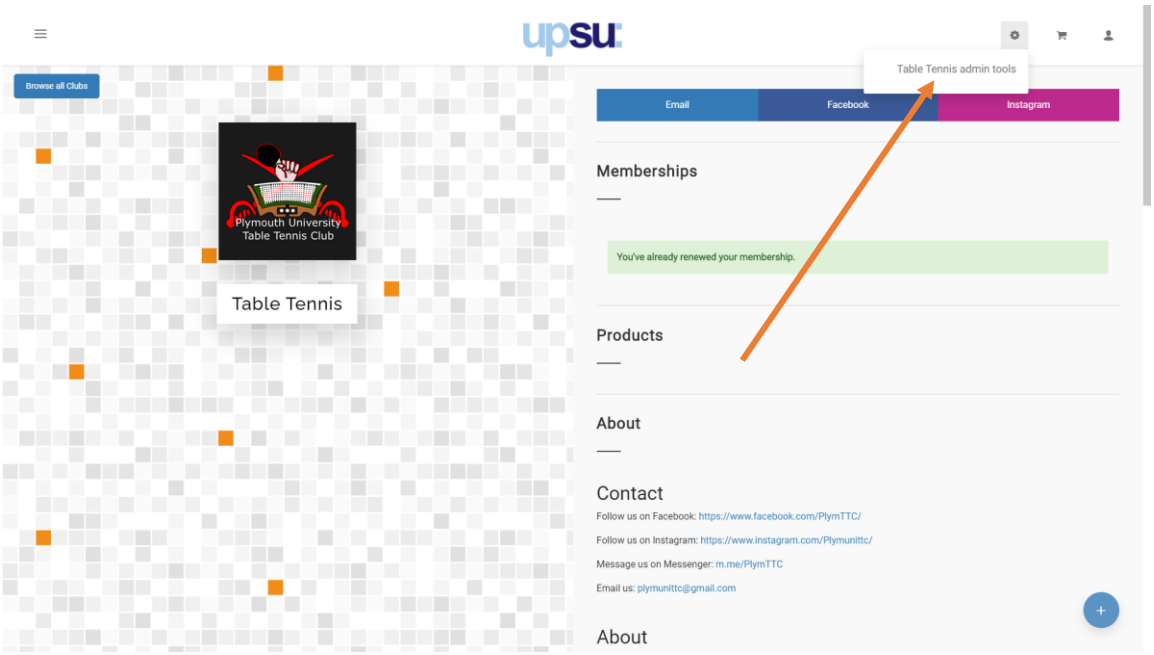
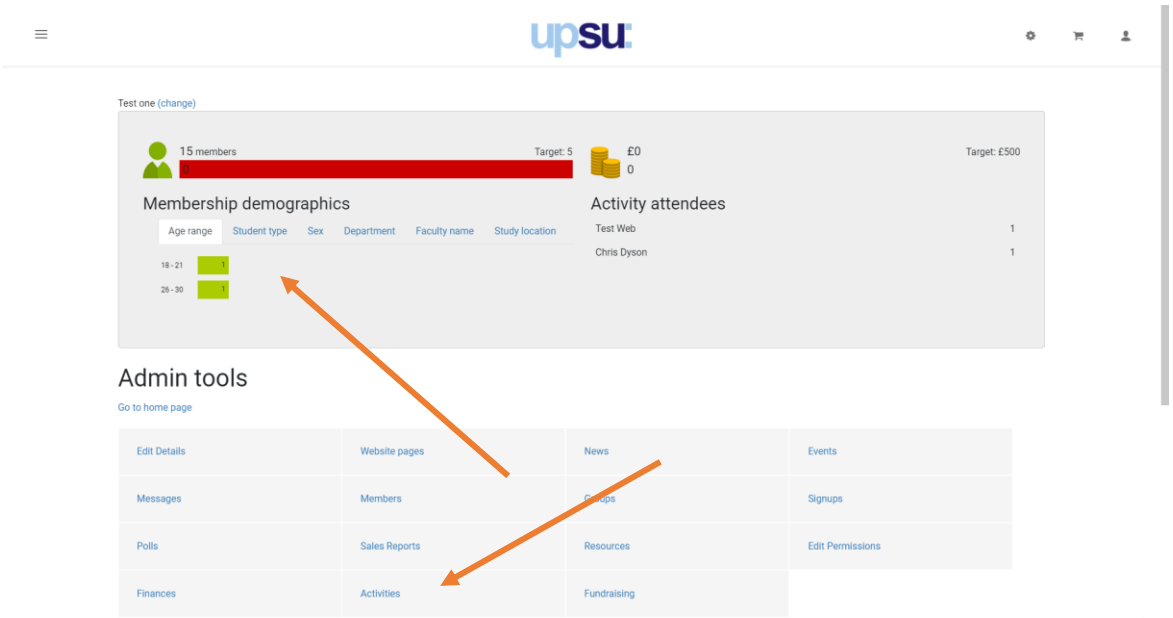
Using the new Activities Module

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.

