

## How to upload an event on the UUSU website

A few things to note before uploading an event...

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- Only the current committee can upload a society event on the SU website.
- Make sure to check [Activities & Events](#) to find out vital information on how to organise events
- You need to complete a risk assessment for every event you run. Check out [Keeping Safe](#) section of committee corner for advice on how to assess your events

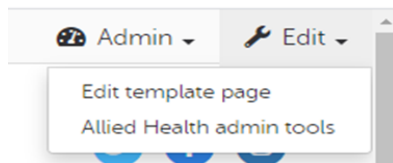
For any help in planning a society event please contact your For any help in planning a society event please contact your **Student Activities Team**

### Adding an event

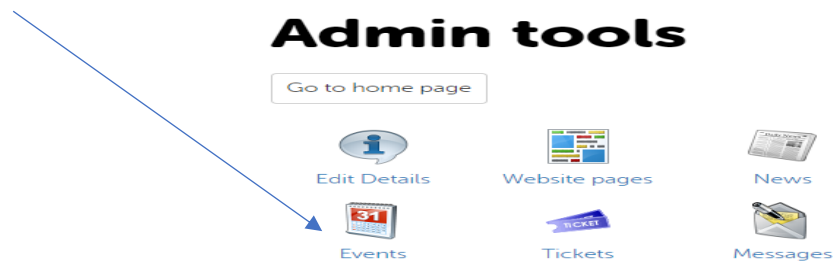
Log onto UUSU website using your student details

All confirmed committee members will be given access to your society webpage by your Societies Coordinator (SC). If you cannot log on as below, please drop your Society Coordinator an email.

From your society webpage this box will be in the top right-hand corner – select Edit & Admin tools

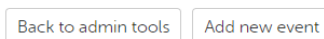


Once you're into Admin Tools, click 'Events'



Select 'Add new event'

### Events



Event name \*

Write name of your event here

Date and time \*

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Fill in the date & time of your event here. The time has to be entered in 24 hr format.

Tagline / short description

UUSU Nursing presents Stars in your Eyes!  
A night of fun - all welcome!

In this section write a short description that sells your event to members

Location

Add in location of your event. If on campus write which campus & the room number/location

View permission \*

Ideally it is better that everyone can see your events but sometimes you may want to do an event which is only for members & will prefer that only signed up members can see event details

### Event Types

- All Campuses
- Belfast
- Coleraine
- Magee
- Volunteering

Add in your event campus location

Image

Select image

Upload an image that is appropriate for your event. Use Canva to create a poster so that it grabs attention - check out [publicity](#) for some top tips!

Display dates

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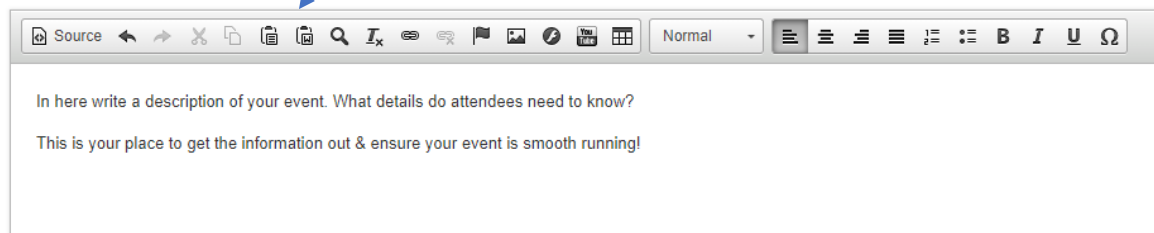
If specified, events will only be displayed between these dates. Both dates are optional.

You can set display dates which will automate your event to appear/disappear on the website. Time needs to be in 24hr clock

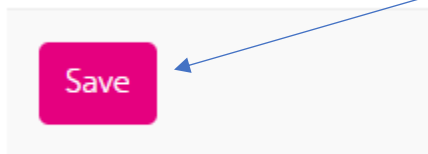
This is handy if you have an event happening in the future that is planned but you do not want to go on sale yet, such as society formals.

Use the top row to format your text (size/position); add in photos if needed

Full description



Once you are happy with your event details, click save and you will be able to see your event on the UUSU Events Webpage



### TOP TIP!



Stars in your Eyes  
Badgers Bar, Derry  
UUSU Nursing presents Stars  
in your Eyes! A night of fun -  
all welcome!

The Whats On page will pull in the name & location of your event plus your short description so your poster for the website does not need to be the same as what you use for Instagram or Facebook!