Club & Society Admin: How To Guide

As an Office Holder for a Team Napier Sports Club or Society, you will be able to access an array of administrative functions on the www.napierstudents.com page for your Club or Society.

To gain access you must complete Data Protection training and sign a declaration.

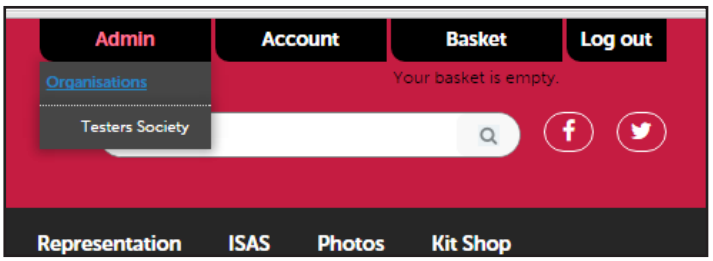
If you haven't yet completed the training please visit: www.icre8.org.uk/org/Courses/lfhe/dpa/ You should take a picture or screenshot of your subsequent Data Protection certificate and email it to teamnapier@napierstudents.com. We will also ask you to sign a Data Protection declaration.

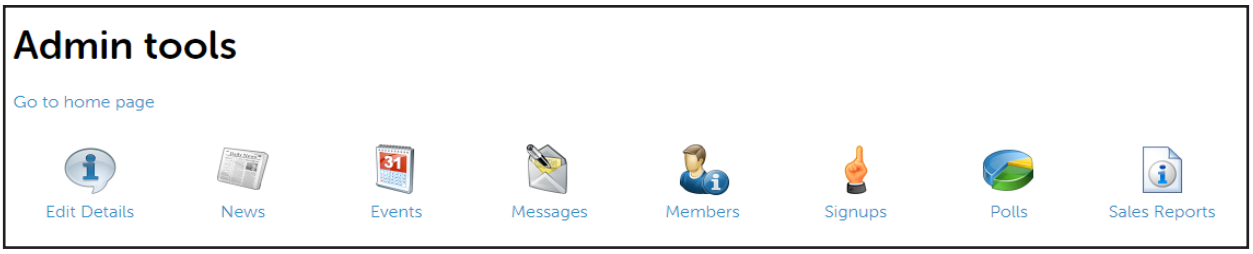
Club & Society Website Admin Menu

Once you have been allocated your Office Holder role on the website, you will be able to access the 'Admin' Menu Tab at the top of the page.

Click the tab to access a drop-down menu.

This drop-down menu will give access to the 'Admin' tools for each Club or Society of which you are an Office Holder.





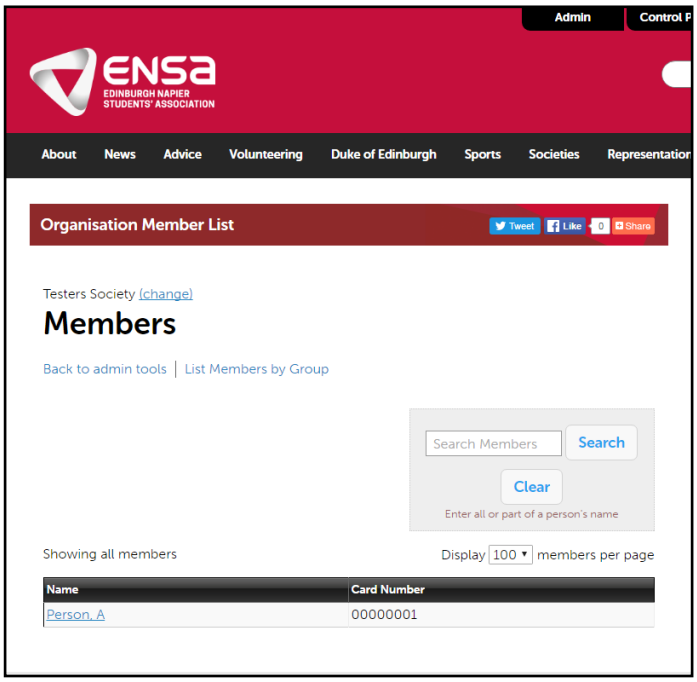
Members

Use this tool to see a list of the members of your Club or Society .

