MYDUSA SET UP GUIDE

setting up your society's online presence

CONTENTS

WELCOME TO MYDUSA

If you've ever bought an event ticket, voted in the DUSA Elections, or bought anything on the online store, you've used myDUSA. It's a simple to use platform and keeps everything all under one roof – easier for both us and you!

This guide will hopefully give you all the information you need on setting up and using myDUSA for your society management, but if you have any questions, please get in touch with the Societies Officer or VPSA at societies@dusa.co.uk and VPSA@dusa.co.uk respectively.

WHY DID WE LEAVE RUBRIC?

Honestly? We heard your complaints.

You told us that Rubric wasn't easy to use, it was a pain going between all these different websites and portals, and the forms were confusing. So, when our contract ended, we opted not to renew it.

For those of you who are really used to Rubric, the processes aren't all that different here. There's a little bit of setup admin, but after that, it's all smooth sailing – and it gives us capabilities we didn't have before to make the societies experience even better, so it's a win for everyone!

SETTING UP YOUR SOCIETY PAGE

The first step to setting up your society page is ensuring you have admin access, meaning you're registered as a committee member in the system. If you're registered properly, you should see this when you go on your society's page:
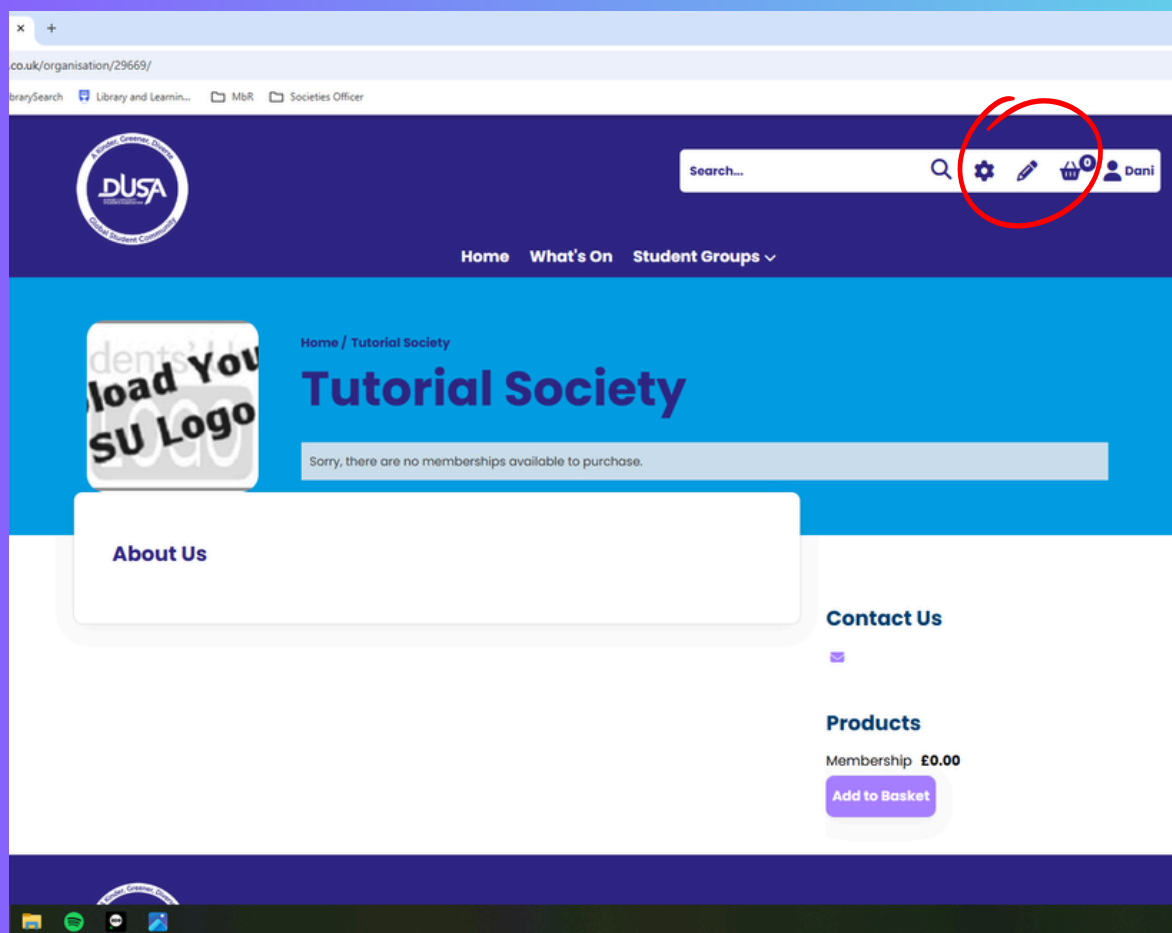
If you don't have this pencil icon, you should email the Societies Officer to have you added as an admin to your society's page.

If you do, click on it to be taken to your admin page.

Your admin page should look something like this:
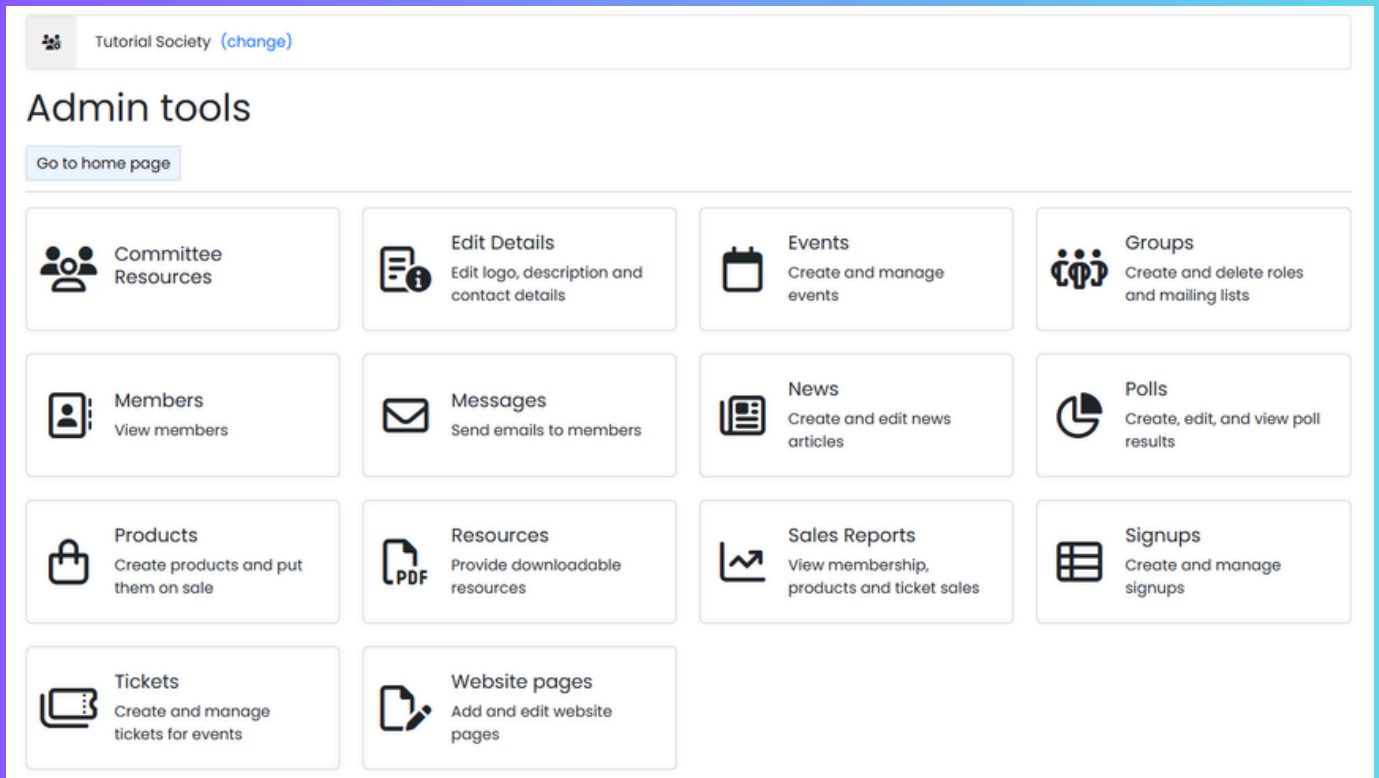
Don't worry if you don't have all of these permission buttons. The ones you should definitely have, and will use, are:

- Edit Details
- Events
- Members
- Tickets

The first thing we want to do is ensure that your page is up to date with all of its information, and a picture such as your society logo.

Click on the Edit Details button.

On the Edit Details page, you will be able to add the following details to be publicly viewable:

- Webpage Name (enter your society name)

- Logo (upload an image)

- Society email address

- Web address (for if your society has an external website)

- Phone number

- X/Twitter username

- Facebook URL

- Instagram username

- YouTube URL

- Society description

You do not need to fill in all of these fields, only the ones that are applicable to you.

Remember that the information posted on your webpage is public, so don't put your personal phone number in unless you're open to members of the public calling you about your society!

SIGN-UPS & MEMBERSHIPS

New members of your society can sign up through your society's page on MSL. On this page, they can pay their membership fee, which will be sent directly to your society's bank account.

Note: unfortunately, the system does not allow committee members to make changes to membership pricing themselves. Please contact the Societies Officer to set or change your membership pricing.

A list of members will be available to view through the admin page. You can use this to cross-check members for finances, or see how many members you have.

These details must be kept confidential at all times and no-one outside of your committee and the Societies Officer should have access to these. If in doubt, get in touch to ask!

SOCIETY MEMBERS AREA
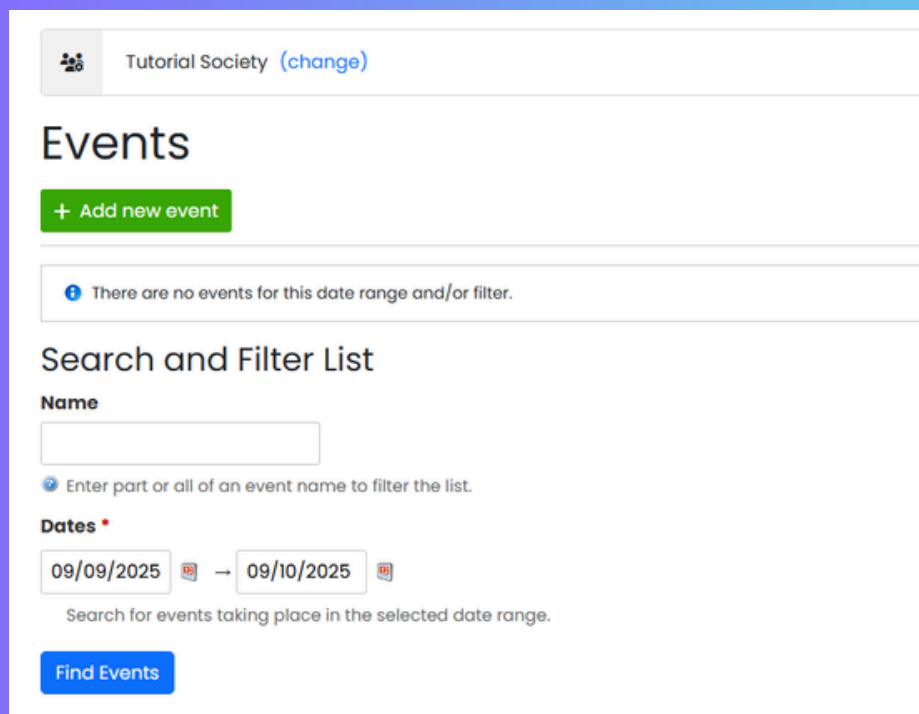
The Members Area will remain the same and will continue to have:

