

Guide to your Webpage and Memberships

Throughout the year, once elected to your roles, all committee members have access to edit your SU website page, including contact details, pictures & content, along with submitting news and adding events.

Once you have completed all your online training modules and paid for your membership, your permissions will be updated to include the ability see your member lists, view sales reports, and send messages to your members.

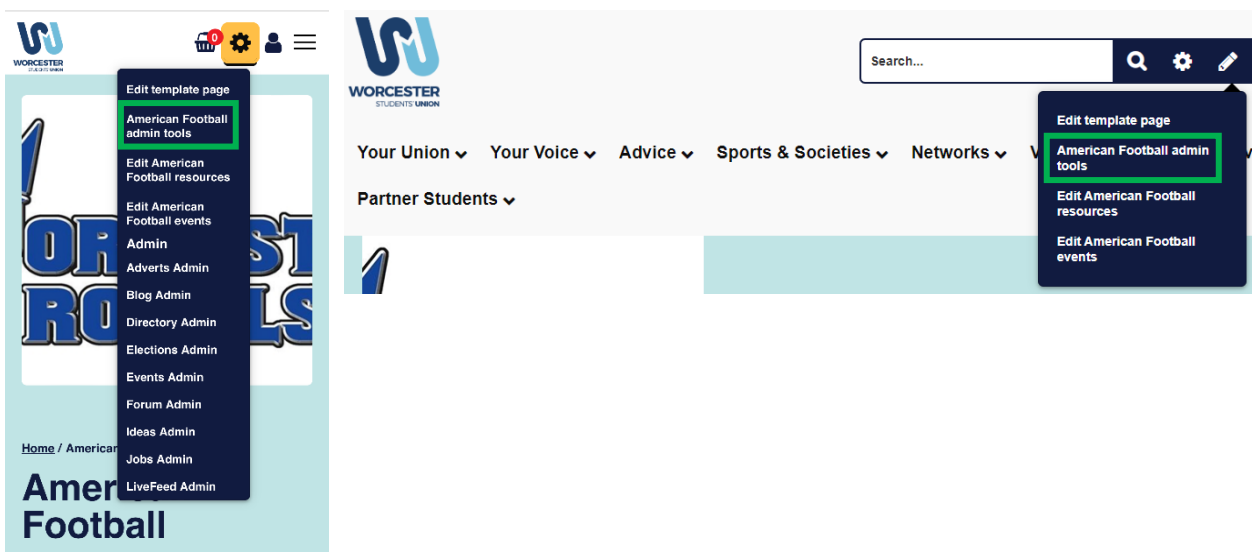
Table of Contents:

| | |
|--|---------|
| Sending Messages | Page 2 |
| Updating Webpage | Page 5 |
| Accessing Members List | Page 7 |
| Accessing Sales Reports | Page 8 |
| Adding News & Events | Page 11 |

