

leicesterunion.com
How TO!



*Societies, Sports
and Associations*
GUIDE

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 University of Leicester
Students' Union

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Hello!

Welcome to your new union website,
www.LeicesterUnion.com

This is a short guide detailing how to use the new website if you are a club, society or association president or committee member.

The new website is going to be THE place to get Union information, and the most successful clubs, societies and associations this term will be those who maximise its potential.

Over the next few pages you will learn how to register on, use, and update YOUR section of the website.

We will use the Football club as the example society in this guide.

1. Register @

University of Leicester
Students' Union

Register or Login Search

HOME EVENTS NEWS YOUR UNION CLUBS

Facebook

Welcome to University of Leicester Students' Union

Blog Newspaper

NEW IMPROVED FORMULA
WALLOP!
One squirt and everything's lovely again
Union +

ADVERTISE HERE TODAY

PercyGee on Twitter

www.leicesterunion.com/register

University of Leicester
Students' Union

Register or Login Search

HOME EVENTS NEWS YOUR UNION CLUBS

Register

Benefits

Why you should register

- Make your own homepage using drag and drop
- Join clubs, societies and teams
- Buy tickets for events
- Meet new people, chat to old friends
- Find out what's going on

Already registered? [Login](#)
Having problems registering? [Help](#)

Register

First name

Second name

Email address

Set new password

Confirm password

Year of graduation

Use your REAL first name and second name, and an @le.ac.uk email

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Advertising
Ticket Kiosk
Union+ Admin

2. Become a VIP!

Now to your university email inbox and click the link to activate your account.

