



Online C&S Administration

(RETURNING CLUBS/SOCS)

COMMITTEE ADMINS :

Steps to Unlocking Your Club/Society and opening memberships
for the Academic Year

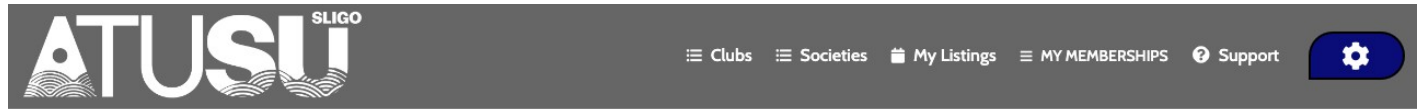
NOTE: itslife.ie is now sligo.atusulife.ie

Step 1.

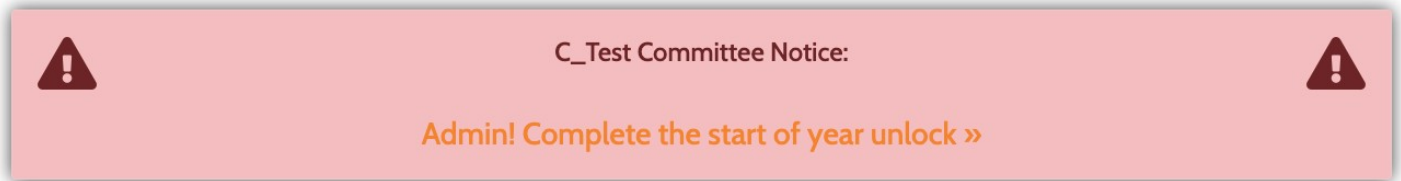
Log back in to your existing sligo.atusulife.ie account using your ATU Sligo email and password (committee members registered as @mail.itsligo.ie have had their accounts updated to sNumber@atu.ie so that your committee position is maintained).

Step 2.

If you are the committee admin, click the link on your “My Memberships” page to go to the form to unlock your club/society.



Your Memberships



If you are going to take over as the committee admin, click the button to send a request to the office. You will get a notification when the request is approved, and you can return to this Step.



Step 3.

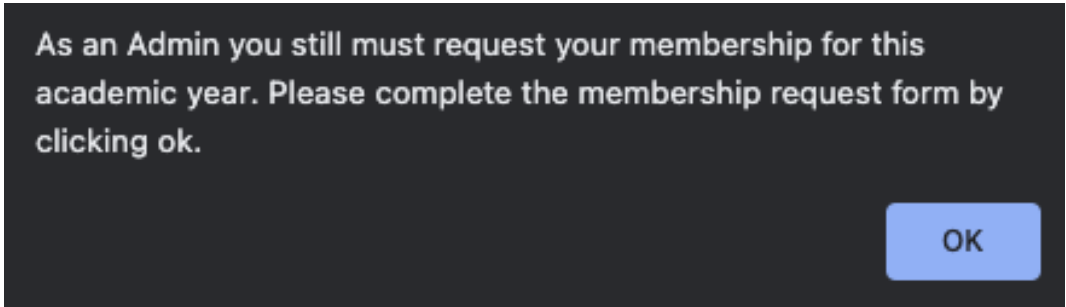
Verify all your club/society information is up to date.

If you had any previous weekly activities you first need to confirm the information is still correct.

Make sure your TAGLINE, DESCRIPTION of what you do, and social links are correct, and create a new PIN code (which you should share with the rest of your committee).