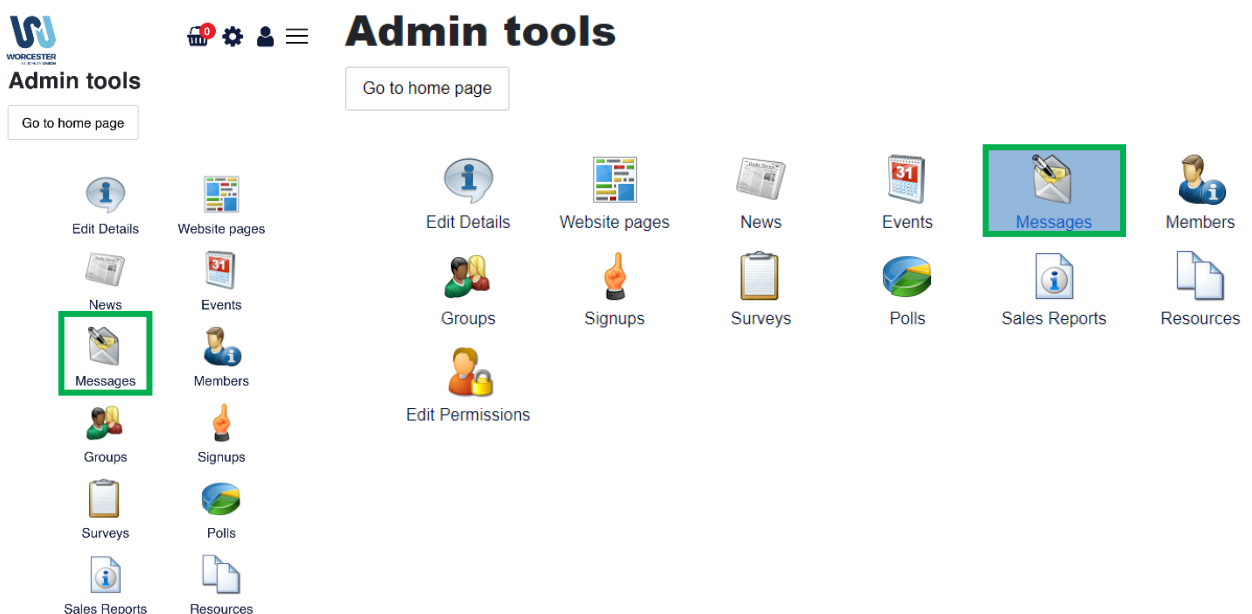
Sending Messages

To contact your members:

1. Log in to www.worcsu.com
2. Go to your society/club/network page
3. Click the pencil icon (desktop) or gear (mobile) at the top right of the page
4. In the drop-down menu, select “*Club/Soc/Network* admin tools” (e.g. American Football admin tools)



5. In admin tools, go to “Messages”



- Once in messaging, click on send email (you will also be able to view any drafts or sent items)

The screenshot shows the 'Messaging' interface. On the left, there is a sidebar with the Worcester Students' Union logo and navigation links: 'Back to admin tools', 'Send email' (highlighted with a green box), and 'My Message Centre'. Below this are sections for 'Drafts' and 'Sent items', each with a 'Show my drafts only' checkbox and a message stating 'There are no draft messages.' or 'There are no sent items for this period.' The main content area is titled 'Messaging' and contains three buttons: 'Back to admin tools', 'Send email' (highlighted with a green box), and 'My Message Centre'. Below this are sections for 'Drafts' and 'Sent items'. The 'Drafts' section has a checked 'Show my drafts only' checkbox and a message: 'There are no draft messages.' The 'Sent items' section has a 'Show messages sent during:' dropdown set to 'Last 7 days', a 'Show previews' checkbox, and an 'Apply Filter' button. Below this is a message: 'There are no sent items for this period.'

- You must click on 'Add recipients' under the 'To' heading to choose who you want to send the email to (tick the boxes next to your membership types)

The screenshot shows the 'Send Email' interface. On the left, there is a sidebar with the Worcester Students' Union logo and navigation links: 'Back to admin tools', 'Send email' (highlighted with a green box), and 'My Message Centre'. Below this are sections for 'Drafts' and 'Sent items', each with a 'Show my drafts only' checkbox and a message stating 'There are no draft messages.' or 'There are no sent items for this period.' The main content area is titled 'Send Email' and contains three buttons: 'Back to admin tools', 'Send email' (highlighted with a green box), and 'My Message Centre'. Below this are sections for 'Drafts' and 'Sent items'. The 'Drafts' section has a checked 'Show my drafts only' checkbox and a message: 'There are no draft messages.' The 'Sent items' section has a 'Show messages sent during:' dropdown set to 'Last 7 days', a 'Show previews' checkbox, and an 'Apply Filter' button. Below this is a message: 'There are no sent items for this period.'

Recipients

Back to message

Filter by name: **Search** **Clear** Only show opted-in recipients

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**

All Committee Members (5 people)
 All Members (5 people)

Recipients

Back to message

Filter by name: **Search** **Clear** 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

