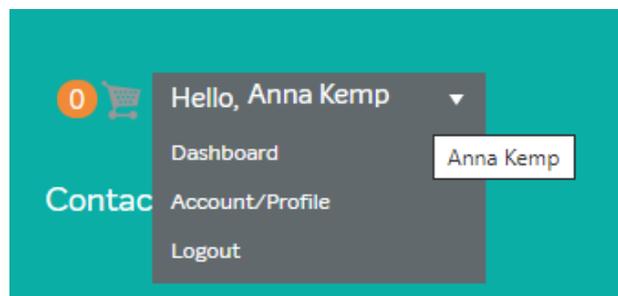


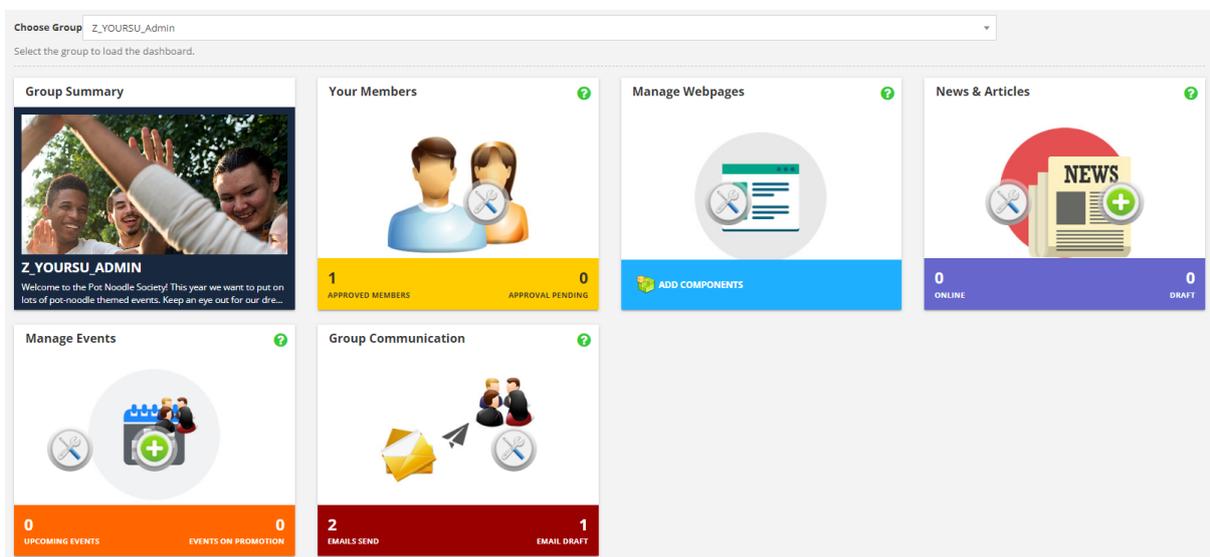
Your Societies

How to use Your Society Dashboard on the website

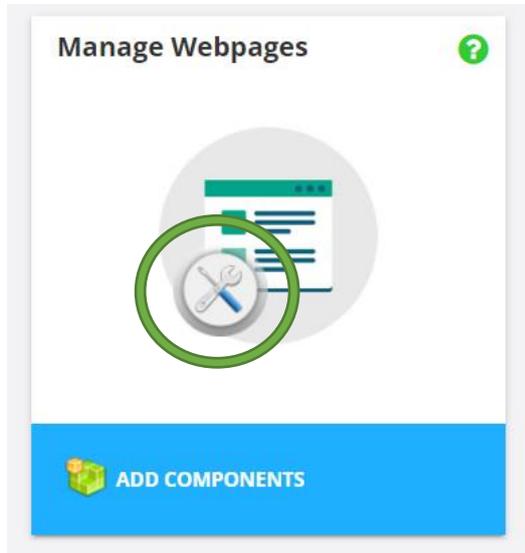
1. Once you've purchased your society membership, email yoursocieties@sunderland.ac.uk to let us know and we will give you access to your society dashboard.
2. Log in to <https://www.sunderlandsu.co.uk/> then hover over your name (or tap if on the mobile site) and select **Dashboard**.