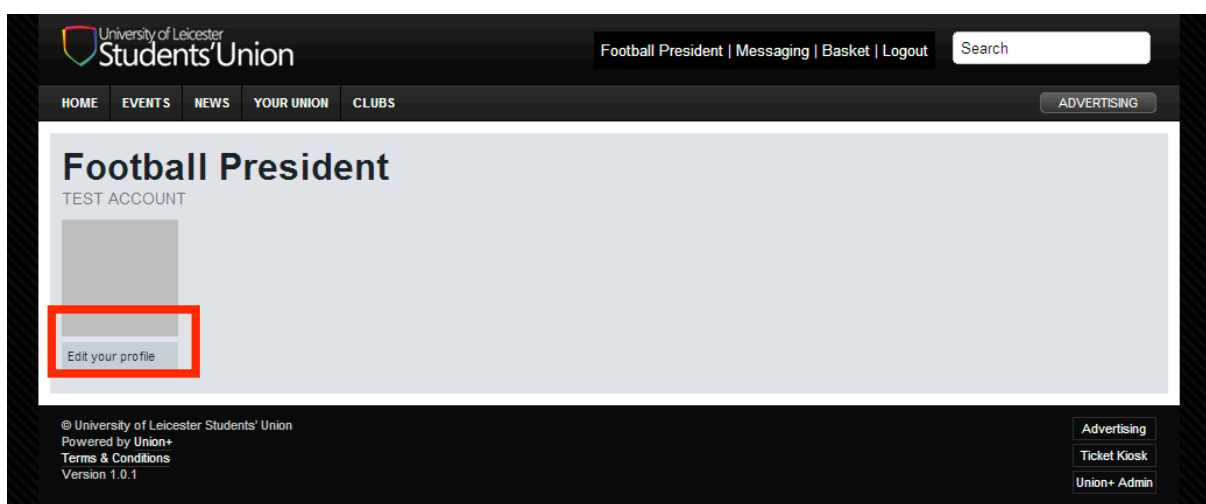
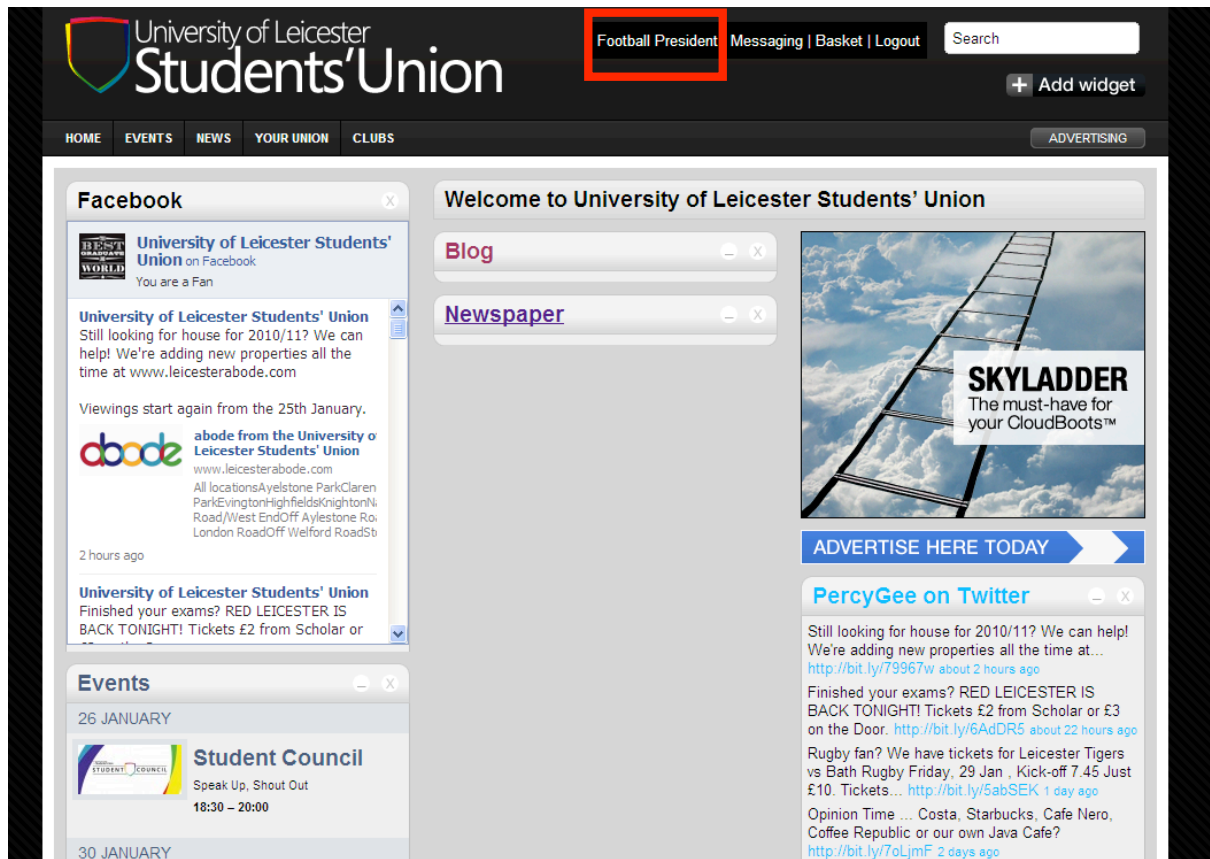
That's it, you're registered!

Now send an email to vip@leicesterunion.com to let us know which club or society you want VIP rights to and we will give you control of your club's page within 24 hours.

Being a VIP lets you get access to loads of special features which will make your life so much easier this term and help make your society even better!

3. Edit your Profile

Login and click your name to go to your profile.



You will see this screen, so click on 'Edit your profile'

Profile

Profile picture

[Change picture](#)

Personal

Name

First name

How you'd like to be known

Football

Name changes require authorisation

Second name

How you'd like to be known

President

Name changes require authorisation

Communication

Email address

For primary use

ryoooh@hotmail.com

This is used to log into the site and is where your mail is sent

Mobile number

Only available to the SU and clubs, societies and sports teams you are a member of

If you're a member of a team, it's a good idea to have a contact number incase of last-minute changes. A log is kept of who looks up your number

Profile

Hometown

Where you call home

Appears alongside your profile

Gender

Appears alongside your profile

Change your picture by clicking the link in the red box and uploading a photo.