You can view a full list of members or different sub-groups, such as Office Holders, Standard Members (students) or Associate Members (non-students).

You can also search this list of members, using the search box on the right-hand side.

(We DO NOT recommend keeping printed lists of members, to minimise the risk of a breach of Data Protection legislation).



Messages

Use this tool to send messages to individuals, groups or all of your members.

This system allows you to communicate with your members directly through the ENSA website, avoiding the need for you to hold Personal Data on your own personal devices.

You can choose who the email is sent from (Personal or Club/Society email), as well as who the replies will be sent to.

By clicking the word 'To', you can select the recipients.

Enter your subject in the appropriate box.

You can also add attachments by clicking the word 'Attachments'.

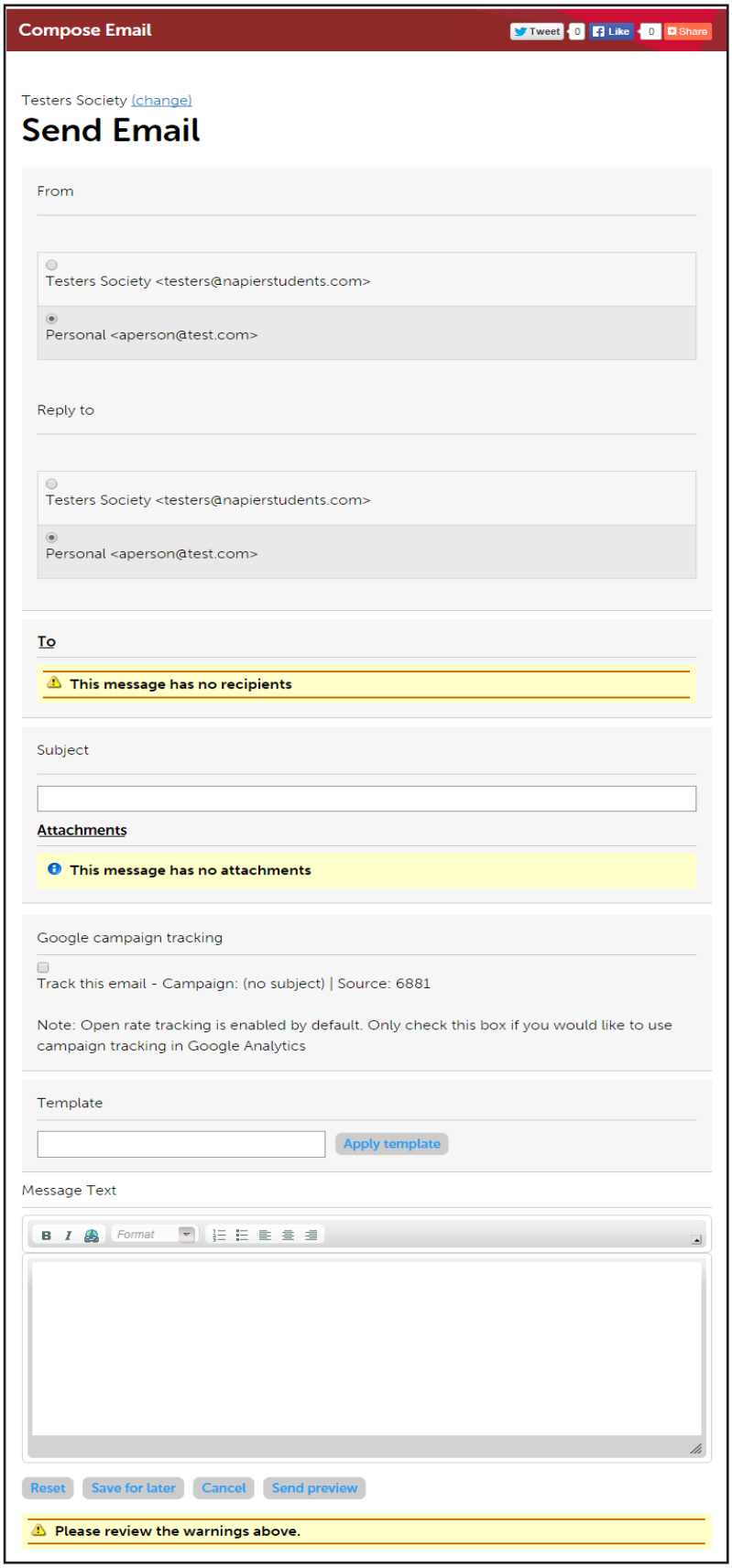
Add your message to the 'Message Text' box.

