

STARTING UP AND ORGANISING YOUR SOCIETY

Your Society Email Account

Every society is provided an email account by the Students' Union.

- This is your society's primary method of communication
- It is a Gmail account with an email address which is clearly identifiable as your society
 - Eg: yoursocietyname@uwsunion.org.uk
- You can share log in details between committee members if you like. This will help share the workload between committee members and help make sure someone is always available to respond to emails.
- The Students' Union will use this email to keep you up to date with support and activities available to you. Your committee is responsible for sharing this information with all your society members.

We will set up your email and make sure the necessary people have access to this as part of your Society Training Session.

Your Society Webpage

Every society is provided a webpage as part of our [Societies List](#) on the Students' Union website.

- This is the starting point for promoting your society. It's where students find out that you exist, what it is you do and how to contact you.
- It's where students can sign up to join your society.
- It's also where you store and manage your membership list.

Your Society Admin Page

Once you've:

- Joined your own society
- Submitted your Annual Action Plan

we can give the relevant committee members admin rights to your society webpage. This is where you can update your webpage and manage your membership list.

Your admin page is where your membership list is stored. It can also be used to send emails to your members. **You must not store your membership list anywhere else. This would be a breach of GDPR (see p.34-37).**



Paramedic Society

Join society
£0.00
Paramedic Society
Standard Membership

Add to Basket

Home
Paramedic Society

About us

Paramedic Society

The Paramedic Society at UWS is a society based out of the University of the West of Scotland, Lanarkshire campus and aims to benefit Student Paramedics and other students at University with an interest in pre-hospital and emergency medicine (PHEM) and the wider medical field.

Admin tools

Go to home page

Edit Details

Website pages

News

Messages

Members

Groups

Signups

Surveys

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How to get to your admin page:

- Click on the **Log in symbol** and sign in to the website using your Student ID and password
- Click on the **⚙️ symbol** in the top right hand corner of the website page
- Click on your society's name in the drop down menu
- This will take you to your society's admin page

How to update your webpage:

Click the **Edit Details** tab to:

- Add links to any social media pages or groups your society uses
- Add your society's logo (the Students' Union can help you design one)
- Update your page with information you would like people to know about your society. This should include the following information:
 - Purpose
 - Aims
 - Committee members
 - The best way to contact the society
 - Upcoming events and activities

How to see your Membership list:

- Click the **Members** tab to see your list of current society members
- This will show the names and Student IDs of all your members in alphabetical order

How to check for new members:

Students can join your society at any point during the year. It is good practice to regularly check if new students have signed up. Here's how you can check:

- Click the **Sales Reports** tab
- Select the date range you want to check
- Click on **Purchasers Report**
- Once you scroll further down, this will show you when new students have joined your society (within the date range you have chosen)

How to send emails to your members

- Click the **Messages** tab
- Click **Send email**
- Click **To**
- Select which members you would like to send your email
- Click **Add Recipients**
- Compose your email (don't forget to include a subject heading)
- Click **Send**