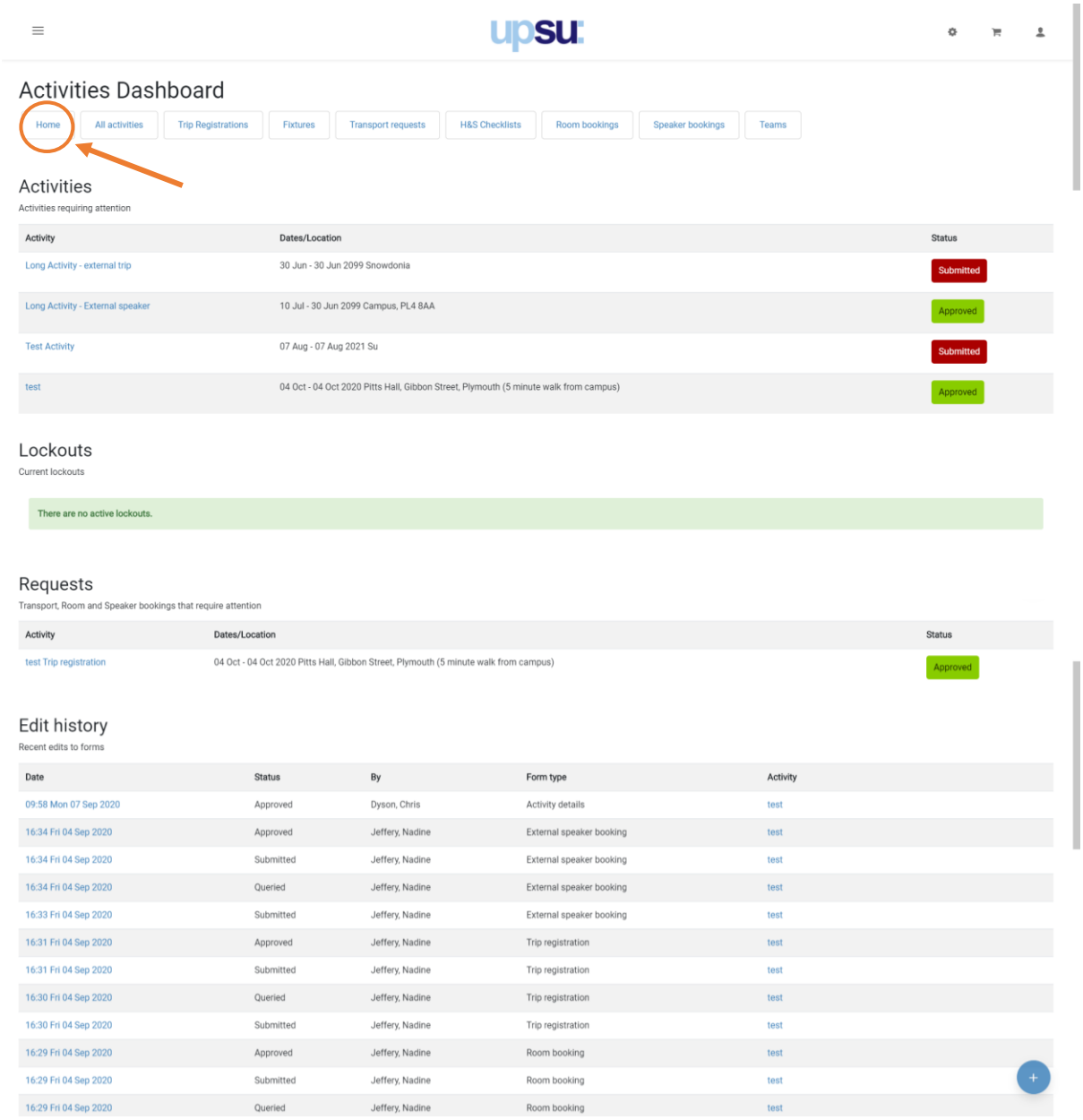


You will notice a change to the admin tools dashboard, which will now show an overview of all members and activities at the top and a new section in the menu area below called 'Activities'. *(You will see fewer items in this area than what is shown)*



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 – 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.