This email system MUST ONLY be used for official business related to your Club or Society.

Using this system for any other reasons, not connected to legitimate Club or Society business, is a breach of the Data Protection Act and will result in disciplinary action.

When using this email system, do not:

- Send Personal Data in the message body (e.g. names, email addresses)
- Attach overly large files (you can compress them first if necessary)
- Send lots of messages in a short time frame (i.e. avoid spamming)



Edit Details

You can use this tool to:

- Update your Club or Society logo*
- Change your Club or Society email address
- Add or update links to any external websites, Facebook, Twitter, or Instagram accounts the Club/Society maintains
- Edit the main text of your Club or Society page and add pictures and other media.

*The image file you upload must be called something different to the existing image, or any other pre-used images.

We expect you to take care when editing your page and act responsibly. Uploading any offensive or illegal material will lead to disciplinary action being taken against the entire committee.

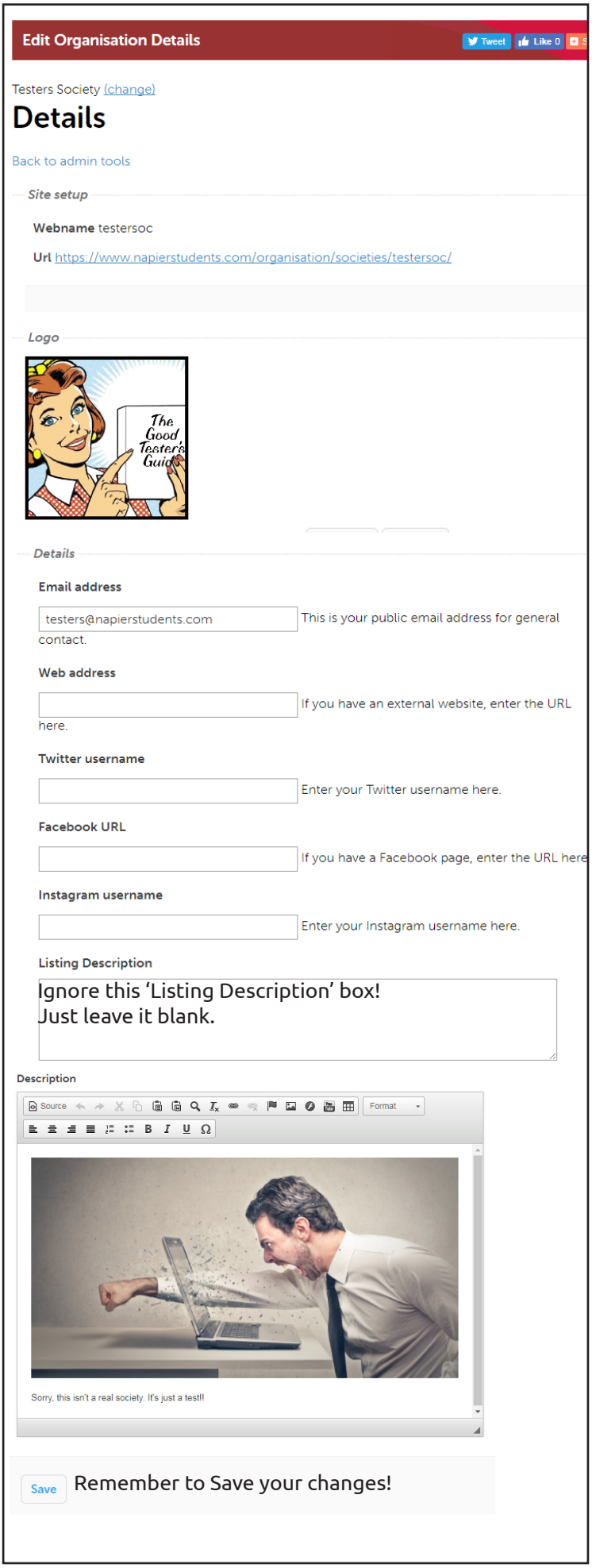
You must not post:

- Personal Data (e.g. names, addresses)
- Defamatory comments about individuals, other organisations, or ENSA
- Copyrighted or plagiarised material
- Offensive or discriminatory text or pictures
- Anything illegal

Some tips for adding content:

- Avoid jargon
- Check grammar and spelling
- Proof read
- Be careful with humour - it is a subjective art
- Be polite, professional, trustworthy and credible

ENSA reserves the right to edit the content you post, although we will not do so without good reason.



Edit Details - Using the WYSIWYG Editor

The WYSIWYG (What You See Is What You Get) editor is easy to use, and you can generally just type away in it like you would on a Word document. We'll show you how to do a couple of other simple tasks, but if you want to do something not covered here, ask ENSA to help you out.

Adding a link in the text

- Highlight the text you would like to become a hyperlink to another webpage (this will turn the text blue and underline it).
- Click the chain link symbol.
- Paste the URL you want to link to and click 'Ok'

If you are linking to a page on napierstudents.com, you can insert a relative URL, which means just the part after napierstudents.com

The anchor tool (the flag icon), flash tool (the 'f' icon), and video tool (the YouTube icon) will probably not be needed, but if you think you will use them, ask ENSA for guidance.

The 'Table' tool, allows you to insert a table onto the page - this is most useful for aligning text into columns or rows on your page.

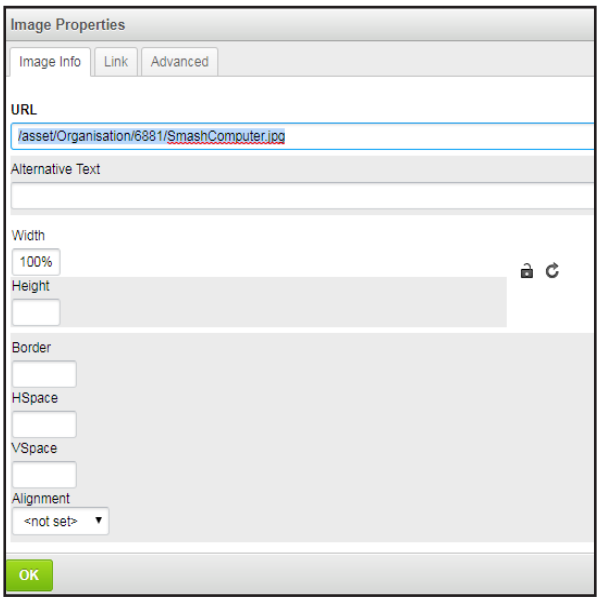
Adding a picture

- Save the image to your computer
- Click the picture icon, then the 'Browse Server' button.
- Click 'Choose File' and select the appropriate picture from your computer, and then 'Open'.
- Click the 'Upload' button and it will appear in your image library.
- Click the appropriate image from the image library to select it .
- Click 'Ok' when you have finished to embed the image.