- All society guides
    - Societies Handbook
    - Venue Handbook
    - Liar Partnership Guide
    - New Society Start Up Guide
- All society forms
    - Venue booking form
    - Banking request form
    - Reaffiliation form
- All templates
    - AGM minutes template
    - Privacy Policy template
    - Constitution template
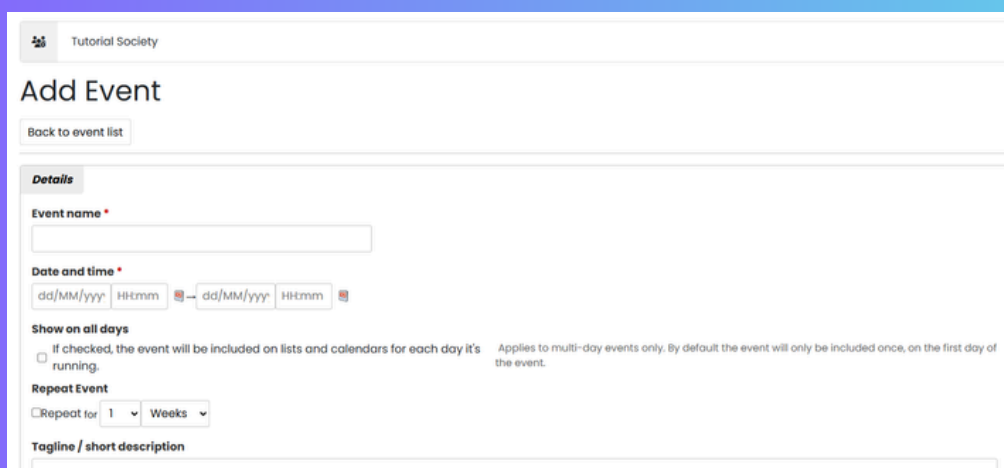   - Risk Assessment template

EVENTS & TICKETS

You can also use myDUSA to set up your events, and this will automatically sync them to the DUSA website.

On the admin tools page, click Events, and you should find yourself on this page:

Obviously, when you're first setting up, there won't be any events on there. Click the green '+Add new event' button to set up a new event, and you should see this:
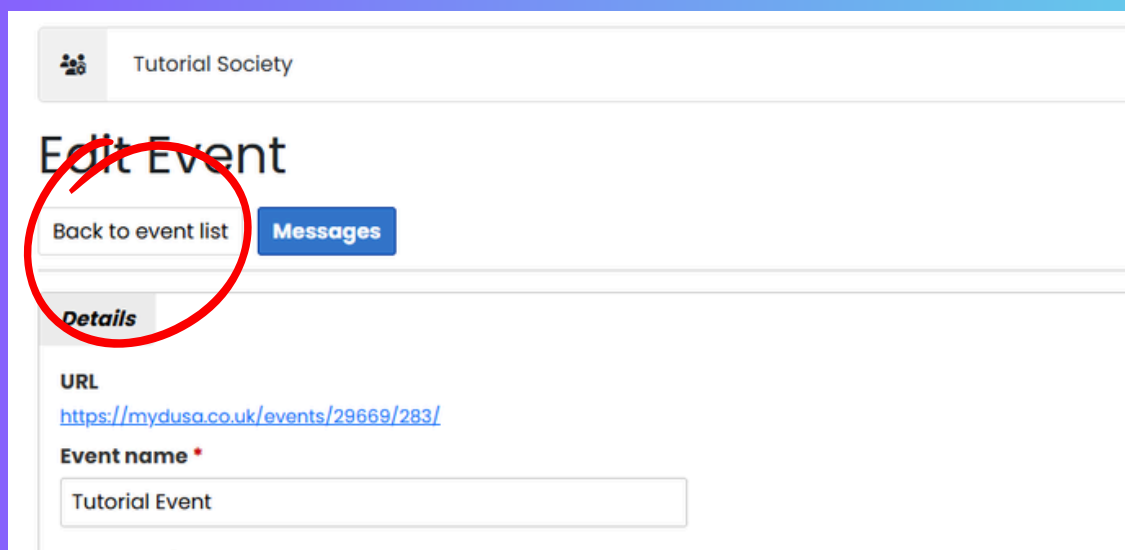
On this page, you'll be able to input all of your event details, including if it's a repeating event (e.g. weekly, monthly).

Once you've filled in all of your event's details, click 'Save' at the bottom.

Scroll back to the top of the back and click 'Back to event list.'

Your event will now be visible on the main DUSA website. If you have not input a picture for your event, it will show the DUSA logo by default.

The next step will be to add tickets for your event. Back on the admin tools page, click 'Tickets' and you should see the following page:

Fill in the pop-up with details of the ticket. You might just have one ticket type, or you might have multiple, so fill out this pop-up as many times as you need to.

You can also enter a limit on numbers of tickets, and a limit on how many tickets each person can buy.

Once you have added a ticket, you will be able to see it here, including how many tickets of each type you have sold.

If you're having any trouble getting tickets set up in the way that you need them, get in touch with the Societies Officer who can add additional types for you.

KEY CONTACTS

Dani McFawns (Societies Officer)
societies@dusa.co.uk / @dusa.societies