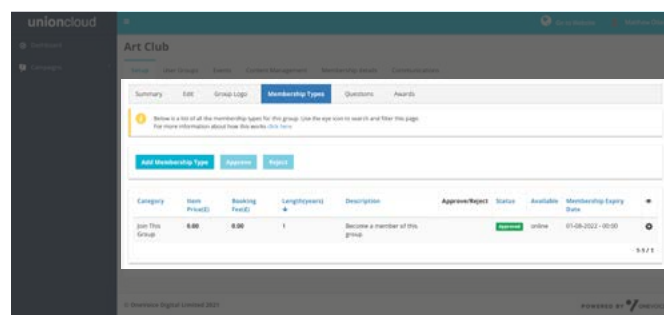
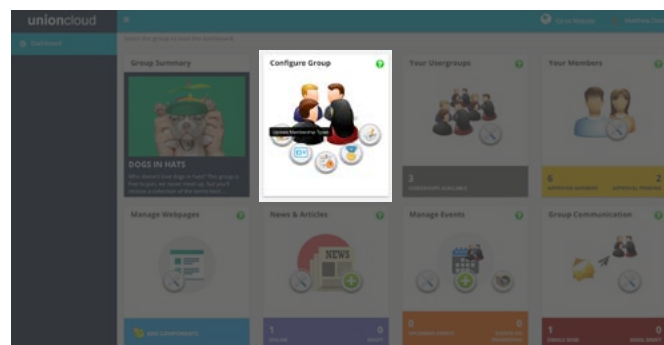
Questionnaires

Approving & Blocking

Membership Types

You can create different membership types to suit your group. To get started, click the Update Membership Types option on the Configure Group panel.

You're now on the Membership Types page - you can edit an existing membership by using the Cog icon, or you can create a new one by using the Add Membership Type button.



Setting Membership Types

Use the edit page to update/create membership types. Below are the details needed.

Category

This is the title of the membership type.

Membership Length

Defaults to 1 academic year, can be changed.

Availability

Leave this set as **both**.

Description

Add a summary of the membership type.

Eligibility

Defaults to everyone but can be changed.

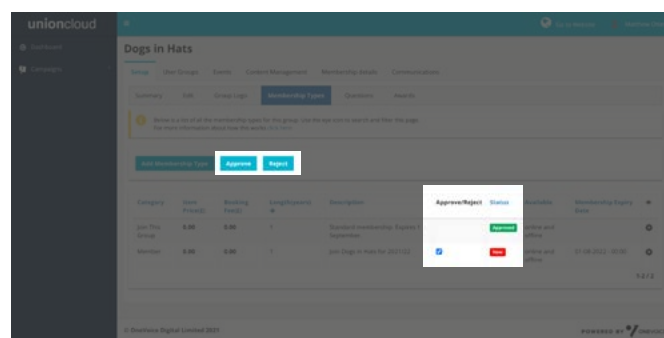
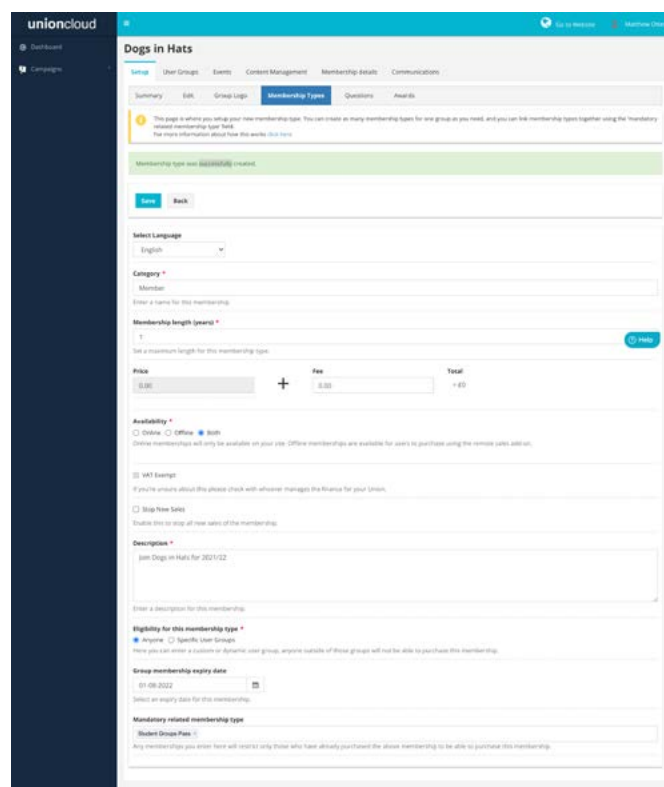
Group Membership Expiry Date

Automatically expires 1 August, can be changed.

Mandatory related membership type

Needs to be linked to Student Groups Pass.

All new membership types need to be approved via the Membership Types Tab.



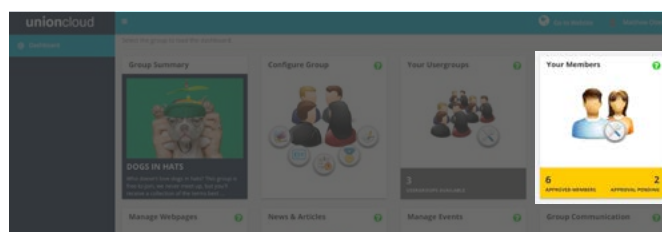
Members Questionnaire

You can create a questionnaire that all members of your group have to fill out. To do this, go to the Set Up tab, and then click the Questions tab.

Here you can create a questionnaire to get the information you need. Remember that you need to follow the Union's Data Protection policy and guidelines.

Viewing All Members

To view a list of all your members, use the manage members option on the **Your Members** Panel. This will take you to the members tab with a list of all your current members.



Forename	Surname	Membership Type	Photo	Action	Block
Erica		Join This Group		☒	☐
John		Join This Group		☒	☐
Lauren		Join This Group		☒	☐
Matthew		Join This Group		☒	☐
Matthew		Join This Group		☒	☐
Smith		Join This Group		☒	☐

Approve, Reject, Block

Approving or Rejecting Member Applications

By default, new members need to be approved by a Group Admin. To do this, go to the Membership Details tab, then Approval Pending.

Here is a list of members pending approval. To approve them, check the checkbox in the Approve/Reject column, then use either the approve or reject button.

Forename	Surname	Membership Type	Photo	Action	Block
Erica		Join This Group		☒	☐
John		Join This Group		☒	☐
Lauren		Join This Group		☒	☐
Matthew		Join This Group		☒	☐
Matthew		Join This Group		☒	☐
Smith		Join This Group		☒	☐

Blocking Members

To block an existing member, check the checkbox in the block column and save.

Forename	Surname	Membership Type	Photo	Action	Block
Erica		Join This Group		☒	☐
John		Join This Group		☒	☐
Lauren		Join This Group		☒	☐
Matthew		Join This Group		☒	☐

Managing Your Blog

**Writing
Publishing**



Managing Your Blog

To create a new blog, use the **Create Articles** button on the **News & Articles Panel**.

To view all published blogs, use the **Manage Articles** button on the **News & Articles Panel**.

When editing articles, you'll need;

- Article title
- Article Content
- Thumbnail Image

Blogs can be saved as a draft, and can be drafted if live using the Live / Draft toggle.

The Thumbnail Images needs to be at least 320px x 220px in a JPEG or PNG format.