You can adjust the Width and Height in the appropirate boxes. The default measurement of size is pixels but we strongly recommend using percentages instead. 100% is the width of the whole page.

To do this, just type '100%' into the Width box, delete the number in the Height box, then click the padlock to lock the aspect ratio. 50% will be half the width of the page, and so on.

The Border tool will put a black border around your image, just type in a number to indicate how thick the border should be.



If you are embedding an image in text, use the Alignment tool to position it to the left or right of the text. You will find the text ends up quite close to the image, so create a buffer zone around the image by typing a number into the HSpace (horizontal) and VSpace (vertical) boxes - we recommend 10 pixels.

Edit Details - Using the Source button

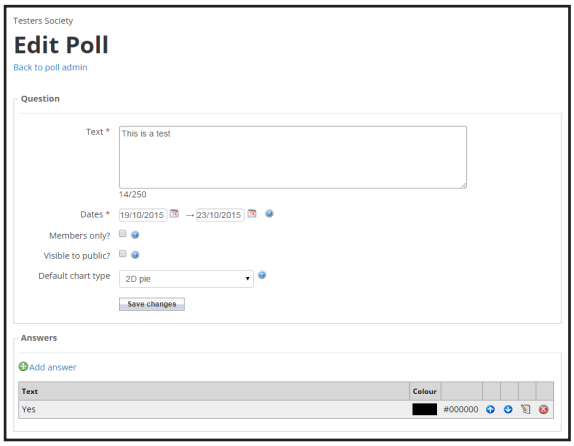
The final button that may be of use is the Source button in the top left corner of the WYSIWYG editor. Clicking on this will enable you to view the content of your post in HTML code. This can be useful to check if something is going wrong with your text, especially if you have copied and pasted it from anoher source (we recommend always pasting into Notepad first to strip text of source formatting).

You can find guides online that will give you an introduction to using basic HTML code if you're interested. Most functions will not require you to use HTML though; in fact the WYSIWYG editor is specifically designed for people who don't know it!

Polls

This tool allows you to create polls on your Club or Society page, where members (or anyone!) can vote.

This tool might be good for soliciting opinion about where to go on a trip, preferred dates for a meet-up, or what kind of merchandise your members would like to buy.



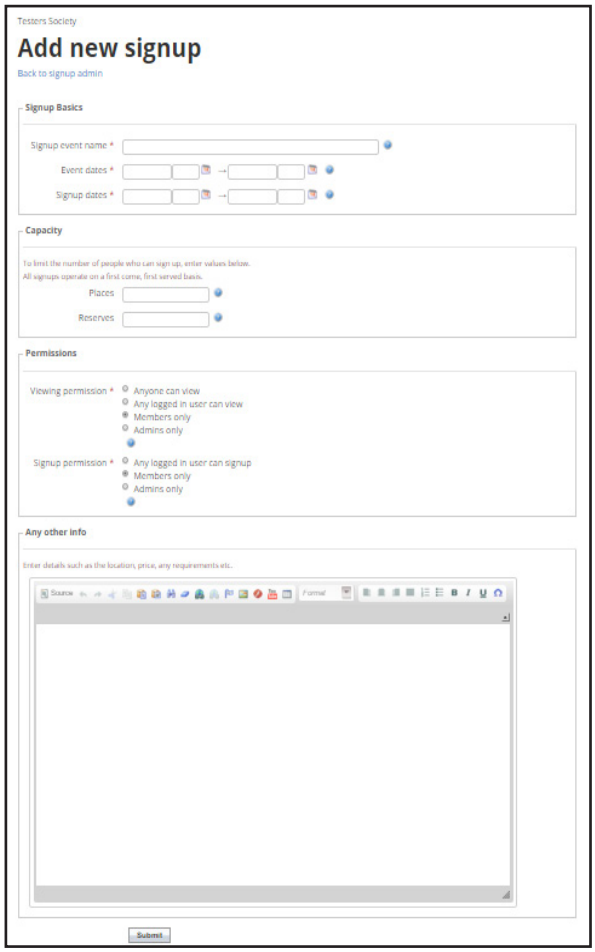
Signups

Use this tool to let your members sign up to upcoming events, trips or mailing lists.

