

RUSU Clubs

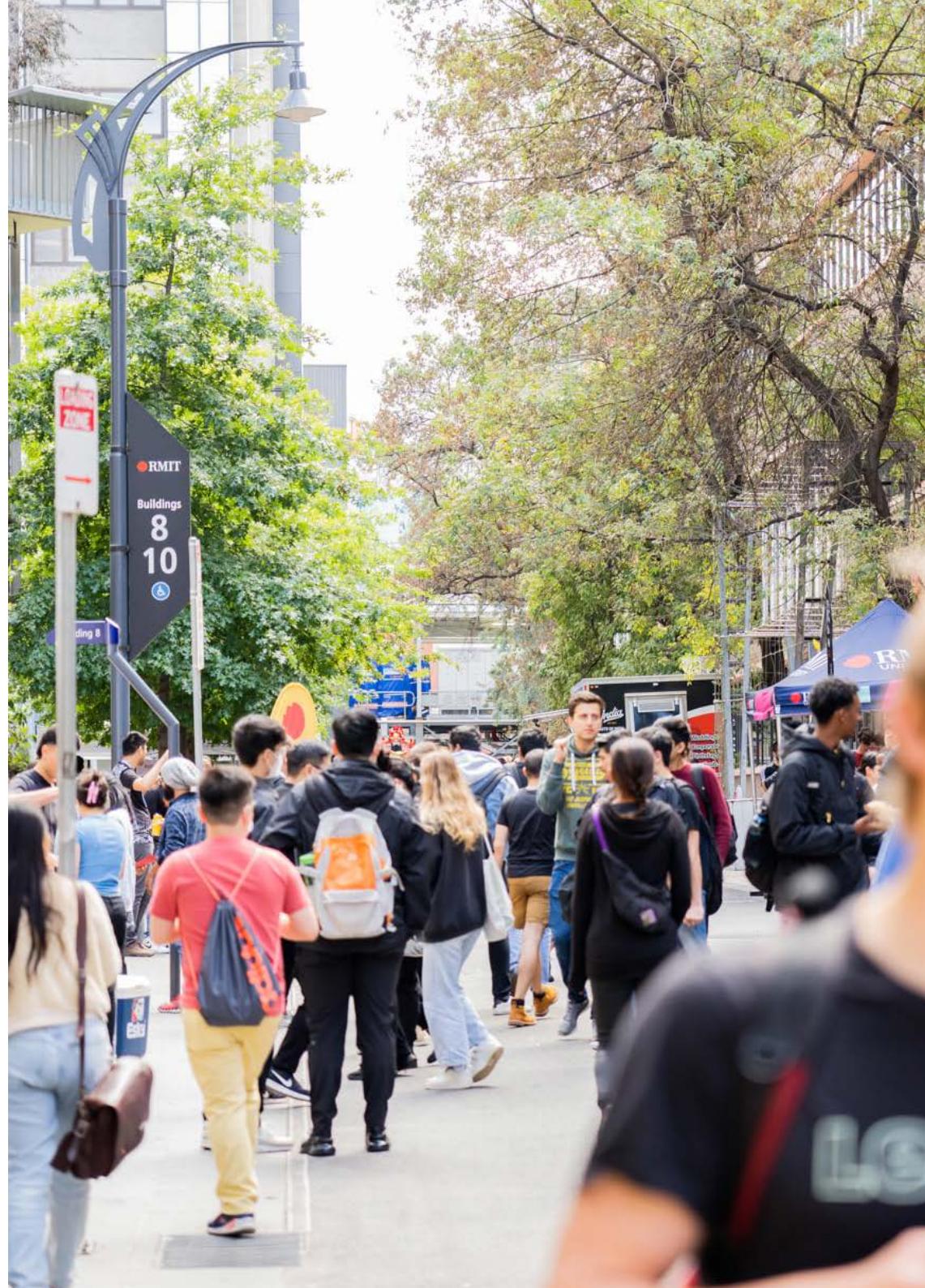
Website Manual

RUSU
CLUBS

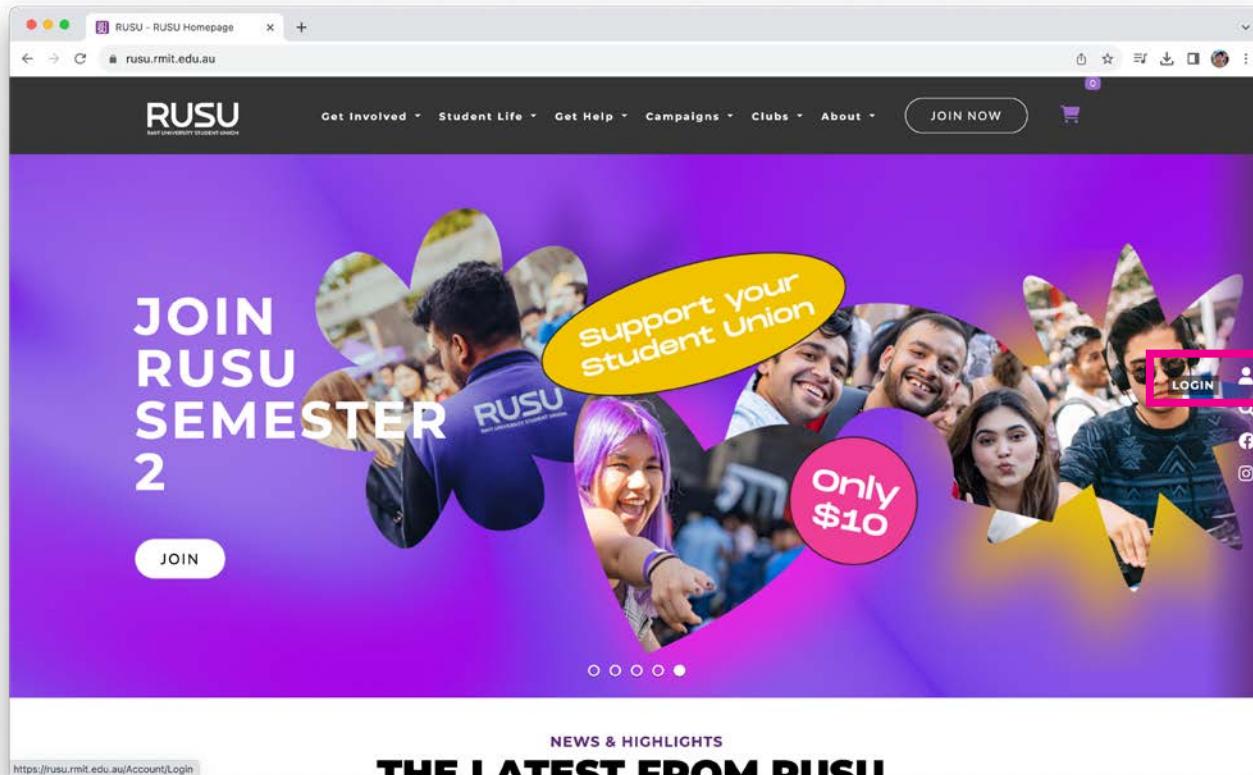


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Getting Started



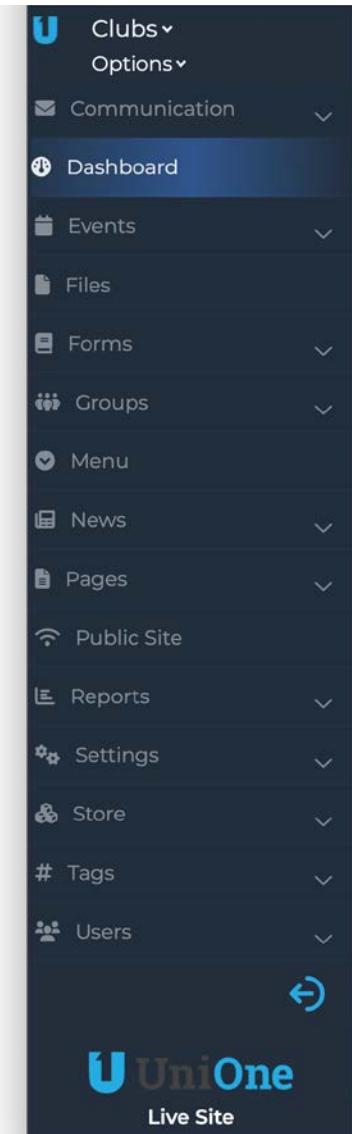
Students must set up an account in the RUSU web-page system known as UniOne. To do this:

1. Click on the white 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'** at the bottom of the page and proceed with directions.

