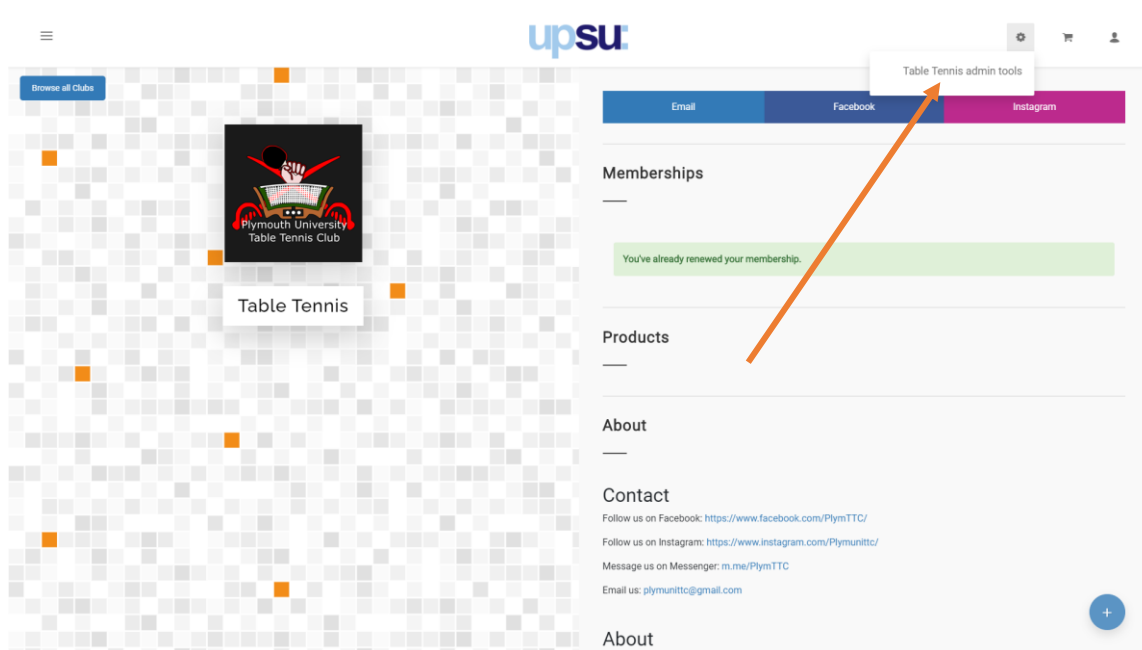


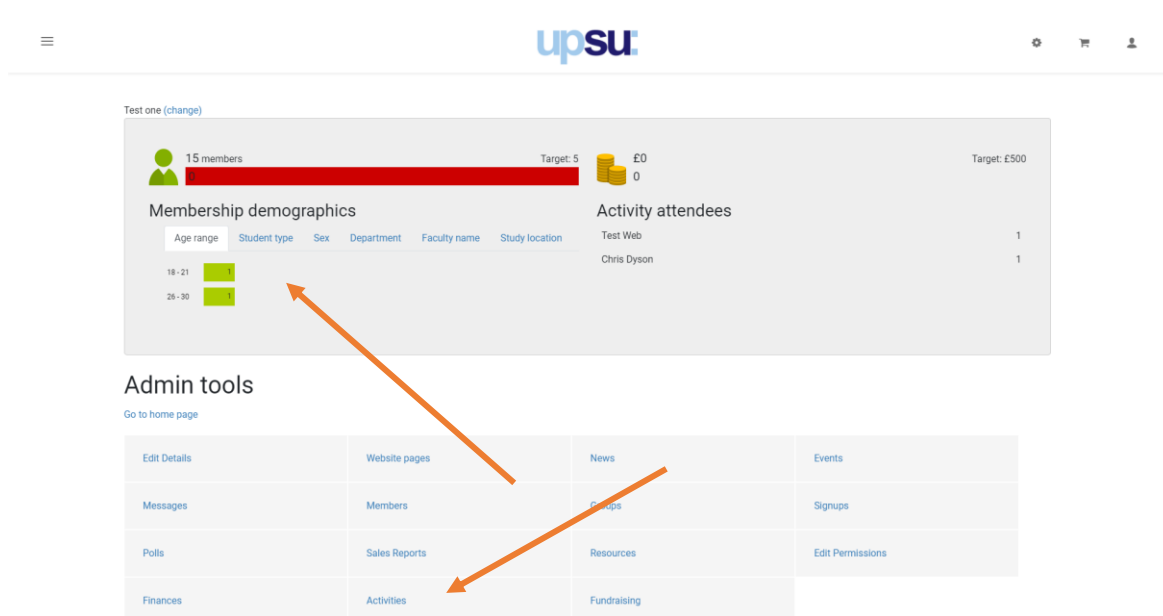
Using the new Activities Module

The new activities module is here to help you run well organised events/ activities and provide you with the tools register attendance, setup fixture details, book rooms/ transport and guest speakers with SU staff.

Accessing the new activities will be the same as accessing your current webpage and admin tools. Navigate to your club/ society webpage, use the admin menu from the cog dropdown in the top right of the page, clicking the admin tools link that shows.



You will notice a change to the admin tools dashboard, which will now show an overview of all members and activities at the top and a new section in the menu area below called 'Activities'. (You will see fewer items in this area than what is shown)



Activities Dashboard – Home

This is the landing page after clicking 'Activities' from the admin tools dashboard. From this page, you will see an overview of all activities you have submitted that require attention, any 'lockouts' that have been set against you, any transport, room and speaker requests that require attention and an edit history of changes made to activities by students or staff.

Activities Dashboard

Home All activities Trip Registrations Fixtures Transport requests H&S Checklists Room bookings Speaker bookings Teams

Activities

Activities requiring attention

Activity	Dates/Location	Status
Long Activity - external trip	30 Jun - 30 Jun 2099 Snowdonia	Submitted
Long Activity - External speaker	10 Jul - 30 Jun 2099 Campus, PL4 8AA	Approved
Test Activity	07 Aug - 07 Aug 2021 Su	Submitted
test	04 Oct - 04 Oct 2020 Pitts Hall, Gibbon Street, Plymouth (5 minute walk from campus)	Approved

Lockouts

Current lockouts

There are no active lockouts.

Requests

Transport, Room and Speaker bookings that require attention

Activity	Dates/Location	Status
