

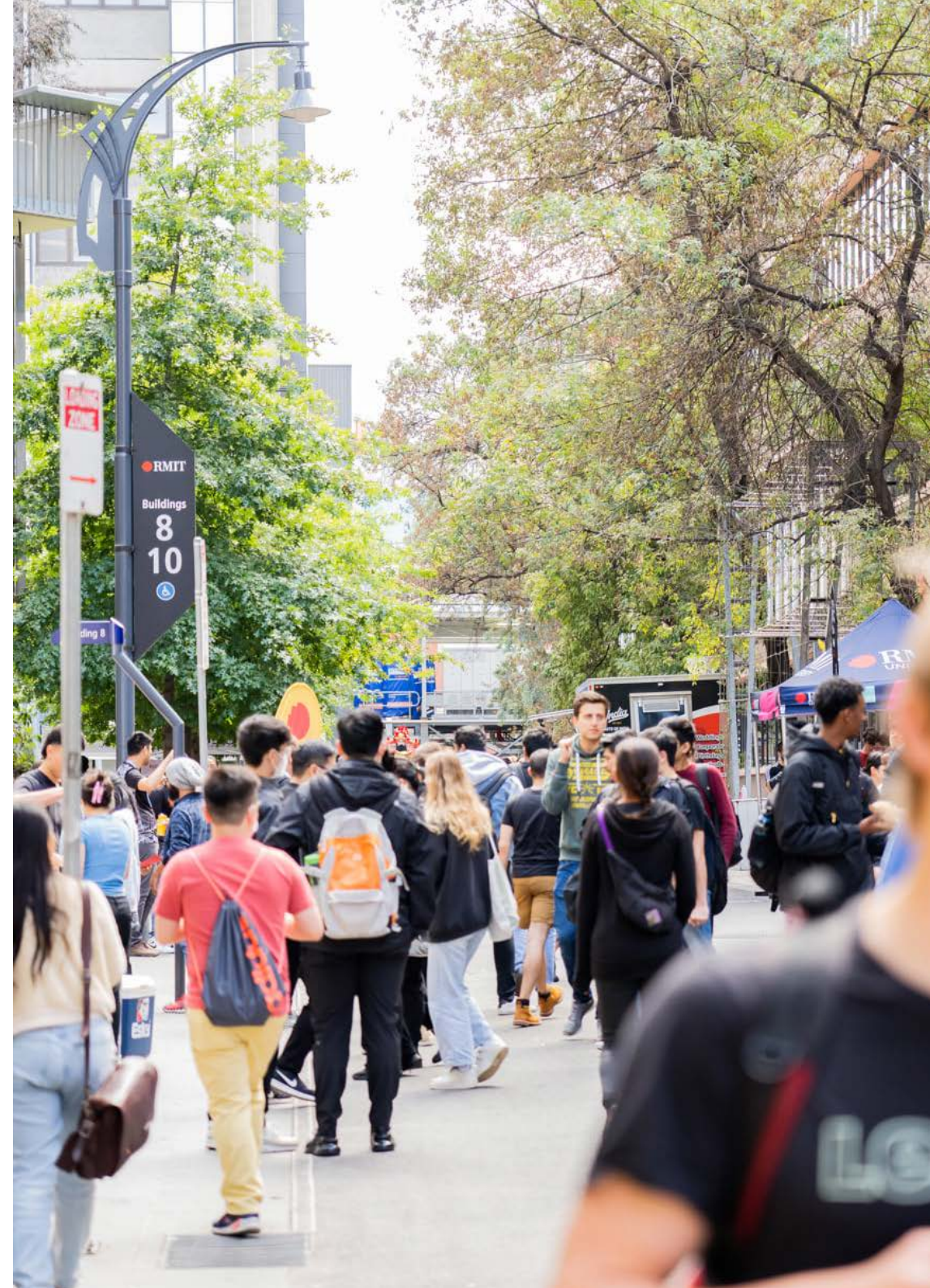
RUSU Clubs Website Manual

**RUSU
CLUBS**

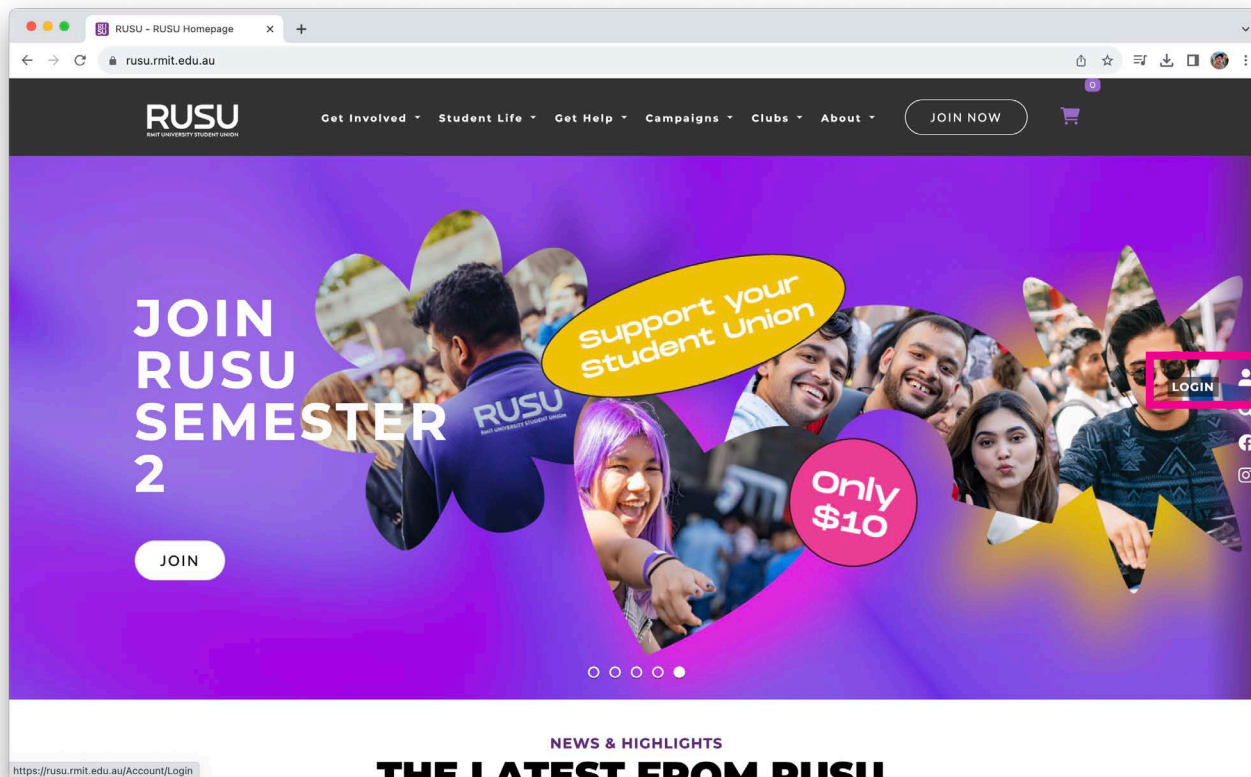


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Getting Started



For Club page managers (organisers) and if your club uses the built in website system to sign up members, they must set up an account in the RUSU web-page system known as UniOne. **To do this:**

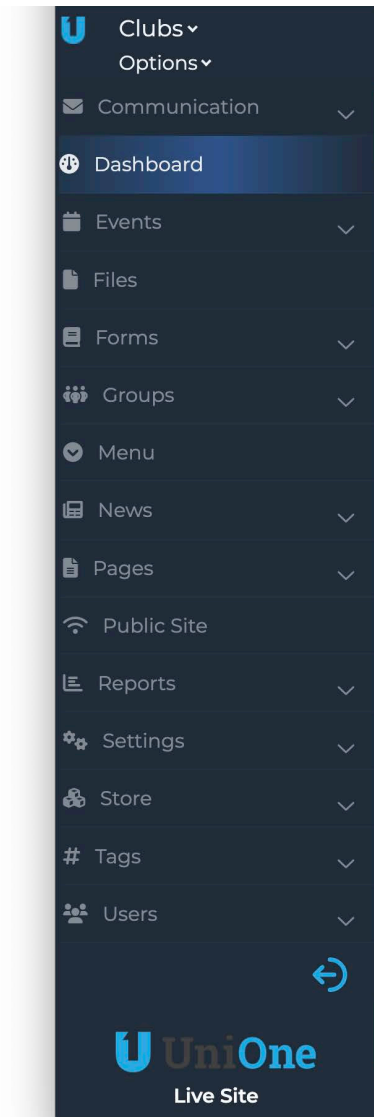
1. Click on the half person icon at the right hand side of the RUSU website landing page. This will lead to a log in page.
2. Click on the **'Don't have a RUSU Account? Create an Account'** + proceed with directions.

Make sure the club leaders allocated to be your club's page organeser have a UniOne account when your complete your annual affiliation + handover form.

If they don't, please ask them to set up an account and let your Clubs Officer know which email was used to set it up.

Your Clubs Officer will then be able to add them as an organiser.

Clubs Module Overview



Communication: send an email to your membership list. This feature is only possible if members sign-up through UniOne, not through an external form.

Dashboard: is the first page after you logon. Here it shows you some activity data, membership info, etc.

Events: post your upcoming club events for members and possible future members to see what your clubs does.

