University of Nottingham Students' Union

How to change the details on your Group's web page

Introduction

Within the SU's new system, SUMS, it is easy to amend your student group's primary web page using the new Member Dashboard: the following document will explain how to go through this process.

Before we begin, let us just first say a couple of things. Firstly, there is functionality within the system for you to have some additional pages but development of these pages will currently have to be performed by a member of SU Staff: please contact the team that supports you and they'll be able to signpost you to the correct place. Secondly, please be aware that before any changes are visible on the page a member of SU Staff must approve the changes: there may occasionally be a backlog to work through.

An accompanying video to this document can be found at the following link

Where to go to change your web page.

Firstly log in to the SU website by going to su.nottingham.ac.uk and selecting 'log in'.

Log in to the portal with your normal student log in details and you should see a button that says 'Member Dashboard' at the top of the website. Click on this link to go to the Member Dashboard.

Within the Member Dashboard you should see a list of the groups that you manage in the 'My Memberships' section. Click the button that says 'Manage' next to the group that you wish to change the web page of.

How to change your web page

After going to the Member Dashboard for the group that you manage, you should see a few options of things that you can do on the left hand side. Scroll down to the option that says 'Website Settings' (it is depicted with a picture of a web page).

Please be aware that things such as products and events on your page should be amended by using other functions in the Member Dashboard and will not be found here.

Within web page settings you can change the following aspects:

Group Description:

- A web page editor which includes limited HTML editing should be visible within the Group Description box.
- Additional HTML options are within the Format menu, and the page will also allow you to input your own HTML if you are familiar with the language.
- If you wish to remove all information from the page as it currently is, you can click the File menu and select 'New Document'.

Social Media Links:

- There are options for you to change your Facebook, Twitter, Instagram and YouTube profiles on the page.
- Please only input the **username** of your social media profiles, and please ignore any backslashes when you do so. If you input backslashes or URLS then a proper link to your profiles will not be able to be there on the page.

Thumbnail:

- You can change the logo of your group by uploading a new image.
- Please be aware that there are image constraints for this thumbnail, and the file must be a maximum size of 512kB.

After changing any details that you wish to change, click **next** to go to the Submission screen.

Within the Submission screen press **finish** to submit your website change requests: until you submit, no changes will be actioned.

What happens after you press Finish

After you submit your settings request, a notification will be given to a member of staff that says that you want to change your webpage.

A member of staff will deal with your notification, and once they approve your changes will be visible on your webpage.

Training Document compiled by Sam Nichols: Insight Manager
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