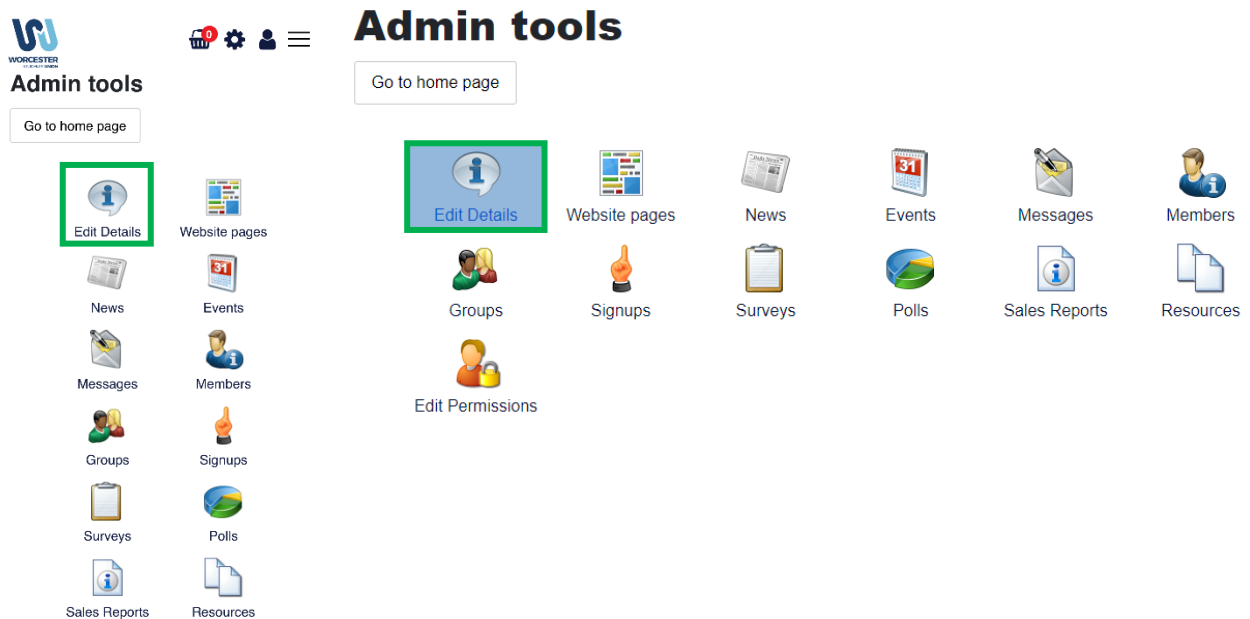
- 1st Semester (Non-Kitted, Placement Discount) (0 people)
- 1st Semester Membership (Kitted) (0 people)
- 1st Semester Membership (Kitted, Placement Discount) (0 people)
- 1st Semester Membership (Non-Kitted) (0 people)
- 1st Team (0 people)
- 2nd Semester Membership (Kitted) (0 people)
- 2nd Semester Membership (Kitted, Placement Discount) (0 people)
- 2nd Semester Membership (Non-Kitted) (0 people)
- 2nd Semester Membership (Non-Kitted, Placement Discount) (0 people)
- All Committee Members (5 people)
- All Members (5 people)

8. After this, add your Subject, add any attachments, and write your email in the Message Text box. Once you are finished, press send.