test Trip registration	04 Oct - 04 Oct 2020 Pitts Hall, Gibbon Street, Plymouth (5 minute walk from campus)	Approved

Edit history

Recent edits to forms

Date	Status	By	Form type	Activity
09:58 Mon 07 Sep 2020	Approved	Dyson, Chris	Activity details	test
16:34 Fri 04 Sep 2020	Approved	Jeffery, Nadine	External speaker booking	test
16:34 Fri 04 Sep 2020	Submitted	Jeffery, Nadine	External speaker booking	test
16:34 Fri 04 Sep 2020	Queried	Jeffery, Nadine	External speaker booking	test
16:33 Fri 04 Sep 2020	Submitted	Jeffery, Nadine	External speaker booking	test
16:31 Fri 04 Sep 2020	Approved	Jeffery, Nadine	Trip registration	test
16:31 Fri 04 Sep 2020	Submitted	Jeffery, Nadine	Trip registration	test
16:30 Fri 04 Sep 2020	Queried	Jeffery, Nadine	Trip registration	test
16:30 Fri 04 Sep 2020	Submitted	Jeffery, Nadine	Trip registration	test
16:29 Fri 04 Sep 2020	Approved	Jeffery, Nadine	Room booking	test
16:29 Fri 04 Sep 2020	Submitted	Jeffery, Nadine	Room booking	test
16:29 Fri 04 Sep 2020	Queried	Jeffery, Nadine	Room booking	test

Activities Dashboard – All Activities

This page is where you will create new activities and see the status and information of all current/ upcoming activities.

To create a new activity, click the big button at the top ' + New Activity'. This will take you to the add activity page.

In this screenshot we have 4 activities upcoming, you can see the names, dates, location for each, and the status of each activity and for any submitted forms.

In the status section, the first icon in the row could be of 3 states:

- Green: Activity created and approved by SU staff
- Red: Activity created and submitted to SU staff to check over
- Orange: Activity created and not approved with queries made by SU staff

The following icons will be for each form that you are submitting as part of the activity. These forms would be room bookings, transport bookings, speaker bookings, trip bookings.

