



Editing your [cusu.org](https://www.cusu.org) minisite

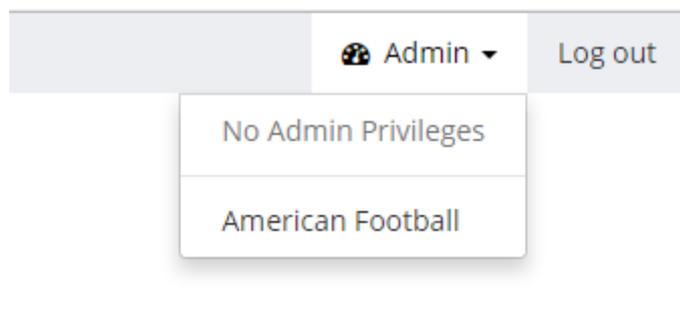
You need to make sure that you have registered on the website:

<https://www.cusu.org/account/register/student/>

Once you have done this let us know that you have registered and which committee position you have. You can do this by emailing societies.su@coventry.ac.uk

We will then grant you admin rights for your society mini-site. Once we have responded, go back to the website and go to your society page.

In the right hand corner you will see an admin link with the name of your society. Click on this.



Your Admin Tools

Should look like this:

ADMIN TOOLS

[Go to home page](#)



Edit Details



News



Events



Messages



Members



Sales Reports

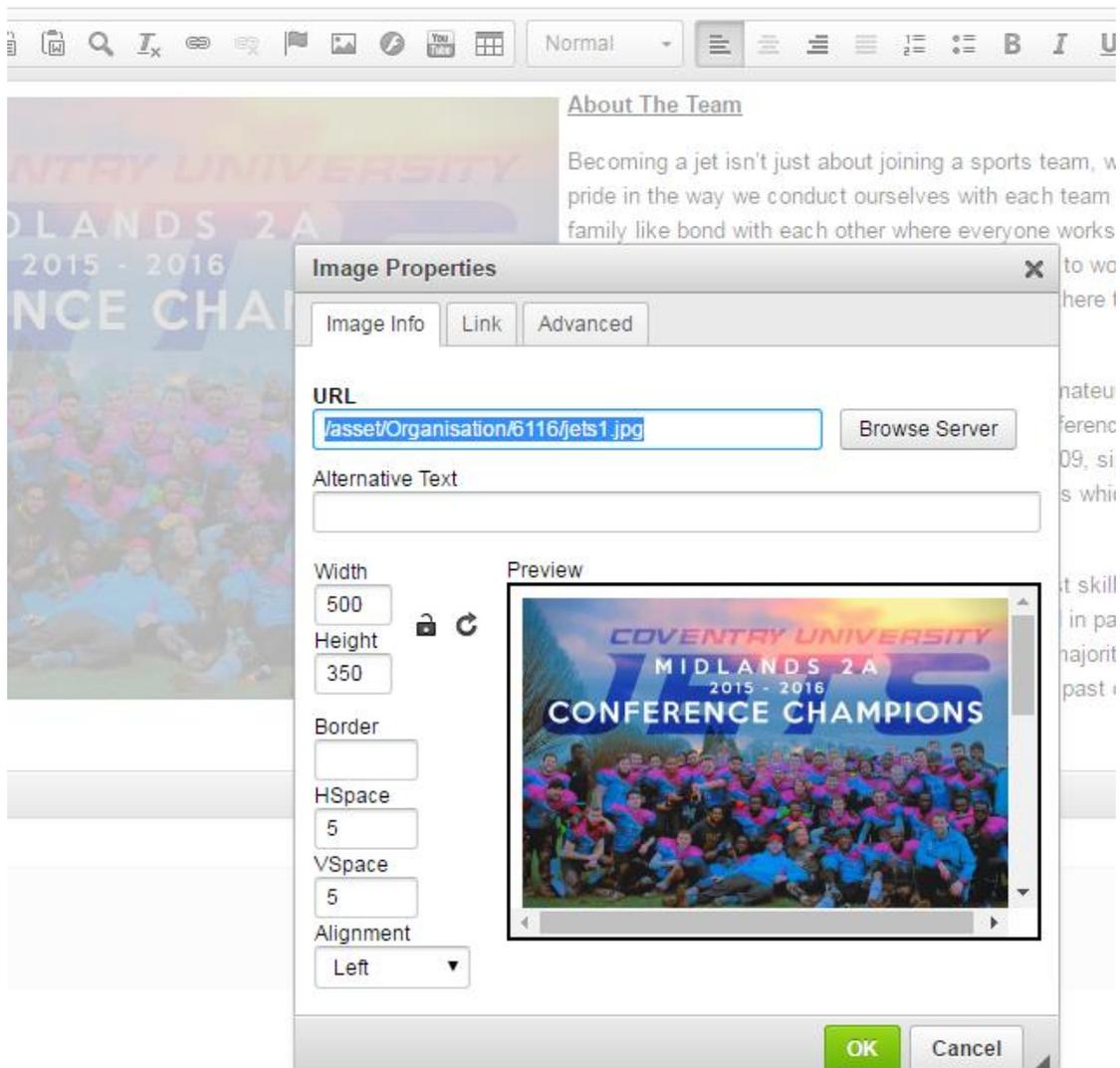
Edit Details



Edit Details

This will let you update the details of your organisation that appear in your minisite. Note that we use logos for sports clubs and listing descriptions for societies. If you are a society please don't alter your aims and objectives without speaking to the Societies Officer.

A useful trick when adding a photo to your description (the small picture icon) is to select Image Properties and give your image some h space and v space. This will give it a margin from any text around it.



News



News

If you add news to your societies page it will appear in the tab on your minisite. News for both sports and societies will also appear in the main SU [news list](#) so it is a good way of publicising your activities to non members.

When you are in the news section click 'Add New Article' and it is fairly self explanatory.

The two areas to be aware of are to always keep ticked 'allow non members to read' and also to use the URL of alternate web page if you want the news article to link to a separate page (e.g. a facebook page) without showing the body text of the article.

Events



Events

If you add events to your societies page it will appear in the tab on your minisite. Events for both sports and societies will also appear in the main SU [event list](#) so it is a good way of publicising your activities to non members.

When you are in the events section click 'Add new event' and it is fairly self explanatory. It is very similar to news with the 'External URL' link allowing you to link directly to another webpage such as a Facebook event.

Messages



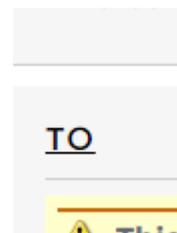
Messages

This allows you to send emails to your members.

On the first screen you can see any previous emails as well as click 'send email' to send a message. Once you have clicked this you get the choice as to whether the email comes from the organisation account or your own account.

Make sure you click the 'to' link to get a list of members and a choice of email lists.

Attachments lets you add documents if you wish. Ignore campaign tracking and template for now. This is something we will be bringing in at a later date to allow you to send pretty html emails.



Members



Members

This lets you see your members and when they joined and any different memberships they may have (click 'List members by group' for more info.)

Sales Reports



Sales Reports

This lets you see when people have purchased your memberships and how much they have paid. We will add the facility soon to sell products for you through the website and CUSU tills so if you want to sell hoodies / trips etc this is where you can see who has bought what.

If you have any queries with your minisite please email societies.su@coventry.ac.uk