

Society Website Guide

Admin Rights for Specific Roles

Each committee role will have different admin rights within the system.

President – Events, Details, Products, Members Messages/Emails, News, Sales Reports, Finance

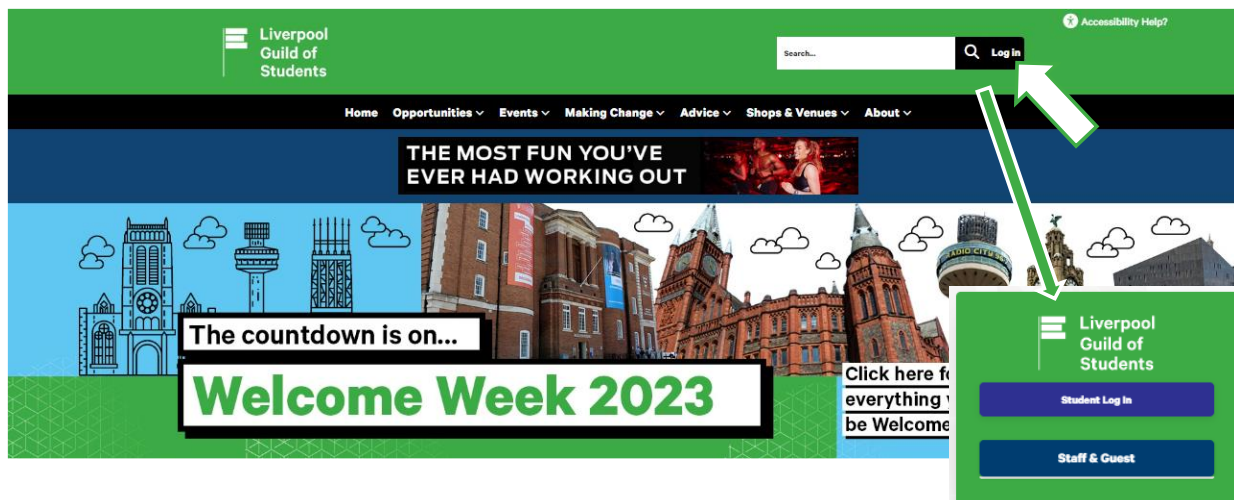
Secretary – Events, Details, Products, Members, Messages/Emails, News, Sales Reports, Finance

Treasurer – Products, Sales Reports, Finance

General Committee – Finance

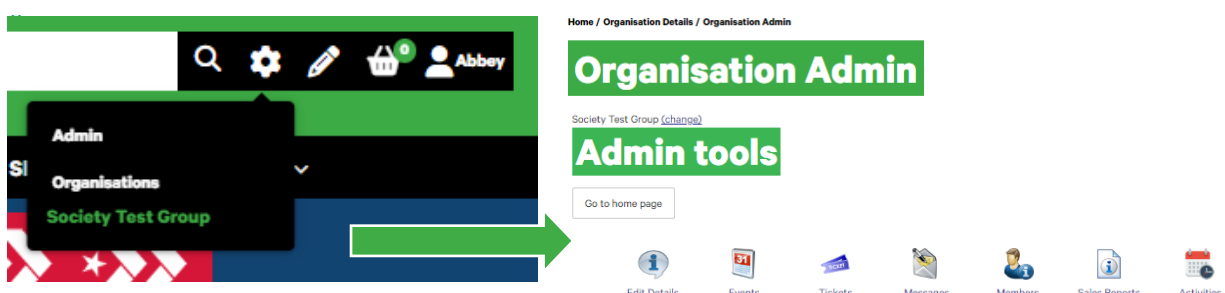
How to access admin tools

Log into the Guild website with the student log in portal. When successfully logged in it will take you back to the main page. [Guild Website - Welcome \(liverpoolguild.org\)](http://Guild Website - Welcome (liverpoolguild.org))



“Log in” will now be replaced with your name and you will have a cog as an option to the left.

To access admin tools, click the cog/settings button and then the group under Organisation. This will say your society’s name. If you are on more than one committee, you will have more options. It will then take you Organisation Admin page which will allow you access to edit and use the website.



Admin Tools Overview

- **Edit Details** - Edit your main page on the Guild website, such as logo, description, socials etc
- **Events** - List your society events that have been approved by the Guild
- **Tickets** - Add the tickets to the events you have created
- **News** - Publish your news articles to appear on the Guild Website
- **Messages** - Send out emails to society members
- **Members** - List of all members within your society
- **Reports** - See how your tickets have sold for your events, who has bought them, and any customisations
- **Finance** – This will send you to the SGF (Student Guild Finance) Portal where you add payments and reimbursements
- **Activities** – Please ignore for the time being

Webpage Walk-through

Edit Detail

Site setup

Webname *

Url

<https://www.liverpoolguild.org/groups/society/9307/>

Save

Logo

Choose File No file chosen **Update**

Link

Link info Target Advanced

Link Type
URL

Protocol: http:// URL link here or click the drop down for emails

Browse Server

OK **Cancel**

The main things you will want to edit here is your logo and any social channels you may have. Scroll down this page to see the examples images shown.

