# Guide to your Webpage and Memberships

Over summer all committee members have access to edit your SU website page, including contact details, pictures and content, submit news and add events.

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

To contact your members:

1. Log in to www.worcsu.com

2. Go to your society/club/network page

3. Click the 'mixing deck' icon at the top left of the page

4. In the drop-down menu, select " *Your society/club/network* admin tools"
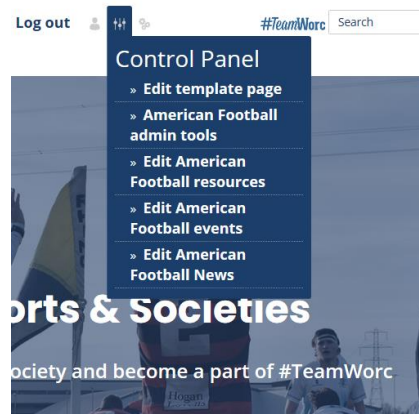

5. In admin tools, go to messages
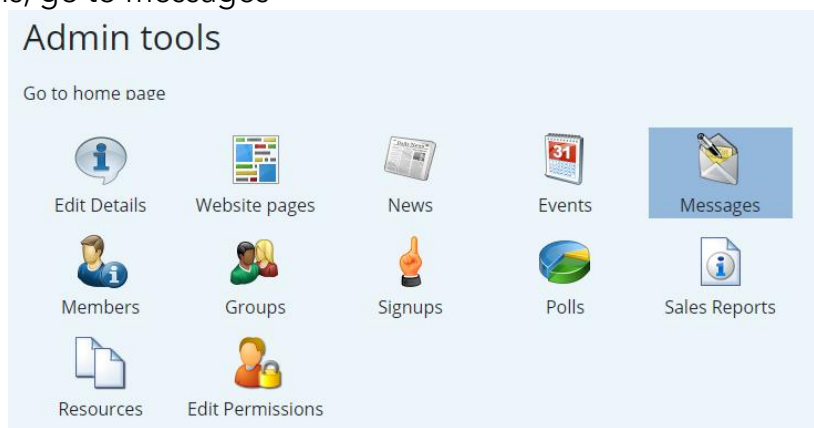
6. Once in messaging, click on send email (you will also be able to view previous messages sent)

7. You must click on 'Add recipients' under the 'To' heading to choose who you want to send the email to out of your memberships
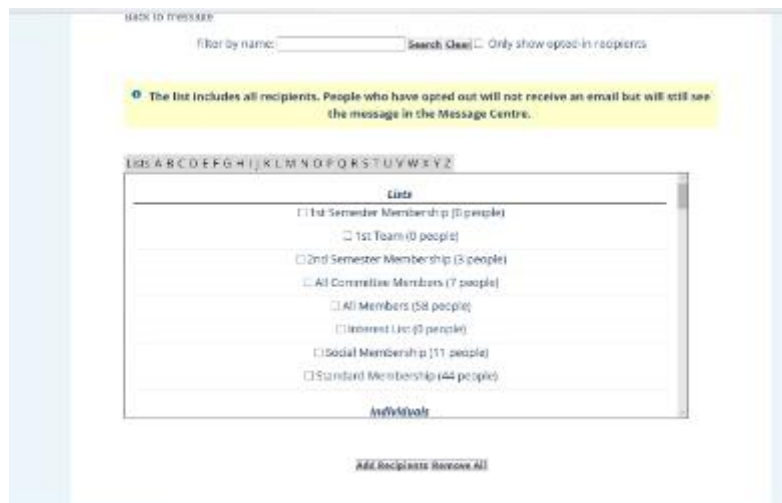
8. After this, add your subject line and then write your email in the message text box and press send.