Files: Place to keep any images or PDF files that you want to link to.

Forms: create your club membership form. Most clubs use the pro forma membership template set-up by RUSU Clubs & Societies. Some clubs may set up their own form if they wanted to modify the questions.

Groups: create a group for each new membership year (this is where you link the UniOne form if you use it)

Menu: create a menu on your RUSU webpage to add an external membership form link, to direct members to your social media, sponsorship package, etc.

News: post articles or information relevant to your club

Pages: You can add page to add content.

Public site: if you're concerned about changes you have made and aren't sure how they will affect the site, first save the changes then click 'Public Site' to view and monitor changes.

Reports: shows membership data for clubs that use the UniOne system for membership

Settings: update the club details, social media links, images, etc.

Store: this function is not available for RUSU Clubs

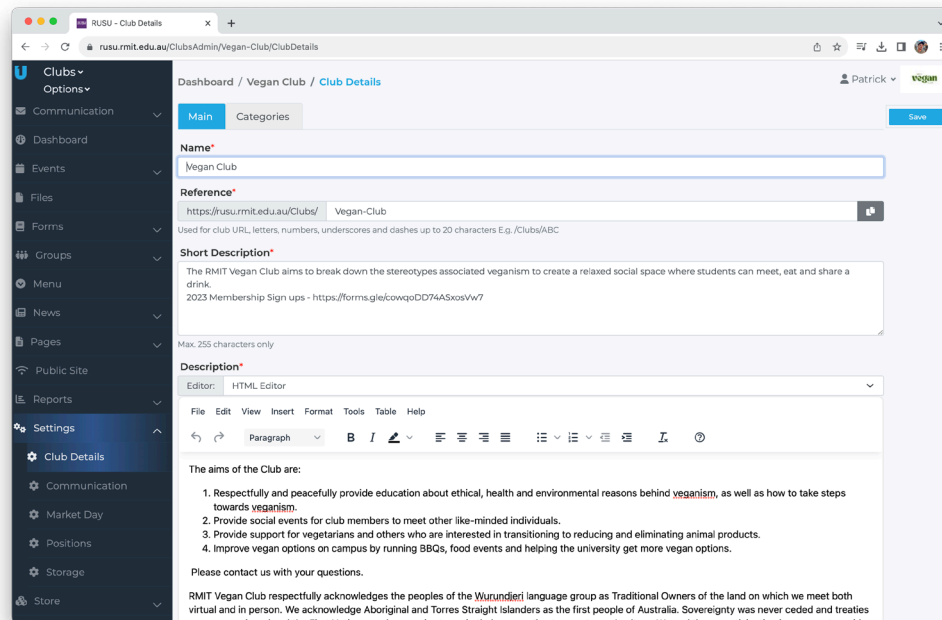
Tags: N/A

Users: configures user administration (Clubs Department use)

Settings

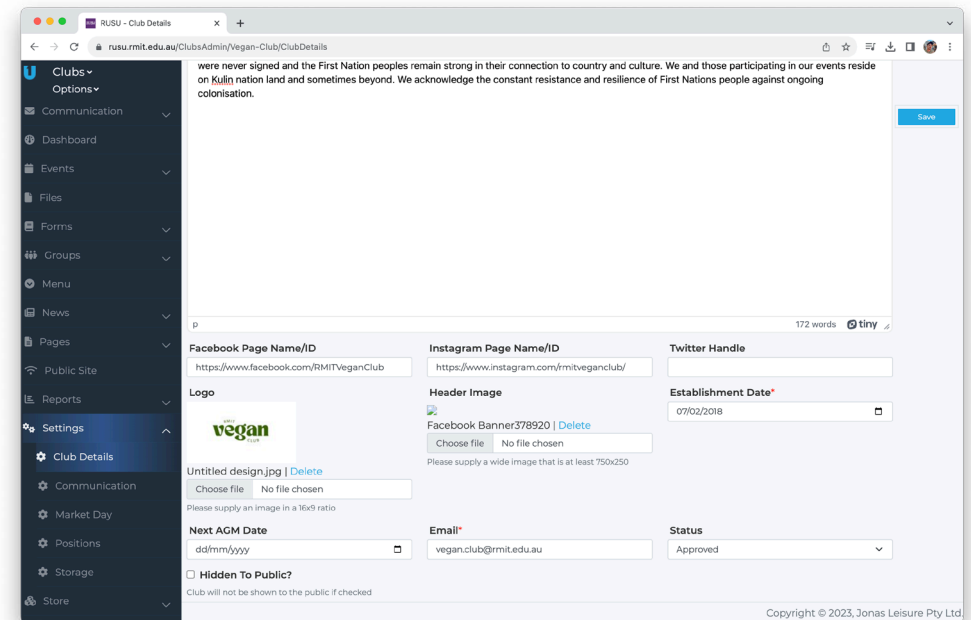
Club Details

One of the most important tabs, here you can list/change any of the information displayed on the web page. Your Clubs Officer has pre-filled the description of the club with information from the previous Executives, please update where necessary. Clubs with RMIT at the start of their name have the RMIT missing from the heading, this is to list clubs alphabetically.