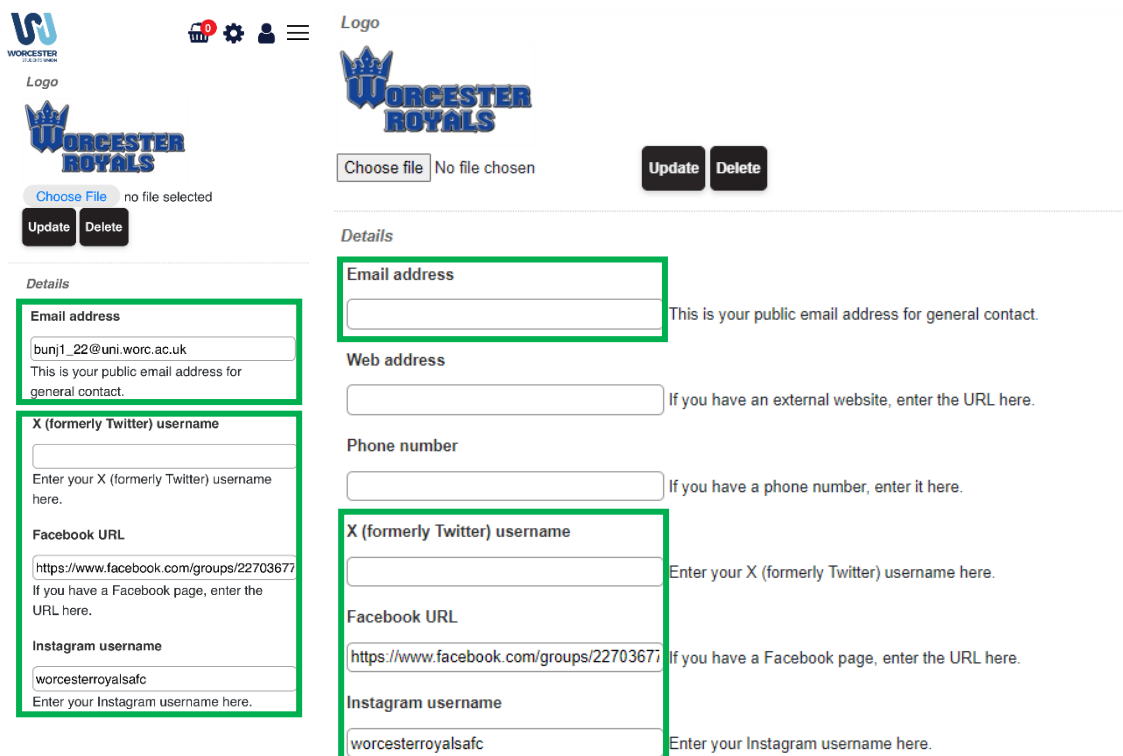
Updating Webpage

To edit your webpage information (description, contact email, social media account links, logo, etc.):

1. Repeat steps 1-4 from [Sending Messages](#)
2. Click "Edit Details"



3. Update your information (logo, contact details, social media links)



4. Update your webpage content (introduction to your Student Group, weekly schedule, committee members, photos, activities/events)

The screenshot shows a web editor interface. On the left is a sidebar with a 'Save' button highlighted in a green box. The main area is titled 'Description' and contains the following text:

Founded in 2007, the Royals currently play in the BUCS American Football South West Division 2. The club entered the division following the 2019-20 season. The Royals were conference champions in their 2018-19 season and are currently reigning varsity champions.

Our mission is to offer a new opportunity to students, all as part of a competitive, sporting and active experience. We have a strong and dedicated coaching staff, including former GB players and coaches, and a solid group of players who are always eager to accept people with an enthusiasm to learn something new or build upon existing skills. We offer every new player a chance to meet new people and are a growing community as we seek to recruit new members all the time!

We are a hard-working team, that is competitive in our BUCS division.

If you are a student at the University of Worcester and are interested, then why not come and join us? The club is always welcoming new players, with previous experience or if you just want to try something new, with the aim to develop them into becoming the best they can be on and off the field. Please get in contact with the club if you think you could be the newest member of one of most welcoming and fastest growing societies at the University of Worcester or if you have any questions. Please contact us on Instagram @worcesterroysalsafo or Facebook through the Worcester Royals Facebook page.

A 'Save' button is highlighted with a green box at the bottom of the editor.

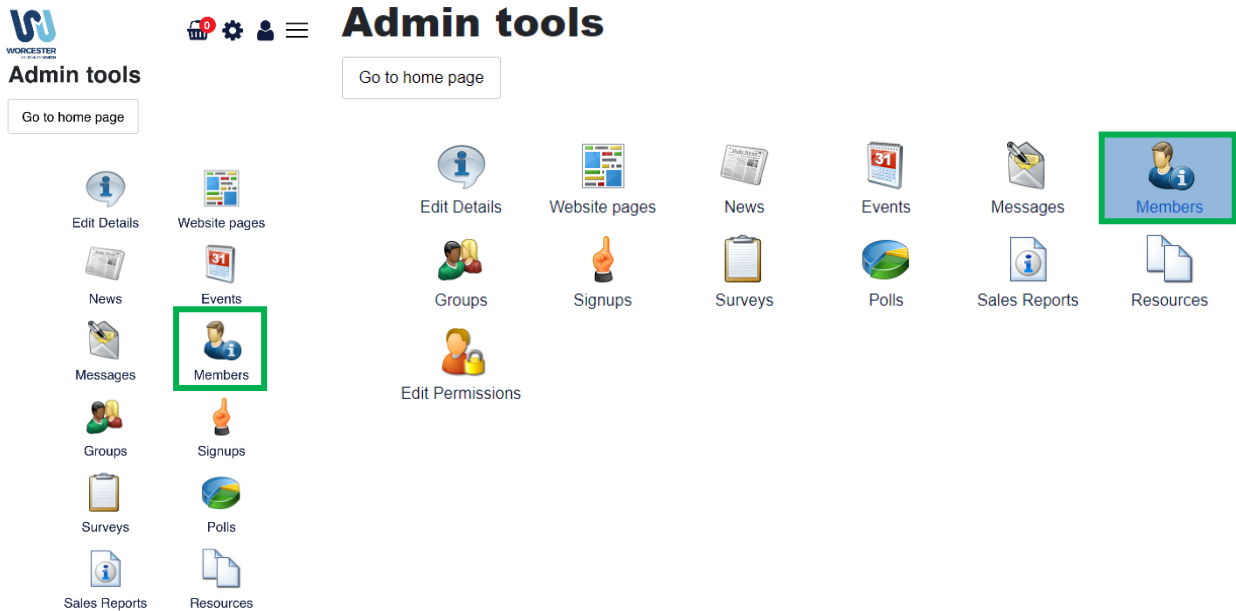
Make sure you hit save after editing so you don't lose your changes!



