# Using your page on the RHSU Website

As you are hopefully all aware, your group has a page on the RHSU website. The main purpose of this page is to provide members and potential members information about joining your group, your activities and a place to purchase membership. It's really important to keep your website pages up to date, with current information, images and social media pages. That way your members can see what you are about and get in touch with you easily.

## How to access your Admin area of the website

All committee members who have been elected or co-opted into their positions and are listed on the website have access to the admin area of your page. This is where you can make any changes or view information regarding your members.

To access the admin area, go to the RHSU website and ensure you are logged in with your student account. The following option should appear in the top right corner of the screen.
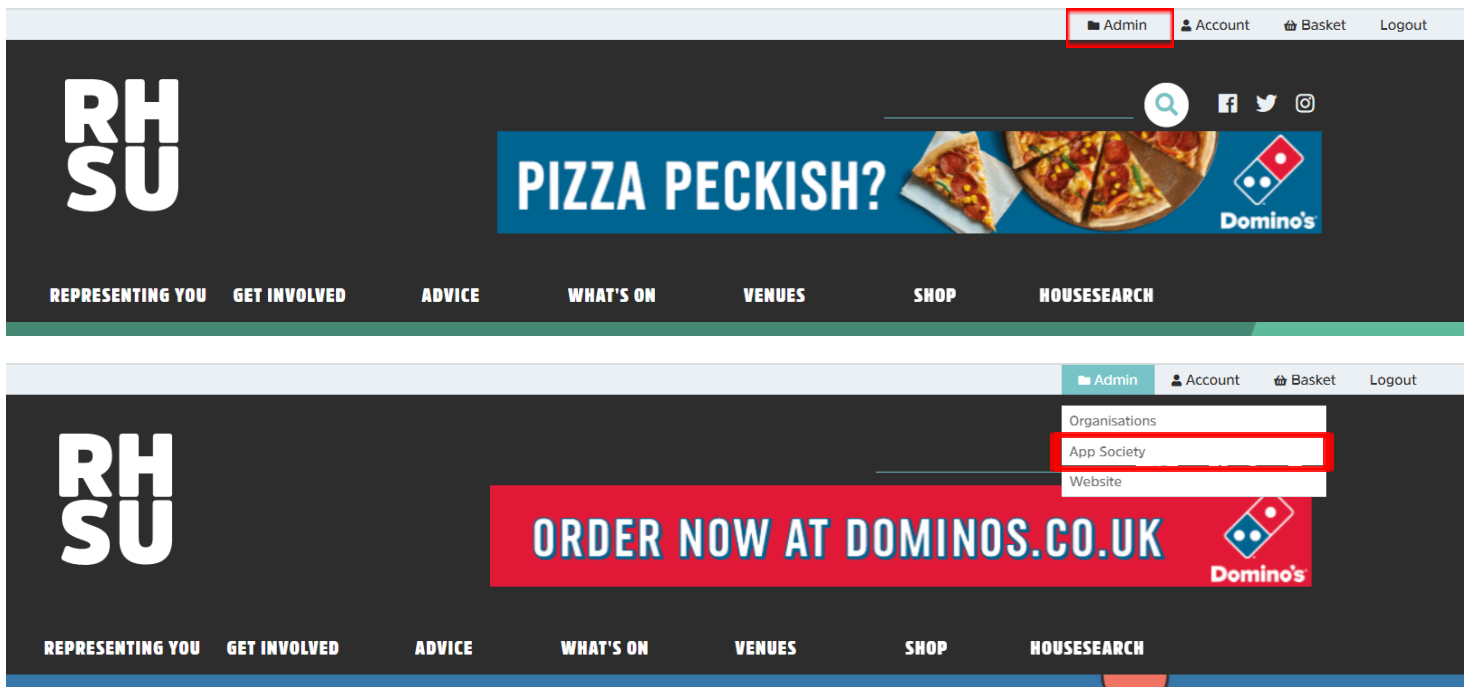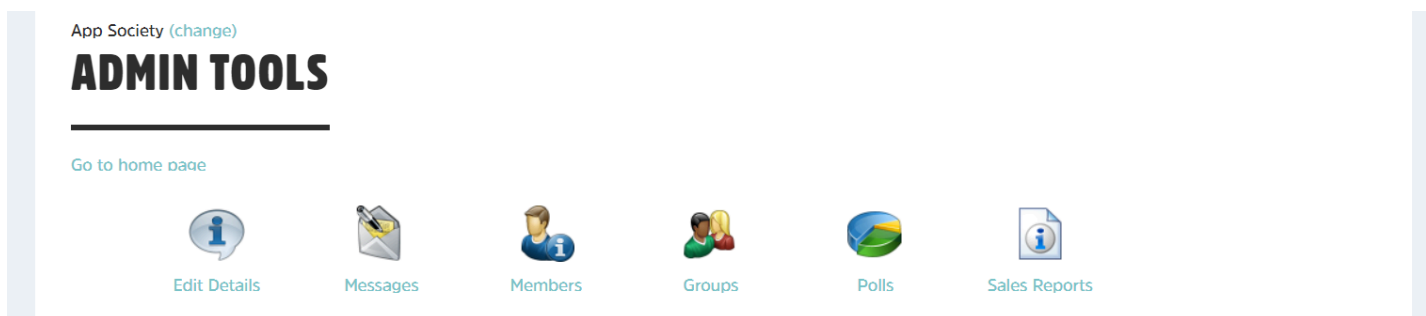