Social Media Links

Scroll down on the club details page to find questions on your social media, add the necessary links to this section.



Uploading Images

To upload photos to the page there are Headers and Logos. The header is the image that appears on your club's page and the logo is the image that appears in the search function and list of clubs.

Header image dimensions: 800 x 250 pixels

Footer image dimensions 800 x 450 pixels

Groups



1. If you want, Members can join directly through your club page on RUSU website via a 'Join or Renew' button. For this link to appear you need to create a group via **Groups > New**. Create a group for the new membership year. If you have different kinds of membership, please get in contact with your Clubs Officer.
2. Used **'Fixed'** membership for clubs. Fixed membership makes club members renew each year, a requirement of RUSU clubs.
3. Use 30 November of this year as the expiry date (calendar year clubs) or 30 June for mid year clubs)
4. You can choose to automatically approve new members. If members need to pay a fee then you'll need to approve each member as they pay. When you are ready to take memberships (after your AGM) then click 'Visible To Public'. Make sure previous membership groups are no longer public.

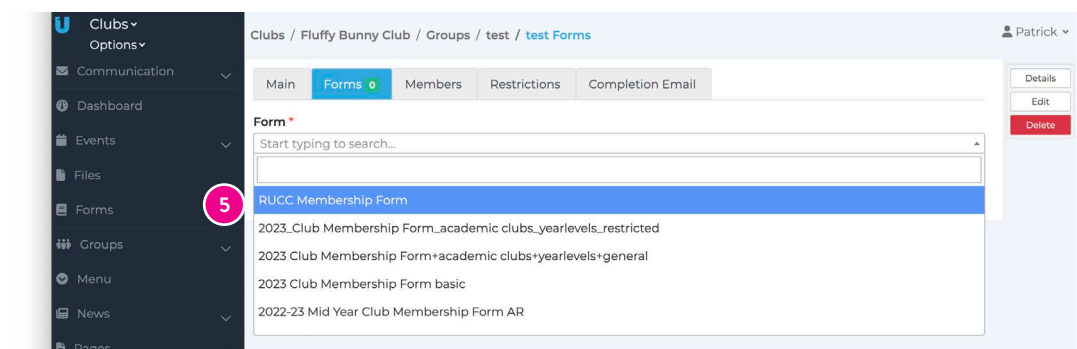
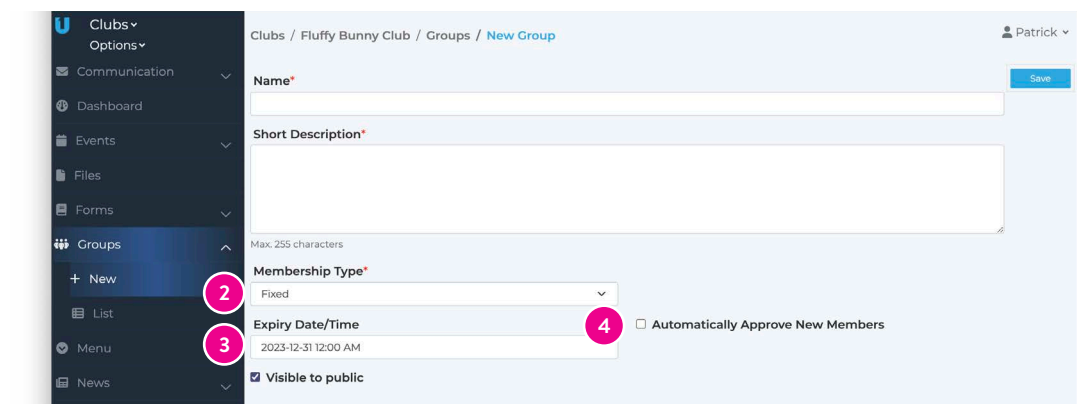
Annual Club Membership Form:

5. We set up three basic forms each year in the UniOne system if you want to sign up members directly through the UniOne system 1 - Basic form for all clubs. 2 - Academic form. 3 - Restricted academic form for clubs connected to specific programs.

If you require more information about your members then you can create your own form on UniOne or upload a link to a Google or Microsoft form in **"Menu"**. Clubs can't use multiple forms, only one membership sign-up system.