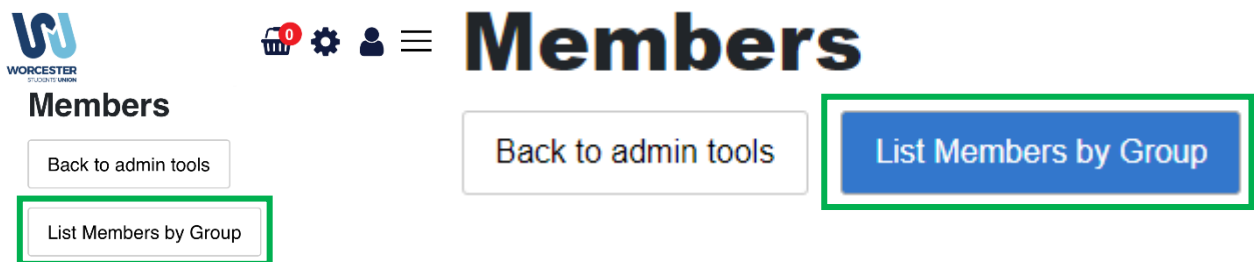
5. Check your page afterwards to make sure it is laid out as you would like it, repeat steps to edit content to ensure all up to date and well formatted

Accessing Members List

1. Repeat steps 1-4 from [Sending Messages](#)
2. Click "Members"



3. To view by membership type, click "List Members by Group" - this will show you which members hold which membership types