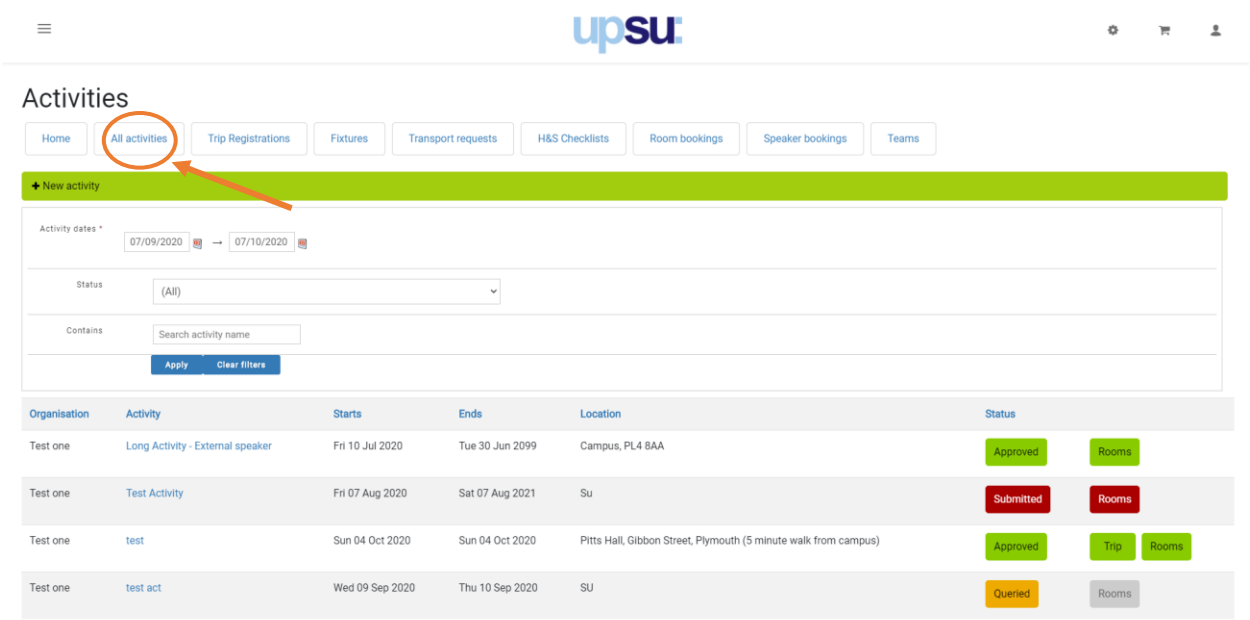
In this screenshot we have 4 activities upcoming, you can see the names, dates, location for each, and the status of each activity and for any submitted forms.

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.

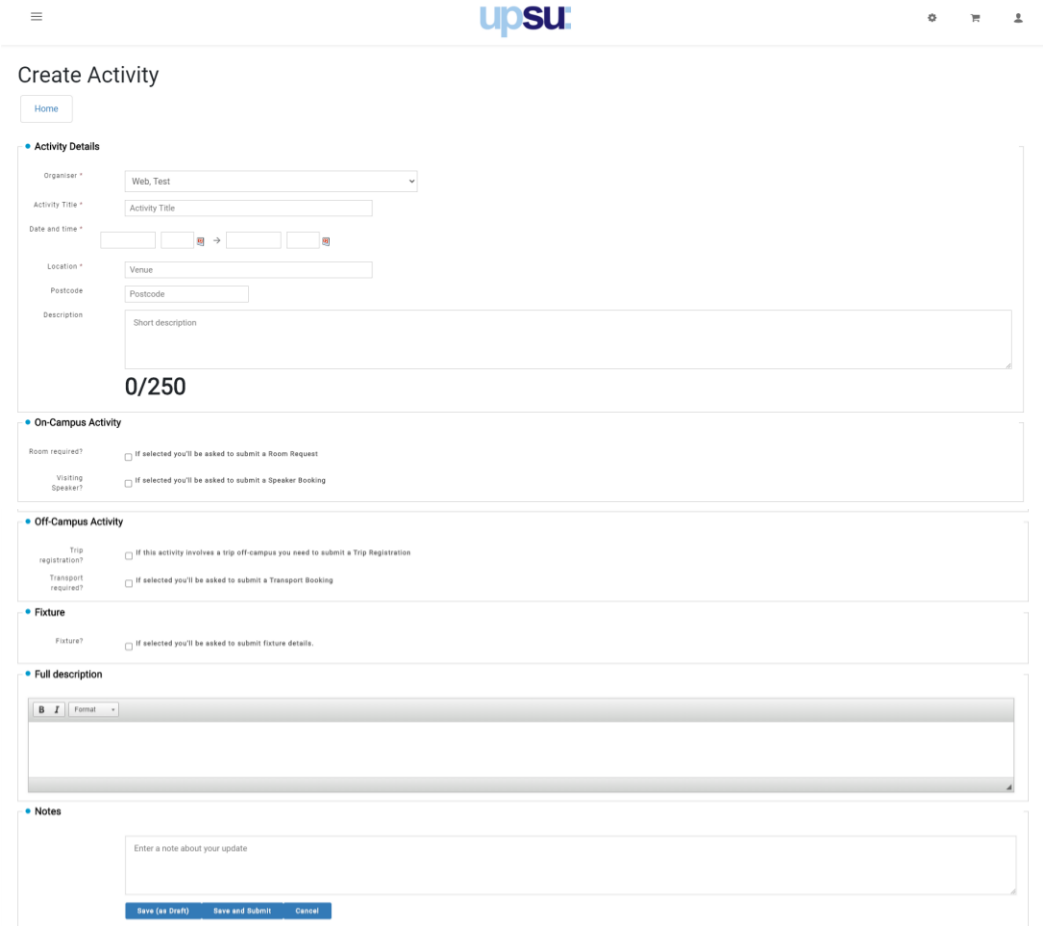
- Green: Form submitted and approved by SU staff
- Red: Form created and rejected by SU staff; changes will need to be made
- Grey: Form not submitted after stating this will be necessary on activity setup



