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### How to take over a new or existing Club or Society:

The purpose of this document is to inform ATU Students and Staff on the process of taking over a new or existing Club or Society.

Follow the step by step guide below and if you require any more information please contact the Students Union directly on the ground floor of the student centre or email on [support@atusu.ie](mailto:support@atusu.ie)

1. Get in contact with the students union either in person or via email to provide information on your interest in setting up a new club or society.
2. Once accepted and approved, the Students Union will then make contact with the ATUSULIFE website admin and ask them to place the new club or society on the site.
3. Once placed on site the Students Union will then unlock the club or society to make it accessible for Students & Staff to join as well as creating a pin (details below).

### How to take over as Administrator:

If you wish to take over as Administrator or a committee position of a club or society you must first be a member of this club or society before going any further.

1. Once you have activated your membership for a club or society, go to 'my memberships' at the top of the webpage.

Membership Status	Club/Society Name	Club or Society			Expiry Date	Activated [requested]	Receipt Code	
ACTIVE	Architecture	Society	✘	✘	August 2024	25 Oct [25 Oct]	243ee8fe	🔒 Committee



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- Here you can see all your active memberships. If you wish to request to be a committee member or takeover for a new Club or Society you must then click the lock symbol that says committee.

Membership Status	Club/Society Name	Club or Society			Expiry Date	Activated [requested]	Receipt Code	
ACTIVE		Society	✘	✘	August 2024	25 Oct [25 Oct]	243ee8fe	🔒 Committee

- Once you click this it will ask you for the Committee pin. This is a confidential pin shared among the committee only in order to edit and add content to the ATU SULIFE Club or Society page to promote and encourage memberships.

**sligo.atusulife.ie says**

Committee PIN required to unlock request form.

If you don't know this, you will need to get it from a current committee member or the office before you can continue.

PIN:



4. Once you have entered this pin you will see the following screen. This will ask your Core Position on the committee, Your position title, How you wish to have your name shown to the public, and the final question asks if you wish to become the admin. Only one committee member is the admin and must click yes to edit the Club or Society Webpage.

≡ Architecture Society ≡  
Committee Request Form  
Zoe Feeney

NOTE: Sections or lines marked in red and with an asterisk (\*) require an answer

≡ Core Position ≡

If your position is a CORE COMMITTEE POSITION, please select which  
(You still must select your position title in the next box below)

n/A  
 Chairperson (President, Chair, Captain)  
 Secretary  
 Treasurer  
 Safety Officer  
 Public Relations Officer (PRO)

≡ Position Title ≡

\* - There is an active committee member with this position (you can still select this option)

Select position from list:  
--

OR enter OTHER position:  
\_\_\_\_\_

≡ Architecture Society Profile Listing ≡

How would you like your name and position to be displayed on the public **Architecture Society profile page**?

{position} - (name hidden)  
 {position} - Zoe  
 {position} - Zoe Feeney

≡ To Become "The Admin" ≡

**IMPORTANT**

- Each Club and Society must designate ONE committee member to act as "The Admin" for this site.
- This Admin is responsible for unlocking the club/society, approving committee requests and granting site permissions.
- If you are going to be the Admin for Architecture Society, select Yes below. Your request will be sent to the Office instead.

yes  no

Submit Committee Request cancel



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5. This request will then go to the office admin for the ATU SULIFE platform and will be accepted.
6. Once accepted you will receive notification of this. As the admin you will have access to a number of options on the ATU SULIFE Club or Society page such as accepting other committee members and make changes on the SULIFE profile to promote memberships and show events, meetings etc.

***Please note if you were on a committee in the previous year you will have access to unlock and takeover as administrator for the following year.***

***Where possible please plan in advance for the next academic year to have these positions filled or to have a co-representative to have a smooth transition of the Club or Society for the following years to come.***