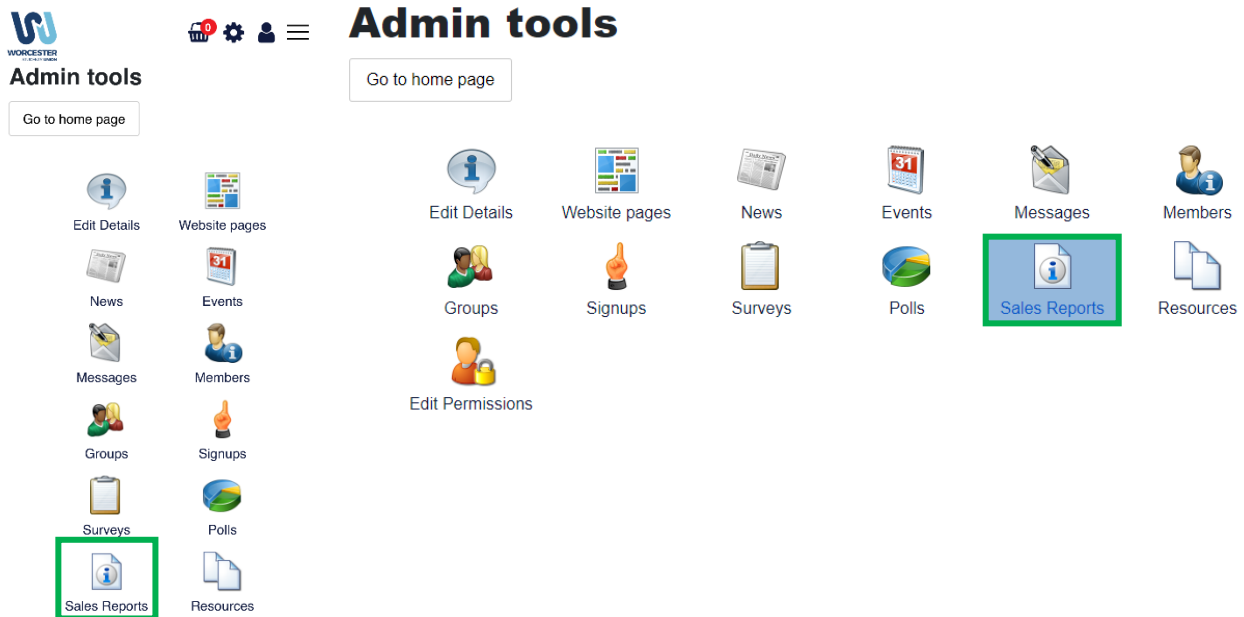


Be aware that Committee Members will appear in your membership list without having purchased membership.

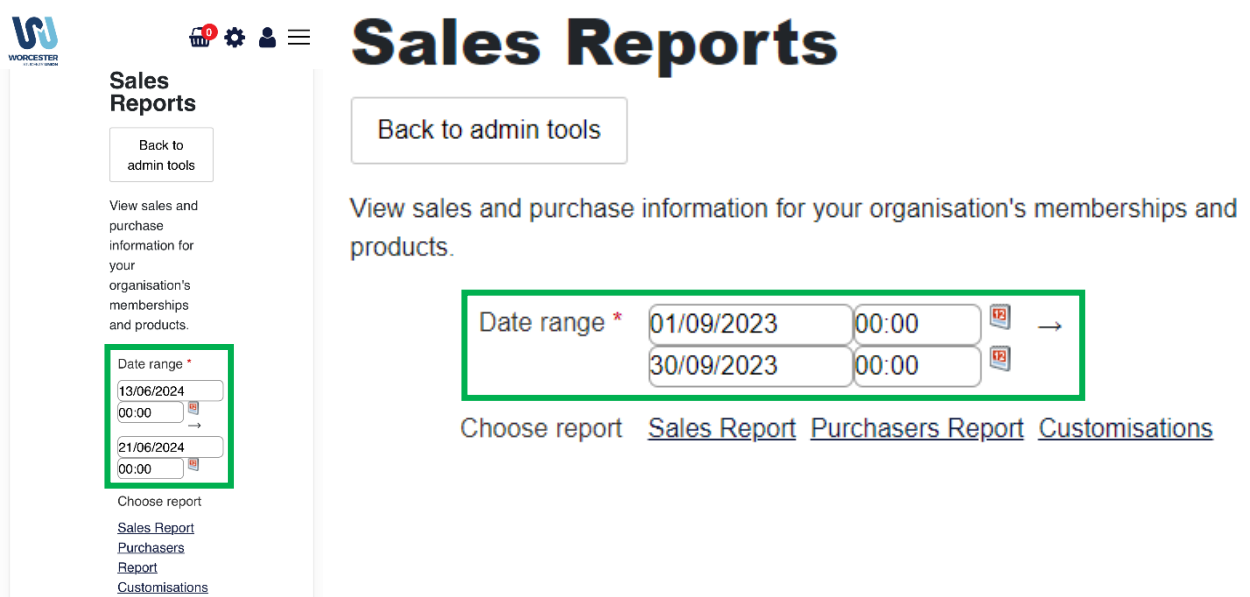
Accessing Sales Reports

To access your paid members and payments for any products/tickets:

1. Repeat steps 1-4 from [Sending Messages](#)
2. Click "Sales Reports" to see which memberships/products/tickets have been purchased



3. Update the date range options to filter to the purchase that you wish to check (e.g., purchases during September 2023)



- Click "Sales Report" to view the number of purchases of memberships, tickets, and products or the number of refunded payments

Choose report

[Sales Report](#)

[Purchasers](#)

[Report](#)

[Customisations](#)

Be aware that the reports do not display effectively on a mobile device!