You must collect the basic member data we require: Name, Connection to the club (RMIT student/staff/alumni or other), RMIT student or staff number + Date of Birth. Non UniOne sign up methods must also provide an automatic timestamp

If you provide an external organisation with RUSU club member details, you must ask the member for permission to do so. External organisation may include; sponsors, church, religious group, industry organisation, political organisation, etc. If you are unsure, please talk to RUSU Clubs & Societies.



Forms

1. Forms

2. Name

3. Friendly URL

4. Limit approved form responses

5. Access

6. Custom Start Text

1. If you want to create your own form in UniOne, use **Forms > New**.
2. Provide a name for your form eg. *2023 Membership Form*
3. Add a 'Friendly URL' which can be the same as the name of the form.
4. You can set how many responses you want to receive and the maximum number of responses per person.
5. Make access '**Public**'.
6. Use '**Custom Start Text**' to add information about your form.

Proceed to add your questions and question dependencies (where having to fill in one question depends on your answer to a previous question)

Review and test your form by selecting 'view'.

Save the form as you go along

7. When your form is ready, make it '**Active**' down the bottom of the page with the checkbox.

7. Active

Communication

The screenshot shows a web browser window at the URL `rusu.rmit.edu.au/ClubsAdmin/FluffyBunny/CommunicationCampaigns/Create`. The page title is "Dashboard / Fluffy Bunny Club / Communication Campaigns / New Communication Campaign". The user is logged in as "Patrick".

On the left sidebar, the "Communication" menu item is highlighted with a pink circle containing the number "1". Below it, the "+ New" button is visible.

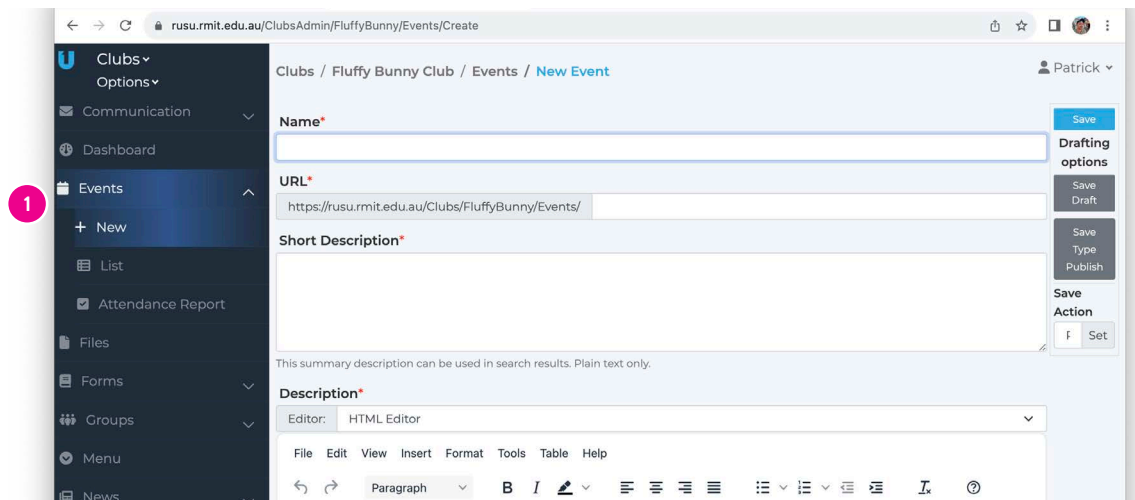
The main content area contains the following fields:

- Campaign Name***: A text input field with a pink circle containing the number "2" next to it. A "Next" button is located to the right of this field.
- Communication Type**: A dropdown menu currently set to "Email".
- Subject***: A text input field.
- Body***: A rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and a toolbar with options like Paragraph, Bold (B), Italic (I), and text color. The editor is currently empty.

Email your members through your RUSU Club page. This function is dependent on whether you sign-up members through UniOne.

1. Go to **Communication > New** then proceed to fill in all sections.
Create your email (SMS not available)
2. Select **'NEXT'** and choose who to send the email to. You can preview before emailing it out. Then **'SEND'** - you can select to send **'NOW'** or set a time for the email to go later.
Always send the email to yourself to ensure it worked.

