

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.

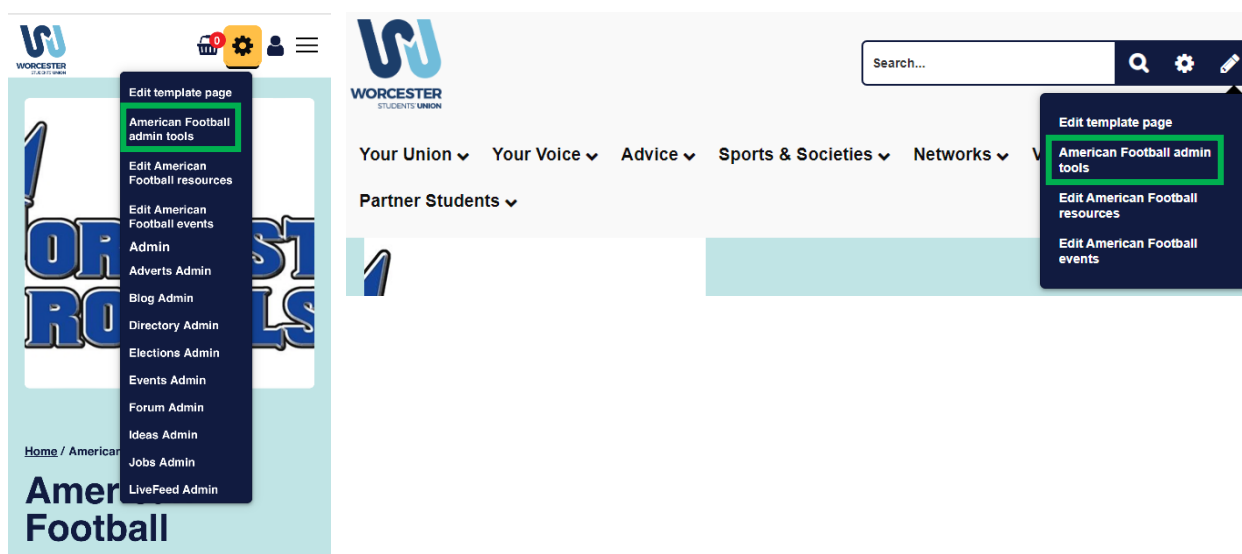
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Sending Messages

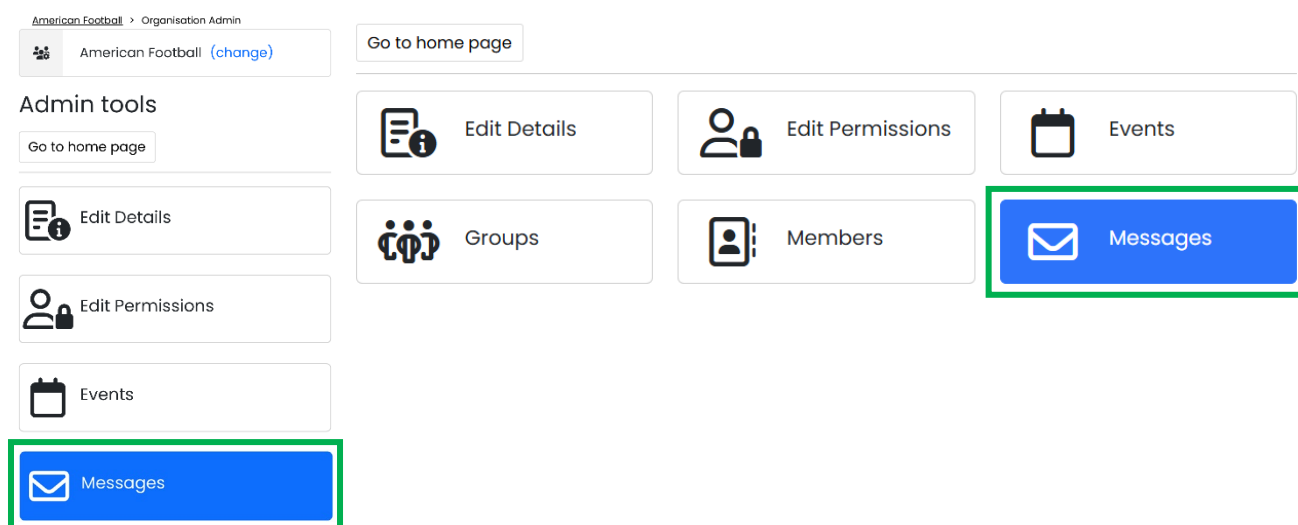
To contact your members:

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”

Admin tools



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

The screenshot shows the 'Messaging' section of the interface. On the left, there is a sidebar with a 'Send email' button highlighted in a green box. The main area is titled 'Messaging' and contains three sections: 'Drafts', 'Sent items', and 'My Message Centre'. The 'Drafts' section shows a checkbox for 'Show my drafts only' and a message 'There are no draft messages.' The 'Sent items' section shows a dropdown for 'Show messages sent' set to 'Last 7 days', a checkbox for 'Show previews', and an 'Apply Filter' button. The main area also shows a 'Send email' button highlighted in a green box and a 'My Message Centre' button.

- 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' form. On the left, there is a sidebar with a 'Send Email' button highlighted in a green box. The main area is titled 'Send Email' and contains fields for 'From', 'Reply to', and 'To'. The 'To' field has a dropdown menu with 'Add recipients' highlighted in a green box. Below the 'To' field, there is a yellow box with the text 'This message has no recipients'.

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](#)

☐ All Committee Members (5 people)

☒ All Members (33 people)

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[Back to message](#)

Filter by name

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☐ All Committee Members (5 people)

☒ All Members (33 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"

American Football > Organisation Admin

American Football (change)

Admin tools

Go to home page

Go to home page

Edit Details

Edit Permissions

Events

Go to home page

Edit Details

Edit Permissions

Events

Groups

Members

Messages

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

Logo

Choose File no file selected

Update Delete

Details

Email address

This is your public email address for general contact.

Web address

If you have an external website, enter the URL here.

Phone number

If you have a phone number, enter it here.

X (formerly Twitter) username

Enter your X (formerly Twitter) username here.

Facebook URL

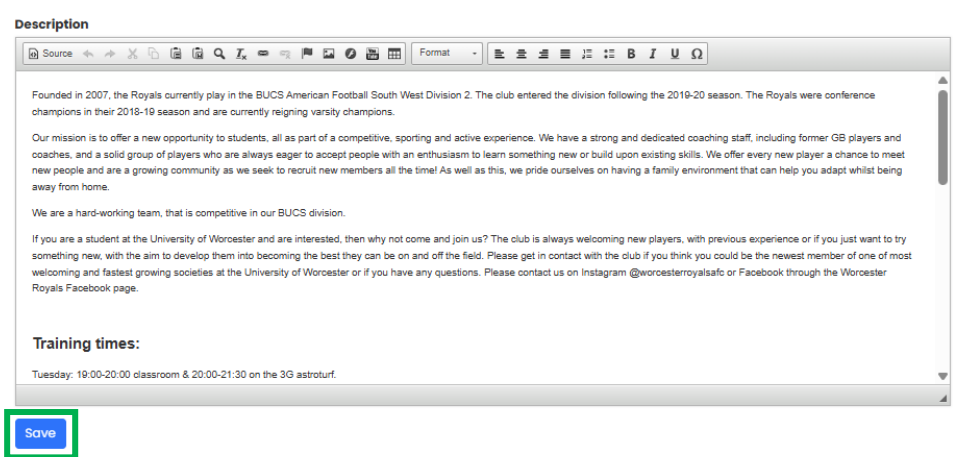
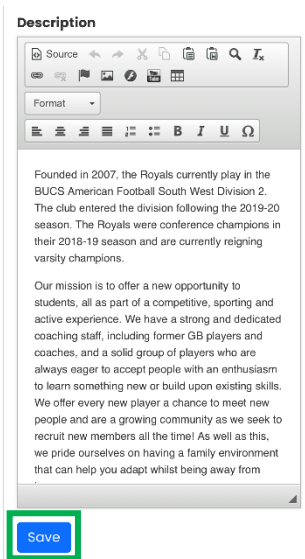
https://www.facebook.com/groups/2/

If you have a Facebook page, enter the URL here.

