



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

ATU Sport
Galway

ATUSU Life Committee Guide

Getting Your Committee Set Up on ATUSU Life

Step 1: Access the Platform

1. Visit the official ATUSU Life website and select your region (Galway/Mayo).
2. Existing users should log in using their ATU email address and password and renew their club membership via Memberships.
3. New users should register using their ATU email address and request to join their club.

Step 2: Register as a Committee Member

4. Click Memberships.
5. Locate your club and click the lock icon.
6. Enter the committee password: 9090.
7. Select your committee position.
8. Request Club Administrator access if you will be managing the platform.

Step 3: Update Your Club Profile

9. Update club details, committee information, training times, social media links and photos.

Adding Activities, Events, Fixtures or News

- Log in and select Engagement from the left-hand menu.
- Choose News, Activity, Event or Fixture. Remember Activity is reoccurring training sessions/meetings. Event is a one off event.
- Complete the relevant information including title, date, time, location and description.

Contacting Club Members

- Go to Members > Contacts.
- Select Email Members or Text Members and compose your message.

Managing Club Emails

- Go to Mailbox > Inbox to review and respond to club emails.

Booking the Sports Hall

- Select Facilities from the menu.
- Choose the relevant date on the calendar and click the plus (+) icon.
- Complete the booking details and submit for approval.

Committee Tips for Success

- Keep your club page updated regularly.
- Advertise all activities and events.
- Check your mailbox weekly.
- Encourage all members to register through ATUSU Life.
- Upload photos and club updates regularly.