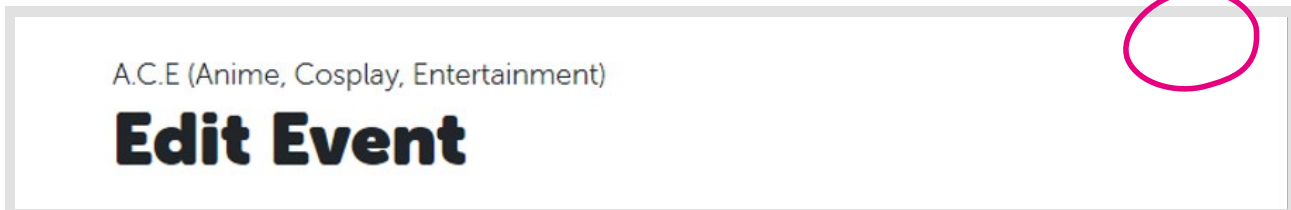# LIST A SOCIETY EVENT

When your society event is approved by the Student Activities team, you'll want to tell everyone about it. You can do this by listing your event on **uusu.org**

STEP 1: LOG IN

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

A.C.E (Anime, Cosplay, Entertainment)

Edit Event

> 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

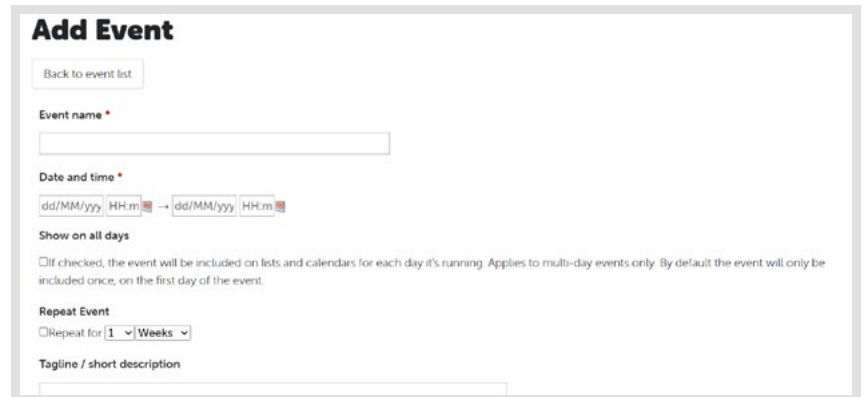Click on **"Admin"** and Select your society.

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

Click on **"Events"**
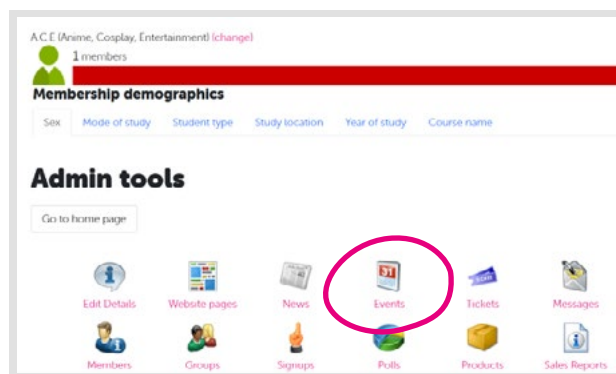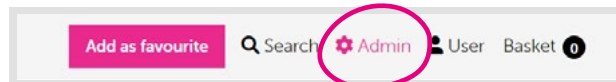
STEP 3: ADD YOUR EVENT

Select **"Add new event"** and complete your event information

Add Event

Back to event list

Event name *

Date and time *

dd/MM/yyy HH:m 🕐 → dd/MM/yyy HH:m 🕐

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running. Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Repeat Event

☐ Repeat for [1 ▾] [Weeks ▾]

Tagline / short description

Event Name	
Date and time	Time - 24hr format. Date - 01.02.2024
Tagline	A short snazzy description to capture a student's attention
Location	eg. MU101, CQ Social, UUSU Social Space
Event Type	Choose the campus where your event takes place and any other options which are applicable.
View Permissions	Usually you will want all students to be able to view your event but if it is a members only event, you can choose to only display the event to paid member
Image	Add a poster to promote your event. This can be created easily on Canva
Display Dates	24hr format. You can choose when your event is visible to students
Full Description	This section allows you to really sell your events. Tell students what to expect and use all the formatting options to make your entry eye catching
Select **"Save"**	Your event can be viewed on "Whats On" **www.uusu.org/whatson/**

STEP 4: CREATE YOUR ADMISSION TICKETS

Your tickets can be free of charge, or you can set an admission fee.
For a step by step guide on how to ticket your event **click here**

If your event hasn't been approved by the Student Activities Team or if you list an event without admission tickets, it will be removed from uusu.org.

You can submit an event for approval here

You can list tickets here