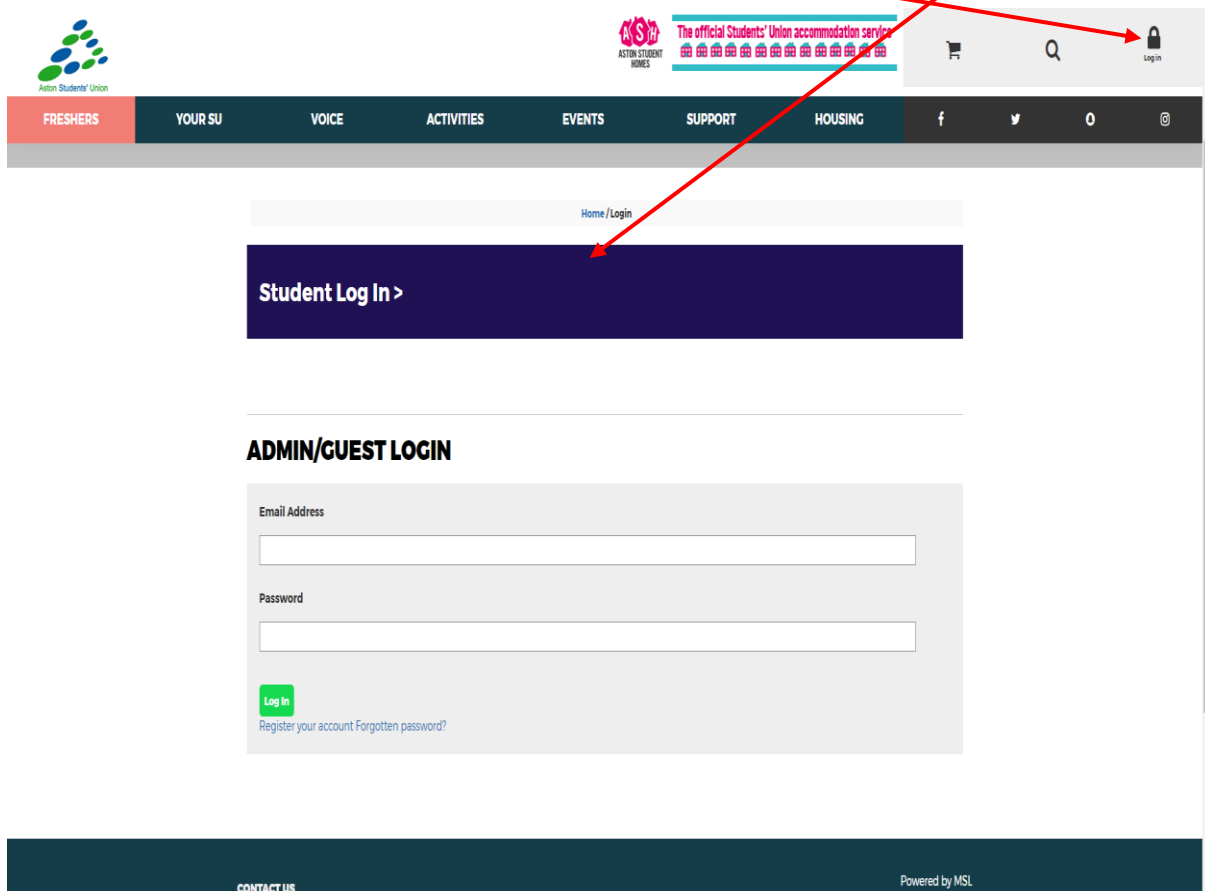


How to edit your Club/Society page!

To make your page more aesthetically pleasing it is essential that you update your page. In order to do this you need to upload a logo, add information about your society and upload an image or two. The basic information that you need to have is: who you are, what you do as a society and what benefits people will get if they join. To edit your page I recommend you use Internet Explorer as it works better with our website.

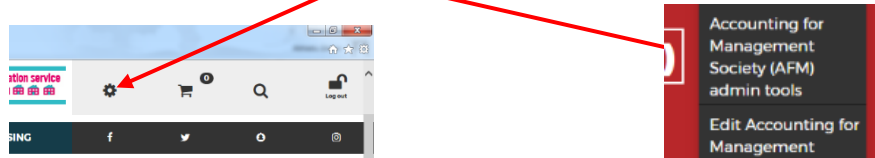
For those of you who have a rectangular logo it is important that you change it to a square one, and for those of you who have a couple of lines of information in your main area you need to add more information about who you are and what you do please.

To log in you must click login at the top right hand corner of the website then you will be presented with a page prompting you to login that is not for you. YOU need to click the purple banner and then login with your student username and password.



