

Committee Guide to Your Webpage & Memberships

NB: IF YOU HAVE NOT PAID, YOUR PERMISSIONS HAVE NOT BEEN UPDATED

To access your membership list and payments for any products/tickets:

- Permission given to Chairs, Secretaries, Treasurers, Members Reps and Directors

- 1) Log in to www.worcsu.com
- 2) Go to your society page
- 3) Click the 'mixing deck' icon at the top left of the page
- 4) In the drop-down menu, select " *Your society* admin tools"
- 5) Click "Members" **OR**
- 6) To see which memberships/products have been purchased, click "Sales Reports"
- 7) Put the first date to 1st September 2015
- 8) Click "Purchasers Report"
- 9) If you wish to download a copy, click the save icon and choose the preferred file format

To edit your webpage information (blurb, email, FB/Twitter account links etc):

- Permission given to Chairs and Secretaries only

- 1) Repeat steps 1-4 above
- 2) Click "Edit Details"
- 3) Update any information appropriately
- 4) Check your page afterwards to make sure it is laid out as you would like it

To add events/news:

- Any paid member can submit news, but ONLY Chairs and Secretaries can approve news and upload events
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- 1) Repeat steps 1-4 above
- 2) Click "News" or "Events"
- 3) Click "Add new article" or "Add new event"
- 4) Complete the form, and click save
- 5) To test, go to your page and click the "Events" or "News" tab

NB: Events must be added to your page before ticket request can be completed

Other permissions can be added, but this needs to be requested by the Chair of the society