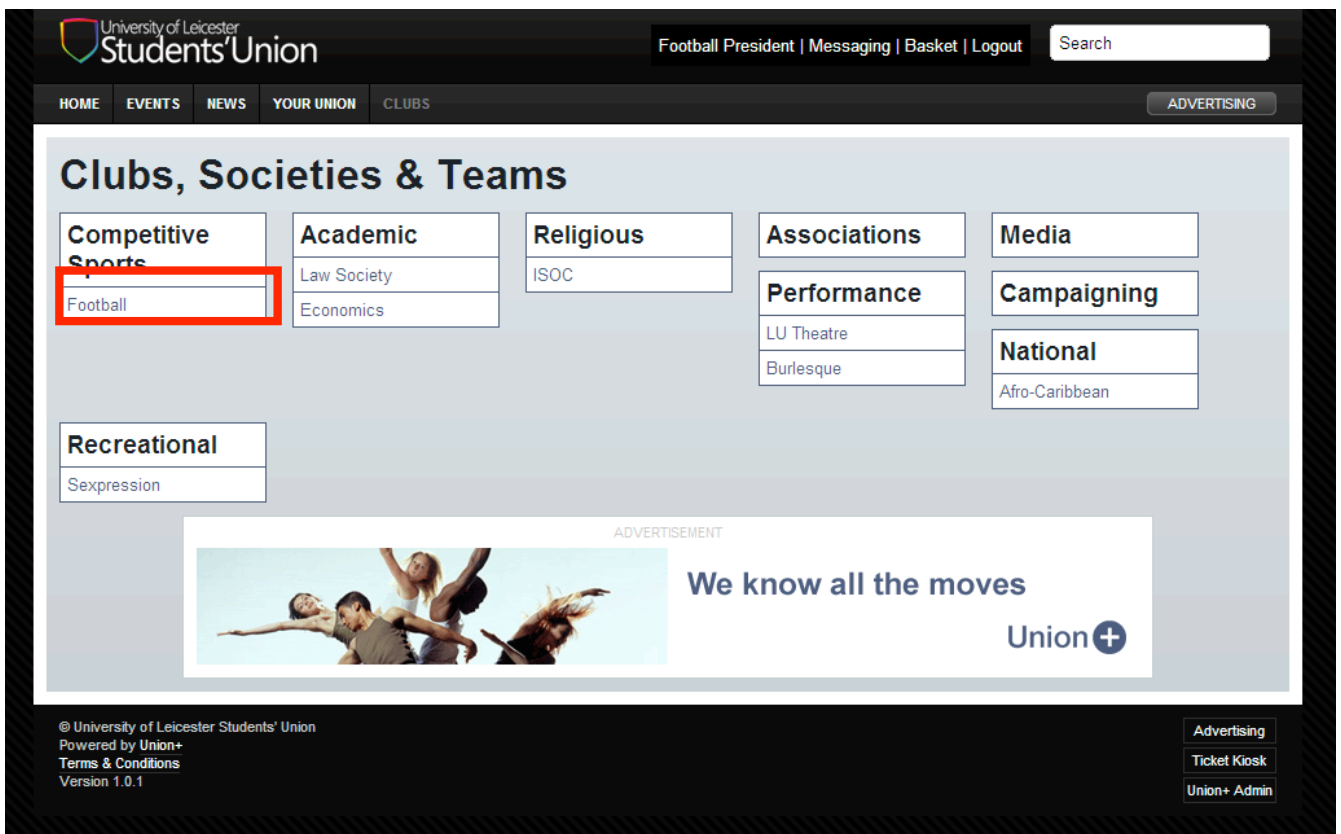
Update your mobile number in the blue box. This will help your club members to get in touch with you.

You can also add other info to your profile and modify your communication preferences further down the page.

4. Manage your club, society or association

To access your club page go to:

www.leicesterunion.com/clubs and select your club from the lists.



The screenshot shows the University of Leicester Students' Union website. The header includes the logo, navigation links (HOME, EVENTS, NEWS, YOUR UNION, CLUBS), and a search bar. The main content area is titled 'Clubs, Societies & Teams' and features several categories of clubs and societies:

- Competitive Sports** (highlighted with a red box):
 - Football
- Academic**:
 - Law Society
 - Economics
- Religious**:
 - ISOC
- Associations**
- Media**
- Performance**:
 - LU Theatre
 - Burlesque
- Campaigning**
- National**:
 - Afro-Caribbean
- Recreational**:
 - Sexpression

An advertisement banner is displayed below the categories, featuring a group of people dancing and the text 'We know all the moves' and 'Union+'.