This tool may be particularly useful for managing attendees at events or trips which have limited places, such as bus trips or dinners.

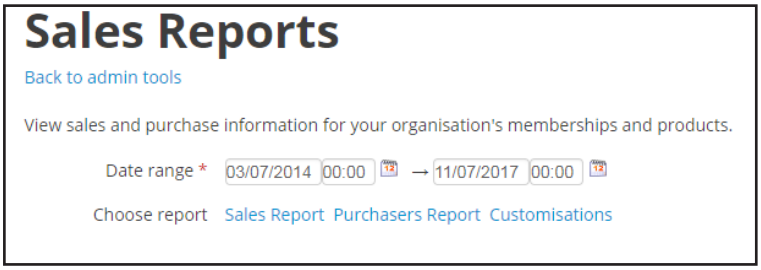
You can set the 'privacy' of these Signups to allow different groups to view and sign up, so only paid up members can register.

You could also create a Signup aimed at people who are viewing your Club or Society page and are interested in joining which can be useful around the start of the academic year.



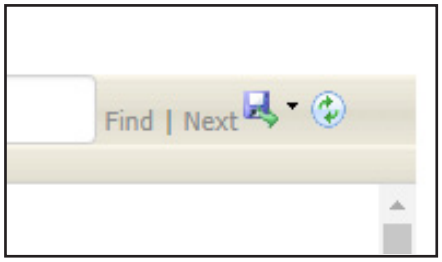
Sales Reports

This tool gives you a report of any sales made through the website for your Club or Society, including memberships, ticket sales for events, and product sales.



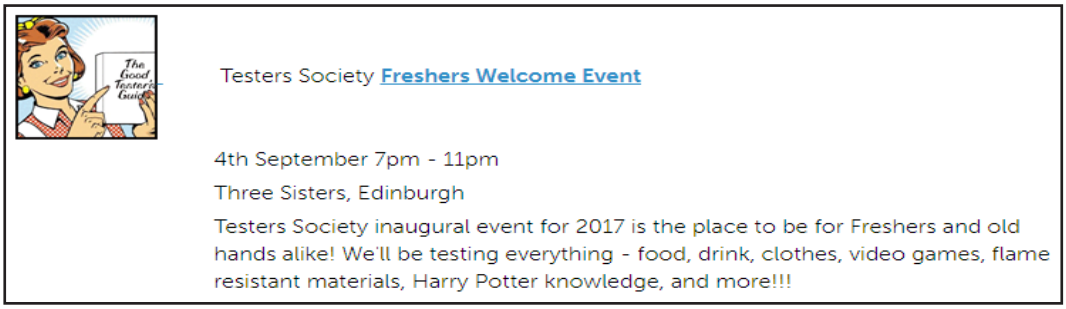
- Sales Report - shows you a break-down of how many items have been sold and how much revenue that has generated for the selected time period.
- Purchasers Report - shows you a list of purchases made via your Club or Society webpage for the selected time period, including the date and time of purchase and the quantity.
- Customisations - shows you any additional details you asked people for when they purchased a ticket, such as dietary requirements, again for the selected time period.

All of these reports can be viewed on the website or downloaded as an Excel file by clicking on the floppy disk with a green arrow icon. You can choose the type of file you wish to download. Remember that any Personal Data you download or print out must be kept secure, and destroyed after use.



Events & Ticket Sales

ENSA are more than happy to add events to your Club or Society page, and we can add ticket sales to this event with the money going directly into your Club or Society account with ENSA.

To submit an event, please go to the 'Events' menu on the ENSA website and select 'Submit an Event' from the drop down menu.

Your event listing will look like this: