**QPay Guide for Existing Societies:**

**Getting Going.**

This guide is intended to help existing Societies to quickly get set-up on our new Societies Platform – QPay. This guide will explain the steps needed to get up and running and some steps you might want to take afterwords.

Please nominate one person to be responsible for following through with the actions throughout the process – namely your President or Vice-President where possible.

**‘Affiliation’:**

As existing Societies, you are already affiliated with DUSA, so please do not be alarmed by the forms or steps mentioning affiliation again or submitting signatures etc. This is merely because there is no way for us to manually set you up on our end without going through these steps, but there are ways to expedite the process.

1. **Expression of interest:**

Please fill out the form at the following link to begin the process - <https://unionportal.getqpay.com/form?fid=124>.

1. (**Drop down box**) - click “Society not listed? Click here to add.”

* Enter your full Society name and your @dundee.ac.uk Society Mailbox address only.
* For your username and password please just use your Society name as both – this can be changed later.

1. (**Name of Proposed Society**) - Re-enter Society name.
2. (**Name of Proposer**) - Enter your name “John Doe” – “Committee Position.” This is to help keep track of who I am communicating with throughout the process.
3. (**Matriculation Number**) - Enter matriculation number.
4. (**Dundee University Email Address**) - Re-enter @dundee.ac.uk Society Mailbox address please.

Submit and enter code sent via email. You will then receive an email from “Dundee Students Association” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it) confirming receipt of the form.

1. **20 Signatures:**
2. Once I’ve accepted the previous form you will receive an email from “DUSAUK” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it), saying that your form has been accepted. Now, click the “Fill out next form” button.
3. Select your Society and click the tick box.

Submit and enter code sent via email. You will then receive an email from “Dundee Students Association” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it) confirming receipt of the form.

* I will accept this form without the need for you to get the signatures as you are already affiliated once I receive it.

1. **Constitution:**
2. Once I’ve accepted the previous form you will receive an email from “DUSAUK” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it), saying that your form has been accepted. Now, click the “Fill out next form” button.
3. Upload your Society Constitution.

Submit and enter code sent via email. You will then receive an email from “Dundee Students Association” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it) confirming receipt of the form.

* I will accept form this without the need for you to have your Constitution properly checked as you are already affiliated once I receive it.

1. **AGM.**
2. Once I’ve accepted the previous form you will receive an email from “DUSAUK” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it), saying that your form has been accepted. Now, click the “Fill out next form” button.
3. Please upload a copy of your AGM Minutes. If this is genuinely not possible, please just upload a blank document.
4. Click the check box.

Submit and enter code sent via email. You will then receive an email from “Dundee Students Association” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it) confirming receipt of the form.

* I will accept this form without the need for you to send your actual AGM Minutes as you are already affiliated once I receive it.

1. **Society Council Meeting**
2. Once I’ve accepted the previous form you will receive an email from “DUSAUK” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it), saying that your form has been accepted. Now, click the “Fill out next form” button.
3. Upload a blank document for your “Society Blurb/Summary.
4. Enter your name.
5. Enter your @dundee.ac.uk Society Mailbox address.

Submit and enter code sent via email. You will then receive an email from “Dundee Students Association” / [Mail@quicklypay.it](mailto:Mail@quicklypay.it) confirming receipt of the form.

* I will accept this form without the need for you to go to Societies Council as you are already affiliated once I receive it.

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**Next Steps.**

In the final confirmation email you will receive your QPay login details again, a link to login to your Society Portal - <https://portal.getqpay.com/login> and a link to a guide on how to use QPay. The following will be a rough guide on how to utilise the basic functions that QPay has to offer.

**Memberships:**

The bread and butter for all Societies is your Membership. It is how most make their core funds but more importantly how you grow your Community.

1. Click “Memberships” at the top of your dashboard.
2. Create a URL – simply type in your Society name i.e “VPSA.getqpay.com” and click confirm.
3. Click “Add Membership Type.”

* You will be able to have complete control over the name, description, price and length of validity of the Membership along with the design of your Membership ticket/Wallet design – you will have to upload your desired image for the pass, Apple and Google Wallet’s.
* You will be to ask questions such as year of study or whatever you would like to help you understand your Membership better and to run your events with ease.
* For your “Support URL” it must start with [https://](NULL) I recommend directing to the Societies page <https://www.dusa.co.uk/societies>.

It might be worth creating a free Membership for all of your existing Members before you begin advertising to new Members to help migrate from Eventbrite.

Once you have your first Member signed up (typically yourself), you’ll able to manually input a Members data and even use a provided .csv template to do a mass import of the Membership data you already hold.

**Events:**

Under the Events tab, you will be able to keep track of all of the events you have and are running, your previous year and current years revenue from ticket sales. You’re able to set up an event in 3 easy to follow steps.

1. Set up your event name, description, venue, relevant links/banners and timings etc.
2. Set up your ticket prices, names and requirements – for example, you can require that certain tickets can only be bought by those with a certain membership type, include dietary requirement questions and much more!

* You’re also able to decide whether the Society absorbs the ticket fee or whether you can pass it onto the buyer from the get-go, so there is no hidden extra costs when you check out. QPay will even tell you what the full amount will be when setting the price.

1. Publish and share!

**Merchandise:**

Set up your own merchandise store without needing to pay for an additional website and keep your store management centralised.

**SMS/Email Campaigns:**

Qpay has the built in ability to send mass emails to your Society Members through either/and/or SMS and Email regardless of where your Members are in the world at no extra cost! Use this feature to launch new campaigns, contact Members about event information and updates and you can even group Members e.g. “Society Ball Table 2”, “Free Membership” or “Merchandise Owners” etc.

**Union Forms:**

Under the “Union Forms” tab, you’ll be able to access the usual forms from our website – banking registration, requests, promotion requests and more! The benefit here is that you can see the status of your form and requests through the app and vice versa from our side. We’ll be able to send you reminders for forms that need completing and provide you with feedback on them as well as provide instantaneous decisions.

**Settlements/Pay-outs:**

You can view a list of all of your Society payouts under the “Settlements” tab. In order to set up your payment details, click the three dots at the top right of the screen, click settings, input the following details:

* Account name: Dundee University Students Association.
* Sort Code: 83-18-38
* Account Number: 00119448.

Please leave the VAT Number empty and enter the following details as your full address:

* Airlie Place, DD1 4HP, Dundee, Scotland.

**Support:**

If you have any issues please get in touch at [vpsa@dusa.co.uk](mailto:vpsa@dusa.co.uk) and CC in [societies@dusa.co.uk](mailto:societies@dusa.co.uk). If there’s nothing we can do to help then we have a dedicated support staff at QPay who’s able to help us, help you!