- Green: Form submitted and approved by SU staff
- Red: Form created and rejected by SU staff; changes will need to be made
- Grey: Form not submitted after stating this will be necessary on activity setup

The screenshot displays the upsU Activities Dashboard. At the top, there is a navigation menu with buttons for Home, All activities (circled in red with an arrow pointing to a 'New activity' button below it), Trip Registrations, Fixtures, Transport requests, H&S Checklists, Room bookings, Speaker bookings, and Teams. Below the navigation is a 'New activity' button. A filter section allows users to set activity dates (07/09/2020 to 07/10/2020), select a status (All), and search by activity name. Below the filters is a table of activities with the following data:

Organisation	Activity	Starts	Ends	Location	Status
Test one	Long Activity - External speaker	Fri 10 Jul 2020	Tue 30 Jun 2099	Campus, PL4 8AA	Approved
Test one	Test Activity	Fri 07 Aug 2020	Sat 07 Aug 2021	Su	Submitted
Test one	test	Sun 04 Oct 2020	Sun 04 Oct 2020	Pitts Hall, Gibbon Street, Plymouth (5 minute walk from campus)	Approved
Test one	test act	Wed 09 Sep 2020	Thu 10 Sep 2020	SU	Queried

Create Activity

When creating the new activity, it is important to fill out all fields with accurate, useful information for staff to check all is OK with the activity before approving it and it shows on your webpage.

- Select the organiser of the activity from the drop down (shows committee members)
- Enter an appropriate name for the activity and fill out the date and times for the event start and event end
- Enter the location of the activity. E.g. SU little room, Mount Batten sports centre, Rolle marquee. The postcode isn't required, but could be helpful for off campus activities
- The short description is not required but if you wish to fill out it only needs to be a few words long to describe the event. The long description will need to be filled out as it used by staff to help determine the scope of the activity and decide whether to approve or decline the activity, so include useful information for them. Note, students will not see these descriptions.
- Lastly, with the set of tick boxes, check those that will apply to your activity. Whether you will need a room booking, transport booking, speaker request, off-campus trip registration and any fixture details. For each of these that are selected, you will be required to fill out a form to complete the booking requests once the overall new activity form has been submitted.

The screenshot shows the 'Create Activity' form in the upsu system. The form is divided into several sections:

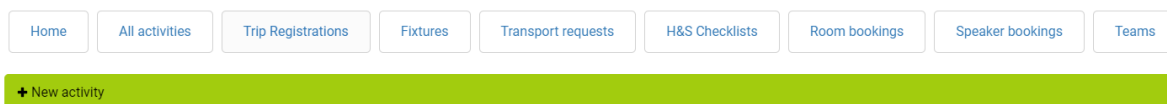
- Activity Details:** Includes fields for 'Organiser' (a dropdown menu with 'Web, Test' selected), 'Activity Title', 'Date and time' (with a date and time picker), 'Location', 'Postcode', and 'Description' (with a 'Short description' label and a character count of '0/250').
- On-Campus Activity:** Contains two checkboxes: 'Room required?' (with a note 'If selected you'll be asked to submit a Room Request') and 'Visiting Speaker?' (with a note 'If selected you'll be asked to submit a Speaker Booking').
- Off-Campus Activity:** Contains two checkboxes: 'Trip registration?' (with a note 'If this activity involves a trip off-campus you need to submit a Trip Registration') and 'Transport required?' (with a note 'If selected you'll be asked to submit a Transport Booking').
- Fixture:** Contains one checkbox: 'Fixture?' (with a note 'If selected you'll be asked to submit fixture details.').
- Full description:** A rich text editor with a toolbar showing 'B', 'I', and 'Format' options.
- Notes:** A text area with the placeholder 'Enter a note about your update'.

At the bottom of the form, there are three buttons: 'Save (as Draft)', 'Save and Submit', and 'Cancel'.

Create Activity – Adding Request Forms

When the activity has been created and submitted, from the main activities page, use the links in the top nav area to go to the relevant forms pages to see all the forms you have submitted under that form type and to fill out the new activities booking form for that type.

Activities



Using Room bookings as an example, all your room bookings forms will show below, showing the activity name that they are connected to and other details too. You will also see the status of each request, along with notes and who edited it/ queried it last. In the screenshot below, we can see that 2 of the room booking requests have been approved and will be made by SU staff. 1 was rejected and this will include notes as to why it was rejected, and you need to make changes to the form and resubmit it. Lastly, the 1 in grey with no status is from the new activity that was created, and the room booking request needs to be added.

