

CONTACT YOUR MEMBERS

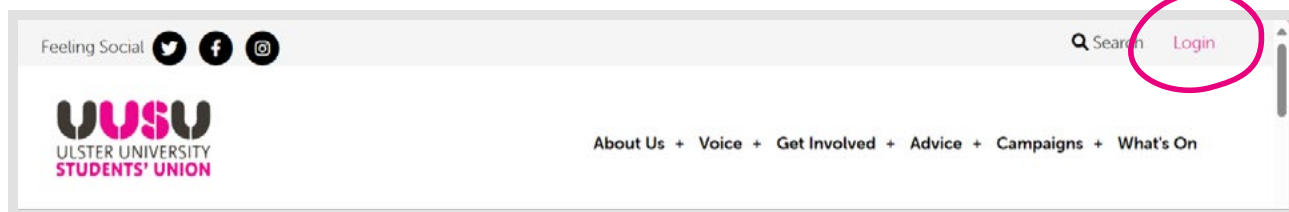
When a student pays to join your society, secures a ticket to an event, or purchases society merch, it's only right that a Society Rep reaches out to say hello or thank you. You can easily do this by messaging members through your society webpage.

STEP 1: LOG IN

Visit the UUSU website at www.uusu.org
Click "log in" and enter your B code and password

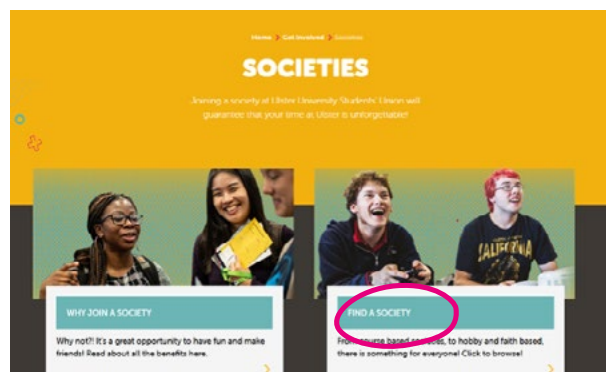
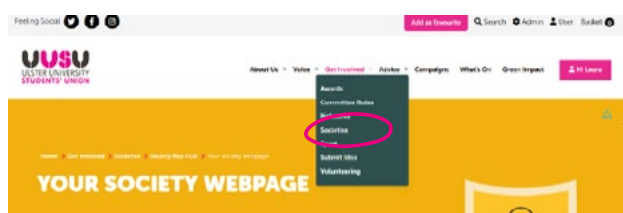


If you have any issues logging in, please contact Karen Pothin
k.pothin@ulster.ac.uk



STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on "Get Involved" and "Societies"
Click on the "Find a Society" tile
Select your society from the list

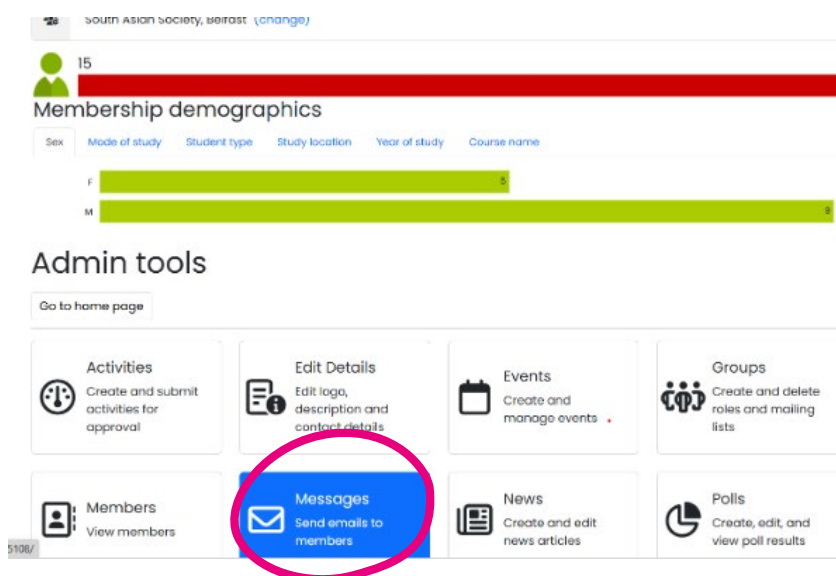


STEP 3: NAVIGATE TO MESSAGES

Click on the admin cog

Select your society **admin tools** (in this case South Asian Society)

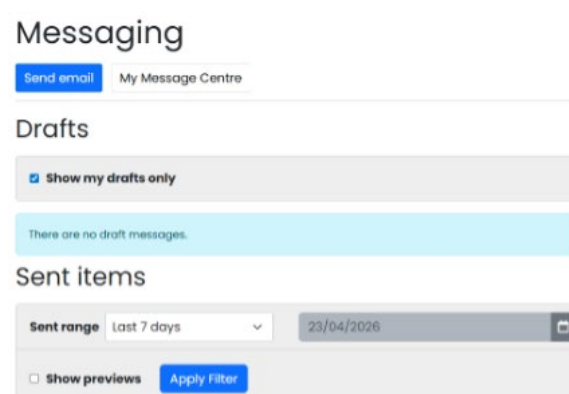
Click on “**messages**”



The screenshot shows the admin dashboard for the South Asian Society. At the top, there's a header with the society name and a 'change' link. Below that is a 'Membership demographics' section with a bar chart showing 15 members. Underneath is an 'Admin tools' section with a grid of icons for various functions: Activities, Edit Details, Events, Groups, Members, Messages, News, and Polls. The 'Messages' icon, which includes an envelope symbol and the text 'Send emails to members', is circled in red.