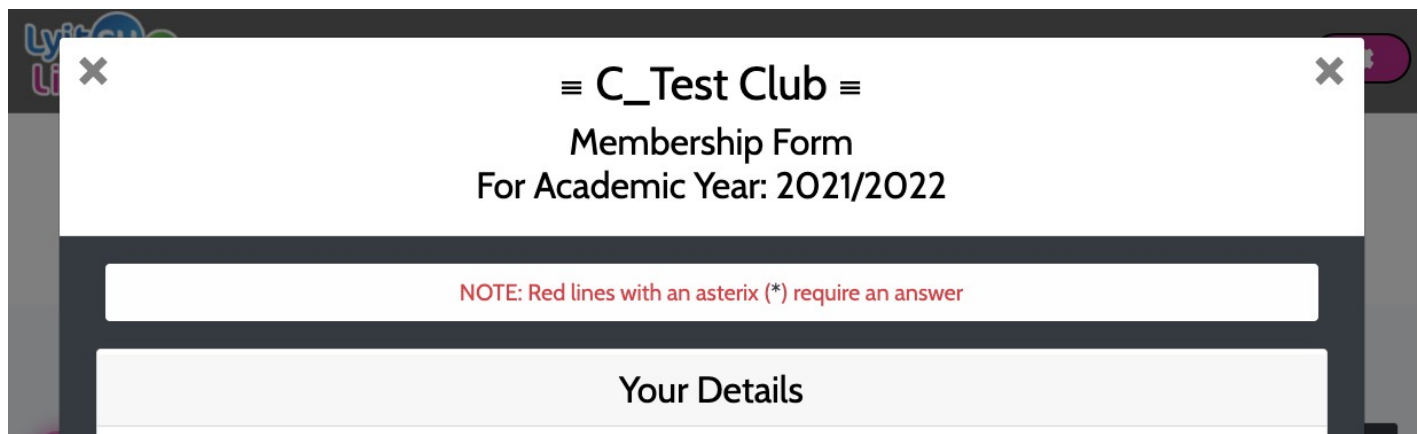
Step 4.

After unlocking your committee you will then need to RE-JOIN the club/society.
Click OK to go to your membership request form on your club/society profile page.

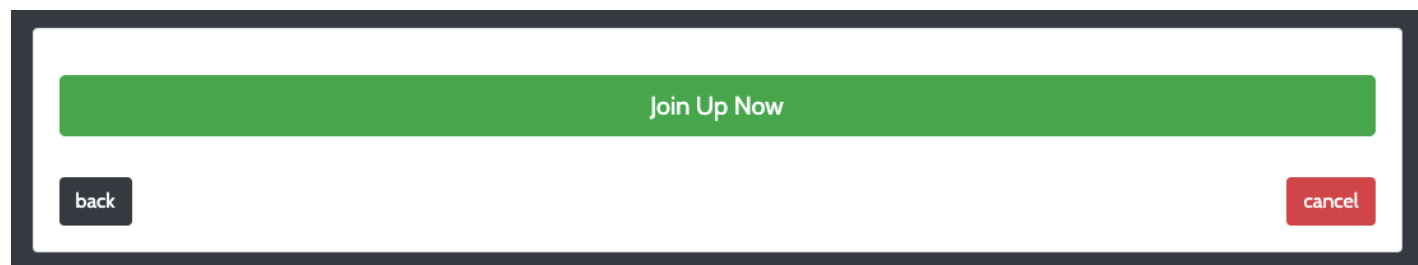


Step 5.

Complete all steps of your club's/soc's membership form (as all regular and committee members must do) and click the green "Join Up Now" button.



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Unlocked!

Membership requests for your club/society are now open (the lock is removed from your c/s name) and the committee panel functions are unlocked FOR YOU (THE ADMIN) ONLY.

You must now get all the rest of your committee to go to sligo.atusulife.ie where they need to log in and re-join the club/society too.

Any new committee members can click the “Committee” button as shown below and enter the committee pin you created in Step 3.

Your Memberships

Membership Status	Club/Society Name	Club or Society			Expiry Date	Activated [requested]	Receipt Code	
ACTIVE	C_Test	Club	✓	✓	August 2023	17 Aug [17 Aug]	4f326004	<div><div> Committee</div><div>✕ Cancel</div></div>

The committee requests will appear on your committee dashboard for you to approve.

N.B. Other committee members should select “no” to the question To Become “The Admin”, otherwise the request will go to the office instead of to you.