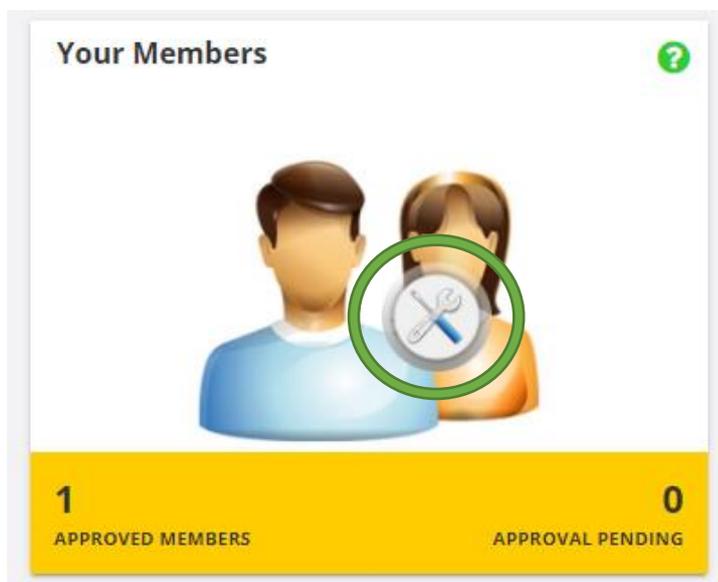
3. This will bring up the admin dashboard for your society – there are only a few key buttons you will need to use 😊



Your Societies



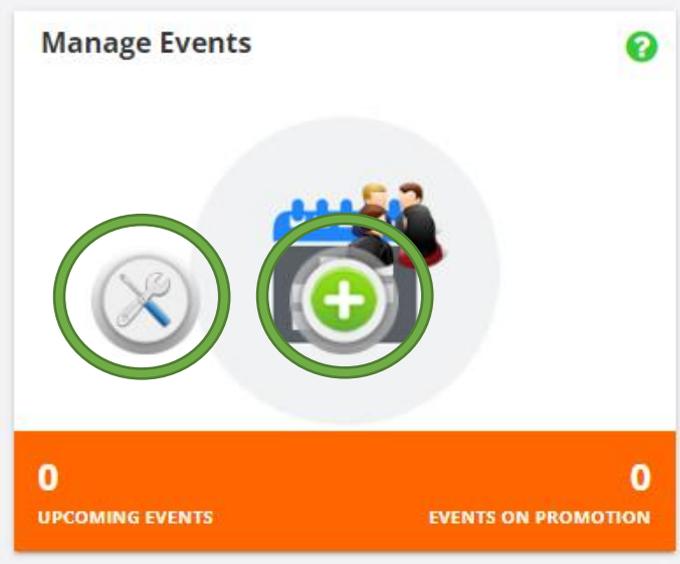
Edit your society webpage (**see page 4 for more on this!**)



View all your members

Click on 'Download Membership Details' to view their emails – remember to **BCC** your members into any email comms

Your Societies



Manage Events ?

0 UPCOMING EVENTS 0 EVENTS ON PROMOTION

View and Add Events (contact the Your Societies Team to add ticket prices)

There is a video walkthrough for adding events on the Committee Hub



Group Communication ?

