

Navigating the ATU SU Life Platform

The following is a document to give instruction to all committee members on how to use the ATU SU Life Platform to promote and populate their club or society.

It is encouraged that all ATU Student & Staff Committee Admins use the platform to its fullest potential with the array of features it offers.

The below provides a table of contents to make it easier for users to understand where to go when questioning which tab they wish to use and how they can use it.

Please note that if you have any further queries or need any more assistance or information on how to use the ATU SU Life Platform, do not hesitate to contact the students union on the ground floor of the student centre. Alternatively you can email them on support@atussu.ie

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Section 1 : Attendance Logs :

The Attendance logs tab on the left hand side of the screen is used for clubs and societies to record attendance of events.

This tab can be useful if you are limited to capacity of an event or as part of the proof when applying for funding for said event.

This works hand in hand with the engagement tab and the keeping track of an event. Whether a club or society has requested its members to book in or not to an event, the admin can still log members in. This attendance button will show up at least one hour before the event begins.

Section 2 : Engagement:

The Engagement tab on the left hand side of the screen is used to add an some news, an event, activity or fixtures.

1. Click this engagement tab and there will be a drop down of 4 options: News, Events, Activities & Fixtures.
2. Select the appropriate option for what you are trying to promote. If you are unsure which option you need to choose details are below under [Q: How do I know which tab to choose?](#).
3. From there you will be able to select the correct option for you and you will be able to set up meetings or training sessions with a description of what will be happening. The times, dates and whether you would like members to book into these sessions or not.

Q: [How do I know which tab to choose?](#)

News:

To post some general information, or if you're running a competition that will open for a day/week or month. Use the news option. **For this to show on the home page this needs a landscape image.**

Activity:

If it occurs weekly on a set day (e.g. training or a coffee meet up every Monday 10am-11am. Use the Activity option. This will show up on the Weekly run activities on the main ATU SU Life page.

Fixture:

This option would be used if it is a scheduled match. (league/cup/etc). This will then show up on the Events & Fixtures on the main ATU SU Life page.

Event:

If it is a once off, or a series with a specific date and time. An example of this would be if you are starting an event @ 5pm on a Friday and ending it at 8pm on a Sunday, this is a valid entry.

However if you are hosting the event from 5pm-8pm on three separate days - Friday, Saturday and Sunday, then these need to be entered as 3 SEPARATE EVENTS.

You can enter an event for one day and copy it over for the other days. This will then show up on the Events & Fixtures on the main ATUSU Life page.

Section 3 : Members:

The Members tab on the left hand side of the screen has features including who is an active member of your club or society as well as being able to contact them via email or text. Whatsapp groups can be included in here also.

Active: This tab shows committee's all of their current active members.

Contacts: The Contacts tab is used to send an email or message to your current members.

Section 4 : Discussions:

The Discussions tab on the left hand side can be used to create a conversation among committee members. Here you can also look at previous thread discussions had in the committee.

This is **ONLY seen by the committee** and **NOT active members** of a club or society.

Here committee members can have confidential conversations to discuss ideas, upcoming events, plans for the club or society or similar.

1. New Threads can be started at any time by committee members by clicking on the 'Start new internal Thread'
2. Once clicked on it will ask you to fill in a thread title, initial post detail, whether you wish to send an email notification to committee members and submit this thread by clicking start discussion.

Please note if you click no to send an email notification, committee members will still receive a notification on their ATUSU Life profile.

Section 5 : Club Details:

The club details tab on the left hand side of the screen shows all the club or societies details available to current and potential members on the ATU SU Life website. This can be updated at any time.

Basic Details: This is where all the basic information is for your club or society. Here you can update your tagline. Some use quotes or catchy phrases here that are linked to the Club or Society.

Promo Video: Optional if you have a link to a video to promote your club or society.

Promo/Description: This section can be used to tell members and potential new members information about your club or society, what it entails and why they should join.

Website/Social Links: This section under club details allows you to share any social media platforms you may also work off for your club or society and make them easily accessible to members through the Club or Society page.

Links: There is an option here for website links with a small description, these could be used to show helpful resources for members for e.g. bus timetables, Competitions related to a club or society, etc.