Create Activity

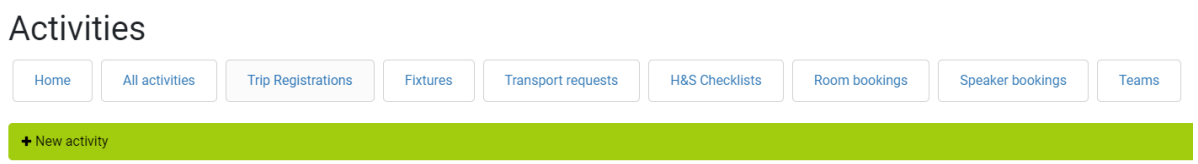
When creating the new activity, it is important to fill out all fields with accurate, useful information for staff to check all is OK with the activity before approving it and it shows on your webpage.

- 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.



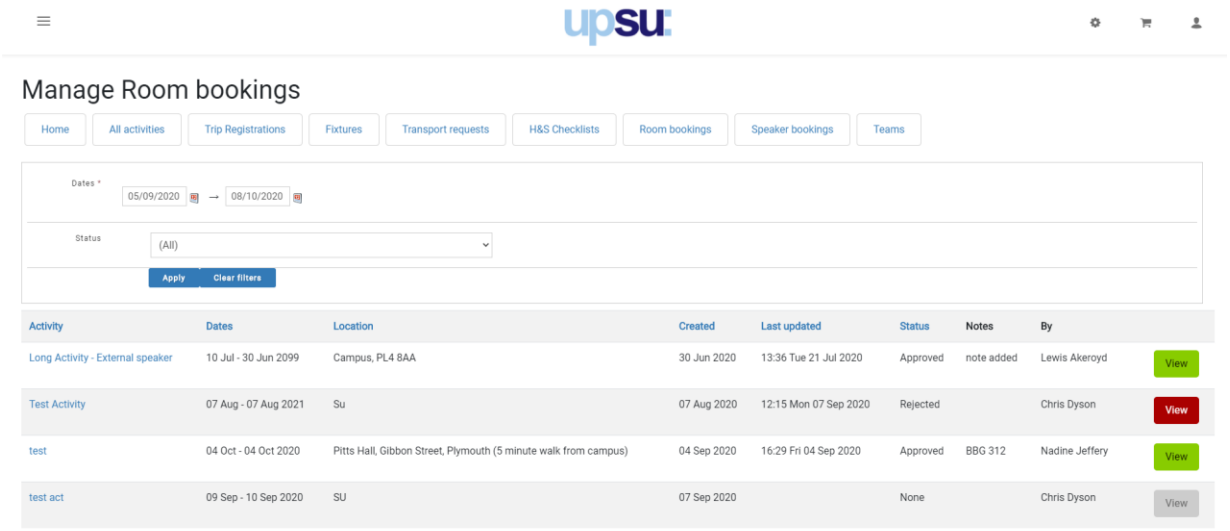
Create Activity – Adding Request Forms

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.