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Advertising
Ticket Kiosk
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University of Leicester
Students' Union

Football President | Messaging | Basket | Logout

Search

HOME | EVENTS | NEWS | YOUR UNION | CLUBS

ADVERTISING

Football

About

This is football

Member

VIP

- Edit club details
- Edit my title
- Message/email members
- View members
- Print member list
- Pending members
- Add event
- Edit an event

ADVERTISEMENT

Robot Sale

Events

Updates

Add update

Ryan O'Hare 22 hours ago
we are winning

VIPs

Phil Dixon
Send message

Football President
Send message

Board

Post

Ryan O'Hare Web Editor 22 hours ago
come on lads let's beat them

This is your club page. This is where you can do anything and everything, using the options in the red box.

- Edit your club details to give info to new members
- Chat to existing members on the board
- Create events to let everyone know what's happening (these will also appear on the front page of www.leicesterunion.com)
- Message all your members

- Print a list of your members
- Send out club updates
- Edit club details

It's pretty self explanatory really, fill in the boxes to let people know what you guys are all about.

When you've updated, click Save.

The screenshot shows the 'Football' club details page on the University of Leicester Students' Union website. The page layout includes a dark header with navigation links (HOME, EVENTS, NEWS, YOUR UNION, CLUBS) and a search bar. The main content area is titled 'Football' and contains three sections: 'About', 'Details', and 'Club info'. The 'About' section has a text box with 'This is football' and a character count of 3. The 'Details' section has input fields for 'Facebook ID' (containing '0') and 'Twitter username'. The 'Club info' section has a text box with 'Join join join' and a character count of 3. A red box highlights the 'Finish' section, which contains 'Save' and 'cancel' buttons.

In later editions of the site you will be able to fully link the group into your Facebook group. You will be told when this option is available.

□ Create events

1. Select 'Add event' in the left hand column
2. Fill in as much info as possible, upload a thumbnail (can be your society logo, a picture of a past event, etc) then click save.
3. Remember, this will appear on the homepage so make sure all the details are right.
4. If you need to make a change click 'Edit an event' in the left hand column.

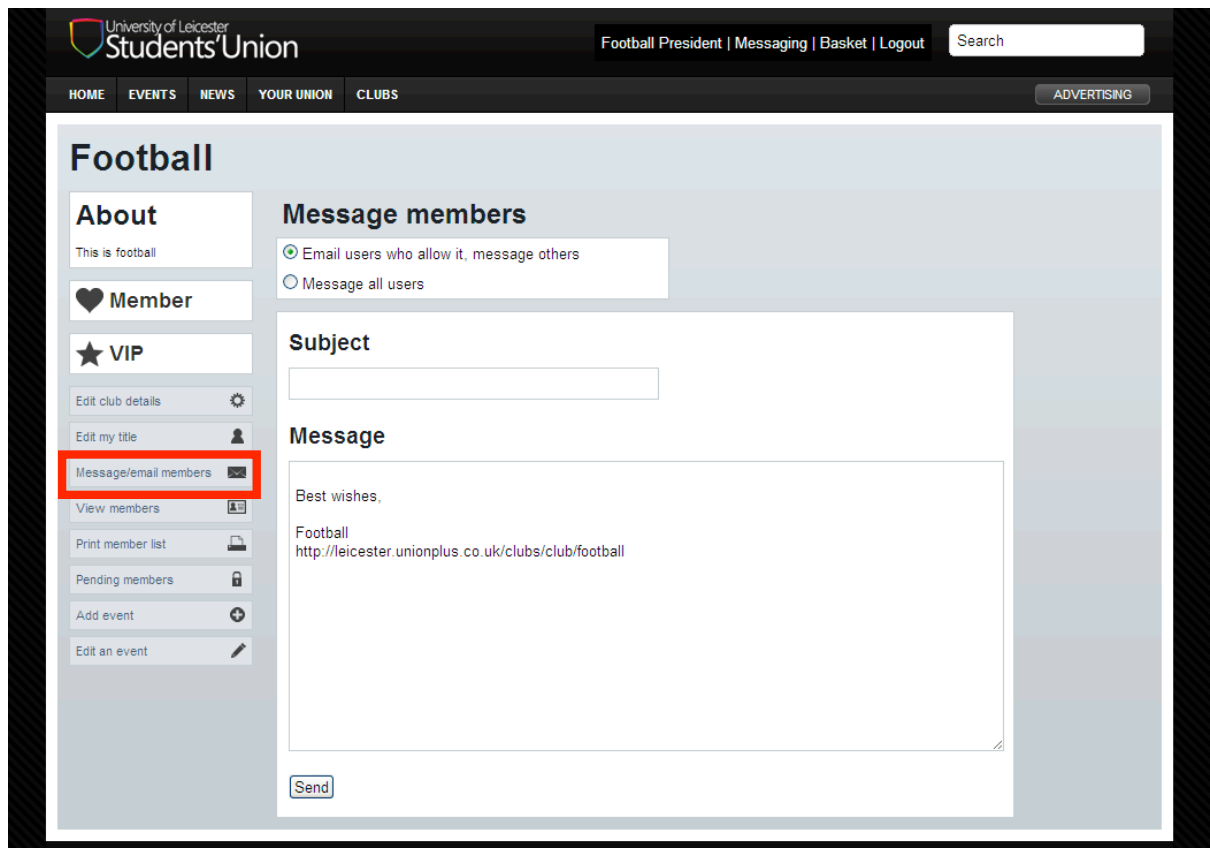
The screenshot displays the 'Football' section of the University of Leicester Students' Union website. The top navigation bar includes 'HOME', 'EVENTS', 'NEWS', 'YOUR UNION', and 'CLUBS'. A search bar is located in the top right corner. The main content area is divided into two columns. The left column, titled 'Football', contains several sections: 'About' (This is football), 'Member' (with a heart icon), 'VIP' (with a star icon), and a list of management actions: 'Edit club details', 'Edit my title', 'Message/email members', 'View members', 'Print member list', 'Pending members', 'Add event' (highlighted with a red box), and 'Edit an event'. The right column, titled 'New Event', contains a form with the following fields: 'Title' (The name of the event), 'One line description' (A short description of the event), 'Start date and time' (with dropdowns for hours and minutes), 'End date and time' (with dropdowns for hours and minutes), 'Price' (with a pound sign and a text input), 'Location' (Where your event is being held), 'Event description' (Detailed description of your event), 'Event type' (with a dropdown menu set to 'Concert/Gig'), 'Event thumb' (with a 'Choose File' button and 'No file chosen' text), and a 'Save' button (Save your event).

Message all your members

Select 'Message/email members'

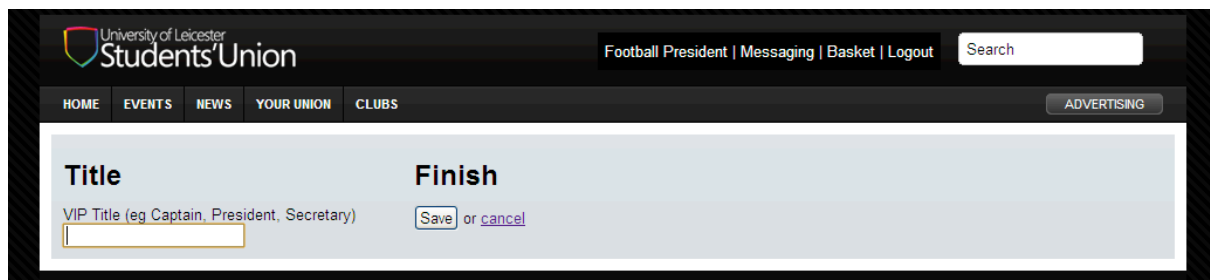
Type your message and send

Easy!



Edit Title

Select 'Edit my title' to let members know your title e.g. President, Social Sec, etc.



That's it!

You have now mastered how to use all the main aspects of www.LeicesterUnion.com

Now you can go out and promote the site to all your members, the more members you get to sign up the more effective the website will be for your society!

If you have further queries or need assistance with anything then email:

help@leicesterunion.com

We will respond as soon as possible and always within 24 hours.

Enjoy the new website, and good luck in making this term the most successful your society has ever had!