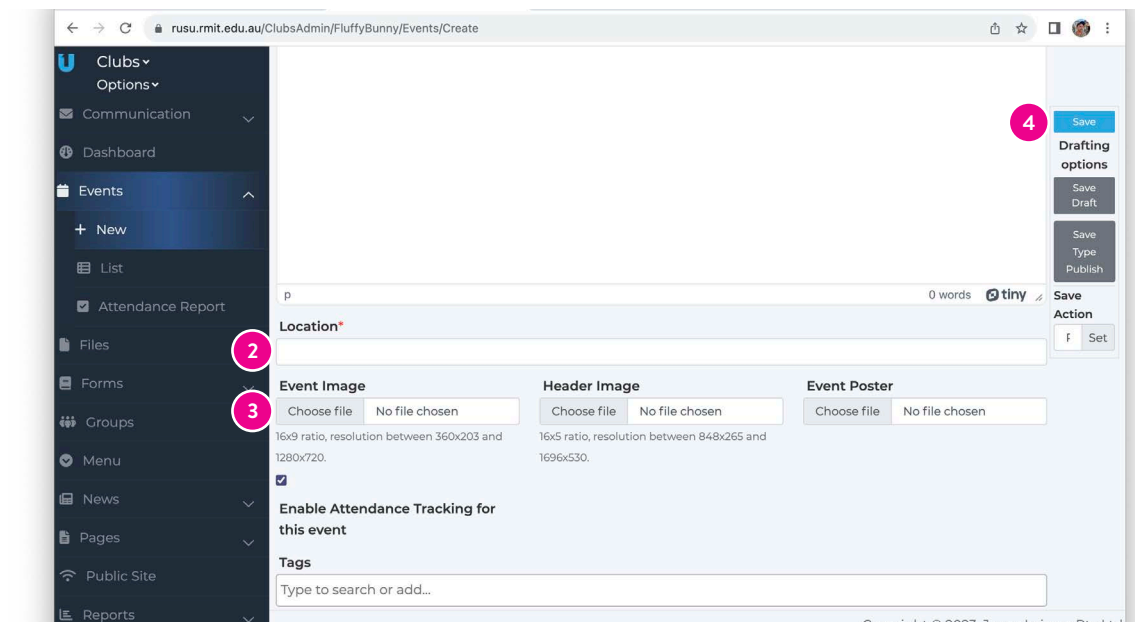
Events



The event function is really easy to use and a fantastic tool for clubs to communicate events to current members and gain interest from new/potential club members.

Events will automatically appear below your Club Description.