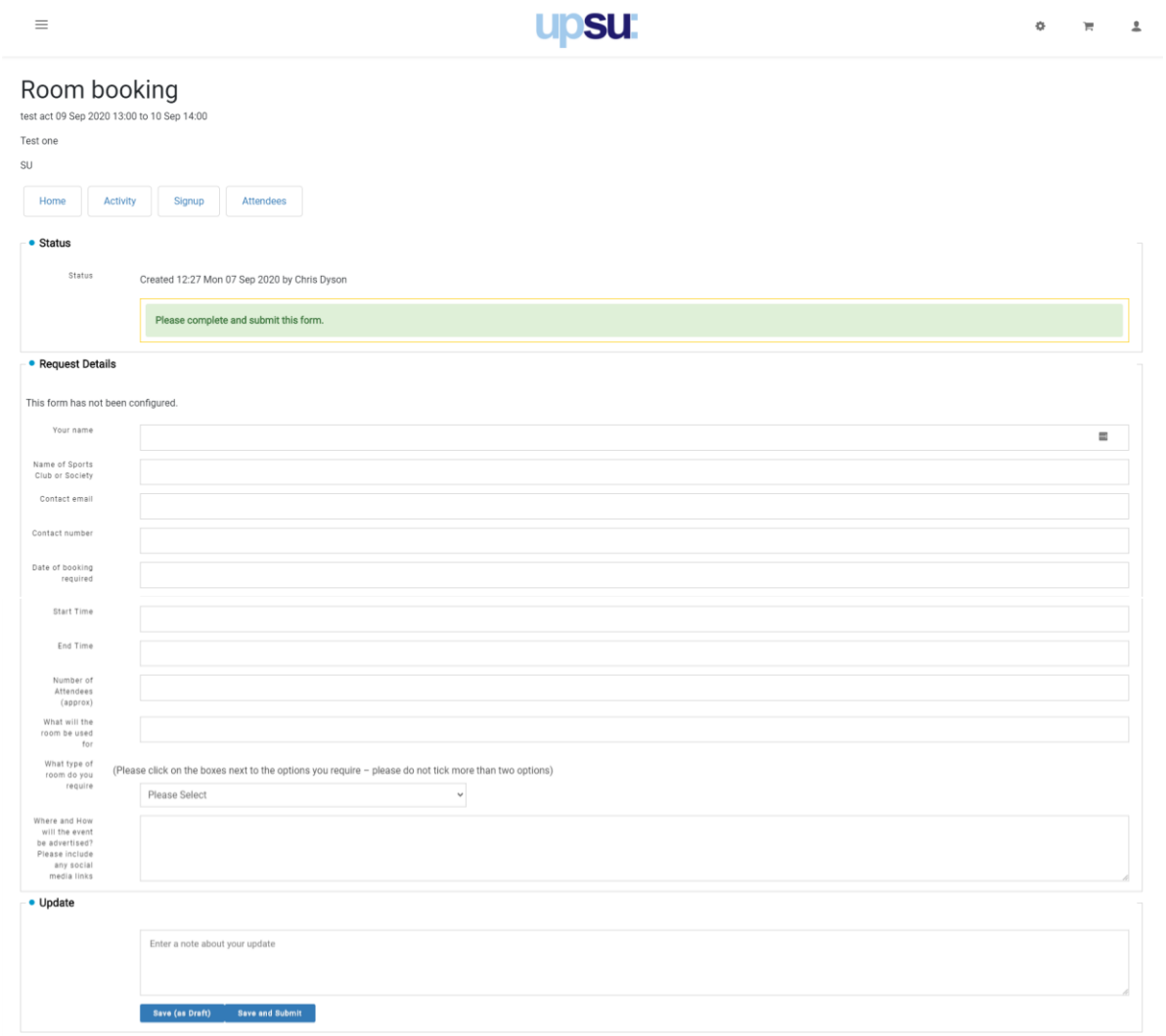


Using Room bookings as an example, all your room bookings forms will show below, showing the activity name that they are connected to and other details too. You will also see the status of each request, along with notes and who edited it/ queried it last. In the screenshot below, we can see that 2 of 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 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.



