

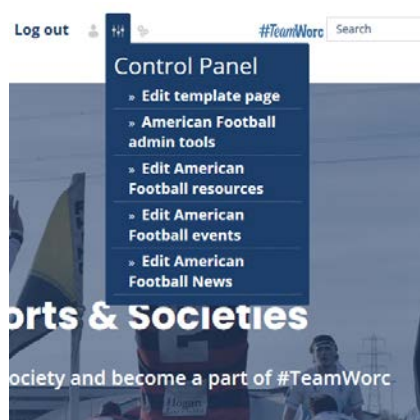
Guide to Your Webpage & Memberships

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

To contact your members:

Permission is given to Chairs and Secretaries.

1. Log in to www.worcsu.com
2. Go to your society/club page
3. Click the 'mixing deck' icon at the top left of the page
4. In the drop-down menu, select " *Your society/club* admin tools"



5. In admin tools, go to messages

.merican Football (change)

Admin tools

Go to home page



6. Once in messaging, click on send email (you will also be able to view previous messages sent)
7. You must click on 'To' in order to choose who you want to send the email to out of your memberships



8. After this, write and send your email like you normally would

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

Permission given to all core committee members

1. Repeat steps 1-4 above
2. Click "Edit Details"

← Organisation Details > Organisation Admin
 Anime And Manga (change)

Admin tools

Go to home page



3. Update any information appropriately

Logo



Details

Email address

This is your public email address for general contact.

Web address

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

Twitter username

Enter your Twitter username here.

Facebook URL

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

Instagram username

Enter your Instagram username here.

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

Permission is given to Chairs, Secretaries and Treasurers

1. Repeat steps 1-4 above
2. Click "Members" **OR** to see who has purchased memberships see below

↑ Organisation Details > Organisation Admin
Pole Fitness (change)

Admin tools

Go to home page



Edit Details



Website pages



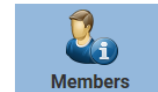
News



Events



Messages



Members



Signups



Polls



Sales Reports



Resources



Edit Permissions

3. To view by membership type click list members by group

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

Permission is given to Chairs, Secretaries and Treasurers

1. Repeat steps 1-4 above
2. Click "Sales Reports" to see which memberships/products/tickets have been purchased

[Organisation Details](#) > [Organisation Admin](#)
 Loco Show Co. (Musical Theatre Society) ([change](#))

Admin tools

Go to home page


Edit Details


Website pages


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Sales Reports


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Edit Permissions

3. Put the first date to 1st September and second date to the current date
4. Click "Sales Report" to view number of purchases of memberships, tickets, products or refunds

Date range * →

Choose report **Sales Report** Purchasers Report Customisations

Sale	410	3,125.00
Refund	-8	-112.50
Net total	402	3,012.50

Shop	Product	Qty	Unit Price	Total
[10000260]	Loco Show Co. (Musical Theatre Society) 1st Semester Membership	8	Sale	120.00
[10002720]	Loco Show Co. (Musical Theatre Society) 2nd Semester Membership	3	Sale	45.00
[10004430]	Loco Show Co. (Musical Theatre Society) Social Membership	16	Sale	80.00
[10004420]	Loco Show Co. (Musical Theatre Society) Standard Membership	45	Sale	1,125.00
[10004420]	Loco Show Co. (Musical Theatre Society) Standard Membership	-3	Refund	-75.00
[10009630]	Loco Show Co. Interest List	28	Sale	0.00
[10013400]	Loco Show Co. Panto trip 5/12/2018	2	Sale	27.00
[10013400]	Loco Show Co. Panto trio 5/12/2018	-1	Refund	-13.50

You can also break this down further and view who purchased memberships etc. which is called a purchasers report

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

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

6. 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"

← Organisation Details > Organisation Admin
 Anime And Manga (change)

Admin tools

Go to home page



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. To test, go to your page and click the "Events" or "News" tab

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