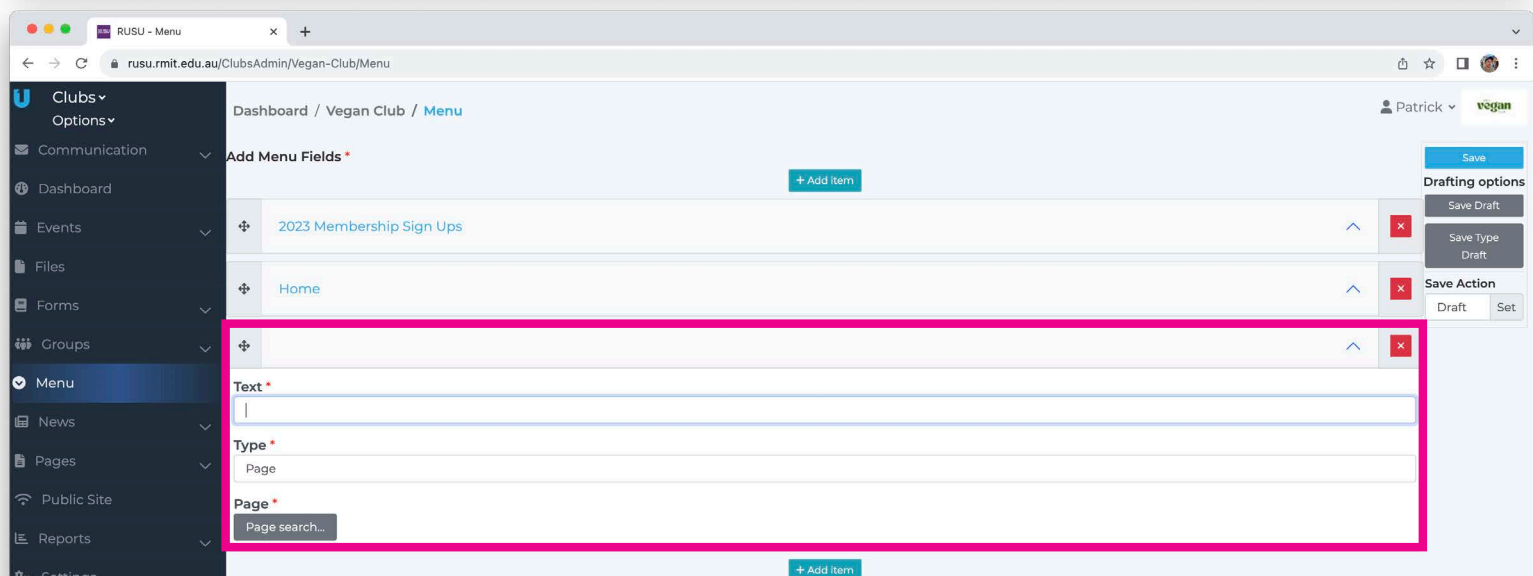
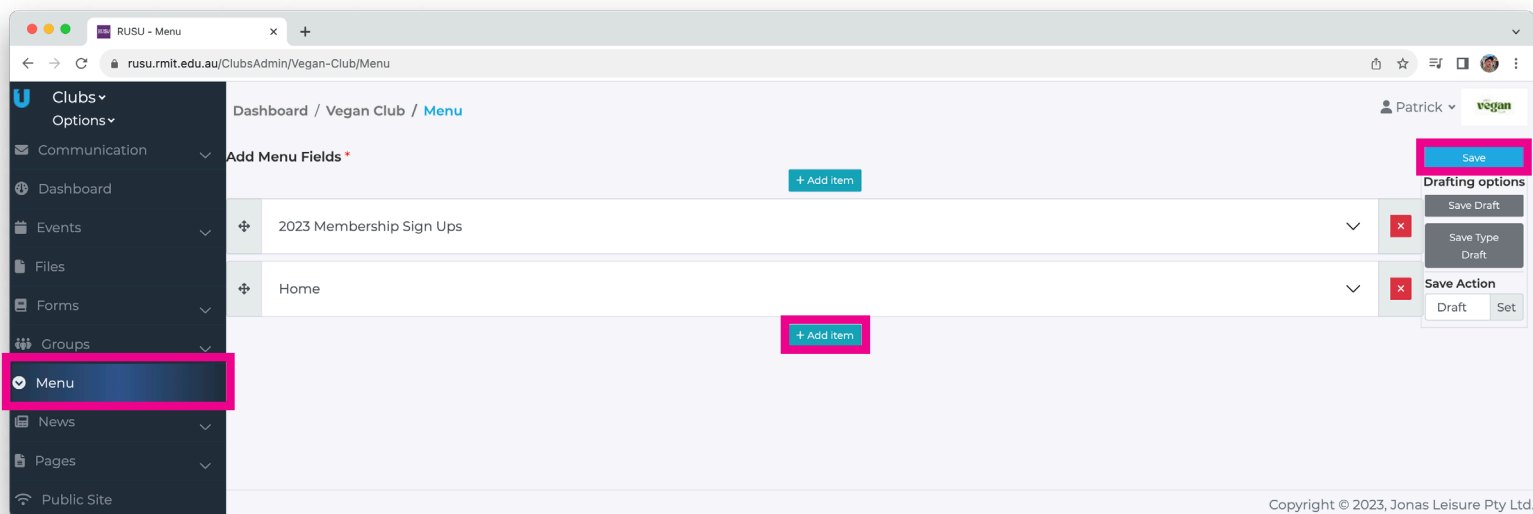
1. Go to **Events > New** then proceed to fill in all sections. Name, description.
2. Add the location
3. Add an images
4. Select Save to publish