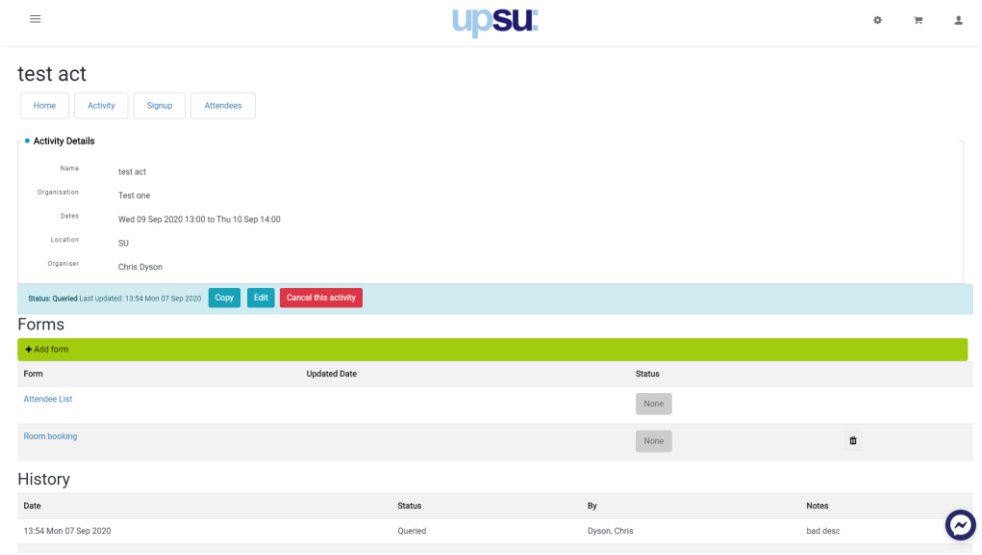
Activity – Queried Activity

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.

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.



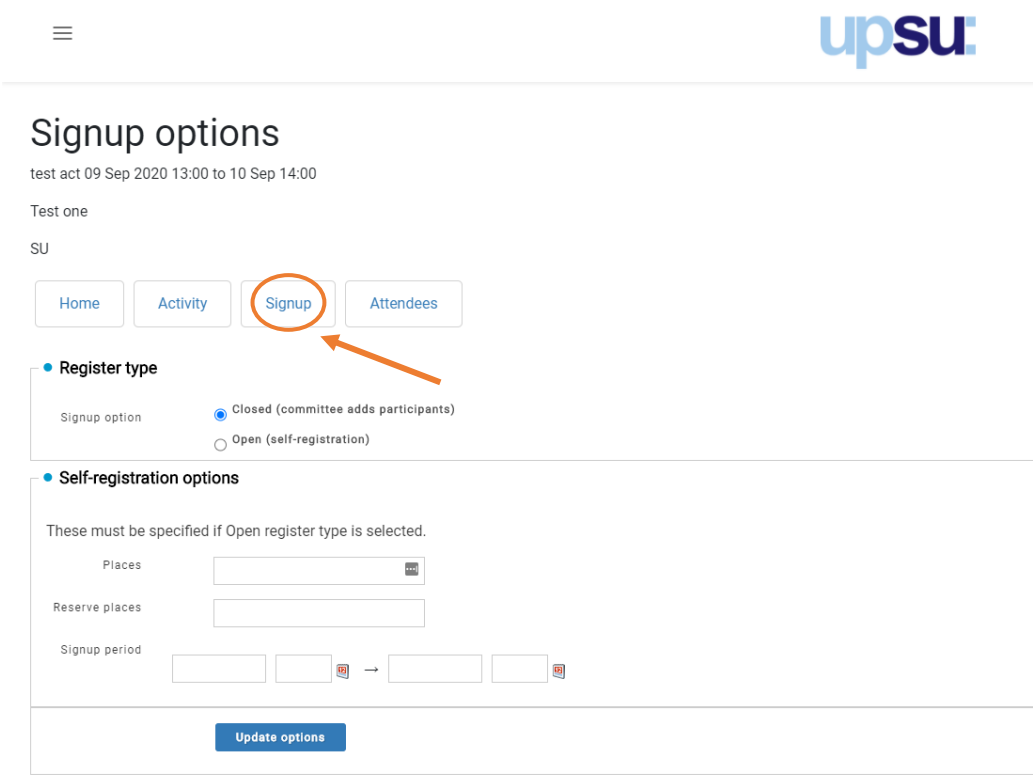
In the activity page, there are 2 buttons in the nav area to set you can sign up to the activity and see who has signed up.