This is the page that you will reach when you select your group from the menu. From here you can access all of the admin tools you will need for your website page.
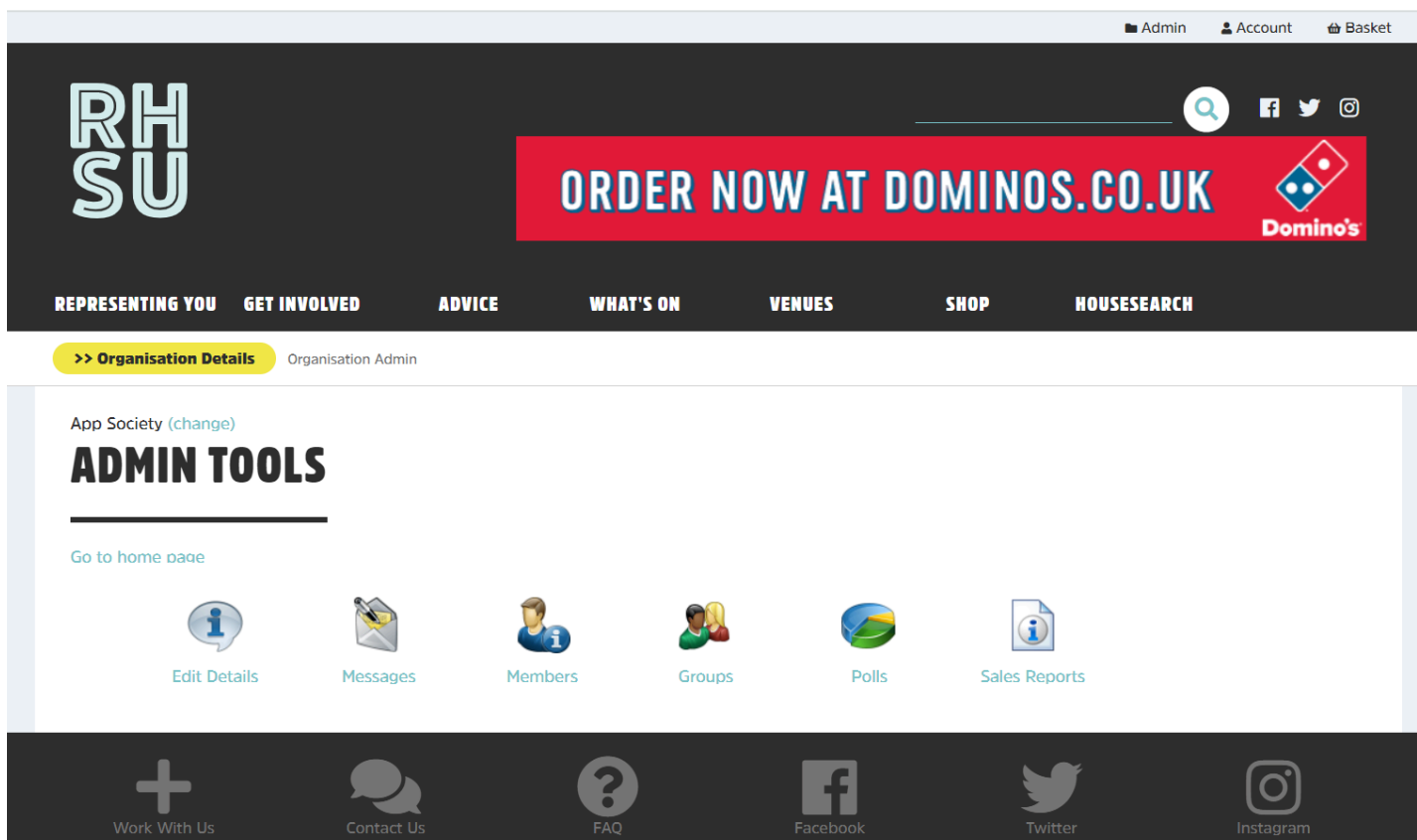
## Editing your group logo (societies only)