To create the new booking request, edit a previous one or just view the details, click on the coloured 'View' button on the right of the forms row.

The screenshot shows the 'Manage Room bookings' page. At the top, there is a navigation bar with the 'upsu' logo and user icons. Below the navigation bar, there are buttons for Home, All activities, Trip Registrations, Fixtures, Transport requests, H&S Checklists, Room bookings, Speaker bookings, and Teams. The main content area has a filter section with 'Dates' (05/09/2020 to 08/10/2020) and 'Status' (All) dropdown menus, and 'Apply' and 'Clear filters' buttons. Below the filters is a table with columns: Activity, Dates, Location, Created, Last updated, Status, Notes, and By. The table contains four rows of data, each with a 'View' button on the right.

Activity	Dates	Location	Created	Last updated	Status	Notes	By	
Long Activity - External speaker	10 Jul - 30 Jun 2099	Campus, PL4 8AA	30 Jun 2020	13:36 Tue 21 Jul 2020	Approved	note added	Lewis Akeroyd	View
Test Activity	07 Aug - 07 Aug 2021	SU	07 Aug 2020	12:15 Mon 07 Sep 2020	Rejected		Chris Dyson	View
test	04 Oct - 04 Oct 2020	Pitts Hall, Gibbon Street, Plymouth (5 minute walk from campus)	04 Sep 2020	16:29 Fri 04 Sep 2020	Approved	BBG 312	Nadine Jeffery	View
test act	09 Sep - 10 Sep 2020	SU	07 Sep 2020		None		Chris Dyson	View

The forms will all have fields to fill in that help staff know about the activity and that request, what and when to book and contact details. The booking won't be made until the form has been approved by SU staff.

Room booking

test act 09 Sep 2020 13:00 to 10 Sep 14:00

Test one

SU

- Home
- Activity
- Signup
- Attendees

Status

Status Created 12:27 Mon 07 Sep 2020 by Chris Dyson

Please complete and submit this form.

Request Details

This form has not been configured.

Your name

Name of Sports Club or Society

Contact email

Contact number

Date of booking required

Start Time

End Time

Number of Attendees (approx)

What will the room be used for

What type of room do you require (Please click on the boxes next to the options you require – please do not tick more than two options)

Where and How will the event be advertised? Please include any social media links

Update

Enter a note about your update

Activity – Queried Activity

If an activity has been queried by SU staff, it will show on the activities page as orange and stating queried. The staff member will include notes as to why this has been queried and what to change in the activity or request forms for it to be approved. Simply edit the activity or forms, make the changes as necessary and click save and submit to have it SU staff evaluate the activity again.

History

Date	Status	By	Notes
13:54 Mon 07 Sep 2020	Queried	Miller, Rachel	bad desc
12:27 Mon 07 Sep 2020	Submitted	Dyson, Chris	

Activity – Viewing and setting info

Clicking on the activity links you can see all data you have given related to that activity from here. Access to the forms for each activity can also be found here, including the ability to add

new booking request forms.

The screenshot displays the 'test act' page in the upsu system. At the top, there is a navigation bar with 'Home', 'Activity', 'Signup', and 'Attendees' buttons. The 'Activity Details' section shows the following information:

- Name: test act
- Organisation: Test one
- Dates: Wed 09 Sep 2020 13:00 to Thu 10 Sep 14:00
- Location: SU
- Organiser: Chris Dyson

Below the details, there is a status bar indicating 'Status: Queried' and 'Last updated: 13:54 Mon 07 Sep 2020'. There are three buttons: 'Copy', 'Edit', and 'Cancel this activity'. The 'Forms' section includes an '+ Add form' button and a table with columns for 'Form', 'Updated Date', and 'Status'. The table contains two rows: 'Attendee List' and 'Room booking', both with a 'None' status. The 'History' section shows a table with columns for 'Date', 'Status', 'By', and 'Notes'. A single entry is visible: '13:54 Mon 07 Sep 2020', 'Queried', 'Dyson, Chris', and 'bad desc'.

In the activity page, there are 2 buttons in the nav area to set you can sign up to the activity and see who has signed up.