To do this you click 'choose file' and select the file of your choice. Once you have saved this it will then show on your society webpage.

You should not change the email affiliated with the webpage; it should stay as your society email. please do not add your personal phone number in either.

Details

Email address

This is your public email address for general contact.

Web address

If you have an external website, enter the URL here.

Phone number

If you have a phone number, enter it here.

Twitter username

Enter your Twitter username here.

Facebook URL

If you have a Facebook page, enter the URL here.

Instagram username

Enter your Instagram username here.

YouTube URL

If you have a Youtube channel or video URL, enter it here.

Description

There should already be a description of your society on the website. It is then your choice to add in a logo for your society.

Events

The events page is where you will have control of the upload of your events. This will be one of the most important features you will use most throughout the year.

Each event you host must be ticketed through the website; this includes free events and must have been Guild approved!

Here you can search for your listed events. Use the filter to ensure you are searching the correct date range for the events to show.

Society Test Group [\(change\)](#)

Events

[Back to admin tools](#)

[Add new event](#)

There are no events for this date range and/or filter.

Search and Filter List

Name

Dates * →

[Find Events](#)

Add a new event

To add a new event click add new event. It will ask you for information about your event for example event name, date and time etc. Please see below for an example.

Society test group

Add Event

[Back to event list](#)

Event name *

Test Society Event

Date and time *

25/09/2023 18:00 → 25/09/2023 20:00

Show on all days

☒ If checked, the event will be included on lists and calendars for each day it's running. Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Repeat Event

☐ Repeat for 1 Weeks

Tagline / short description

You are invited to the Test Society Event for Test Society Members!!

is Offline

Tip - Make sure you tick 'show on all days' if your event is reoccurring, you will be able to specify when the event is repeating. Click the drop down for the options. If you choose to repeat your event weekly, click how many weeks it will be repeating for. For example, if its repeating for two weeks click 2 weeks on the drop down and once the event has been saved it should look like the below image.

After this scroll down to fill in the rest of the event. This should be straight forward as each picture depicts what information is needed and where to include it.

Location

Room booking

Online meeting URL

If needed add the URL If specified, Join Now links will use this URL.

Online meeting joining info

Add any joining instructions here!

Add passcode or any other info required to help people join the meeting.

External URL

If specified, event list entries will link to this URL.

Event types

<input type="checkbox"/> Accountability	<input type="checkbox"/> Green	<input type="checkbox"/> Mental Health & Wellbeing
<input type="checkbox"/> Advice	<input type="checkbox"/> guild	<input checked="" type="checkbox"/> Society
<input type="checkbox"/> Big Pub Quiz	<input type="checkbox"/> Halls	<input type="checkbox"/> Speed Mate-ing
<input type="checkbox"/> Club Nights	<input type="checkbox"/> Halls Give it a Go	<input type="checkbox"/> Sport
<input type="checkbox"/> Course Rep	<input type="checkbox"/> Keep Your Cool	<input type="checkbox"/> Sustainability
<input type="checkbox"/> Other	<input type="checkbox"/> Leadership Program	<input type="checkbox"/> Travel or Trips

Offline

For event types, please only select society unless specified otherwise.

The below picture illustrates where you will need to put the description of your event, you can add links such as ticket links. The button for this is shown in the photo above. It will then require you to add in any external links you will need.

The screenshot shows the 'Image' section with a search bar and 'Select Image' button. Below is the 'Image alt text' section with a text input field. The 'View permission' section has a dropdown menu set to 'Everyone'. The 'Display dates' section has two date pickers. The 'Full description' section features a rich text editor with a toolbar containing various icons for text formatting and linking. The editor area contains the text: 'Add all the details here!' and 'If you want to link any info click link above'.

You will then need to press save at the bottom of the page. If you then return to your events page through the admin access it will be listed in a table as show below.

Society Test Group

Add Event

[Back to event list](#)

The following event(s) were added:

Name	Start Date
Test 2	Thu 07 Sep 12:00
Test 2	Thu 14 Sep 12:00
Test 2	Thu 21 Sep 12:00

[Create another](#)

There will be an option to go back into the event and edit by clicking on the event.

