

## SU Website

### WHAT

Every club has its own customisable page on the SU Website. These can be used for a range of things from basic contact and joining information all the way through to organising events and selling tickets.

### WHO

Sport Brighton and the SU will organise for all Presidents to have editing rights to your page, if you need anyone else to have rights too you can control this by adding committee members (see how to do this below). It is probably a good idea to designate responsibility to one committee member, probably the same member that manages your social media, to keep messages and information consistent.

### WHEN

New students will be looking at the pages throughout the Summer as they try and look ahead to their first few weeks here so the sooner you can update the better, but the big deadline is A level results day!

### WHY

Once students have guaranteed places they begin to want to look at trials and tasters and get in touch with clubs. They also want to know what things cost and what they get for their money! Remember this may well be their first impression of the club so make it good!

### WHERE

You can find all of the Sport Brighton Sports pages [here](#) they also come up when people search your sport and the University of Brighton on a search engine.

### HOW

By logging into your student account on the Brighton SU website you can access the web page admin tools for your club. Once you have logged in click on the 'cog' at the top right hand side of the screen. This will generate a list of all the clubs/societies you are registered as a member of on the SU website. Click on the one you want to see a list of members for and you will be taken to the 'admin screen' for that group. If you have the right permissions you can you lots of things from here including...

- [Adding your logo](#)
- [Adding your profile picture](#)
- [Adding Events](#)
- [Emailing your members](#) (your Fresher's Fair signup lists go here!)

### **To view a members list:**

Click the 'Members' tile on the admin screen and the website will generate a list of all the current registered members.

### **To edit your contact details:**

Click the 'Edit Details' tile on the admin screen, you will then be able to input all sorts of club contact information including your email address, Facebook URL, Twitter username, and an organisation description. This is really important so that people can get in touch if they want to join! Once you are done click save and checked that you get a 'changes saved' notification at the top of the screen.

### **To add Committee Members:**

Click the 'Groups' tile and you will see a list of all of your current roles, you will also be able to update existing roles by clicking on the title and then picking a members from the list that will then appear. When you have chosen, click 'add members'. You can also remove members this way.

You can also add a new role by returning to the 'Groups' page (the one that lists committee roles) and inputting the name, type, and category, into the 'CREATE NEW GROUP' section. When creating new roles always select the 'Exec Membership' type. The 'category' impacts on the level of permissions the role has on the website (eg. A President can do more than a treasurer) so always try and pick the one closest to what you will be doing in practice. Click 'create' and assign a member to the role as you have with previous existing positions.

It's a good idea for clubs to check in with this at the beginning of the year and check it is all up to date.

More extensive help and tips on all this and topics such as ticket sales and news articles can be found on the [SU website](#).