First you will need to choose the edit details option in admin tools.



In this section, you can find the space to upload the new logo you would like for your society. Before doing this, you should ensure that your new logo is approved by the VP Societies and Sport.

Here, you can upload a new logo as an image file.

Click update to display the changes, and don't forget to save your changes by scrolling down to the bottom of the page and clicking save.

Sports clubs logos are created by Royal Holloway Sport and cannot be changed.
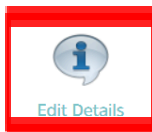
# Your group email address

Your group's email address is displayed on your page so that members can get in touch with you. This should be set to your @royalholloway.su email address, as this is one we can help recover for future committees and if the password is lost.

If the email address on your webpage is not set to the correct one, it can be updated in the admin tools area.

*Details*

**Email address**

app@royalholloway.su

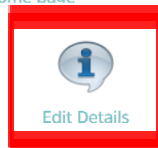This is your public email address for general contact.

Any changes you make should only be to update this email address to the one ending in @royalholloway.su. You will need to click the save button at the bottom of the page for these changes to take effect.

# Editing the content of your page: changing the text, adding links to your social media and adding images

The description section of the edit details page allows you to add and change text and include links to your social media pages.

App Society (change)

# ADMIN TOOLS

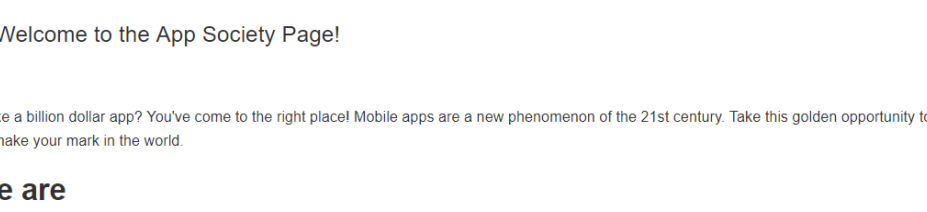Go to home page

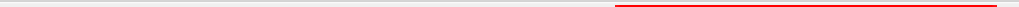| Edit Details | Messages | Members | Groups | Polls | Sales Reports |

You can use the tool bar at the top to format your text, add hyperlinks or add images.

## Editing the text

Type into the box as you would normally to change the text of your webpage. You can use paragraphs, bold, underline, bullet points and other formatting tools in the box at the top.