You need to have an account with UniOne to be able to manage your club's web page. Notify your Clubs Officer once this is set-up and they will add you to be an organiser of your club.

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

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 form a 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 web page 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.

The screenshot shows the 'Main' tab of the Club Details page. It includes fields for Name (Vegan Club), Reference (https://rusu.rmit.edu.au/Club/ Vegan-Club), Short Description (The RMIT Vegan Club aims to break down the stereotypes associated with veganism to create a relaxed social space where students can meet, eat and share a drink. 2023 Membership Sign ups - https://forms.gle/cowqoDD74ASxosWw7), and a rich text editor for Description. A sidebar on the left lists various club management options like Communication, Events, Files, Forms, Groups, Menu, News, Pages, Public Site, Reports, and Settings.

Social Media Links

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

The screenshot shows the 'Social Media Links' tab of the Club Details page. It includes fields for Facebook Page Name/ID (https://www.facebook.com/RMITVeganClub), Instagram Page Name/ID (https://www.instagram.com/rmitveganclub/), Twitter Handle (@tiny), Header Image (a small logo image), and Establishment Date (07/02/2018). There are also fields for Next AGM Date (dd/mm/yyyy), Email (vegan.club@rmit.edu.au), and Status (Approved). A note at the top states: 'we were never signed and the First Nation peoples remain strong in their connection to country and culture. We and those participating in our events reside on Kulin nation land and sometimes beyond. We acknowledge the constant resistance and resilience of First Nations people against ongoing colonisation.' A copyright notice at the bottom right reads 'Copyright © 2023, Jonas Leisure Pty Ltd'.

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

This screenshot shows the 'Groups' section of the RUSU Clubs Website. The left sidebar has 'Groups' selected. The main area displays a table with one row, showing a group named 'test'. A pink circle labeled '1' is on the sidebar next to '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 31st Dec of this year as the expiry date.

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 through your RUSU club page. 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 .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 and Date of Birth.

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.

This screenshot shows the 'Forms' section of the RUSU Clubs Website. The left sidebar has 'Groups' selected. The main area shows a list of forms. A pink circle labeled '5' is on the sidebar next to 'Groups'.

Forms

The image consists of two screenshots of the RUSU Clubs website's administration interface. The top screenshot shows the 'New Form' configuration page with various settings highlighted by numbered circles: 1 (left sidebar 'Forms' button), 2 ('Name' input field), 3 ('Friendly Url' input field), 4 ('Limit approved form responses' dropdown set to 100), 5 ('Access' radio buttons for 'Public' or 'User'), and 6 ('Custom Start Text' and 'Custom End Text' rich text editors). The bottom screenshot shows the final step of the form creation process, where the 'Active' checkbox is highlighted by circle 7.

1. If you want to create your own form, 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 check-box.

Communication

The screenshot shows the 'Communication Campaigns/Create' page. On the left is a dark sidebar with various club management options. A red circle labeled '1' highlights the 'Communication' option in the sidebar. The main area shows fields for creating a new campaign: 'Campaign Name*' (with a red circle labeled '2' over it), 'Communication Type' (set to 'Email'), 'Subject*', and 'Body*' (using an 'HTML Editor' with a toolbar). A 'Next' button is visible at the top right of the form.

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 screenshots show the 'Events' creation page on the RUSU Clubs website. The left sidebar is visible with various club management options.

- Step 1:** The 'Events' menu item is highlighted in blue, indicating it's selected.
- Step 2:** The 'Location*' field is active, with a pink circle highlighting the input area.
- Step 3:** The 'Event Image', 'Header Image', and 'Event Poster' fields are shown with their respective file upload buttons. A pink circle highlights the 'Event Image' field.
- Step 4:** The right-hand sidebar shows the publishing options: Save Draft, Save Type, Publish, and Action. A pink circle highlights the 'Publish' button.

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.

