# How to upload an even 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.
- If you are a current committee member but do not have admin access to upload an event, then please email union.opportunities@uea.ac.uk
- We run training sessions covering all things events, including making a risk assessment and uploading events. To find out when these are check the events tab on the SU website or contact union.opportunities@uea.ac.uk
- You need to complete a risk assessment for every event you run. These need to be send to union.info@uea.ac.uk
- For any help in planning an society event please contact alys.kimberley@uea.ac.uk

Step by Step Instructions to upload an event on the SU website

1. Login to the SU website with your UEA login details
2. Click the cog at the top of the page
3. Under Control panel, click on your society's admin tools.
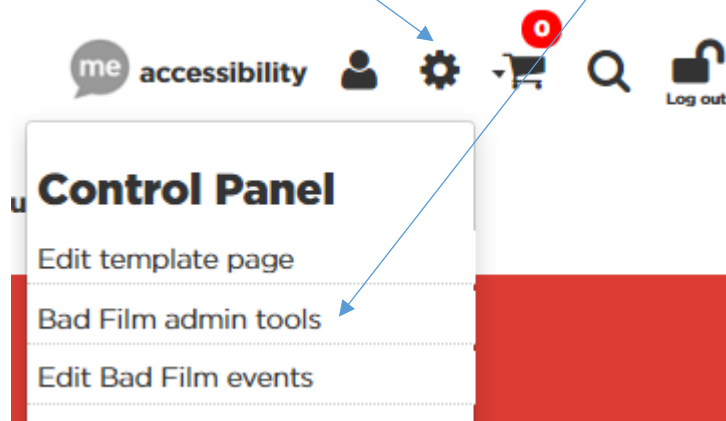
4. Once you're into Admin Tools, click 'Events'
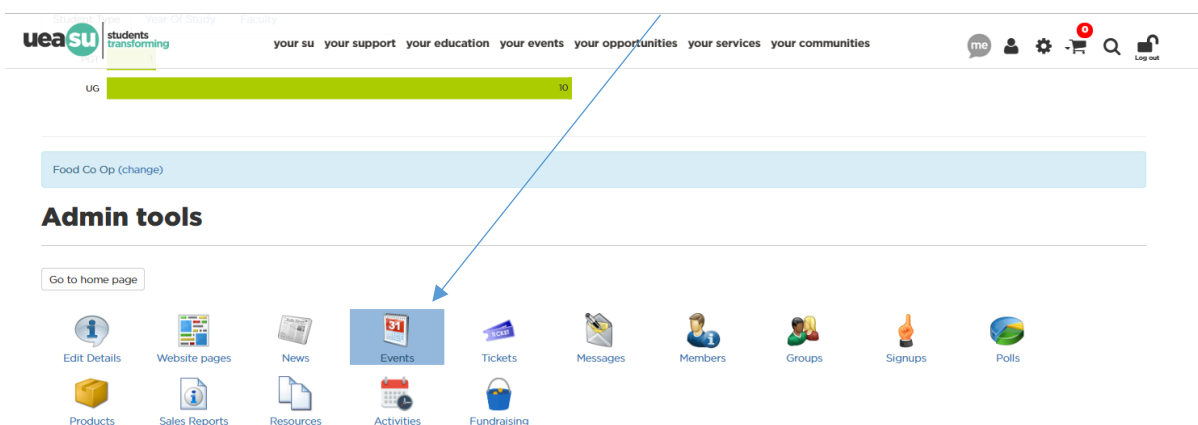
5. Then click 'Add new event'

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Log out

your su   your support   your education   your events   your opportunities   your services   your communities

Food Co Op (change)

Events

[Back to admin tools] [Add new event]

ⓘ There are no events for this date range and/or filter.

Search and Filter List

Name [   ] 🌐
Dates * [17/10/2019] 📅 → [17/11/2019] 📅 🌐
[find events]

6. Once you have pressed add new event, you can now fill out the details of your event to be uploaded. See below for a complete guide of how to fill this in.

Add Event

Write the name of your event here

[Back to event list]

Event name *

[   ]

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.

Date and time *

[   ][   ]📅 → [   ][   ]📅

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 event.

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

External URL

[   ] If specified, event list en

You can include a URL here which the website will redirect to once the event listing is clicked. We recommend that students upload directly onto the SU website rather than linking to another platform, i.e linking to a Facebook event as not all students use or want to use social media in relation to student groups.

Event types

☐ Admin Only	☐ DSD - Medical	☐ LCR
☐ Advice	☐ DSD - Nature	☐ LCRadminonly
☐ BAME Liberation Society	☐ DSD - Peer Support	☐ Lead Change
☐ Black History Month	☐ DSD - Political	☐ LGBT plus History Month
☐ Campus Events	☐ DSD - Socialising	☐ liberation networks
☐ Celebration Events	☐ DSD - Sport	☐ Metal *
☐ City Events and Trips	☐ DSD - Study	☐ Non Alcohol Focused
☐ Clubnights	☐ DSD - Trips	☐ Other Venues
☐ Comedy	☐ DSD Freshers	☐ Pop *
☐ Coming Up *	☐ Elections	☐ Postgraduate
☐ Course Rep	☐ Employability	☐ Punk *
☐ Creative	☐ Entertainment	☐ RandB *
☐ decolonise uea	☐ Exam Wellbeing	☐ Refreshers
☐ decolonise uea academic	☐ Explore	☐ Reggae *
☐ Do Something Different	☐ fairs	☐ Rock*
☐ Do Something Different Festival	☐ Family Friendly	☐ Skills
☐ Do Someting Different - Featured	☐ Folk *	☐ Society
☐ DSD - Academic	☐ Free	☐ Student Staff Recruitment
☐ DSD - Arts and Performance	☐ gigsadminonly	☐ Training
☐ DSD - Chill and Wellbeing	☐ Global Entrepreneurship Week	☐ Volunteering and Charity
☐ DSD - Cultural	☐ Go Green Week	☐ Waterfront
☐ DSD - Enterprise	☐ Grime *	☐ waterfront t-shirts
☐ DSD - Faith and Culture	☐ housing	☐ Welcome Fest
☐ DSD - Games and Hobbies	☐ HSC	☐ WFadmin
☐ DSD - Just for Fun	☐ Indie *	☐ WFSadmin
☐ DSD - Languages	☐ International Women's Day	☐ Wristband
☐ DSD - Media	☐ International/Cultural Socs Only	

Check the event types that correspond to this event.