It is really important that your page is up to date and contains relevant information, as well as a breakdown of what your membership fee pays for. This will help members make a decision about joining your group, especially if you offer different types of membership (e.g. competitive, team, social etc.). Remember to click save at the bottom of the box to save your changes.

## Linking to your social media pages

In the toolbar in the description section, you can add hyperlinks, which will take members straight through to your social media. It's a good idea to make sure these links are included as social media is an important tool to recruit and inform members of activity.
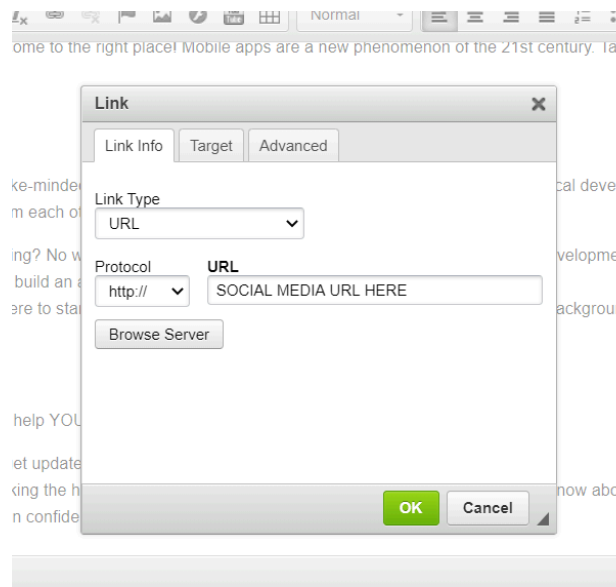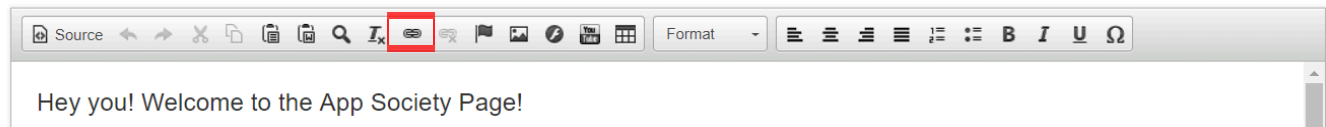




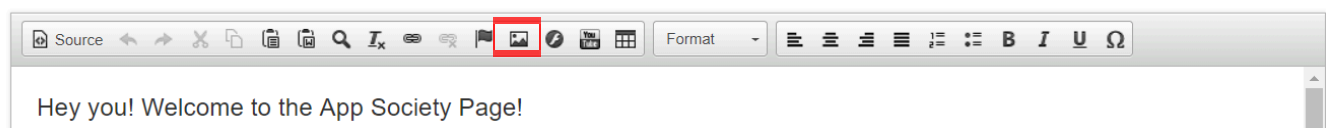Use the pop up to enter your social media URL, which will embed into the text as a hyperlink.

Remember that when you have added the links and have edited the text to click save to save your changes.
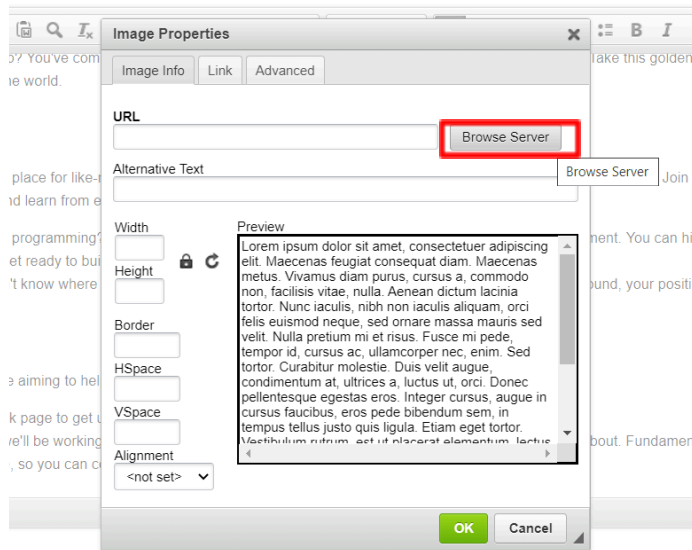
## Adding images to your page