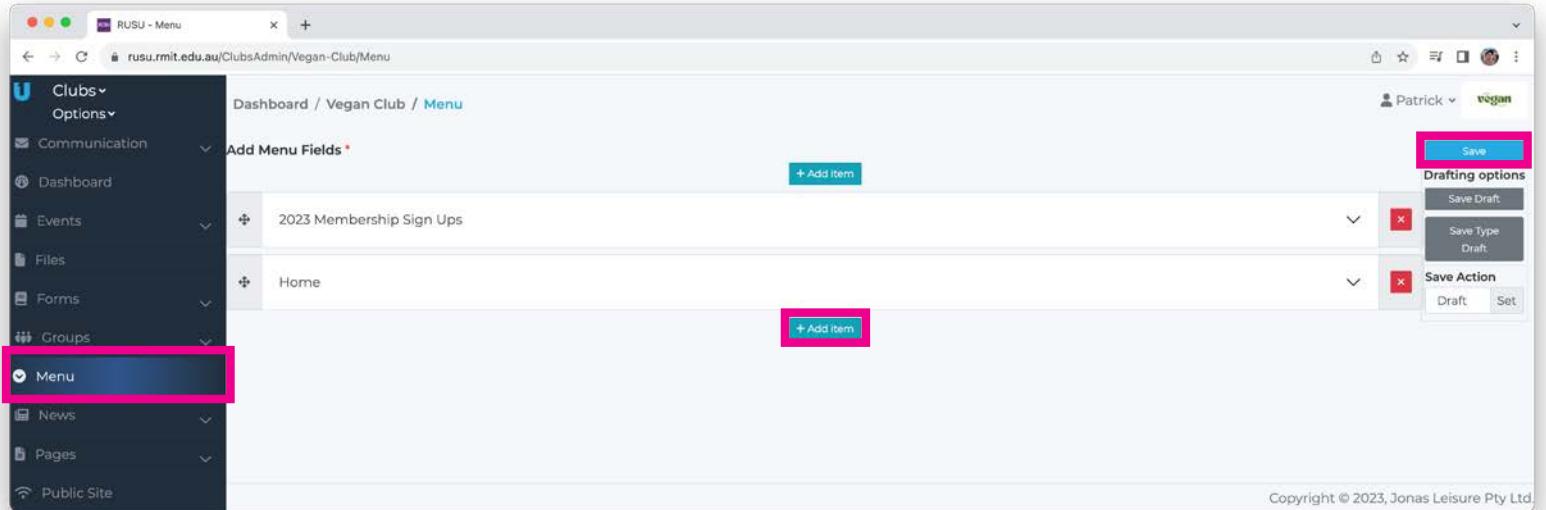
Events will automatically appear below your Club Description.

