



JM
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Student Group Webpage Group

HERE
TO
HELP

Student Group Webpage Guide

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Disclaimer

Committee Members are responsible for and must be compliant with the GDPR. The data on the system can only be downloaded if committee members ensure data is kept safe and secure. Please report any breaches to your Co-Ordinator.

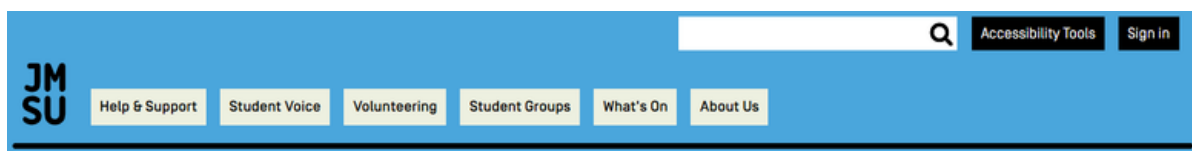
If the StudentGroups system is abused, you will be taken off the platform. Please be aware at all times of what you are uploading and sending. If you breach your responsibilities set out in the Student Code of Conduct, the Disciplinary Procedure will be enforced.

Admin Rights

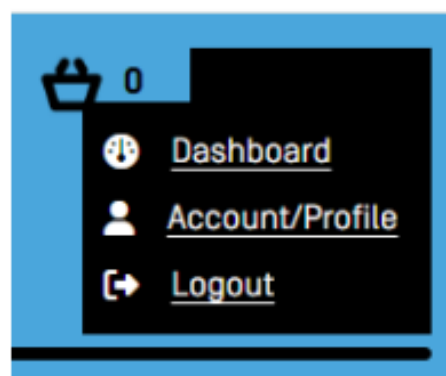
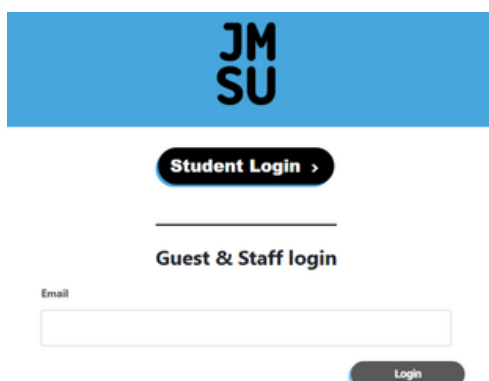
You will only be given access to your student group's webpage after you have completed the Committee Training and bought a membership for your group.

Logging On

- Visit JMSU.co.uk
- Click the Sign In button on the top right corner
- Sign in with your university email (not your username e.g. J.Moores@ljmu.ac.uk).



- Once logged in, put your cursor over your name on the top right corner and a new tab should pop up
- Click on Dashboard. If this option doesn't come up, please email studentgroups@ljmu.ac.uk



Dashboard

Dashboard

When you log into your account, this is the main dashboard you will see for your society webpage.

Choose Group
American Football (LJMU Fury)

Select the group to load the dashboard.

Group Summary	Configure Group	Your Usergroups	Your Members
 AMERICAN FOOTBALL (LJMU FURY) Contact Us Follow us on Instagram American Football is a powerful, tactical sport that combines explosive athle...		 3 USERGROUPS AVAILABLE	 65 APPROVED MEMBERS 0 APPROVAL PENDING
Manage Webpages	News & Articles	Group Communication	
 ADD COMPONENTS	 0 ONLINE 0 DRAFT	 0 EMAILS SEND 0 EMAIL DRAFT	

Find below details of what each button means:



Edit Logo



View Awards



Manage Usergroups



Questionnaire



Edit Webpage



Manage Members

- You will not need to use most of these buttons. The only one we suggest you to use is Manage Usergroups.

Please do not in any case, change the text on the group's webpage as it can cause the boxes to be removed.

We will send an email to committee at the start of the year to approve the content on the page.

If you do want to change any content on your webpage later in the year please send an email to studentgroups@ljmu.ac.uk.



Finding Your Members

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How to Find your Members

When clicking on Manage User groups, it will take you to the following page:

American Football (LJMU Fury)

Setup **User Groups** Content Management Membership details Communications

Add User Group

This section allows you to give edit permissions to users for this selected group. By default, you will see Administrators, Alumni and Current Members. You can edit these user groups or create new ones by using the 'Add User Group' button. For more information about how this works click here

Name	Member Count	
Administrators	[Show Count]	
Alumni	[Show Count]	
Current Members	[Show Count]	

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The 3 Main User Groups are:

- **Administrators** – These are any Committee members of your society
- **Alumni** – This is anyone who has been a member of your society in previous years. Once the year membership ends, your members will go into the Alumni User Group.
- **Current Members** – These people have paid to be a member of your society this academic year.

Click [Show Count] link to view the total number of people in each user group.

To view the individual names of people in each User Group, click the magnifying glass.

Once you have clicked the magnifying glass you can view more details about your members. This will include their name and email address. To find out more information click the Download demographics box.

Please ensure this information is being used within GDPR guidelines and is only used for the society needs

We suggest copying all the email address of your current members and setting up a Contact Group on Outlook in order to easily send an email to all of your members in one go.

If you have any other problems with using the dashboard please email **studentgroups@ljmu.ac.uk** or come to the **JMSU Reception in SLB**.



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