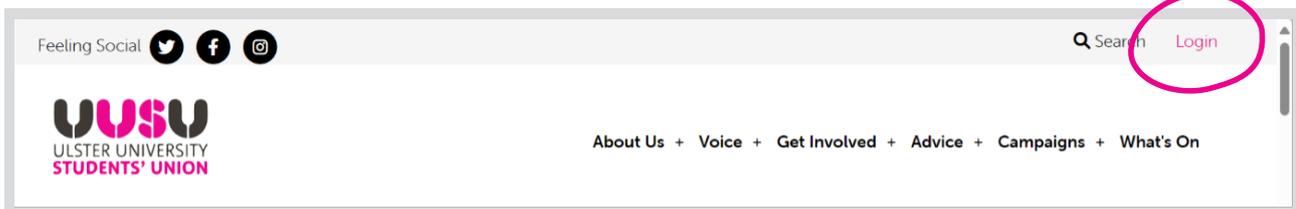# CONTACT YOUR MEMBERS

When a student pays to join a society it's only right that you as a committee message them to say hello and tell them about your upcoming events. You can do this through your society webpage.

STEP 1: LOG IN

Log in to the UUSU website at **uusu.org** using your student B code and password.

If you have an issue logging on, please contact your Societies coordinator, Karen at k.pothin@ulster.ac.uk
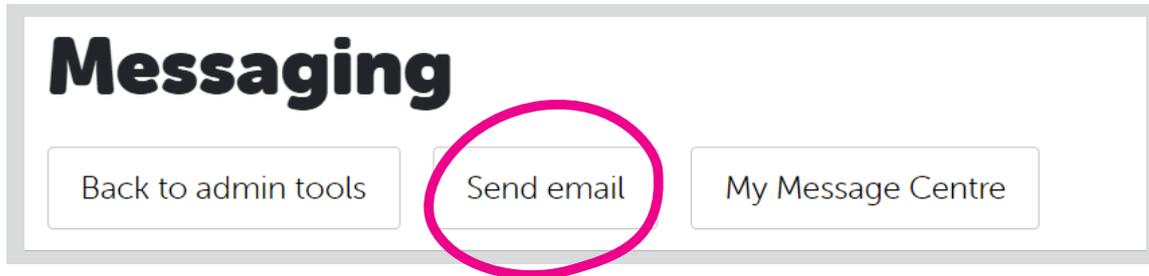
STEP 2: LOCATE YOUR SOCIETY WEBPAGE

Click on **"Admin"** and Select your society.

This will take you to the **"Admin tools"** for your society webpage – in this example "ACE Society"

Click on **"Messages"**

STEP 3: SEND YOUR EMAIL

Messaging

| Back to admin tools | Send email | My Message Centre |
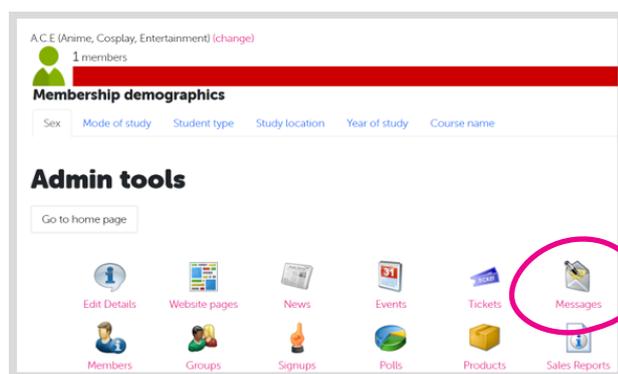
Click on **"Send email"** and choose your society email address (not your personal email address).

When you click on **"Add recipient"** you can choose who to send the email to eg. all members, a specific member, committee only or a specific list you have set up for a particular event.
You can do this in the groups tab in **"Admin tools"**

Continue as you would with a normal email!

Give your email a catchy title in the subject line to encourage members to open it!