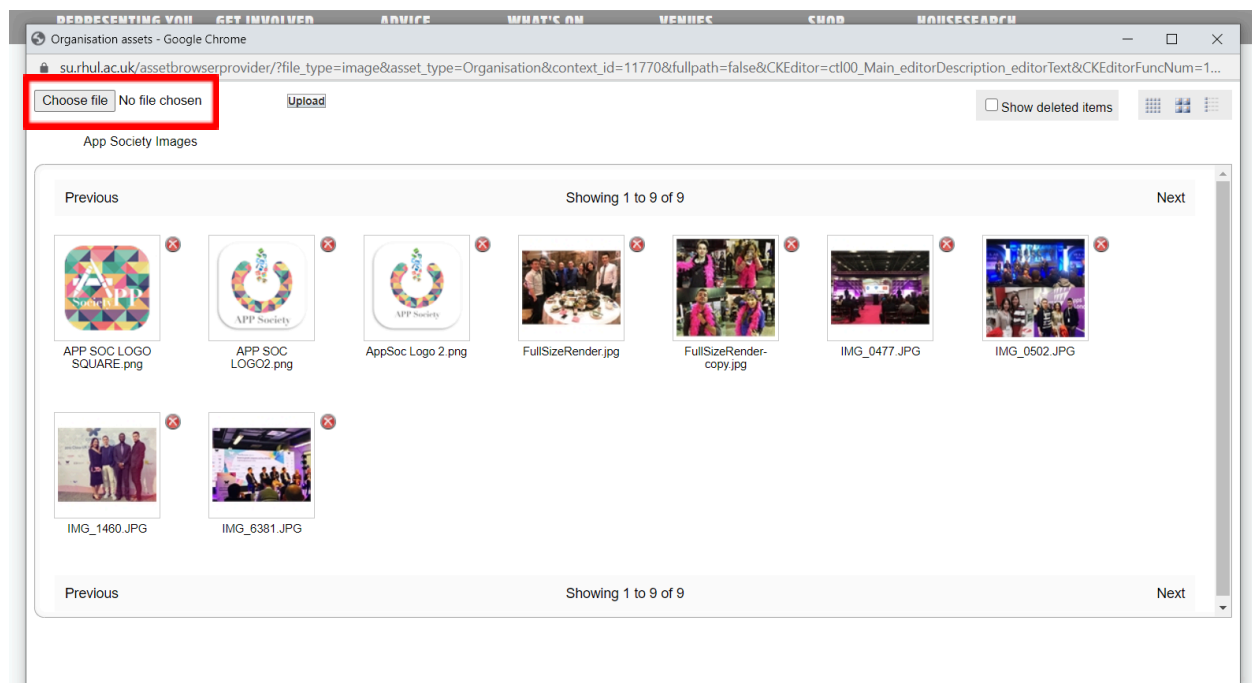You can add and change the images on your page through the description box too.

Choose the image button in the toolbar.

Choose browse server to upload a new image or insert an existing one.



Choose an image from your computer to upload, then hit upload for it to appear in the box below. You can then select and insert this image to your page.

# Viewing your members list



To view a list of everyone who has bought membership to your group, head to admin tools and choose the members button. This will show you a list of all of your members.

# Viewing who has bought a ticket or button



Head to the admin tools section and click sales reports to view who has bought anything (other than a membership) from your page.



Set the date range that your button was on sale for, and hit purchasers report, to generate a list of everyone who purchased your button during that period.

## Other Website Information

Some of the information on your website page is set by Student Opportunities, and can't be changed by committee members. This includes the committee information, your membership prices and any buttons that you would like to put up. To change those, please get in touch with the team via Freshdesk and we'll be able to help.