Here you can tag your event under different categories. Circled are a few event type tags that societies use most often. If you tag the event as 'Do Something Different' your event will also appear on

Image

[ ] **select image**

Upload and select an image here that is appropriate for your event. We recommend that you use your own photographs or posters. However, if you wish to upload an image from Google, please use images that are labelled for reuse. To find these, on Google Images got to 'Tools', then 'Usage Rights', then click 'Labeled for resuse'.

☐ Only members may view this event

☐ Only admins may view this event

By clicking the top button it will mean only fully paid members will be able to view the event. You can click this button if committee members are working on the event and you do not want 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 and disappear on the website at a particular date and time. Time needs to be entered in 24 hour format. This tool is useful if you have an event happening in the future that is planned but you do not want to go on sale yet, such as Christmas Balls or society trips abroad.

Full description

[Source ↶ ↷ ✂ 📋 📄 📑 🔍 Iₓ ✂ 🔗 🚩 🖼 ⊘ 🎬 ▦ | Format ▾ | Size ▾ | Font ▾ | ≣ ≣ ≣ ≣ ≔ ≔ | B I U Ω]
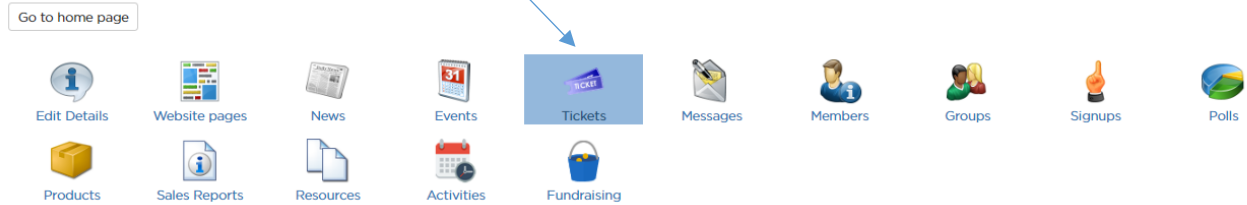
In here write a description of your event. You need to let attendees know all the details. Will they need to bring anything with them? Do they need to wear comfortable clothing or shoe wear? Is there a schedule your event? This is your place to get this information out and ensure your event is smooth running! You can format your text with the buttons above, e.g. change the font size or centre the text.

save

Once you're happy with the event details. Click save and you will be able to view your event on the SU website!

7. Now you've made your event and it is visible on the website you can now add tickets to your event. To do this go back to your admin tools section and select tickets.

Admin tools

Go to home page

Edit Details   Website pages   News   Events   **Tickets**   Messages   Members   Groups   Signups   Polls

Products   Sales Reports   Resources   Activities   Fundraising

8. Once in tickets admin, filter your event to find all the event your society are running within a certain time period. For example, if your event is on the 17th October 2019 you could create a filter from the 16th October 2019 to the 18th October 2019 to locate your particular event happening on the 17th

Tickets

Back to admin tools

Insert dates here to filter all the events your society is running

Show events starting between *

☐ → ☐ 17/10/2019 17/11/2019

apply

Testing - Student Opportunities (17 Oct 2019)

○ Add ticket

ⓘ There are no tickets for this event.

9. Once you have found the event you want to add tickets to, click the little 'Add ticket' button located directly beneath the event name.

10. A white box will appear where you can fill in ticket information. Once you have filled in the ticket information press save. See below for more details.

Tickets

Back to admin tools

Show events starting between *

☐ → ☐ 17/10/2019 17/11/2019

apply

Testing - Student Opportunities (17 C

○ Add ticket

ⓘ There are no tickets for this event.

Ticket details

Ticket type * (Select) ▼ ⓘ   Specifies who can purchase th ticket.
                (Select)
Price *   General
                Students
On sale from / until Members 0:00 ☐ → ☐

Sales limit

Per person limit

save   cancel

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Ticket types: You can use different ticket types to select different prices for members or non-members. For example, you could make two tickets, one which is £3 for members and one which is £5 for general students to give your members a perk.

Price: This is how much tickets will cost. If you want to make a free ticket to monitor interest, set the price as 0.

On sale from/until: Here you can set tickets to appear and disappear on the SU website at a certain time. It may be useful when making a cut-off date or deadline for payment.

Sales limit: This is how many tickets you have on sale. E.g. If there is 50 spaces at an event, you would type in 50.

Per person limit: This means how many tickets each person can purchase. Set this at 1 or 2 if the event is in high-demand.

11. When the ticket is saved it will appear under the event listing as seen below and you will be able

Tickets

Back to admin tools

Show events starting between *
📅 → 📅 | 17/10/2019 | 17/11/2019

apply

Testing - Student Opportunities (17 Oct 2019)

Sales 0
- Add ticket
- Edit limits

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales	
10101280	Testing - Student Opportunities Thu 17 Oct 2019 - Students	Students	0.00	2	10	Yes	0	✏️