2 EMAILS SEND 1 EMAIL DRAFT

Send a mass email to all members of your society

There is a walkthrough video for this on the Committee Hub

Include criteria

Any members that meet the below criteria will be included in this campaign

User is between ages

18 - 30

User is member of All of

User Groups

Current Members--Z_YOURSU_Admin--Group |

Type in a search term

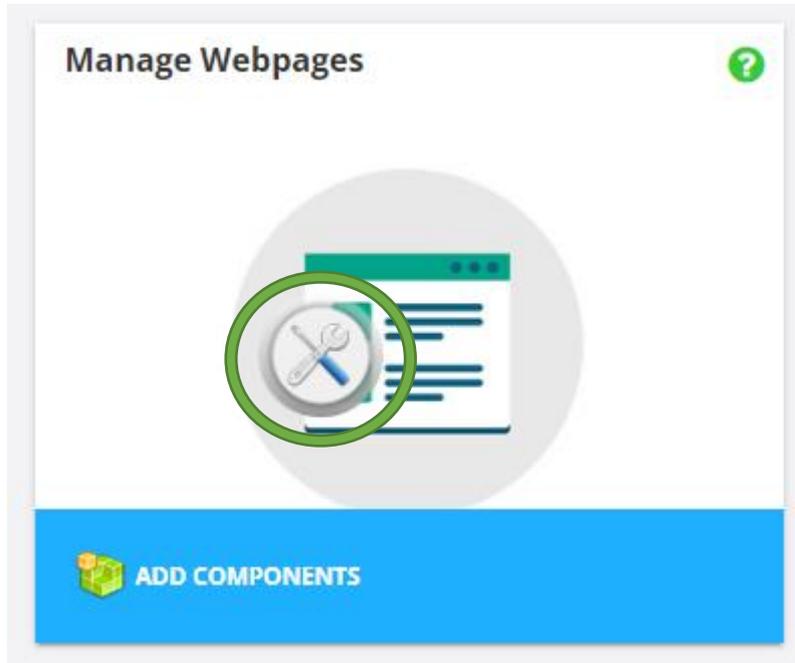
Remember: for Group Communications, make sure you tick 'User is a member of' then start typing 'Current Members' in the box and select your society members from the drop-down

Your Societies

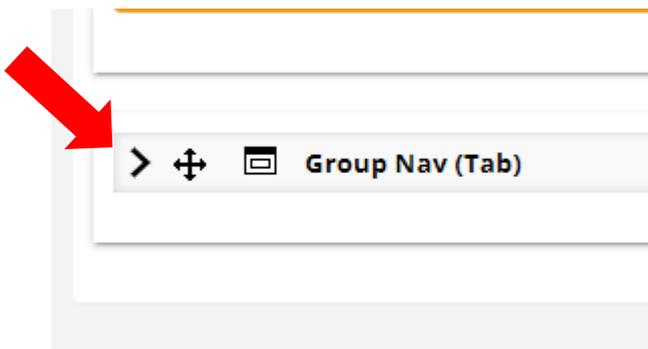
How to EDIT your Society Webpage

Watch the video [here](#).

1. Click Manage Webpages



2. Click on the Group Nav (Tab) dropdown arrow:



3. Click on the Settings button, then the **Edit pencil** for each drop-down section:



Your Societies

You don't need to worry about any of the other buttons or options!

4. Here you can edit and format text for each section and even add photos if you like – have a play around and see what it looks like on your page!

This page is still in Draft.

Draft Live **Save** Back to Tree view Back to Search Pages Desktop Preview Mobile Preview Tablet Preview

ABOUT US

Give your page a title.

Content

Body

Source [Rich Text Editor Icons]

B I U S x₂ x² I_x [List Icons] [Link Icon] [Image Icon] [Table Icon] [Media Icon] [Undo] [Redo]

Format Font Size A- A- [Image Icon]

We are the Pot Noodle Society! Find us hanging out at the SU every Wednesday at 3pm, discussing the latest flavours.

Add your page content here. [Help](#)

5. When you've finished editing, make sure you toggle the section to **Live** at the top and hit **Save**, then click on **Back to Tree view** and repeat for all four sections:

This page is still in Draft.

Draft **Live** **Save** Back to Tree view Back to Search Pages Desktop Preview

ABOUT US

Give your page a title.

Content

Body

Source [Rich Text Editor Icons]

B I U S x₂ x² I_x [List Icons] [Link Icon] [Image Icon] [Table Icon] [Media Icon] [Undo] [Redo]

Format Font Size A- A- [Image Icon]

6. Finally, do the same with the Group Nav (Tab) at the top, then set to **Live** and **Save**. Your page is now ready to go!

Your Societies

Group Nav (Tab) Draft

- About Us
- Committee
- Membership
- Contact Us



Group Nav (section)

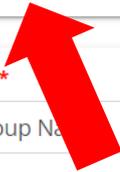
Setup Events **Content Management** Membership details Communications

Edit Edit Permissions

 Sections can be used to create Tab Containers, Sliders, Grids, Columns, Stripes, Lists, Menus or Hamburger Menu. Section your other content, such as pages, links and widgets, to sit in. For more information about how this works [click here](#)

This section is still in Draft.

Draft **Live** Save Back to Tree view Back to Search Pages



Title *

Group Nav