Activity – Sign Up

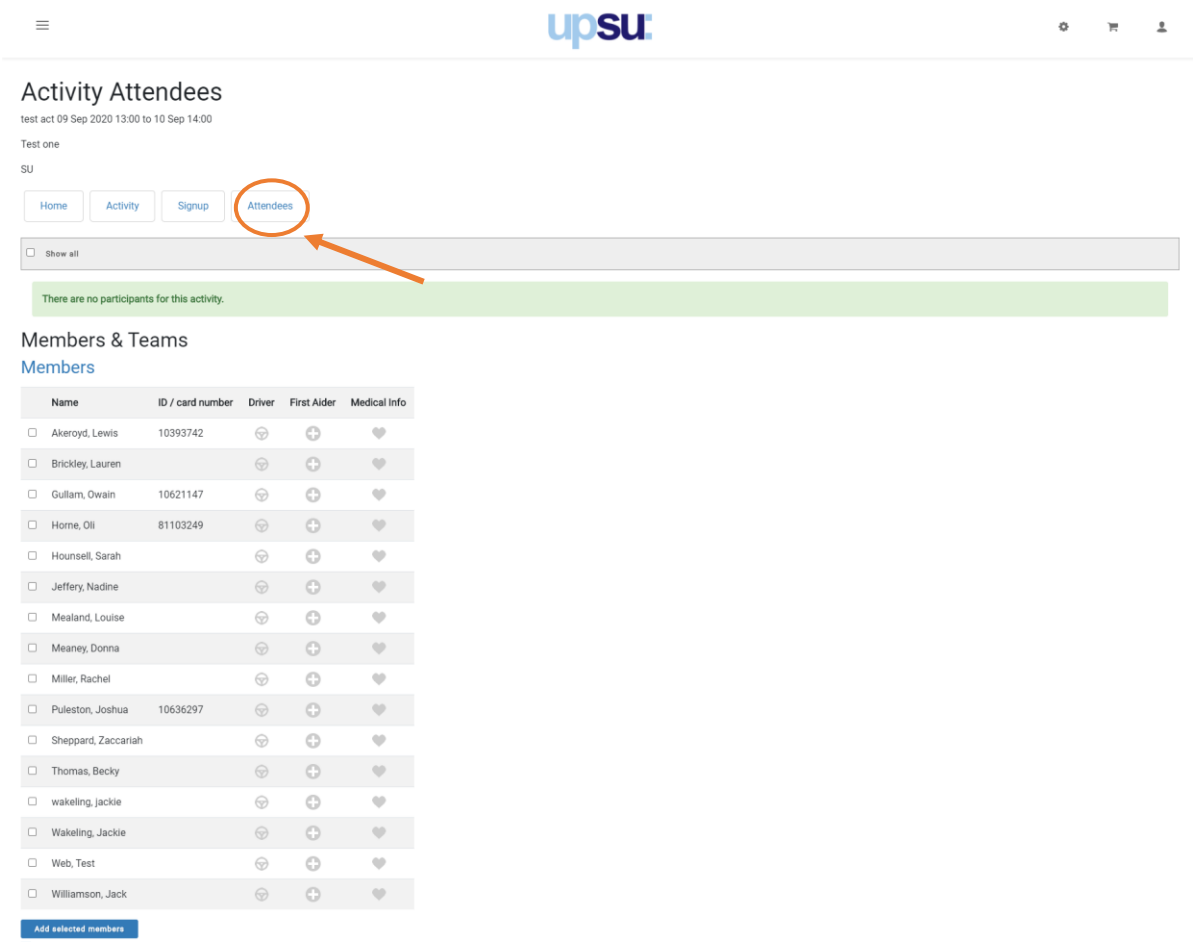
From here you can define who can sign up to the activity once it has been fully approved by SU staff. There are 2 options, closed or open sign ups.

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.

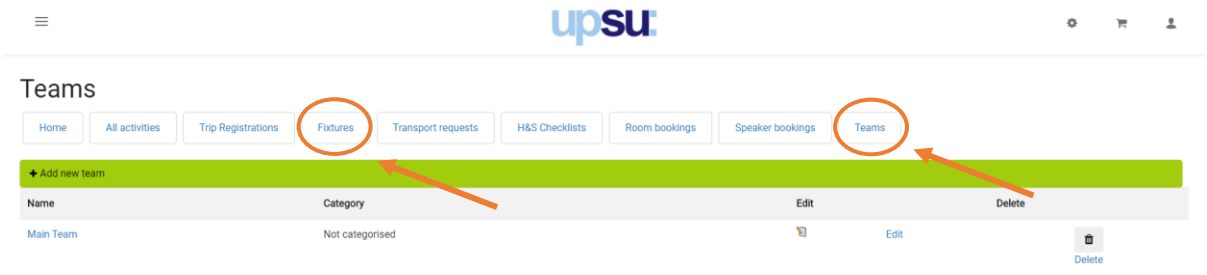


In the Attendees page, you can manually add students to the activity clicking on the members link on it, checking the tick box next to the students you wish to add and clicking the button ‘Add selected members’ to add them to the activities attendee list.



