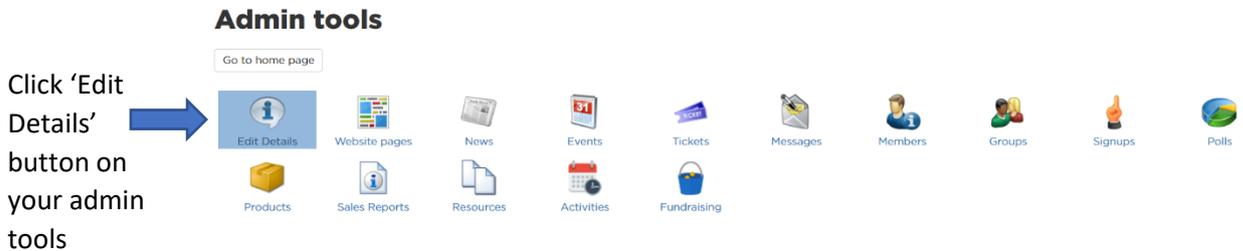


## Using your admin tools – Edit Details (uea.su)

This guide talks you through how to use the ‘Edit Details’ admin tools available to club and society committee members. The purpose of this admin tool button is to enable committee members to update their club or society webpage on the SU website.



SU Opportunities (change)

### Details

Back to admin tools

**Site setup**

**Webname** nasociety ← You aren't able to change these two boxes.

**Url** <https://www.uea.su/opportunities/society/nasociety/>

**Logo**

Choose file | lizzie.jpg ← Click here to upload a logo for your group. This logo will be seen on the clubs or societies page on the SU website.

**update**

**Details**

**Email address**  
union.opportunities@uea.ac.uk This is your public email address for general contact.

**Web address**  
www.unionopportunities.com If you have an external website, enter the URL here.

**Twitter username**  
@UnionOpps Enter your Twitter username here.

**Facebook URL**  
<https://www.facebook.com/unionopp/> If you have a Facebook page, enter the URL here. ← Fill in links and usernames to your social media accounts here. Make sure to only link to accounts for your club or society, not personal accounts. These social media accounts will then be linked to the social media icons at the top of your club or society page.

**Instagram username**  
@Unionopp Enter your Instagram username here.

**LinkedIn URL**  
<https://www.linkedin.com/unionopp/> Add your LinkedIn URL here.

**Discord URL**  
<https://discord.com/unionopp/> Add your Discord URL here.

**YouTube URL**  
<https://www.youtube.com/unionopp/> Add your YouTube URL here.

**Twitch URL**  
<https://twitch.tv/unionopp/> If you have a twitch page, add the URL here.

**Listing Description**

Ignore this box. Anything you input here will not be visible to users. ← Do not put anything in this box. Anything you put in here will not be visible to people looking at your club or society page.

7/200  
This text appears on organisation listings.

**Description**

Welcome to SU Opportunities Team!  
We are the Opportunities team, the largest team at the SU helping to support clubs and societies at UEA!

We welcome any students of UEA who are interested in extra-curricular activities to join our society.  
We run activities and events including Sports Exec, Soc Exec, Yearly Elections, and help run student-led events. We are committed to making our society accessible and inclusive to all members. If you have any questions or anxieties about joining, please contact one of our committee members.

The 2020/21 Committee is...

President - Lizzie Payne - Contact her at [lizabeth.payne@uea.ac.uk](mailto:lizabeth.payne@uea.ac.uk)  
Treasurer - Alan Minifey - Contact him at [minifey@uea.ac.uk](mailto:minifey@uea.ac.uk)  
Secretary - Chloe Platt - Contact her at [chloe.platt@uea.ac.uk](mailto:chloe.platt@uea.ac.uk)

body p

**save**

←

This box controls the bulk of what people will see when they click on your club or society page.

In this box, we recommend you include:  
>A description of what your club or society is and the sort of events or activities you run. If you have a schedule of events, e.g. film night every Thursday, you could include this on here too.

>A list of committee members and a way for members or potential members to contact them. You could also include photos of committee members.

>A statement regarding accessibility and inclusivity. Joining a club or society can make people feel anxious, so letting potential members know that anyone can join may be a reassurance to them.

You can also use the buttons at the top of this box to format your text, for example bold or header certain words, and insert photos, hyperlinks, and YouTube videos.