Instagram username

worcesterroyalsafc

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

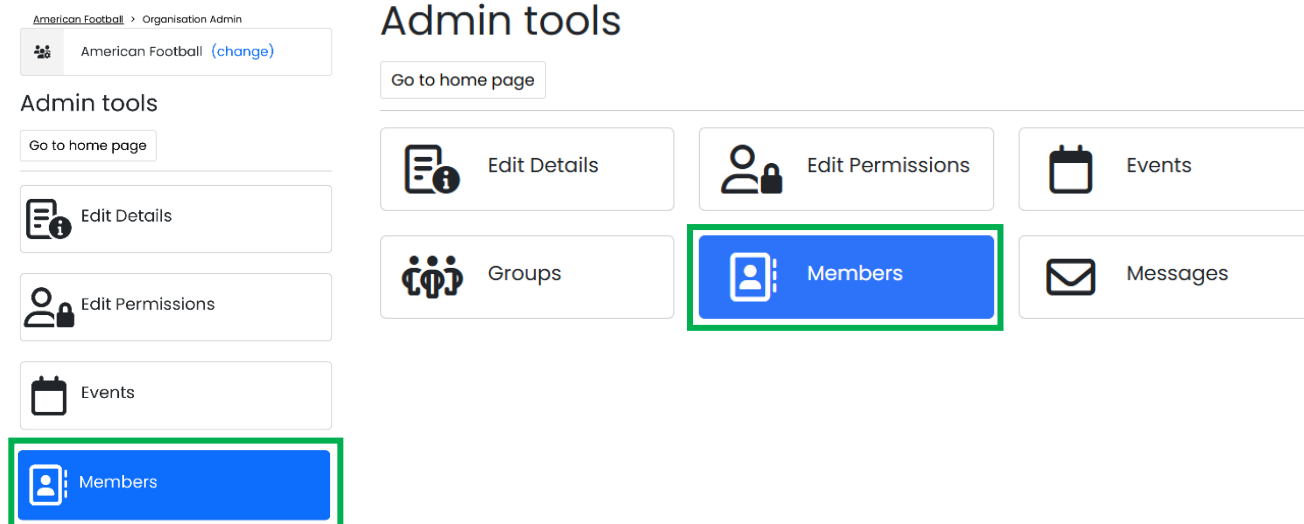


Make sure you hit save after editing so you don't lose your changes!

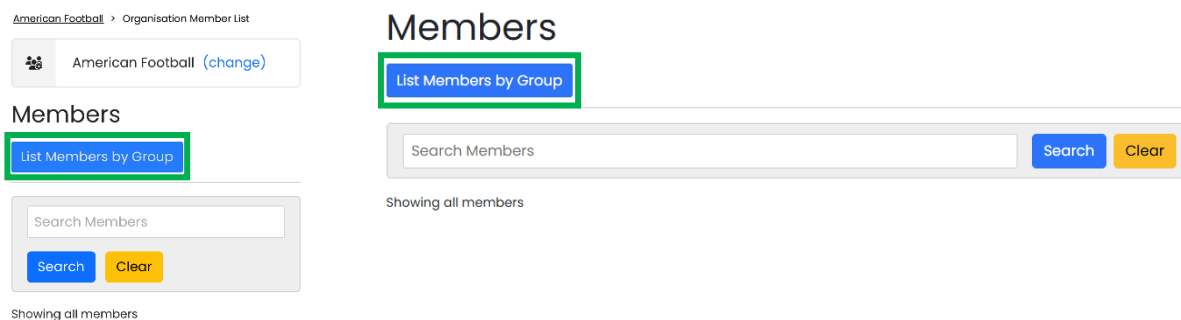
5. Check your page afterwards to make sure it is laid out as you would like it, repeat steps to edit content to ensure all up to date and well formatted

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

American Football > Organisation Admin

American Football (change)

Admin tools

Go to home page

Edit Details

Edit Permissions

Events

Sales Reports

Admin tools

Go to home page

Edit Details

Edit Permissions

Events

Groups

Members

Messages

News

Polls

Resources

Signups

Surveys
Create surveys and view responses

Sales Reports

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

Sales Reports

View sales and purchase information for your organisation's memberships and products.