Menu

The menu is on your landing page that everyone can see. Your Clubs Officer will add the links to your social media, email and your external membership form (Google, Microsoft, JoinIt, Q Pay etc) from the details provide on your General Details Form. It is also possible to add extra links to your own website, shop, Club LinkedIn , YouTube channel, Discord, etc.

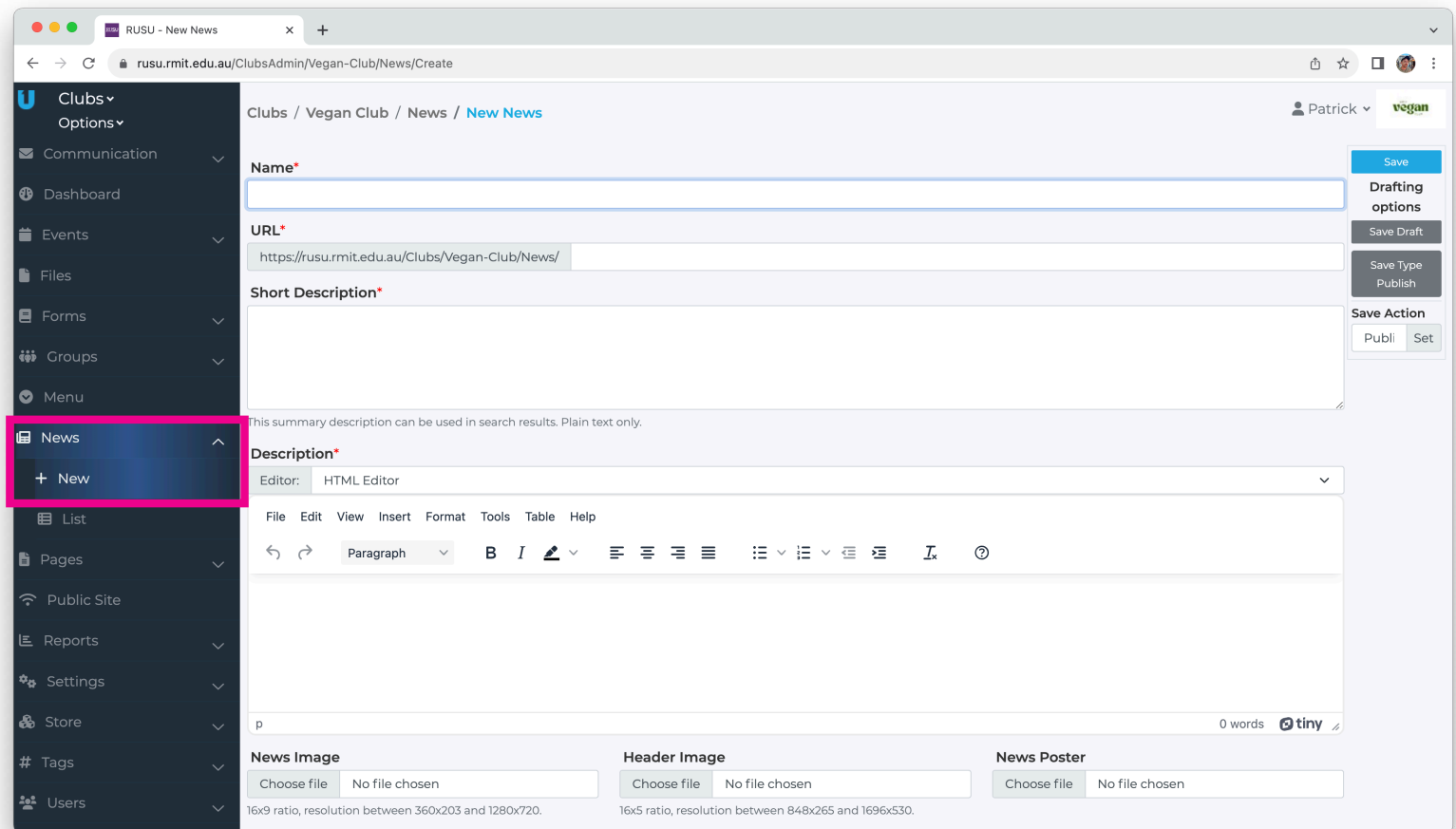
To add items to your menu, got to **Menu > Add Item**. Then complete the necessary details.



News

In the same way you post articles or relevant information to your members via Facebook, a similar thing can be done using the **News** function.

You can select a time limit for them to appear on your page. It will automatically appear below your Club Description.



The screenshot shows the 'New News' form in the RUSU Clubs Admin interface. The browser address bar shows 'rusu.rmit.edu.au/ClubsAdmin/Vegan-Club/News/Create'. The left sidebar contains a navigation menu with 'News' and '+ New' highlighted in pink. The main form area includes the following fields:

- Name***: A text input field.
- URL***: A text input field containing 'https://rusu.rmit.edu.au/Clubs/Vegan-Club/News/'.
- Short Description***: A text area with a note: 'This summary description can be used in search results. Plain text only.'
- Description***: A rich text editor (TinyMCE) with a toolbar and a text area containing the letter 'p'. The word count is 0 words.
- News Image**: A file upload field with 'Choose file' and 'No file chosen' buttons. Below it, the text reads: '16x9 ratio, resolution between 360x203 and 1280x720.'
- Header Image**: A file upload field with 'Choose file' and 'No file chosen' buttons. Below it, the text reads: '16x5 ratio, resolution between 848x265 and 1696x530.'
- News Poster**: A file upload field with 'Choose file' and 'No file chosen' buttons.

On the right side of the form, there are buttons for 'Save', 'Drafting options', 'Save Draft', 'Save Type', 'Publish', and 'Save Action' (with 'Publi' and 'Set' sub-buttons).

Data

If you sign up directly through the website (UniOne), Select **Groups > List** and then select the current year's membership group.

Your list of members will appear. Select **EXPORT** This will lead to a 'Job Details' screen, when the job/export is complete a 'Download File' option will appear.

Select this to download the member details to Excel file and set-up a club membership folder for these downloads. Remember your club is responsible for the privacy of its members, store these downloads and all member data securely.

Clubs / Fluffy Bunny Club / Groups / test / test Members

Patrick ▾

Main Forms 0 Members Restrictions Completion Email

Advanced filter ▾

Communicate

Export

+ Add Member

1 matching result(s)

Membership ID	Name	Email	Start Date	Status	Est. Expiry	Position
35996	Jacqueline Out	jacqueline.out@rmit.edu.au	2022-12-12 02:31:22 PM	Current	2023-12-12 02:31:22 PM	GROUP

Need help?
Email rusu.clubs@rmit.edu.au

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