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

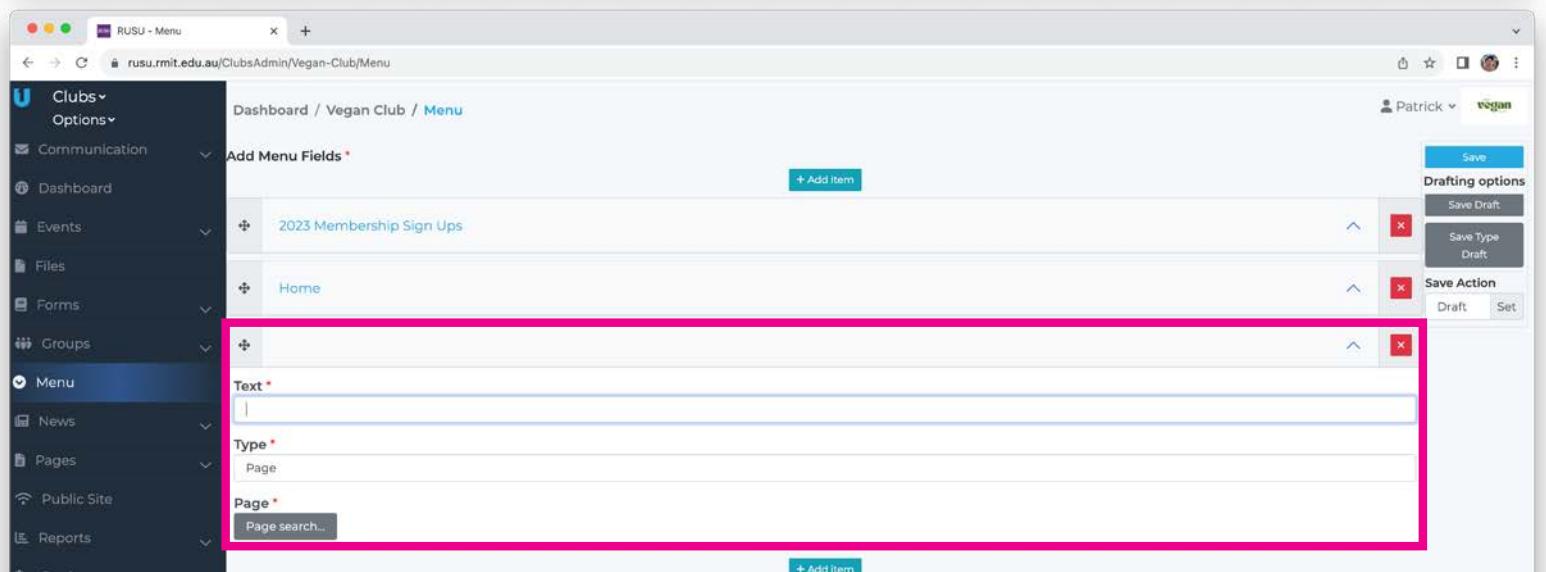
Menu

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, QPay 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, go to **Menu > Add Item**. Then complete the necessary details.



RUSU - Menu
Dashboard / Vegan Club / Menu
Clubs Options Communication Dashboard Events Files Forms Groups Menu News Pages Public Site
Add Menu Fields *
2023 Membership Sign Ups
Home
+ Add item
Save
Drafting options
Save Draft
Save Type Draft
Save Action Draft
Set
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RUSU - Menu
Dashboard / Vegan Club / Menu
Clubs Options Communication Dashboard Events Files Forms Groups Menu News Pages Public Site Reports Settings
Add Menu Fields *
2023 Membership Sign Ups
Home
+ Add item
Text *
Type *
Page *
Page search...
Save
Drafting options
Save Draft
Save Type Draft
Save Action Draft
Set

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 RUSU Clubs Admin interface for creating a new news item. The left sidebar is a navigation menu with the following items:

- Clubs
- Communication
- Dashboard
- Events
- Files
- Forms
- Groups
- Menu
- News** (highlighted with a pink box)
- + New
- List
- Pages
- Public Site
- Reports
- Settings
- Store
- Tags
- Users

The main content area is titled "Clubs / Vegan Club / News / New News". It contains the following fields:

- Name* (empty input field)
- URL* (input field containing <https://rusu.rmit.edu.au/Clubs/Vegan-Club/News/>)
- Short Description* (empty input field)
- Description* (HTML Editor with placeholder text "This summary description can be used in search results. Plain text only.")
- Editor: HTML Editor
- Formatting toolbar (File, Edit, View, Insert, Format, Tools, Table, Help, Paragraph, Bold, Italic, etc.)
- News Image (input field: Choose file, No file chosen, note: 16x9 ratio, resolution between 360x203 and 1280x720)
- Header Image (input field: Choose file, No file chosen, note: 16x5 ratio, resolution between 848x265 and 1696x530)
- News Poster (input field: Choose file, No file chosen)

On the right side, there are several buttons:

- Save
- Drafting options
- Save Draft
- Save Type Publish
- Save Action (Publ, Set)

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.

The screenshot shows the UniOne Club Management interface. On the left, there is a sidebar with various menu items: Clubs (selected), Options, Communication, Dashboard, Events, Files, Forms (highlighted with a pink box), Groups (highlighted with a pink box), Menu, News, Pages, Public Site, and Reports. The main content area shows a navigation path: Clubs / Fluffy Bunny Club / Groups / test / test Members. Below this is a toolbar with tabs: Main, Forms (0), Members (highlighted), Restrictions, and Completion Email. A dropdown menu labeled 'Advanced filter' is open. To the right, there is a list of members with one result found. The member details are as follows:

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

On the far right, there are buttons for Details, Edit, Delete, Communicate, Export (highlighted with a pink box), and Add Member.

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

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