Date range *

03/06/2025 00:00 → 11/06/2025 00:00

Choose report

Sales Report Purchasers Report Customisations

Sales Reports

View sales and purchase information for your organisation's memberships and products.

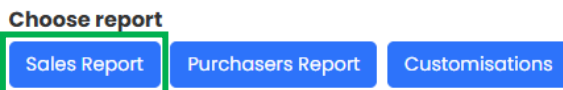
Date range *

03/06/2025 00:00 → 11/06/2025 00:00

Choose report

Sales Report Purchasers Report Customisations

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



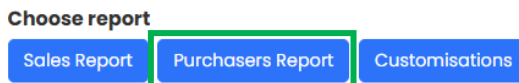
Product Sales Report

Report generated Tue 10 Jun 2025 16:31

Report Details				
Product #	Name	Organisation	From Date	To Date
ALL	ALL	American Football	Sun 01 Sep 2024 00:00	Wed 11 Jun 2025 00:00
Summary				
Transaction type		Qty	Total	
Sale		106	5,563.00	
Refund		-3	-260.00	
Net total		103	5,303.00	

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

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



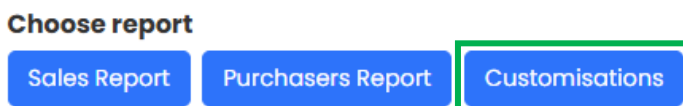
Product Purchasers Report

Report generated Tue 10 Jun 2025 16:34

Report Details						
Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
ALL	ALL	American Football	Sun 01 Sep 2024 00:00	Wed 11 Jun 2025 00:00	* ALL *	* ALL *
Trans #	Name	Under 18	Card #	Shop	Qty	Purchase Date
[10000690] American Football Standard Membership (Kitted)						
30092679				Website	1	Sat 12 Oct 2024 19:16
30091492				Website	1	Tue 01 Oct 2024 17:54

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

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



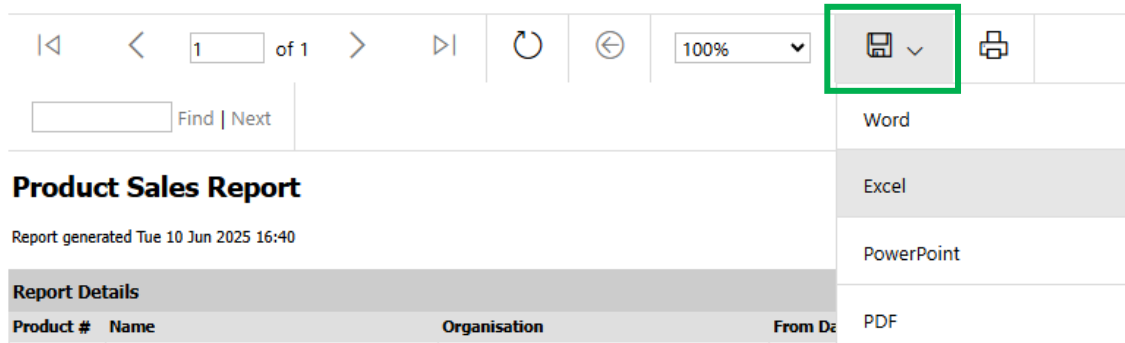
Product Customisations Report

Report generated Tue 10 Jun 2025 16:38

Report details				
Product #	Product	Organisation	From date	To date
ALL	ALL	American Football	01 Sep 2024	11 Jun 2025
Txn #	Purchase date	Customer name	Card number	
[10028540] American Football - BUCS Contribution Fee				
30090212	17 Sep 2024 12:42			
You only need to pay the BUCS Contribution once. If you play for another club in BUCS Leagues, please state the club name below		Worcester Royals		

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

7. 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:

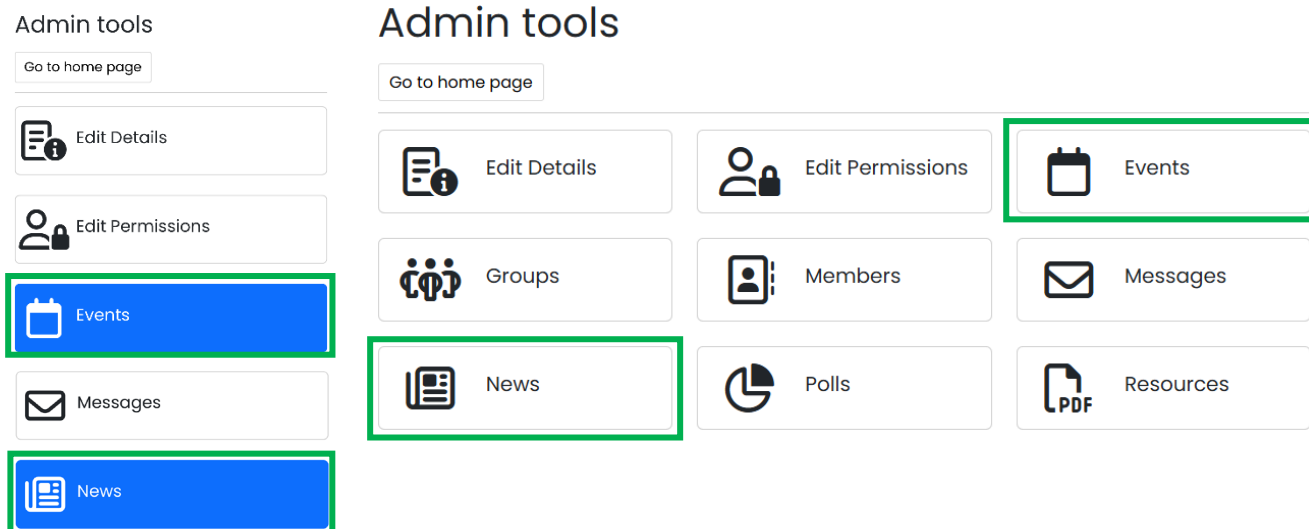


The screenshot shows a web application interface for a 'Product Sales Report'. At the top, there is a navigation bar with various icons (back, forward, search, etc.) and a '100%' zoom level. A green box highlights a 'Save' icon (a floppy disk) with a dropdown arrow. Below the navigation bar, the report title 'Product Sales Report' is displayed, followed by the generation date 'Report generated Tue 10 Jun 2025 16:40'. A 'Report Details' section is visible, containing a table with columns: 'Product #', 'Name', 'Organisation', and 'From De'. To the right of the report details, a dropdown menu is open, showing options for file formats: 'Word', 'Excel', 'PowerPoint', and 'PDF'. The 'Excel' option is currently selected and highlighted.

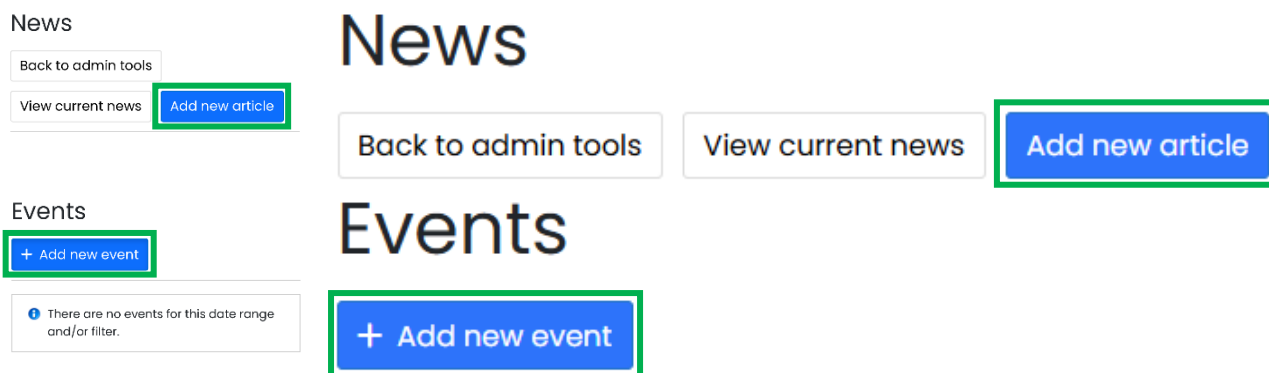
Adding News & Events

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 within your Event/Trip Request Form.