Activity – Sign Up

From here you can define who can sign up to the activity once it has been fully approved by SU staff. There are 2 options, closed or open signups.

With closed signups, the committee will have to add any attendees to the activity themselves from the attendee's link.

With the open signups set, students will register their own attendance to the activity via your webpage, and you set the options to this from here too. Places can be left blank if spaces or unlimited or enter a limit here. Reserve places can be left blank too or set a value for this. Signup period needs to be defined, so you could allow signups for only a few days before the activities date, only a day or whole period from activity creation to activity date for example.

Signup options

test act 09 Sep 2020 13:00 to 10 Sep 14:00

Test one

SU

[Home](#) [Activity](#) [Signup](#) [Attendees](#)

• Register type

Signup option Closed (committee adds participants)
 Open (self-registration)

• Self-registration options

These must be specified if Open register type is selected.

Places

Reserve places

Signup period →

[Update options](#)

In the Attendees page, you can manually add students to the activity clicking on the members link on it, checking the tick box next to the students you wish to add and clicking the button 'Add selected members' to add them to the activities attendee list.

upsu

Activity Attendees

test act 09 Sep 2020 13:00 to 10 Sep 14:00

Test one

SU

Home Activity Signup **Attendees**

Show all

There are no participants for this activity.

Members & Teams

Members

Name	ID / card number	Driver	First Aider	Medical Info
<input type="checkbox"/> Akeroyd, Lewis	10393742	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Brickley, Lauren		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gullam, Owain	10621147	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Horne, Oli	81103249	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hounsell, Sarah		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Jeffery, Nadine		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mealand, Louise		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Meaney, Donna		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Miller, Rachel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Puleston, Joshua	10636297	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sheppard, Zaccariah		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thomas, Becky		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> wakeling, jackie		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wakeling, Jackie		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Web, Test		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Williamson, Jack		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add selected members

Activities – Teams

Another feature of the activities module, is the use of teams. This can be used to group members together into teams, or even groups for use with the fixtures, if you wish to use the fixtures feature. The fixtures feature is similar to an activity, in that it states the time and location of each event.

upsu

Teams

Home All activities Trip Registrations **Fixtures** Transport requests H&S Checklists Room bookings Speaker bookings **Teams**

+ Add new team

Name	Category	Edit	Delete
Main Team	Not categorised	Edit	Delete

Activities – Viewing on webpage

From your organisation's webpage, you will be able to view any current/ upcoming activities in the activities section. Note: only members of the organisation can sign up to an activity.

In the screenshot you can see 3 activities that have been added and approved. The first activity in the list shows what a student would see if they have been added to the activity by a committee member. They cannot remove or re-add themselves. The 2nd activity shows an activity with an unlimited amount of places available, with the last 3 activities showing the states that can be shown when there are a limited number of places available (places available, places full but reserve places available, places and reserve places full).

The screenshot displays a webpage titled "Activities" with a horizontal line underneath. It features three activity cards, each with a title, dates, location, and a sign-up button. The first card is for "Long Activity - External speaker" (10 Jul - 30 Jun 2099, Campus, PL4 8AA) and shows "You are signed up". The second card is for "test" (04 Oct - 04 Oct 2020, Pitts Hall, Gibbon Street, Plymouth (5 minute walk from campus)) and has a "Sign up" button. The third card is for "Register your interest" (08 Sep - 09 Sep 2099, Anywhere) and has a "Sign up" button. Below this, there are three more activity cards, each with a "Sign up" button and a different availability status: "Reserve places are available", "There are no places available", and "There are no places available".

Activity Title	Dates	Location	Availability/Status	Sign-up Button
Long Activity - External speaker	10 Jul - 30 Jun 2099	Campus, PL4 8AA	You are signed up	None
test	04 Oct - 04 Oct 2020	Pitts Hall, Gibbon Street, Plymouth (5 minute walk from campus)	Places are available	Sign up
Register your interest	08 Sep - 09 Sep 2099	Anywhere	Places are available	Sign up
Register your interest	08 Sep - 09 Sep 2099	Anywhere	Reserve places are available	Sign up
Register your interest	08 Sep - 09 Sep 2099	Anywhere	There are no places available	Sign up

Lastly, you will get notifications via your student email regarding any changes made to your activity, including approval states and notes from staff, so keep an eye on your emails for any updates.