Membership Pin: This is the pin that is needed in order to join a committee of a club or society and **should be kept confidential between committee members.**

Section 6 : Images/Gallery:

This Images/Gallery tab on the left side is where you can upload various categories of images for your club or society. This includes, Logo/Profile image, Showcase images, Action photos and a general photo gallery. This is very important to show all current and potential new members what your club or society is all about.

Try to keep this as up to date as possible throughout the years of a club or society.

Logo / Profile Image: It is not required but encouraged for a Club or Society to have a Profile Image and Logo. If you decide to leave either the logo or profile image blank than the other will be used in its place.

Showcase: These images must be landscape with the aspect ratio 4:3 to be shown on the homepage. This will then be shown on the rolling images on the main ATU SU Life home page beside the welcome note for Clubs and Societies.

Action Photos: These action photos are used in the promotion of ATU Sligo Clubs & Societies. They are the large rotating background on the homepage. This could be a team image, an image taken at an event etc.

Photo Gallery: This section can be used to upload images taken of your club or society at meet ups, matches etc, a gallery of images which will be shown on your club or society home page. The max number of images that can be uploaded here is 20. You can drag/drop your images in this section to rearrange them.

Section 7 : Committee:

The Committee tab on the left hand side shows all the current active committee members. Here you will also find instructions on how current members can become part of the committee.

The requests for those who wish to join the committee but clicked 'NO' to become an admin will show up here for the Admin of the club or society to accept. These also show up on the dashboard tab.

Section 8 : Budget:

The Budget tab on the left hand side shows three subheadings. Capitation, Application & General Ledger. It is very important to familiarize yourself with this section as it is necessary to apply to drawdown money approved, apply for your annual budget and keep a general record of your spend.

Capitation: In this subheading is where you request to drawdown money for your club or society. Here you will see the amount your club or society has been allocated by the finance committee. How much is remaining, the amount you wish to request and a description. Quotes or images of a price of an item is required for all drawdowns to get them approved and cheque given. Here you will be able to see all previous requests.

Application: In this subheading you will find your club or society funding application. It is very important that this is filled out correctly and all information is supported by documentation as well as being under the correct heading. At the bottom you will find your application summary.

Every Year there is a deadline on the Website for the Budget, this needs to be filled out and submitted before the deadline closes. Committee members will be informed on this application deadline through their Student or Staff email. If you need any help with this please contact the Student Union.

Section 9 : Assets/Inventory:

The Assets/Inventory tab on the left hand side should be used to show any items/equipment your club or society may have.

This is used to keep record and should be uploaded for each item a club or society is in possession of.

1. Click the 'add asset/inventory item' button and fill out the form.
2. Here you will need to put in the following information: *Name, Condition, Date acquired, Storage location, Quantity, Cost per item, Expected life of item and an image.*
3. It is mandatory that an image of the asset is uploaded with the log to ensure proof and quality of item.
4. If you are struggling to find storage for your club or society assets and wish to voluntarily keep them in a location not on campus, this must first be approved by the Students Union and the Club and Societies Finance Committee.

Section 10 : Documents:

The documents tab on the left hand side shows the following sub headings – safety statement, risk assessment, handover documents, committee minutes, standard operating procedures & resource documents.

It is important to try and populate this section as much as possible especially toward the end of the academic year, this way it will make it easier to reflect on the previous years and note things that did and did not work for your club or society.

It will also help if there is a brand new committee who wish to take over for any reason and they can see and learn from this information.

Here committee members will also have quick access to resource documentation which is very important to familiarize yourself with.

Section 11 : Elections:

The Elections tab on the left hand side can be used to run elections within your club or society for various purposes such as team captains, new committee members etc.

This tab can be useful in the end of the academic year when deciding the next committee members. Here members can both nominate themselves for positions and also vote for others who are nominated for positions.

If you have any further questions regarding the platform ATU SU Life, Please contact the Student Union, Ground floor of the student centre or email support@atussu.ie

Alternatively there is a training video placed on SU Life under the Resource Documents section which will show a quick run through of features.