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

1. Repeat steps 1-4 above

2. Click "Edit Details"
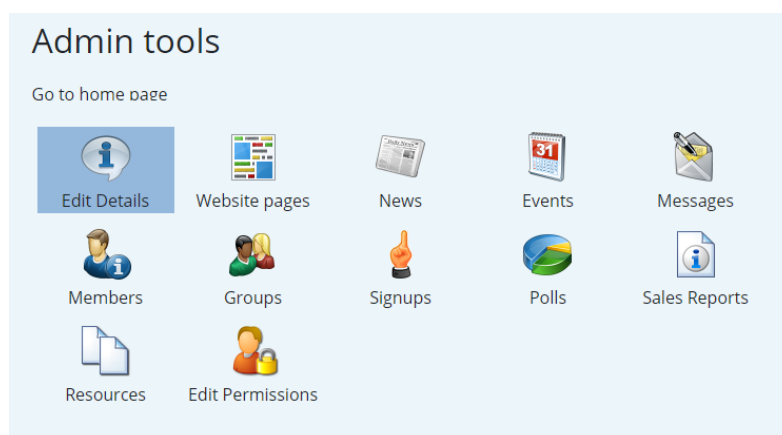
3. Update any information appropriately

Make sure you provide an email address and social media pages as a bare minimum

4. Check your page afterwards to make sure it is laid out as you would like it

To access your membership list

1. Repeat steps 1-4 above

2. Click "Members" (to see who has purchased memberships see next section)
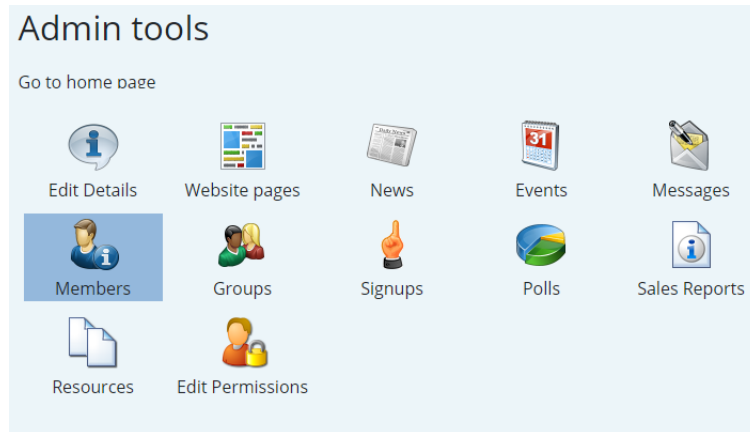
3. To view by membership type, click list members by group

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

1. Repeat steps 1-4 above

2. Click "Sales Reports" to see which memberships/products/tickets have been purchased
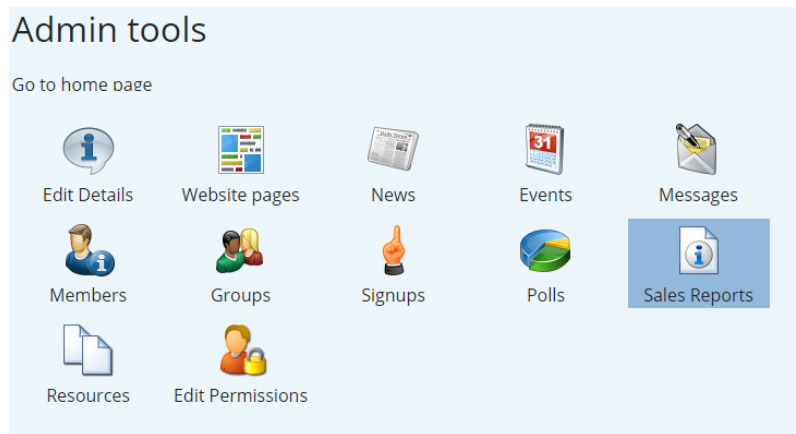
3. Put the first date to 1st September (or whatever date you want to check from) and the second date to the current date

4. Click "Sales Report" to view number of purchases of memberships, tickets, products or refunds
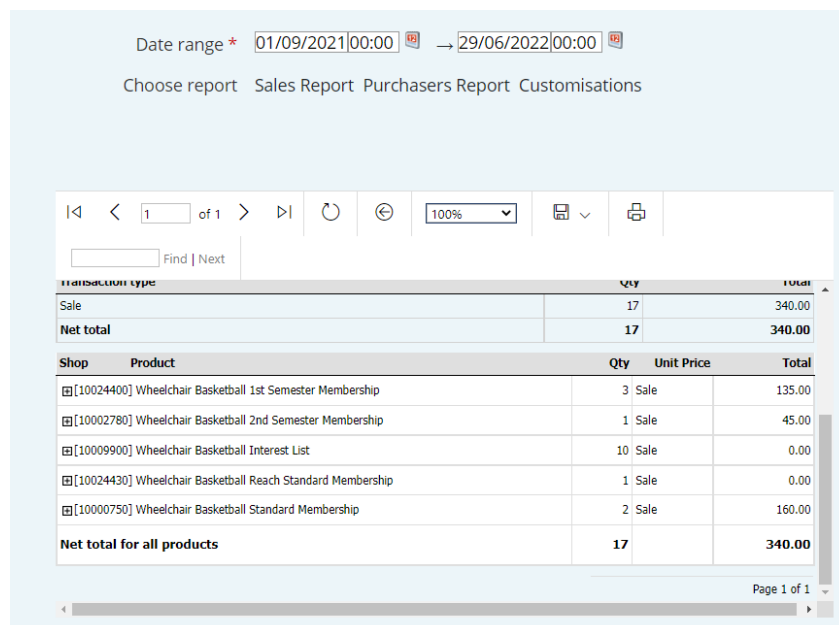
5. You can also break this down further and view who purchased memberships etc. which is called a purchasers report

a. To view purchasers report, follow the same steps but click 'Purchasers Report' – this will show you a list of members in membership types and the dates they purchased the membership

6. If any tickets have customisations such as Emergency Contact Details, Medical Conditions or Meal Choices, you can view these by running a customisation report

   a. To view customisations, follow the same steps but click 'Customisations' – this will only show you products or tickets with customisations

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

To add events/news:

Any paid member can submit news, but ONLY core committee members and social secretaries can approve news and upload events

1. Repeat steps 1-4 above

2. Click "News" or "Events"

Admin tools

Go to home page

Edit Details	Website pages	News	Events	Messages
Members	Groups	Signups	Polls	Sales Reports
Resources	Edit Permissions			

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

4. Complete the form, and click save

Add Event

Back to event list

Event name *

Date and time *

→

Show on all days

☐If checked, the event will be included on lists and calendars for each day it's running. Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Tagline / short description

0/250

Location

External URL

If specified, event list entries will link to this URL.

You can provide an external link for an event e.g. Facebook event. This will direct the student to the Facebook page. You will only need provide this top half of the page if you do that.

5. Complete the form and click save

6. To make sure this has worked, go to your page and click the "Events" or "News" tab.

Please note: Tickets for events can be added to the event if provided alongside the event/trip ticket request forms.