

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 [Member 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.

The screenshot shows the 'Events & Trips' section of the Member Dashboard. A light blue notification box at the top states: "By completing an Event Application this does not book out the room needed for your event. Please be sure to contact the relevant person / company to book your venue once approved." Below this is the 'APPLICATIONS' section, which includes a search filter, a 'NEW APPLICATION' button, and a table of records. The table has 10 records, each with a title, submitted date, decision status, and edit/view options.

Title	Submitted date	Decision	Edit	View
Test Society Summer Ball	27/11/2019 15:17	Pending	[Edit]	[View]
Test Christmas Formal	26/11/2019 16:11	Approved	[Edit]	[View]
bcv	21/11/2019 15:21	Pending	[Edit]	[View]
vgrfsedghnilrheavr	14/11/2019 09:13	Approved	[Edit]	[View]
pto test	13/11/2019 15:19	Pending	[Edit]	[View]
dngf jut,umbtsv	13/11/2019 13:48	Pending	[Edit]	[View]
test lincoln two	12/11/2019 16:12	Approved	[Edit]	[View]
test event-jo lincoln	12/11/2019 16:04	Approved	[Edit]	[View]
test event lucy and kate	12/11/2019 14:30	Approved	[Edit]	[View]

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**
 - Provide the **event name**
 - Provide a **description** for your event
 - Provide the **start date and time** of the event
 - Provide the **end date and time** of the event
 - 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 [EMF](#) or [Off-Campus Events Notice Form](#), 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:
 - Provide the **ticket name**
 - Provide the **ticket price**
 - 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%**
- Provide **how many** of this type of ticket you have available to sell
- 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)

o.martin@yusu.org

activitiesofficer@yusu.org

Lucy Furneaux (Student Opportunities Coordinator)
l.furneaux@yusu.org

Contact our IT team:
itsupport@yusu.org

Contact our Events team:
Events@yusu.org