Society Test Group ([change](#))

Events

[Back to admin tools](#) [Add new event](#)

Event	Date
Test Society Event	25 Sep 2023

[Edit](#)

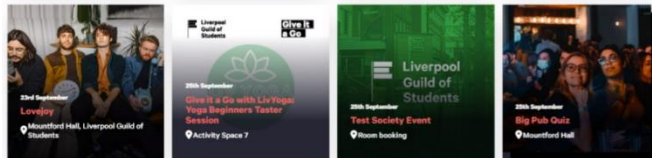
Search and Filter List

Name

Dates

[Find Events](#)

Once you have set up your event, your coordinator will be able to approve this via the website. Coordinators check events once a day in the morning. However, do feel free to send your coordinator an email letting them know you have uploaded an event. Coordinators will only upload events they have been made aware of and have discussed with you.



[What's On \(liverpoolguild.org\)](http://liverpoolguild.org)

Tickets

Click on the tickets tab on the admin site. You should then have the option to add tickets for your event. You can only add tickets if you have an event listed. Once a ticket has been sold it cannot be edited! Include as much information as possible!

Double check the ticket type, price, what time the ticket is set to go on sale, the limits should be the capacity and then should be set to 1 per person. Title the ticket description and then add some info in the box. Then press save.

Once you have saved you will see something like this. To edit the ticket, click on the name of the event. It will then come up with the options. Make sure you have double check your tickets are correct, and the event is set to take place.

Once the ticket has been made you will not be able to remove it without contacting a societies coordinator at the Guild.


Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10003510	Test Society Event Mon 25 Sep 2023 - Members	Members	0.00	1	1	Yes	0

For members to purchase, if you click on the event on the website, you should see the description of the event and alongside an option to 'add to basket'. If the event is free, then it will still need to be added to the basket, but no payment will be taken.

Test Society Event (25 Sep 2023)

Sales 2

- [Add ticket](#)
- [Edit limits](#)

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales	
	Test Society Event							
13510	Mon 25 Sep 2023	Members	0.00	1	2	Yes	2	
	Members							

[Edit customisations](#)

When creating a ticket for an event, it might be necessary to add customisations to your ticket. This might be necessary if you need to know someone's dietary requirements, accessibility requirements.

To access this, go to your ticket and find the pen and paper icon.

Once you click on this you should see an option to add customisations.

You will then have the option to fill in details.

You can label what the information you are asking for regards. In this instance I have used the example of dietary requirements and included a short description.

The customisation type refers to the customisation per product. For example, if you set your ticket to include a plus one then the customisation type should be per item as you will need to know the dietary requirements for both attendees.

When you scroll down, it will ask you to input predefined values. This is where you can list your options and preferences.

Society Test Group

Customisations

Test Society Event Mon 25 Sep 2023 - Members

[Back to tickets](#)

[Add new customisation](#)

There are no customisations for this ticket.

Edit customisation

Details

Label *

Help text

63/200

☐ Required

Customisation type

Max length *

If you click 'limit to this list' then when someone is imputing their options, they will only be able to choose from the options you give them.

Values

Predefined values

Dietary requirements:
Beef
Chicken
Nut Roast (Vegetarian/Vegan option)

☒ Limit to this list

[Save](#) [Cancel](#)

If you don't want a list of options, you can leave the predefined values section empty and untick 'limit to this list'. The purchaser will then have the option to answer the questions within 500-character limit.

Then press save. When you go back the customisation should come up saved.

Society Test Group

Customisations

Test Society Event Mon 25 Sep 2023 - Members

[Back to tickets](#)

[Add new customisation](#)

Label	Options			
Dietary	Optional, per item, limited to	+	+	×
Requirements	list			

News

Here you can add new articles or review previous ones posted. Articles must be approved by a societies coordinator before they are published to the website.

Click add new article - Follow the boxes, inputting as much information as you would like. See reference images

You must ensure that article comments, sharing and rating are unticked! You can add images and then fill out the body of the article.

To find the article go to the website home page and scroll down to latest news and click view all news! Or click this link [News \(liverpoolguild.org\)](http://News (liverpoolguild.org))

Messages

Another option on the admin side of the website there is an option for messaging. Here you can message your members and update them on any events that are coming up.

The screenshot shows the 'Send Email' form. At the top, it says 'Society Test Group'. Below that, there are two input fields: 'From' and 'Reply to'. Both fields contain the text: '@Society Test Group <rsadming@liverpool.ac.uk>' and 'Abbey Carroll <AbbeyCarroll@liverpool.ac.uk>'. There is also an 'Accessibility Help?' link in the top right corner.

When you are ready to create a new email make sure you set the reply to your society email. Once you send the email, this means your members will receive it from the society email as opposed to your personal one.

There will be a list of options as see below to add recipients.



The screenshot shows the 'Recipients' section. At the top, there is a 'Back to message' button. Below that, there is a 'Filter by name' field with a search bar and a 'Search' button. To the right of the search bar is a 'Clear' button and a checkbox labeled 'Only show opted-in recipients'. Below this is a blue bar with the text: 'The list includes all recipients. People who have opted out will not receive an email but will still see the message in the Message Centre.' Below the blue bar is a list of recipients. The list is organized into two sections: 'Lists' and 'Individuals'. Under 'Lists', there are several options with checkboxes: 'All committee members (2 people)', 'All members (2 people)', 'General Committee Member (0 people)', 'President (3 people)', 'Secretary (1 person)', 'Standard Membership (0 people)', and 'Treasurer (0 people)'. The 'Standard Membership (0 people)' option is currently selected. Under 'Individuals', there is a section labeled 'C' with a 'Cast Now' button.

To add recipients, select 'standard membership'. This will compile a list of all your members and send the email to all of them.


You can add your message here and format it in any which way you want.

The screenshot shows the 'Message Text' editor. At the top, there is a 'Template' section with a dropdown menu and an 'Apply template' button. Below that is the 'Message Text' section. It features a rich text editor with a toolbar containing buttons for bold, italic, normal, bulleted list, numbered list, and link. The main text area contains the text: 'Hi Test Society Members!' followed by a line of text: 'Enter your message here ... remember to use the tool above to link anything and format your email. Also, there is no spell check here !'. At the bottom of the editor, there are three buttons: 'Save as draft', 'Cancel', and 'Send preview'.

Drafts

<input checked="" type="checkbox"/> Show my drafts only			
Author	Subject	Created	
Abbey Carroll	Enter subject here	05 Sep 2023 16:22	 

Sent items

Show messages sent during: Last 7 days <input type="checkbox"/> Show previews Apply Filter							
Sender	Subject	Status	Sent	Recipients	Opens	Opens (%)	
Abbey Carroll	Copy of Enter subject here	0%	05 Sep 2023 16:34		2		

You will be able to see your sent and drafted messages.

Members

Society Test Group ([change](#))

Members

[Back to admin tools](#)

[List Members by Group](#)

Search
Clear

Enter all or part of a person's name

Showing all members Display 100 members per page

Name	Card Number
Bose, Shourya	201768560
Carroll, Abbey	
Dalton, Ruth	
Fowler, Hannah	
Travis, Hattie	

In the members tool you will also be able to search for your society members.

To view who is in standard membership or in a committee role you click 'list members by group'.

To can see the date the society member joined.

Sales Reports

The sales reports page is where you can keep track of how many tickets you have sold for your event, who has bought them, or keep track of any customisations you have added onto your tickets.

- Sales report will show you how much money you have made from the event ticket sales.
- Purchase report will tell you the list of attendees for the event.
- Customisation report will show you the replies to any customisation questions you have added.

Product Sales Report

Report generated Mon 24 Mar 2025 14:13

Report Details				
Product #	Name	Organisation	From Date	To Date
ALL	ALL	Society Test Group	Mon 17 Mar 2025 00:00	Tue 25 Mar 2025 00:00
Summary				
Transaction type			Qty	Total
Sale			1	0.00
Net total			1	0.00
Shop	Product	Qty	Unit Price	Total
☐ [10063990]	SB test event Mon 24 Mar 2025 - Non-Members	1	Sale	0.00
Net total for all products		1		0.00

Product Purchasers Report

Report generated Mon 24 Mar 2025 14:14

Report Details						
Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
ALL	ALL	Society Test Group	Mon 17 Mar 2025 00:00	Tue 25 Mar 2025 00:00	* ALL *	* ALL *
Trans #	Name	Under 18	Card #	Shop	Qty	Purchase Date
[10063990] SB test event Mon 24 Mar 2025 - Non-Members						
30149863	Blything, Stephanie		(Unknown)	Website	1	Mon 24 Mar 2025 14:10

Product Customisations Report

Report generated Mon 24 Mar 2025 14:11

Report details				
Product #	Product	Organisation	From date	To date
ALL	ALL	Society Test Group	17 Mar 2025	25 Mar 2025
Txn #	Purchase date	Customer name	Card number	
[10063990] SB test event Mon 24 Mar 2025 - Non-Members				
30149863	24 Mar 2025 14:10	Blything, Stephanie		
Do you have any dietary requirements that we need to know about?		Lactose Intolerance		
Do you have any accessibility requirements that we need to know about?		I have no accessibility requirements!		

Finances

We have a handy how to finance guide that supports uploading requests via our finance platform, that can be accessed via the Society Handbook in the Finance Tab!

If you have any more questions, please contact saadmin@liverpool.ac.uk or your Societies Coordinator.