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

Product Sales Report

Report generated Thu 20 Jun 2024 14:37

| Report Details | | | | |
|-----------------------------------|--|-------------------|-----------------------|-----------------------|
| Product # | Name | Organisation | From Date | To Date |
| ALL | ALL | American Football | Fri 01 Sep 2023 00:00 | Sat 30 Sep 2023 00:00 |
| Summary | | | | |
| Transaction type | | Qty | Total | |
| Sale | | 8 | 165.00 | |
| Net total | | 8 | 165.00 | |
| Shop | Product | Qty | Unit Price | Total |
| [10028540] | American Football - BUCS Contribution Fee | 1 | Sale | 5.00 |
| [10009270] | American Football Interest List | 2 | Sale | 0.00 |
| [10023000] | American Football Reach Standard Membership (Kitted) | 4 | Sale | 0.00 |
| [10000690] | American Football Standard Membership (Kitted) | 1 | Sale | 160.00 |
| Net total for all products | | 8 | | 165.00 |

- You can also select "Purchasers Report" to break this down further and view who made the purchases and when the payment was made

Choose report

[Sales Report](#)

[Purchasers](#)

[Report](#)

[Customisations](#)

Be aware that the reports do not display effectively on a mobile device!

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

Product Purchasers Report

Report generated Thu 20 Jun 2024 14:48

| Report Details | | | | | | |
|--|------------|-------------------|-----------------------|-----------------------|--------------|-----------------------|
| Product # | Name | Organisation | From Date | To Date | Product Type | Txn Type |
| ALL | ALL | American Football | Fri 01 Sep 2023 00:00 | Sat 30 Sep 2023 00:00 | * ALL * | * ALL * |
| Trans # | Name | Under 18 | Card # | Shop | Qty | Purchase Date |
| [10009270] American Football Interest List | | | | | | |
| 30081981 | [REDACTED] | | [REDACTED] | Website | 1 | Mon 25 Sep 2023 15:58 |
| 30081494 | [REDACTED] | | [REDACTED] | Website | 1 | Wed 20 Sep 2023 12:23 |
| [10023000] American Football Reach Standard Membership (Kitted) | | | | | | |
| 30082061 | [REDACTED] | | [REDACTED] | Welcome Desk | 1 | Tue 26 Sep 2023 14:55 |
| 30081927 | [REDACTED] | | [REDACTED] | Welcome Desk | 1 | Mon 25 Sep 2023 13:42 |
| 30081925 | [REDACTED] | | [REDACTED] | Welcome Desk | 1 | Mon 25 Sep 2023 13:34 |
| 30081919 | [REDACTED] | | [REDACTED] | Welcome Desk | 1 | Mon 25 Sep 2023 13:23 |

- If any tickets have customisations such as Emergency Contact Details, Medical Conditions or Meal Choices, you can view these by selecting "Customisations"

Choose report

[Sales Report](#)

[Purchasers](#)

[Report](#)

[Customisations](#)

Be aware that the reports do not display effectively on a mobile device!

Choose report [Sales Report](#) [Purchasers Report](#) [Customisations](#)

Product Customisations Report

Report generated Thu 20 Jun 2024 14:57

| Report details | | | | |
|----------------|---|-------------------|-------------|-------------|
| Product # | Product | Organisation | From date | To date |
| ALL | ALL | American Football | 01 Sep 2023 | 30 Sep 2023 |
| Txn # | Purchase date | Customer name | Card number | |
| [10028540] | American Football - BUCS Contribution Fee | | | |

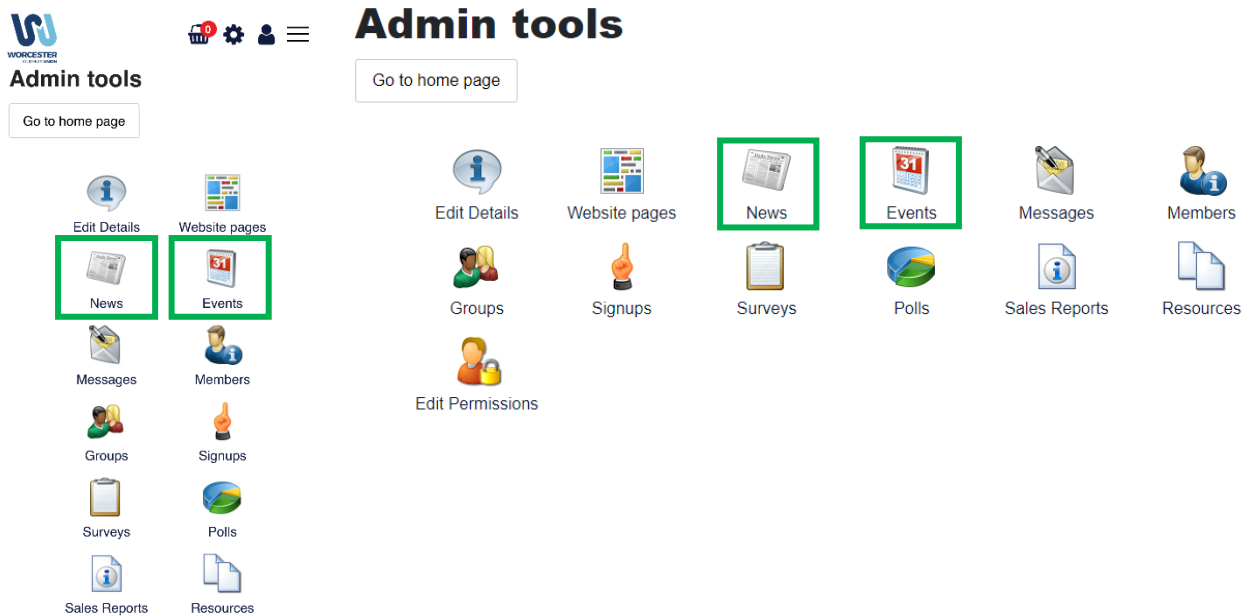
- If you wish to download a copy of any of the reports (Sales Report, Purchasers Report or Customisations), click the save icon and choose your preferred file format:

The screenshot shows a report viewer interface. At the top, there are navigation icons and a search box. Below that, the report title 'Product Sales Report' is displayed, followed by the generation date 'Report generated Thu 20 Jun 2024 15:00'. The report content is divided into sections: 'Report Details' with columns for Product #, Name, and Organisation; 'Summary' with a 'Transaction type' section showing 'Sale' and 'Net total'. On the right side, a download menu is open, showing options: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), and CSV (comma delimited). The 'Save' icon in the top right of the viewer is highlighted with a green box.

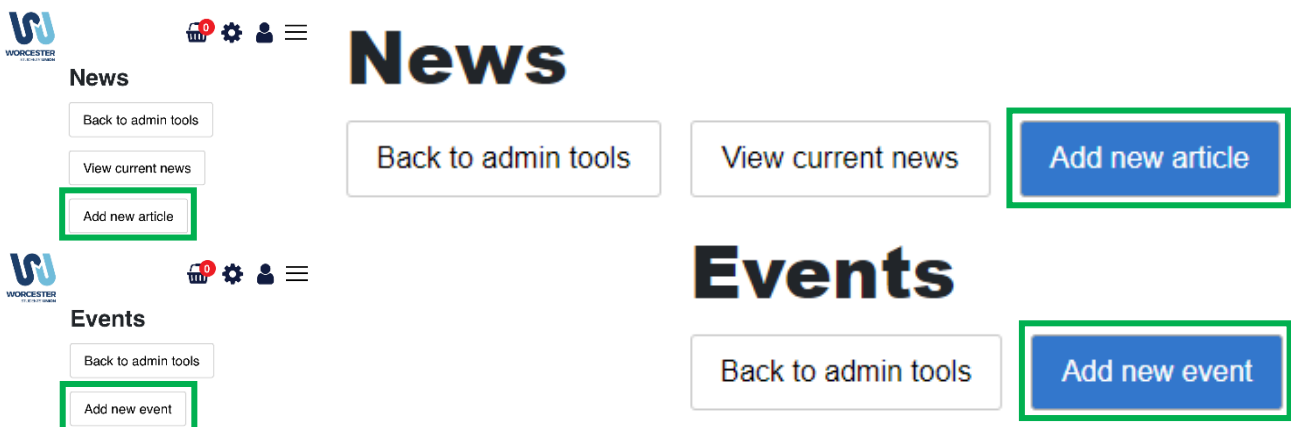
Adding News & Events

Any paid member can submit news, but only Committee Members can approve news and upload events.

1. Repeat steps 1-4 from [Sending Messages](#)
2. Click "News" or "Events"



3. Click "Add new article" or "Add new event"



4. Fill out the article information or event details, then click Save
5. To make sure this has worked, go to your webpage then click the "Events" or "News" tab

Please note: Tickets for events can be added to the event if tickets are requested with your Event/Trip Request Form.