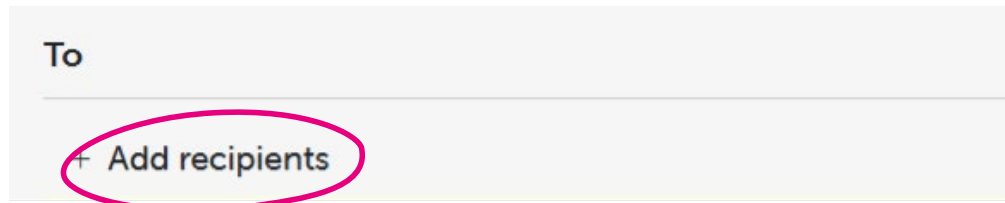
STEP 4: WRITE YOUR EMAIL

Click on send email



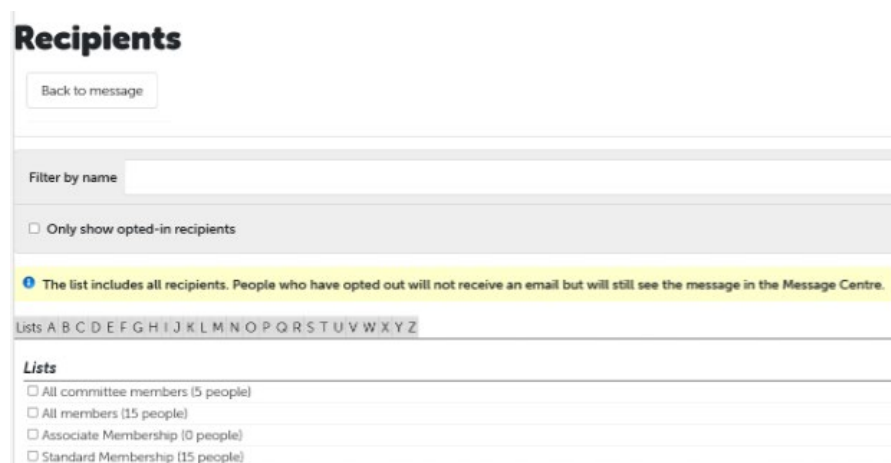
The screenshot shows the 'Messaging' interface. At the top, there's a 'Send email' button and a 'My Message Centre' link. Below that is a 'Drafts' section with a toggle for 'Show my drafts only' and a message stating 'There are no draft messages.' Underneath is a 'Sent items' section with a 'Sent range' dropdown set to 'Last 7 days', a date filter for '23/04/2026', and an 'Apply Filter' button.

Click on **"add recipients"**



Choose recipients

Your email can be sent to all members, Society Reps only, or specific individuals, depending on who you want to reach, by selecting the corresponding tick box



Recipients

[Back to message](#)

Filter by name

☐ Only show opted-in recipients

! 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.

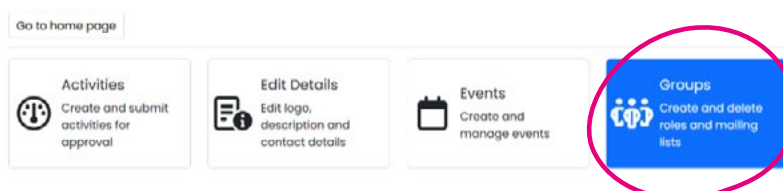
Lists [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Lists

- ☐ All committee members (5 people)
- ☐ All members (15 people)
- ☐ Associate Membership (10 people)
- ☐ Standard Membership (15 people)

You also have the option to set up additional contact lists using the **"Groups"** feature in the Admin Tools. This can be helpful for staying in touch with specific groups of students, such as first year members or those attending a particular event (for example, a formal).

Admin tools



[Go to home page](#)

Activities
Create and submit activities for approval

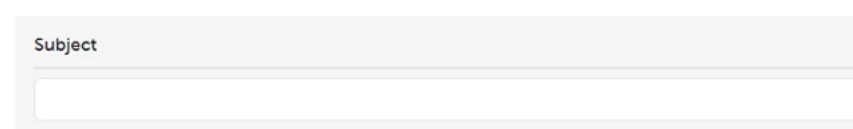
Edit Details
Edit logo, description and contact details

Events
Create and manage events

Groups
Create and delete roles and mailing lists

Write the email as you typically would. You can include attachments, format the style, upload templates, save drafts, etc.

Give your email a catchy subject.



Subject

TOP TIPS

- **Keep it friendly and welcoming**

A warm tone helps members feel included and valued.

- **Be clear and to the point**

Start with the main message so members quickly understand what the email is about.

- **Include key details**

When sharing events, always include the, what, when, where, and how to get involved.

- **Don't overload the email**

If there's lots to share, use short paragraphs or bullet points to keep it easy to read.

- **Link to more info**

Add links to your society webpage or social media so members can find updates easily.

- **End with a call to action**

Encourage members to come along, reply, or follow a link so they know what to do next.