Activities – Teams

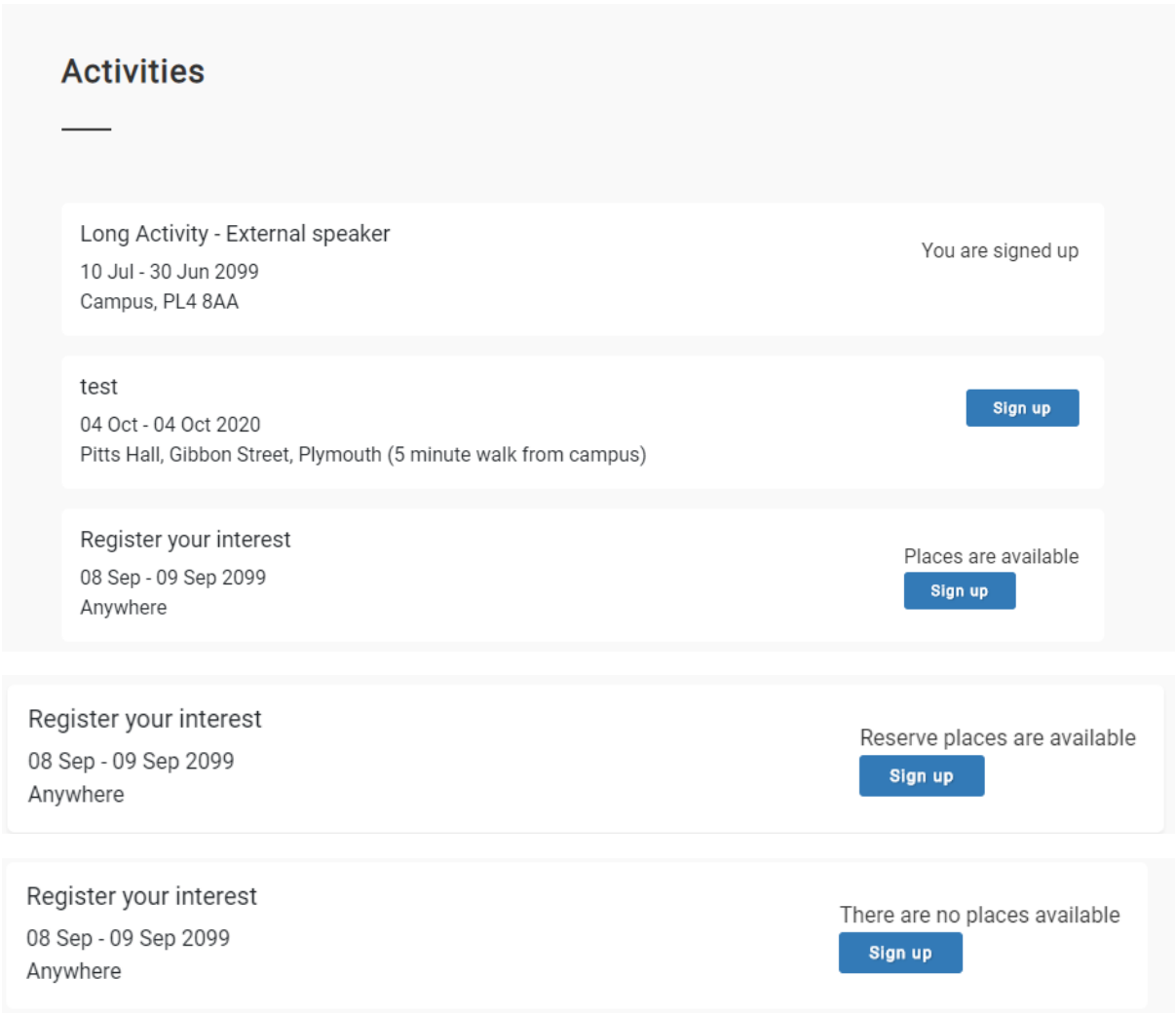
Another feature of the activities module, is the use of teams. This can be used to group members together into teams, or even groups for use with the fixtures, if you wish to use the fixtures feature. The fixtures feature is similar to an activity, in that it states the time and location of each event.



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).



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.