

## Navigating the ATUSU Life Platform

The following is a document for all committee members on how to use the ATUSU Life Platform to promote and populate their club or society.

It is encouraged that all ATU Student & Staff Committee Admins use the platform to its fullest potential with the array of features it has to offer.

### **Engagement:**

*The Engagement tab on the left hand side of the screen is used to add an some news, an event, activity or fixtures.*

1. Start by logging into your ATUSU Life club or society page, there you will find the engagement tab on the left.
2. Click this engagement tab and there will be a drop down of 4 options: News, Events, Activities & Fixtures.
3. Select the appropriate option for what you are trying to promote. If you are unsure which option you need to choose details are below under [Q: How do I know which tab to choose?](#).
4. From there you will be able to select the correct option for you and you will be able to set up meetings or training sessions with a description of what will be happening. The times, dates and whether you would like members to book into these sessions or not.

**Q:** [How do I know which tab to choose?](#)

### **News:**

If you want to post some general information, or you are running a competition that will open for a day/week or month. Use the news option. Please note for this to show up on the main home page an image is required.

### **Activity:**

If it occurs weekly on a set day ( e.g. training or a coffee meet up every Monday 10am-11am. Use the Activity option. This will show up on the Weekly run activities on the main ATUSU Life page.

### **Fixture:**

This option would be used if it is a scheduled match. (league/cup/etc).

### **Event:**

If it is a once off, or a series with a specific date and time. An example of this would be if you are starting an event @ 5pm on a Friday and ending it at 8pm on a Sunday, this is a valid entry. However if you are hosting the event from 5pm-8pm Friday, Saturday and Sunday, then these need to be entered as 3 SEPARATE EVENTS. You can easily enter an event for one day and copy it over for the other days. This will then show up on the Events & Fixtures on the main ATUSU Life page.

## **Members:**

*The Members tab on the left hand side of the screen has features including who is an active member of your club or society as well as being able to contact them by email or text and see messages members will have sent to your club or society.*

**Active:** The active tab once you have clicked on members shows all of your current active members.

**Contacts:** The Contacts tab is used to send an email or message to your current members as well as how you will be able to access your inbox.

**Q: How do I access my mailbox for a Club or Society or send emails to all members?**

1. Click on the subheading Contacts under the Members heading on the left hand side of the screen.
2. Here you will be presented with the option to Mail or text the group. Choose the option you wish to use.
3. In choosing the mailing option this will bring up a template of an email where you can fill in a subject and the body of the email etc and press send.
4. If you wish to access your mailbox to see messages members will have sent to your club or society you do so through this mailing option also but scroll down and click close if you don't wish to send an email.
5. Once you have clicked close at the bottom of the email template you will be able to see your inbox, drafts, sent messages etc for your club or society.
- 6. It is important to check this mailbox regularly and reply to members to show the club is active and you wont miss out on potential new memberships.**

## **Discussions:**

*The Discussions tab on the left hand side can be used to create a conversation among committee members. Here you can also look at previous thread discussions had in the committee.*

This is **ONLY seen by the committee** and **NOT active members** of a club or society.

Here committee members can have confidential conversations to discuss ideas, upcoming events, plans for the club or society or similar.

1. New Threads can be started at any time by committee members by clicking on the 'Start new internal Thread'
2. Once clicked on it will ask you to fill in a thread title, initial post detail, whether you wish to send an email notification to committee members and submit this thread by clicking start discussion.

Please note if you click no to send an email notification, committee members will still receive a notification on their ATUSU Life profile.

## **Club Details:**

*The club details tab on the left hand side of the screen shows all the club or societies details available to current and potential members on the ATUSU Life website. This can be updated at any time.*

**Basic Details:** This is where all the basic information is for your club or society. Here you can update your tagline. Some use quotes or catchy phrases here that are linked to the Club or Society.

**Promo Video:** Optional if you have a link to a video to promote your club or society.

**Promo/Description:** This section can be used to tell members and potential new members information about your club or society, what it entails and why they should join.

**Website/Social Links:** This section under club details allows you to share any social media platforms you may also work off for your club or society and make them easily accessible to members through the Club or Society page.

**Links:** There is an option here for website links with a small description, these could be used to show helpful resources for members for e.g. bus timetables, Competitions related to a club or society etc.

**Membership Pin:** This is the pin that is needed in order to join a committee of a club or society and should be kept confidential between committee members.

## **Images/Gallery:**

*This Images/Gallery tab on the left side is where you can upload various categories of images for your club or society. This includes, Logo/Profile image, Showcase images, Action photos and a general photo gallery. This is very important to show all potential new members and current ones what your club or society is all about.*

*Try to keep this as updated as possible throughout the years of a club or society.*

**Logo / Profile Image:** It is not required but encouraged for a Club or Society to have a Profile Image and Logo. You can leave either the logo or profile image blank and the other will be used in its place.

**Showcase:** These images must be landscape with the aspect ratio 4:3 to be shown on the homepage. This will then be shown on the rolling images on the main ATUSU Life home page beside the welcome note for Clubs and Societies.

**Action Photos:** These action photos are used in the promotion of ATU Sligo Clubs & Societies. They are the large rotating background on the homepage. This could be a team image, an image taken at an event etc.

**Photo Gallery:** This section can be used to upload images taken of your club or society at meet ups, matches etc, a gallery of images which will be shown on your club or society home page. The max number of images that can be uploaded here is 20. You can drag/drop your images in this section to rearrange them.

## **Committee:**

*The Committee tab on the left hand side shows all the current active committee members. Here you will also find instructions on how current members can become part of the committee.*

*The requests for those who wish to join the committee but clicked 'NO' to become an admin will show up here for the Admin of the club or society to accept. These also show up on the dashboard.*

## **Budget:**

*The Budget tab on the left hand side shows three subheadings. Capitation, Application & General Ledger. It is very important to familiarize yourself with this section as it is necessary to apply to drawdown money approved, apply for your annual budget and keep a general record of your spend.*

**Capitation:** In this subheading is where you request to drawdown money for your club or society. Here you will see the amount your club or society has been allocated by the finance committee. How much is remaining, the amount you wish to request and a description. Quotes or images of a price of an item is required for all drawdowns to get them approved and cheque given. Here you will be able to see all previous requests.

**Application:** In this subheading you will find your club or society funding application. It is very important that this is filled out correctly and all information is supported by documentation as well as being under the correct heading. At the bottom you will find your application summary.

Every Year there is a deadline on the Website for the Budget, this needs to be filled out and submitted before the deadline closes. Committee members will be informed on this application deadline through their Student or Staff email. If you need any help with this please contact the Student Union.

**General Ledger:** In the general Ledger subheading you will be able to keep track of both your income and expenditure of your budget.

## **Assets/Inventory:**

*The Assets/Inventory tab on the left hand side should be used to show any items/equipment your club or society may have.*

This is used to keep record and should be uploaded for each item a club or society is in possession of.

1. Click the 'add asset/inventory item' button and fill out the form.
2. Here you will need to put in the following information: *Name, Condition, Date acquired, Storage location, Quantity, Cost per item, Expected life of item and an image.*
3. It is mandatory that an image of the asset is uploaded with the log to ensure proof and quality of item.
4. If you are struggling to find storage for your club or society assets and wish to voluntarily keep them in a location not on campus, this must first be approved by the Students Union and the Finance Committee.