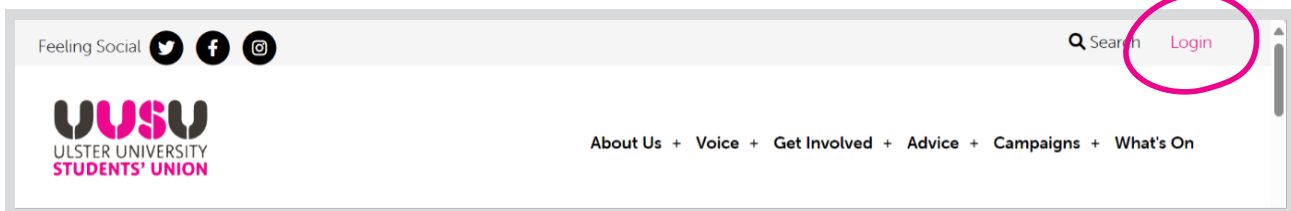


## LIST A SOCIETY EVENT

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.



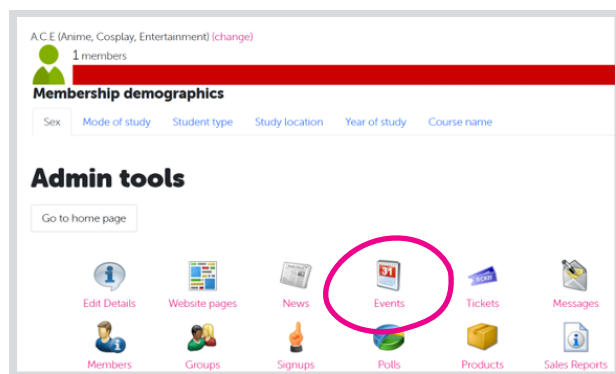
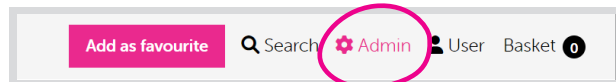
If you have an issue logging on, please contact your Societies coordinator, Karen at [k.pothin@ulster.ac.uk](mailto:k.pothin@ulster.ac.uk)

### STEP 2: LOCATE YOUR SOCIETY WEBPAGE

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

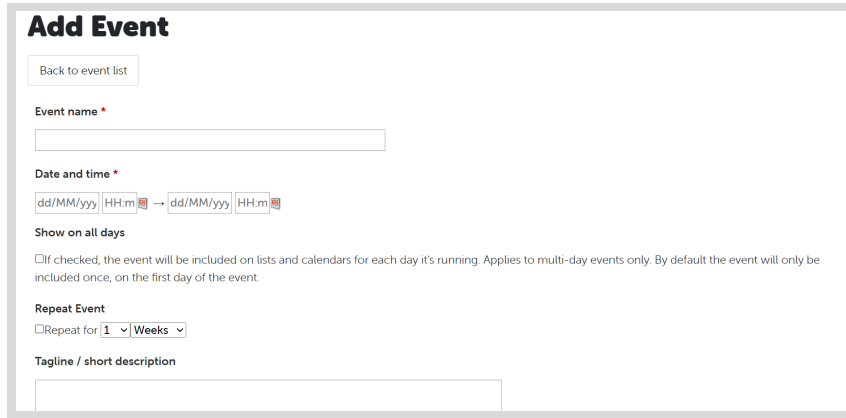
This will take you to the **"Admin tools"** for your society webpage – in this example "ACE Society"

Click on **"Events"**



## STEP 3: ADD YOUR EVENT

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



The screenshot shows a web form titled "Add Event". At the top left is a "Back to event list" button. Below it is a required "Event name" field. The "Date and time" section includes a date and time picker with a 24-hour format. There is a checkbox for "Show on all days" with a note: "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." Below that is a "Repeat Event" section with a checkbox and a dropdown menu set to "1 Weeks". At the bottom is a "Tagline / short description" text area.

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/](http://www.uusu.org/whatson/)

**If your event hasn't been approved by the Student Activities Team, it will be removed from [uusuu.org](http://www.uusu.org). You can submit an event for approval [here](#)**