

Navigating ATUSU life

Getting your committee set on ATUSU Life

1. Go to the official [ATU life website](#) and select your region – Galway/Mayo
2. If you had an account last year simply log in using your new ATU email address and password and go straight to your memberships and renew your club membership.
3. If you had not an account last year. Log into ATUSU Life using your ATU email address. Once you register, request to join your club.
4. Click on MEMBERSHIPS
5. Beside your club that you are the committee rep on click on the LOCK icon
6. Enter the following password for your club – **5678 (Please do not circulate)**
7. Select your committee position.
8. If you are the person of the club that will be mostly be updating the SU Life platform select to be assigned as an admin – I will grant permission once requested.
9. Play around with the site – update details/add photos/add social media links/training times etc.
10. Please ensure ALL committee members are added to the site.

Adding an activity, event, fixtures or some news.

1. Start by logging into you ATUSU life page, once there, look at the tab located on the left-hand side of the screen.
2. Click the engagement tab, when this drops down you should be given 4 choices: news, activity, event or fixtures.
3. Select the appropriate option for the thing you are trying to set up. If you are unsure the difference between the different options, there is an example of each once you select one of the options.
4. From there, you will be able to set up things such as trainings, such as their date, time and whether you would like your members to book in or not. You will also be able to post a description of your activity or event.

Sending out emails to your club members

1. Start by logging into you ATUSU life page, once there, look at the tab located on the left-hand side of the screen.
2. Click the members tab, which will drop down to show 3 options: active, contacts and export.
3. Select the contact's option.

4. You are then given the option to text or email club members, select the email option.
5. The same process can be used to text club members.

Responding to emails

1. Start by logging into your ATUSU life page, once there, look at the tab located on the left-hand side of the screen.
2. Click the mailbox tab.
3. Click inbox and reply to any emails you may have.

Booking the sports hall

1. Log into ATUSU life and look at the tab on the left-hand side of the screen.
2. Click the facilities option.
3. Once the calendar appears, double click the small plus symbols located on the top left-hand corner on each of the days of the calendar.
4. Enter all appropriate details about the facility booking.