The screenshot shows the top navigation bar of the Aston Student Union website. The 'Login' link is highlighted with a red arrow. Below the navigation bar, a purple banner reads 'Student Log In >'. Underneath this banner is the 'ADMIN/GUEST LOGIN' section, which includes a form with 'Email Address' and 'Password' input fields, a green 'Log In' button, and links for 'Register your account' and 'Forgotten password?'. The footer of the page contains 'CONTACT US' and 'Powered by MSL'.

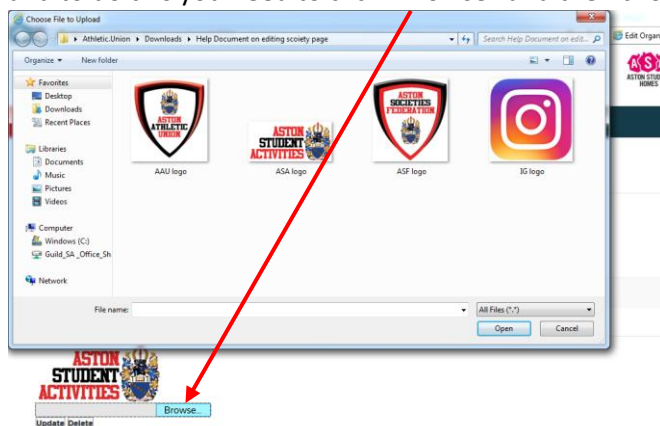
1. **Getting started** -In order to start to edit your page you need to login and after you have done that you need to click on the cog setting in the top right corner and from the drop down menu click on “admin tools”



2. Then you must click on “Edit Details”



3. **Adding a logo** - This will then allow you to edit your page. Firstly you need to upload a logo and to do this you need to click “Browse” and then choose your logo.



4. **Adding Contact Details** - It is important to update your contact information and your social media links. You are able to put in your Facebook and twitter but Instagram for the moment does not work as a link there but you are still able to have a link to Instagram (to do this is shown later in this guidance document).

Details

Email address
 This is your public email address for general contact.

Web address
 If you have an external website, enter the URL here.

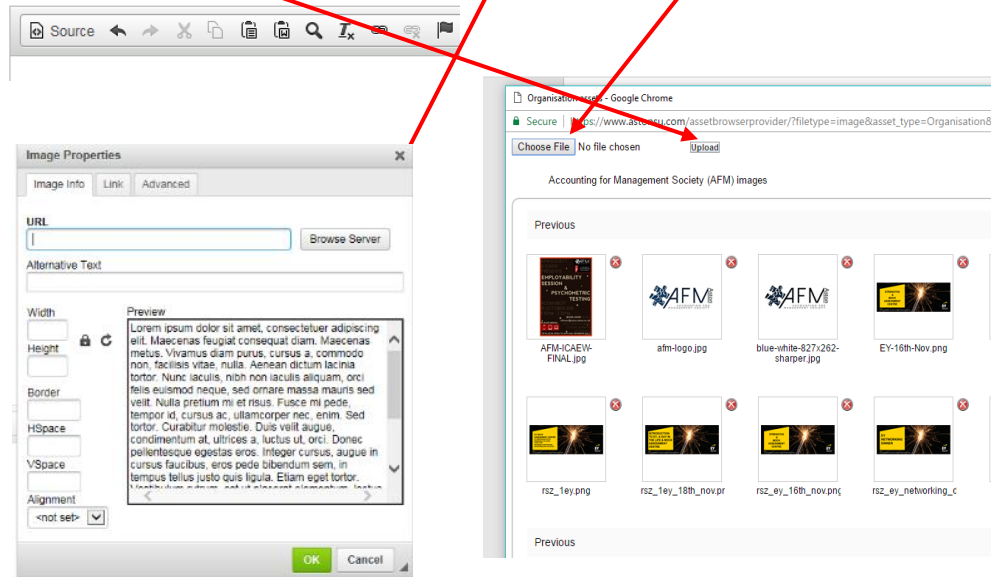
Twitter username
 Enter your Twitter username here.

Facebook URL
 If you have a Facebook page, enter the URL here.

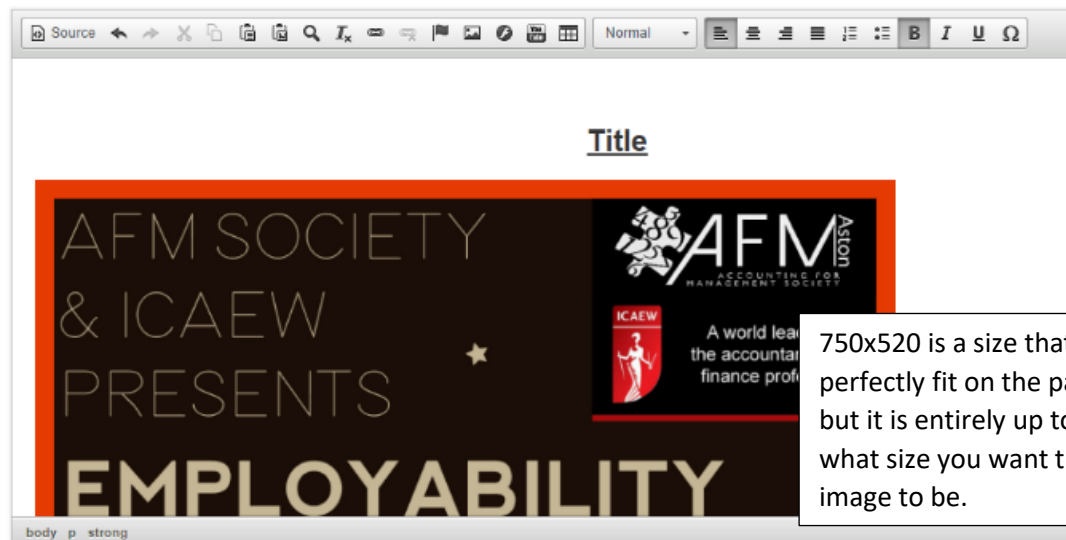
Instagram username
 Enter your Instagram username here.

5. **Main Body** - Now this is where you have to make your page look appealing to potential members and make them want to join your Society/Club. Give yourself a heading, a description of who you are and what you do. To upload an image you need click the image icon in the toolbar at the top, then “Browser Server” then “Browse” again and then finally “Upload” after this you are able to select the image you want – You are able to resize images.

Description

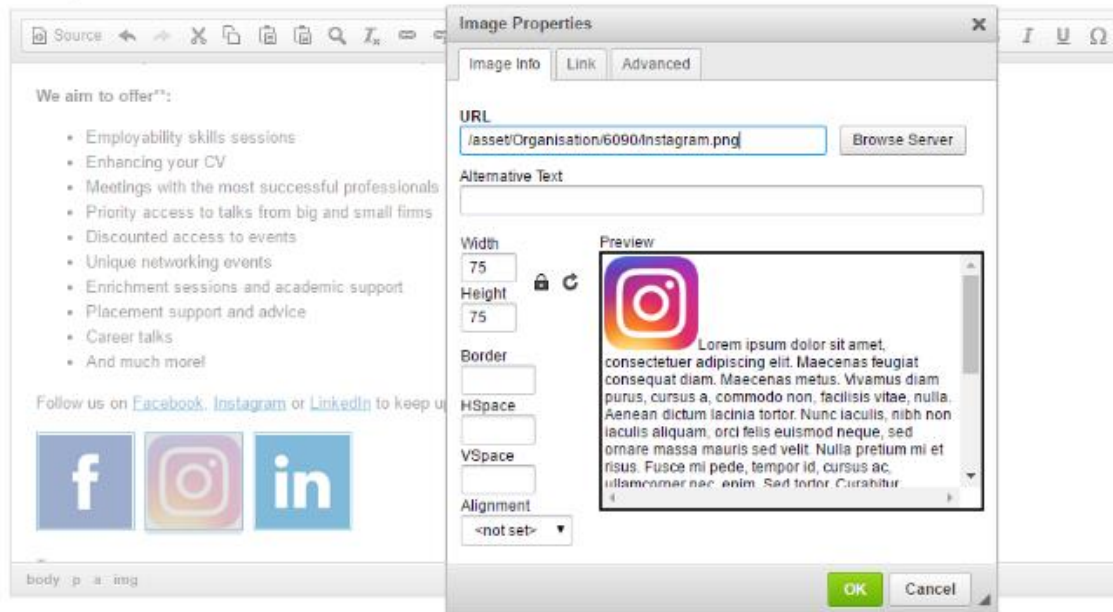


Description



It is not possible to edit the content of this page.

Description



6. **Adding social media links** – Adding a social media link to your page really enhances the experience. It would be useful to add as many social media links as you have. To do this you must firstly insert a photo of the logo of the social media site, this is done in the same way we have previously shown. You must first double click on the image you have uploaded then click on the “link” tab at the top of the page and lastly enter the URL link for your social media page.

If there is anything more you need to know on how to edit your page or if you require any assistance please do not hesitate to contact us.