

LIST AN EVENT ON THE UUSU WEBSITE

Once your society event has been approved by the Student Activities Team, it's time to spread the word! You can do this by listing your event on uusu.org, making it visible to students and helping boost attendance.



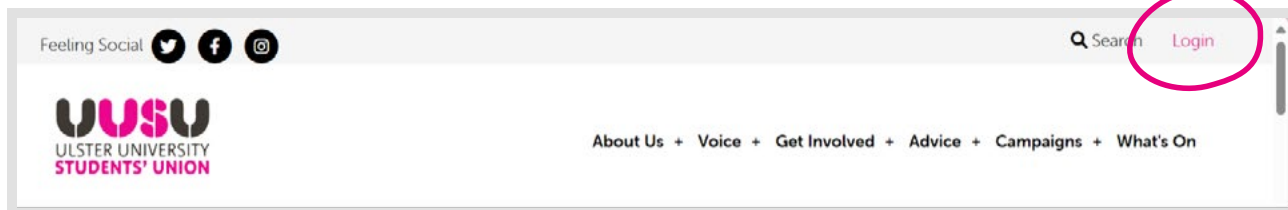
Only events that have been approved by the Student Activities Team can be listed online. You can request to host a society event or activity [here](#)

STEP 1: LOG IN

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

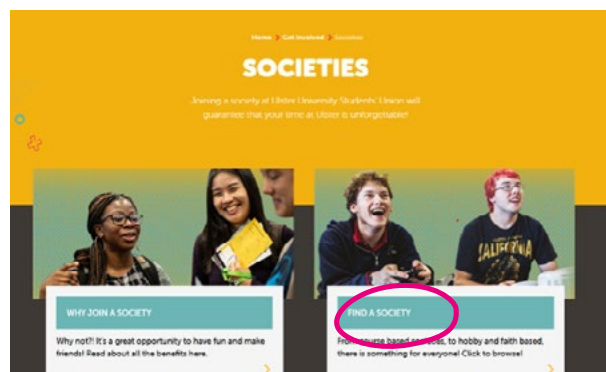
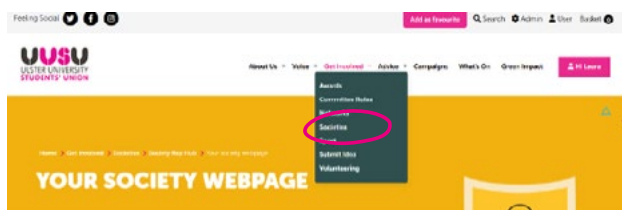


If you have any issues logging in, please contact Karen Pothin
k.pothin@ulster.ac.uk



STEP 2: LOCATE YOUR SOCIETY WEBPAGE

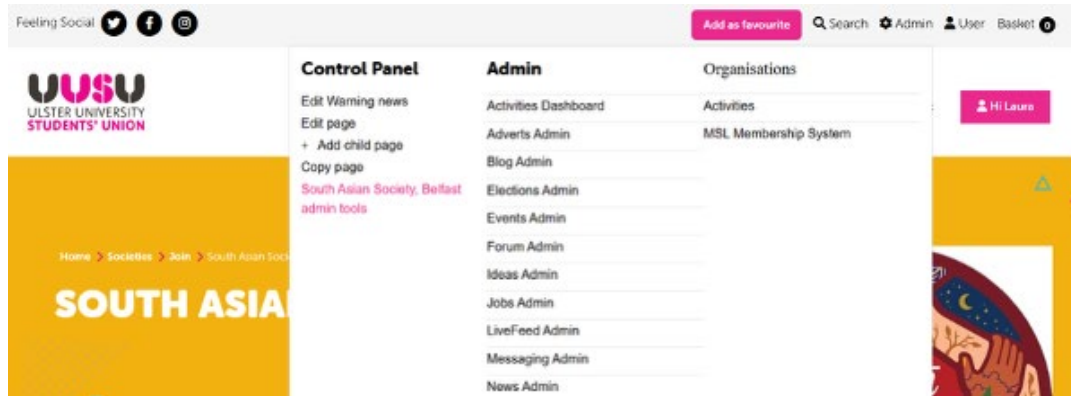
Click on "Get Involved" and "Societies"
Click on the "Find a Society" tile
Select your society from the list



STEP 3: NAVIGATE TO EVENTS

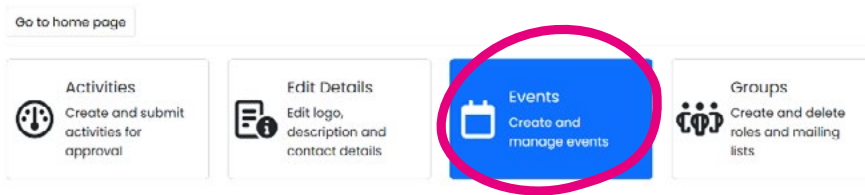
Click on the admin cog

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

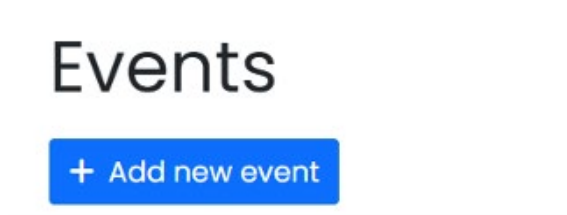


Click on **"events"**

Admin tools



Click on **"add new event"**



- Enter the event name
Make sure your event name includes your society name for example: Book Club Coffee Morning. This helps students quickly see who is running the event.
- Enter the event date and time
If your event runs on a weekly or fortnightly basis, you can set the listing to repeat.
- Add a tagline
Write a short, punchy description designed to grab a student's attention and encourage them to find out more.
- Add the event location
Include the room number or venue location so attendees know exactly where to go
- Event Type
Select Society and choose the campus where the event is taking place.

- **Image**
Upload a poster or graphic to help your event stand out. Canva is a great (and easy to use) design tool you may wish to use.
- **Visibility**
In most cases, you'll want all students to be able to see your event listing. However, if the event is members only, you can choose to restrict visibility so that only society members can view the listing.
- **Display Dates**
You can enter all of your event information in advance and choose the date you want the event listing to go live on the website.
- **Description**
This is your chance to show off your event! Tell students what's happening and what they can expect. Use the formatting tools to make it stand out.

Click on **"save"**

Once your event is live, you can view it on the UUSU website at

<https://www.uusu.org/whatson/>

If you need to make any changes, simply return to the Admin Tools page to update your listing.



If you want to issue tickets for your event, follow our step by step guide [here](#)