

## How to upload an event on the SU website

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

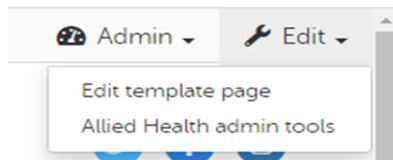
- Only the current committee can upload a society event on the SU website.
- Make sure to check SU Committee Corner [Activities & Events](#) to find out vital information on how to organise events
- You need to complete a risk assessment for every event you run. Check out [Keeping Safe](#) section of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

For any help in planning a society event please contact your Activities Coordinator

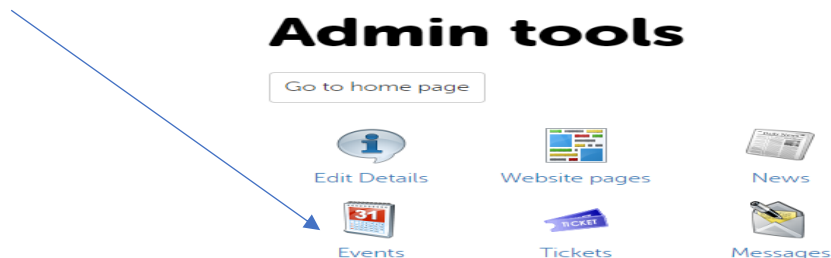
### Adding an event

Log onto UUSU website using your student details

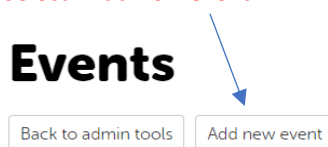
All confirmed committee members will be given access to your society webpage by your Student Activities Coordinator (SAC). If you can not log on as below please drop your campus SAC an email. From your society webpage this box will be in the top right hand corner – select Edit & Admin tools



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



Select 'Add new event'



## Add Event

[Back to event list](#)

Event name \*

Write the name of your event here

Date and time \*

 - 

Fill in the date and time of your event here. The time has to be entered in 24 hour format. If the start date is later than the end date, the website will not let you upload the event.

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

Tagline / short description

0/250

In this section, write a short description that sells your event to your members and or/general students. This is the exciting bit that will draw people in and encourage them to come along or buy a ticket.

Location

Write the location of the event here

## Online Meetings

If having an online event you can add in your zoom details here, however we advise that this is only added if your event is on view for members only

Online meeting URL

If specified, Join Now links will use this URL.

Online meeting joining info

Add passcode or any other info

required to help people join the meeting.

Event types

- All Campuses  Coleraine  Magee  
 Belfast  Jordanstown  Volunteering

Check the event types that correspond to this event.

Add in your event location

Image

Select image

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

**View permission \***

Everyone ▼ Select who can view this event.

- Everyone
- Logged in users only
- Members only
- Admins only

If specified, event optional.

You can decide who sees your events. We recommend setting to everyone so that students interested in joining your society can see the type of events you put on. But if during the semester you are putting on a member only event you can select so that only paid members can see the event.

**Display dates**


→   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.

**Full description**

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



In here write a description of your event. What details do attendees need to know?  
This is your place to get the information out & ensure your event is smooth running!



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