# Adding your event to the YUSU Website

This section allows you to submit an event application to add your events and tickets to the YUSU website. Doing this will allow you to inform us of your event, sell tickets to it, and see who will be attending.

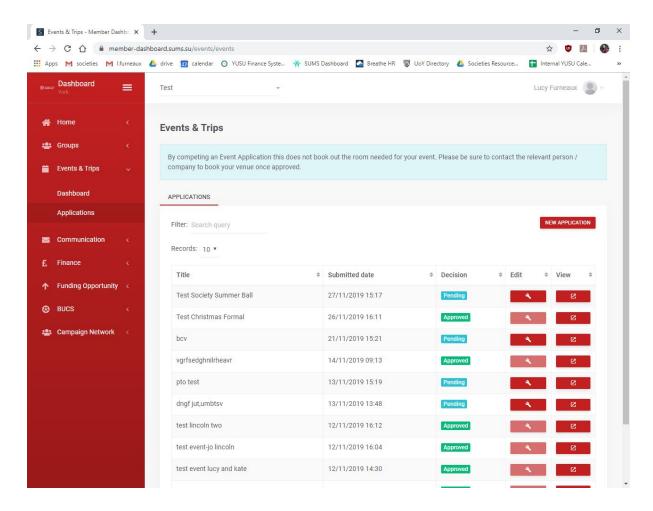
This guide is for committee members only, and is done through the <u>Member</u> Dashboard.

#### **Events Dashboard**

From here you can see all the events you've applied to go on the website. For each one you can click **View**, where you can see the details you provided for each event, any products you added for it, and whether the event and its products have been approved.

# **Applications**

Here you can see a full breakdown of all the events you've applied to go online and whether they were **Approved**, **Declined**, or are **Pending**. You can **View** them all, and **Edit** those which are still Pending. If your event has been approved, you can no longer edit it, but if you contact your link staff member they'll be able to do this for you.



## How to create a new event application

- Click the **New Application** button
- Fill out the relevant parts of the form. These are the only **necessary** parts:
  - Select whether it is an **Event** or a **Trip or Online Event**
  - o Provide the **event name**
  - o Provide a **description** for your event
  - o Provide the start date and time of the event
  - o Provide the **end date and time** of the event
  - o Provide the **venue/location** of the event
  - Let us know if you would like the event to be **published** on the website
- If you are running a **trip** you should provide additional information so we are fully aware of your plans and can support you in ensuring the trip is safe, but you don't need to provide full addresses
- Don't worry about Driver Type; this section is not currently used by us
- If you have a Facebook event, link it in the box provided
- If you'd like your image to have a **personalised thumbnail**, please upload it *This must be a maximum of 512kB*.
- Click OK

If you wish to add tickets to your event, you must do so now. Tickets cannot be added after an event is approved. Find out how to do so below.

Once your application is submitted, you have the option of adding further information including a risk assessment and information about external speakers. These are not necessary. You should instead fill out an <a href="EMF">EMF</a> or <a href="Off-Campus Events Notice Form">Off-Campus Events Notice Form</a>, and if we then require additional information from you it will be requested. If you require a float for your event, please email the Finance Office to request this, rather than ticking the box provided for now.

#### How to add tickets to your event:

- Click on the View button for your event and then head to the Products tab
- Select New Product
- Fill out the form:
  - o Provide the ticket name
  - Provide the ticket price
  - o Provide the date and time you'd like ticket sales to start
  - Provide the date and time you'd like ticket sales to end

- Provide the maximum number of tickets which can be purchased per transaction
- Select **how** you'd like tickets to be sold
  - Offline tickets can be purchased in cash at YUSU Helpdesk
- Select who you'd like to be able to purchase tickets
  - This can be limited to members of your group (select Group Members AND Student Sales); open to all students; or open to the public
  - Select all the ones you'd like to apply
- Department: Select your group account
- Nominal: Select the relevant Nominal Account for your group this ensures the money will go to your Own Funds account:

Societies/Media: 2050
Sports Clubs: 2150
Volunteering: 2400
Colleges: 2250
PTOs: 2460

- VAT: Select 0%
- o Provide how many of this type of ticket you have available to sell
- o Click OK

Once you've submitted your event and all your products, you'll need to wait for a YUSU staff member to **approve** them. Your link staff member should check these regularly, but if it's urgent you may wish to **email them** to let them know you've put it through. **Products** (tickets) also need to be approved by the **Finance Office** before they can go live online. Please submit your applications with plenty of notice to ensure your tickets are online when you want them to be.

Please ensure that all details are correct and that you've included all the tickets you'd like to sell. You won't be able to add new tickets later on.

Once your event is approved it will appear on the Dashboard as an **Upcoming Event**. To see who's purchased a ticket, you'll need to head to **Products** and select the relevant ticket.

If non-students have purchased a ticket, they will not be visible here. Please contact your link staff member for details of non-student ticket purchases.

## Need further help or information?

#### Contact our societies team below:

Ollie Martin (Activities Officer)
<a href="mailto:o.martin@yusu.org">o.martin@yusu.org</a>
<a href="mailto:activitiesofficer@yusu.org">activitiesofficer@yusu.org</a>

Lucy Furneaux (Student Opportunities Coordinator)
<a href="mailto:l.furneaux@yusu.org">l.furneaux@yusu.org</a>

#### Contact our IT team:

itsupport@yusu.org

# **Contact our Events team:**

Events@yusu.org