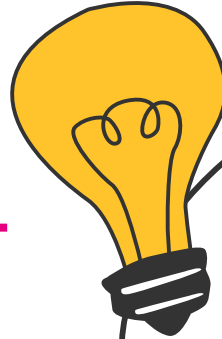


## PERSONALISE YOUR SOCIETY WEBPAGE

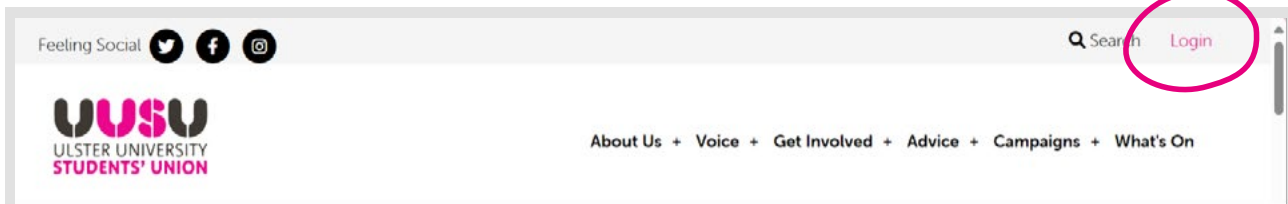
Your UUSU society webpage is your society's shop window! It's the first-place new students will go to when looking for information on your society, so it should promote you and your events and activities in the best light. This guide will walk you through how to do just that!



Make sure your web page is up-to-date by Week 0. The earlier the better though- students will be browsing from A Level results day!

### STEP 1: LOG IN

Log in to the UUSU website at [uusu.org](http://uusu.org) using your student B code and password.



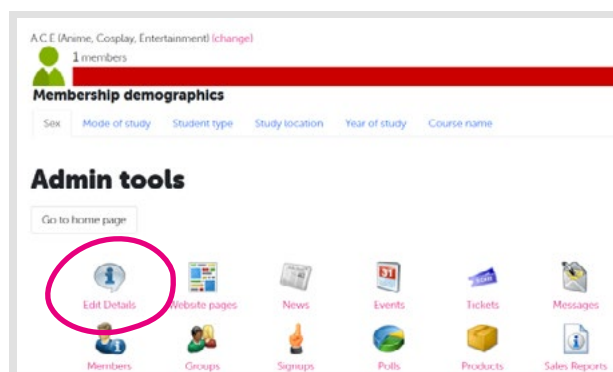
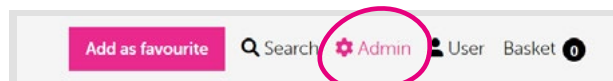
If you have an issue logging on, please contact your Societies coordinator, Karen at [k.pothin@ulster.ac.uk](mailto:k.pothin@ulster.ac.uk)

### STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on **"Admin"** and Select your society.

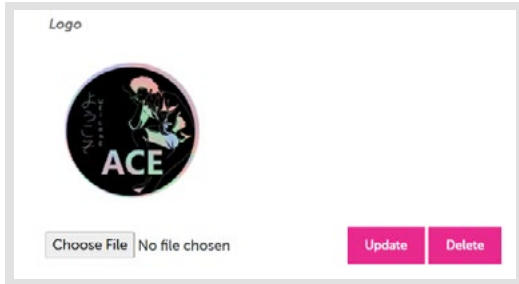
This will take you to the **"Admin tools"** for your society webpage – in this example "ACE Society"

Click on **"Edit Details"**



## STEP 3: MAKE YOUR EDITS

### Your Logo



If your society doesn't have a logo, please contact your societies coordinator.

Our graphic designer can create a logo which meets our brand guidelines.

### Team Photo

Add a photo of your society committee so members can put a face to your names!

### Your Society Details

Add in links to your social media accounts and the society email address. These may already have been set up if you are taking over the society. If you do not have this info, ask Karen for help [k.pothin@ulster.ac.uk](mailto:k.pothin@ulster.ac.uk)

Make your content engaging by creating a video, hosting it on YouTube and including the link in your society details to embed it on your page.

### Your Listing Info

These few lines of text are the first thing a student reads when they visit your web page so make them snappy!



### Your Society Description

Use this section to tell students what your society is about and what they can expect when they join. Play around with the formatting, include photos, pictures and links. Make it as lively and interesting as you can.

Once a student sees this, they'll be guaranteed to want to join as a member of your society!

