



UniSA SPORT

Club Website Functionality Handbook

UNISA SPORT



University of
South Australia

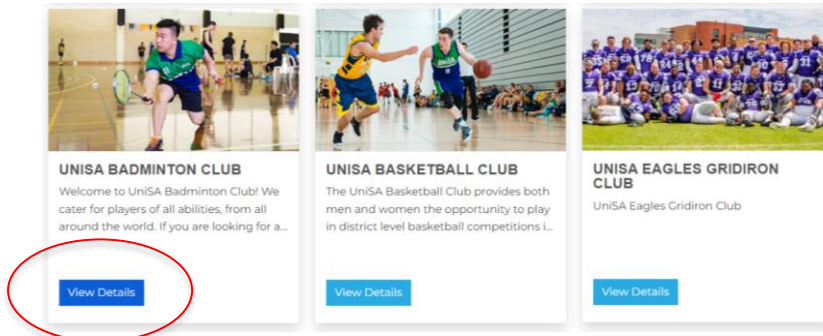
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Contents

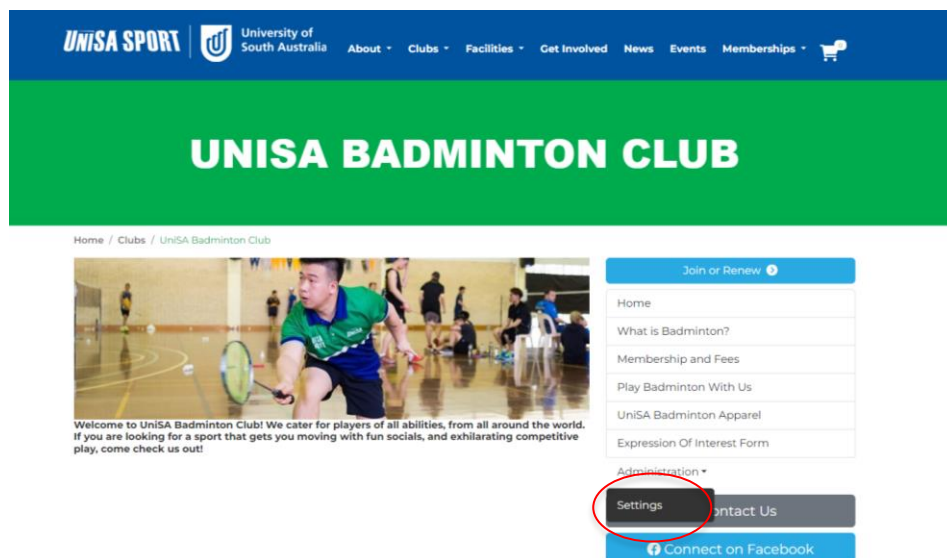
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1. Logging In As A Club Administrator

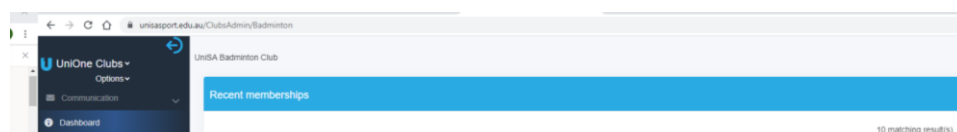
- Search for your Club on the website. This will normally be accessed from the Clubs Search page: <https://unisasport.edu.au/clubs/search>
- Select 'View Details' and you'll be directed to the Club Details page.



- In the right hand menu there will be a section entitled 'Administration' which when selected drops down a 'Settings' link. Click on Settings:



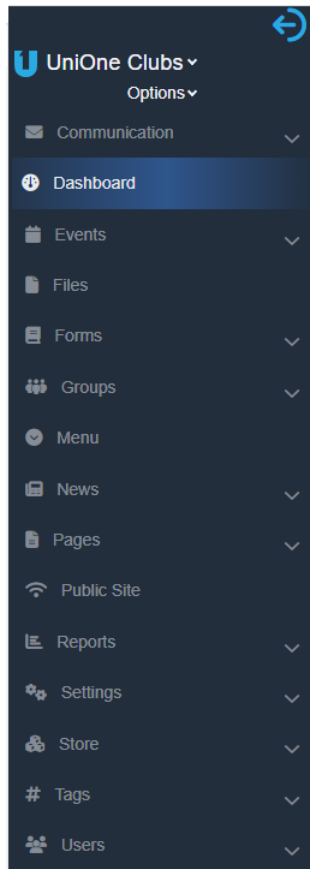
- If you have not already logged into the website – you will be directed to log in at this point.
- You will be directed to the Club Dashboard page. The Club name will be listed at the top of the page – example:



- You can bookmark this new you can URL (<https://unisasport.edu.au/ClubsAdmin/Badminton>) for ease of future access to your Club.

2. Menu Options to Manage your Club

The Menu of options to administer your Club will be displayed on the left hand side of the screen – example:



A brief overview of each of these menu items follows.

Communication

Create and send communication campaigns to your club members:

The screenshot shows the 'New Communication Campaign' form in the UniOne Clubs interface. The form includes fields for 'Campaign Name', 'Communication Type' (set to 'Email'), 'Subject', and 'Body'. The 'Body' field is an HTML editor with a toolbar. On the right side, there are buttons for 'Send', 'Cancel', and 'Create'.

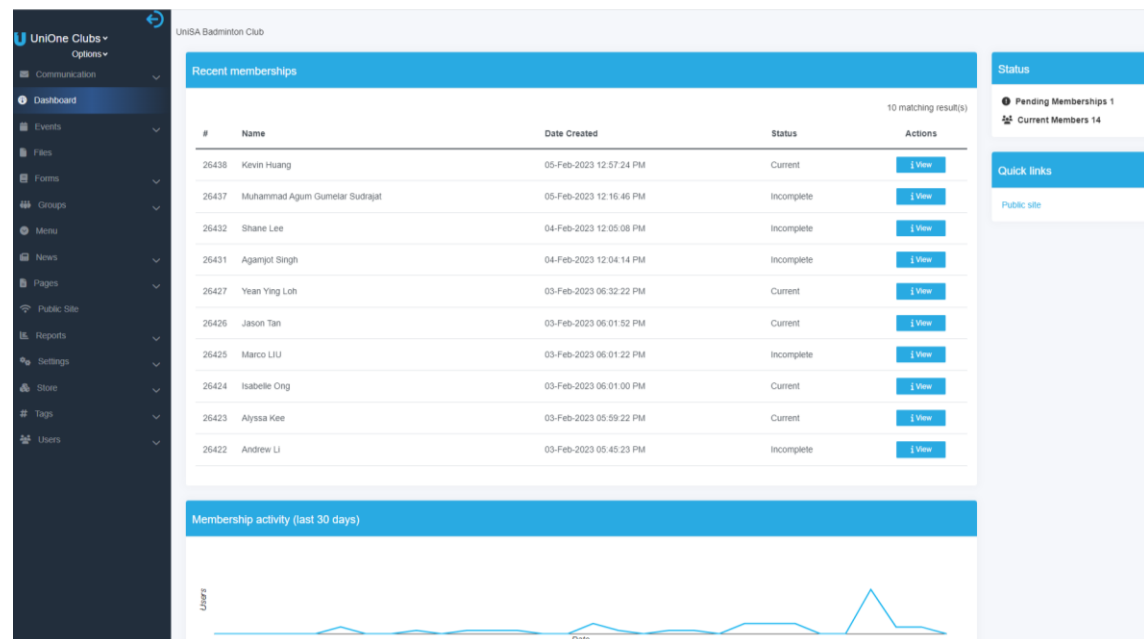
You can select the recipients for the campaign, by membership status, group and membership tag:

The screenshot shows the 'Recipients' selection screen in the UniOne Clubs interface. It features three main sections: 'Membership Status' with checkboxes for 'Incomplete', 'Pending', 'Current' (selected), 'Expired', and 'Inactive'; 'Groups' with a dropdown menu showing '2023 UniSA Badminton Club Member'; and 'Membership Tags' with a search bar and a 'Match Type' dropdown set to 'All'. On the right side, there are buttons for 'Send', 'Cancel', and 'Create'.

The Preview tab will enable you to send a preview email to specific users before you elect to Send the campaign, either now or schedule for a later date.

Dashboard

This is an overview of the most recent activity in the Club membership.



Events

Create one-off and recurring events that will appear on your public Club website in UniOne, on this page:

UniOne Clubs - Options

- Communication
- Dashboard
- Events**
- + New
- List
- Attendance Report
- Files
- Forms
- Groups
- Menu
- News
- Pages

Clubs / UniSA Badminton Club / Events / New Event

Name*

URL*

<https://unisa sport.edu.au/Clubs/Badminton/Event/>

Short Description*

This summary description can be used in search results. Plain text only.

Description*

Editor: HTML Editor

File Edit View Insert Format Tools Table Help

Paragraph Bold Italic Underline Link Unlink Bulleted List Numbered List Indent Outdent Undo Redo

Drafting options

Save Draft

Save Action Publish

Save

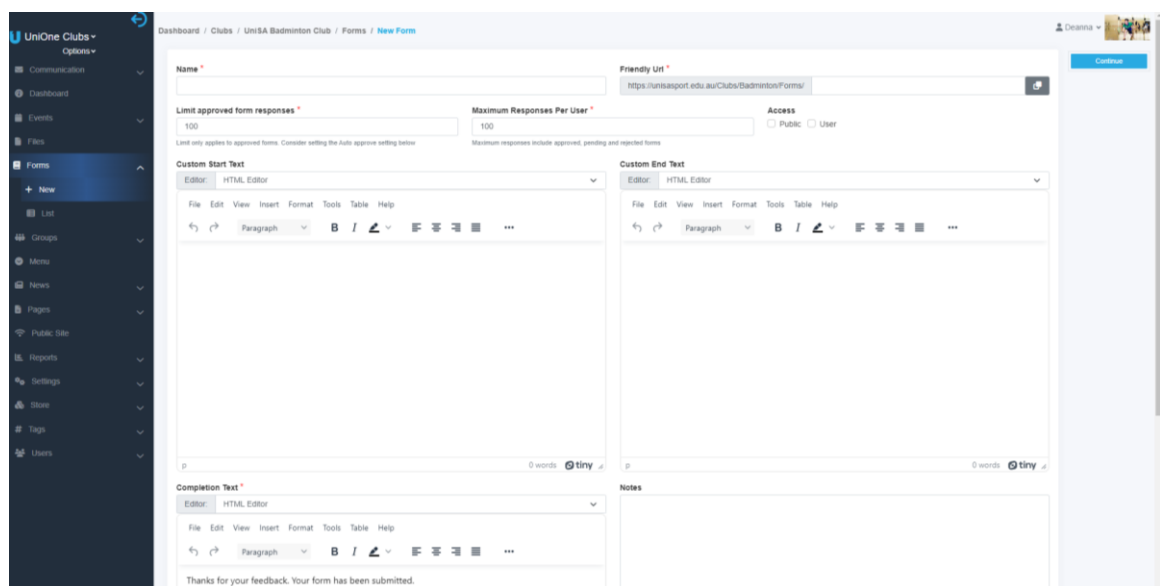
Files

Upload files (images, documents) into your specific Club storage area for use on your Club public pages:



Forms

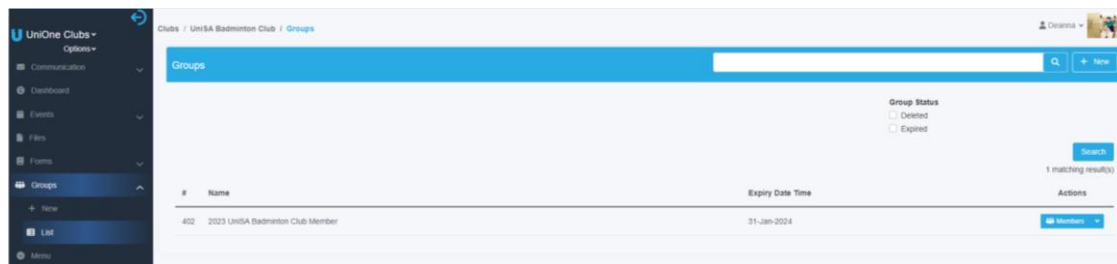
Create forms for your members to complete or use forms that Staff members have created for you:



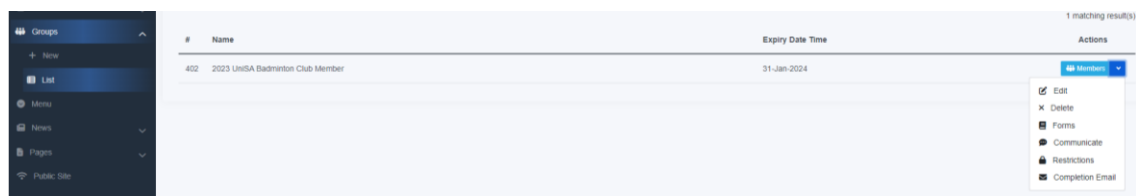
Forms can be attached to membership products, groups or used in the menu.

Groups

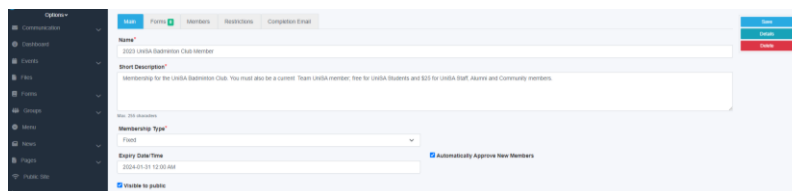
To allow for flexible membership, Club members join a 'Group'. There can be multiple groups in a Club – example: Winter Season, Summer Season (sporting clubs).



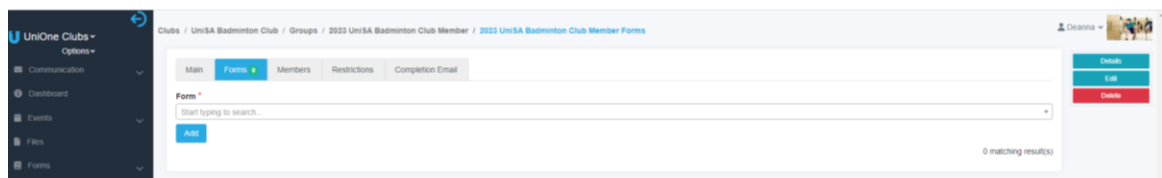
Selecting the down arrow (next to members) on the right hand side of the screen, will show the options to manage your Group:



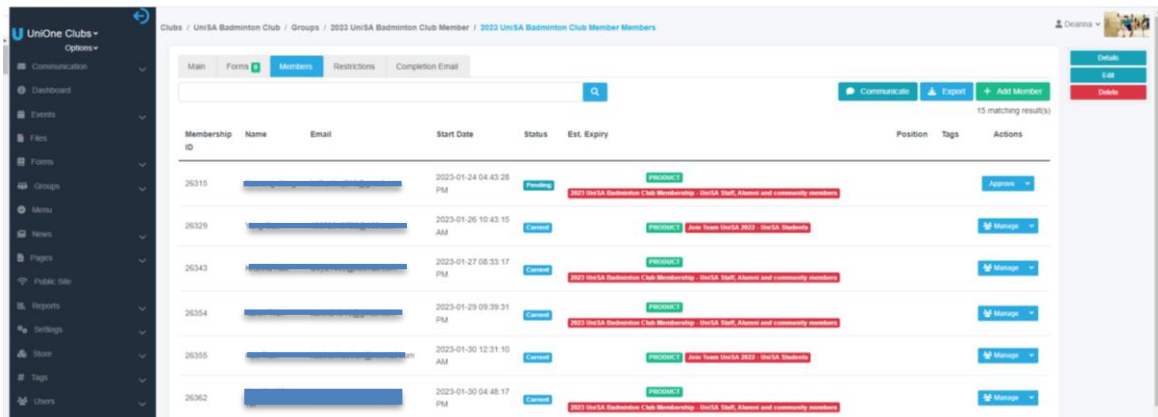
On the Main tab you will write a description and select your membership type (ie Fixed Expiry)



The Forms tab will allow you to select a form for your prospective Club members to complete (or you can attach a form to an individual product) in their joining process:

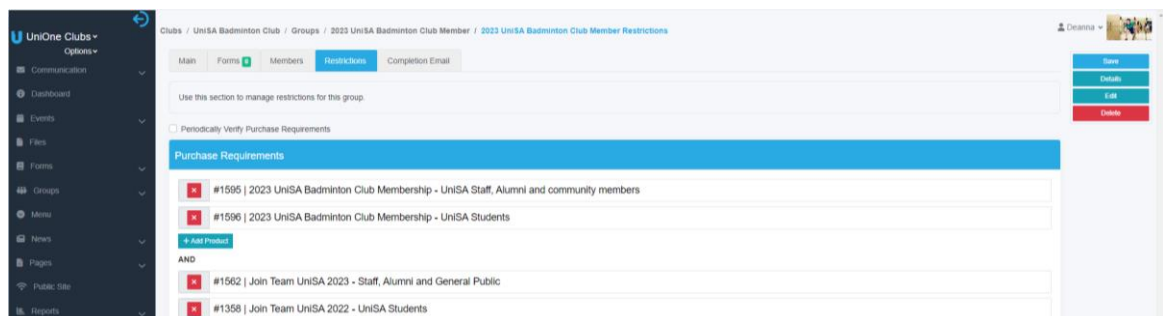


The Members tab will enable you manage your Club members (send them emails, export a user list, add a new member manually, search for a member, look at the list of members and see their status, approve their memberships (if you did not set the 'Automatically Approve New Members' option at the foot of the Main tab):



Membership ID	Name	Email	Start Date	Status	Est. Expiry	Position	Tags	Actions
26315	[Redacted]	[Redacted]	2023-01-24 04:43:28 PM	Pending				Approve
26329	[Redacted]	[Redacted]	2023-01-26 10:43:15 AM	Cancel				Manage
26343	[Redacted]	[Redacted]	2023-01-27 08:33:17 PM	Cancel				Manage
26354	[Redacted]	[Redacted]	2023-01-29 09:39:31 PM	Cancel				Manage
26355	[Redacted]	[Redacted]	2023-01-30 12:31:10 AM	Cancel				Manage
26362	[Redacted]	[Redacted]	2023-01-30 04:48:17 PM	Cancel				Manage

The Restrictions tab is where you will assign the membership product(s) to be purchased in order to join the Club – example:



Use this section to manage restrictions for this group.

☐ Periodically Verify Purchase Requirements

Purchase Requirements

- ☒ #1595 | 2023 UniSA Badminton Club Membership - UniSA Staff, Alumni and community members
- ☒ #1596 | 2023 UniSA Badminton Club Membership - UniSA Students

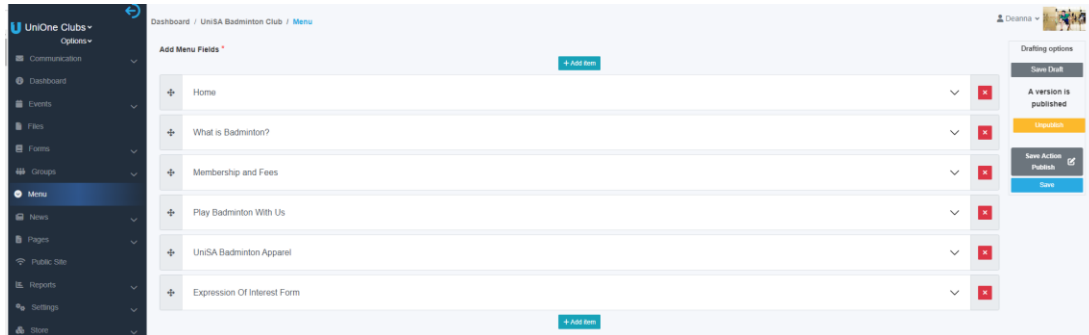
[Add Product](#)

AND

- ☒ #1562 | Join Team UniSA 2023 - Staff, Alumni and General Public
- ☒ #1358 | Join Team UniSA 2022 - UniSA Students

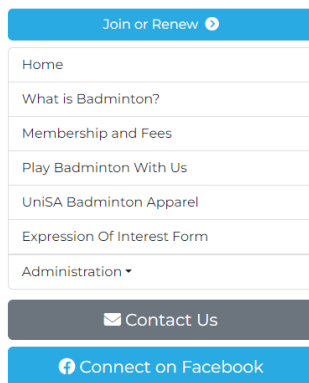
Menu

Add additional menu items to your menu – to link your new pages to your site:



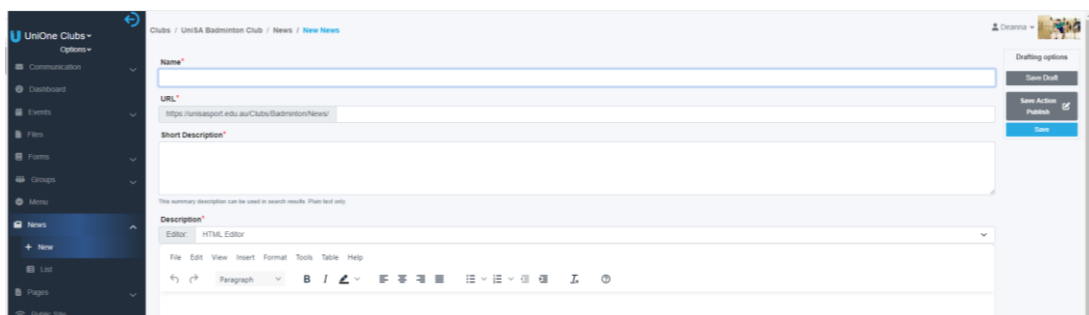
- Each menu item can be a URL, heading or a page
- Use the arrows on the left hand side of each menu to either:
 - change the position of the menu
 - indent the menu to make it a subheading

This will display then on your Public Club website menu:



News

Create News articles that will appear on your public Club website, on this page:



Pages

Your main Club web page is contained within the Settings menu (Club Details), however you can create additional pages for your Club site if required.

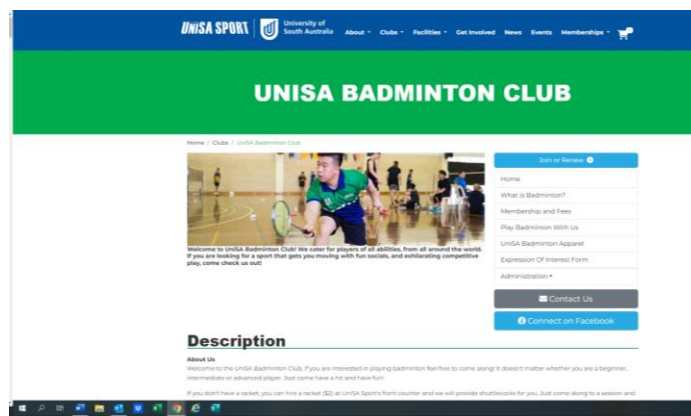
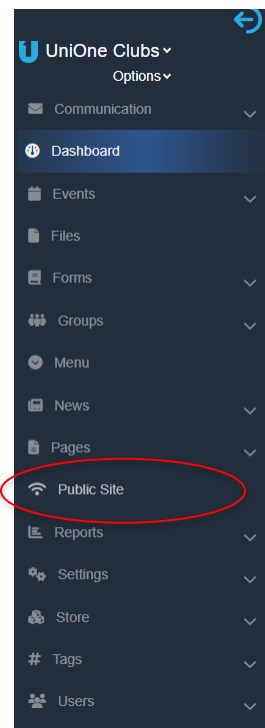
- There are drafting options to enable you to save a page in draft before publishing (right hand side of the screen)
- The Content Editor is HTML and the editing options are listed below the content field.
- If you are an experienced Content Editor and familiar with Advanced Editors, you can switch to that mode to enter your content.



- Pages can be attached to your public Club website menu.

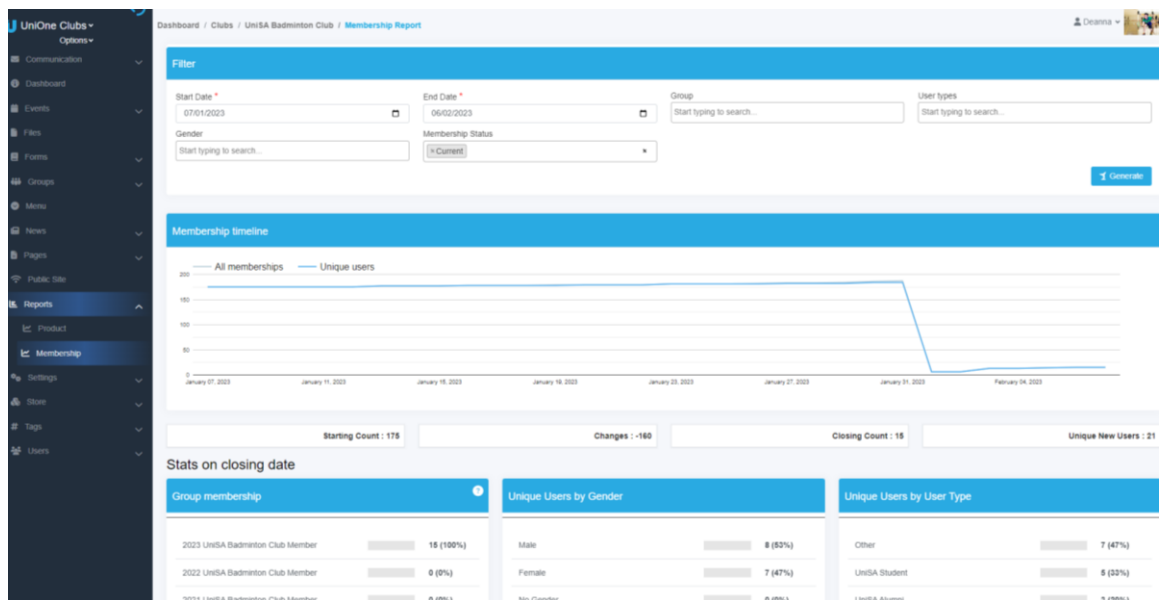
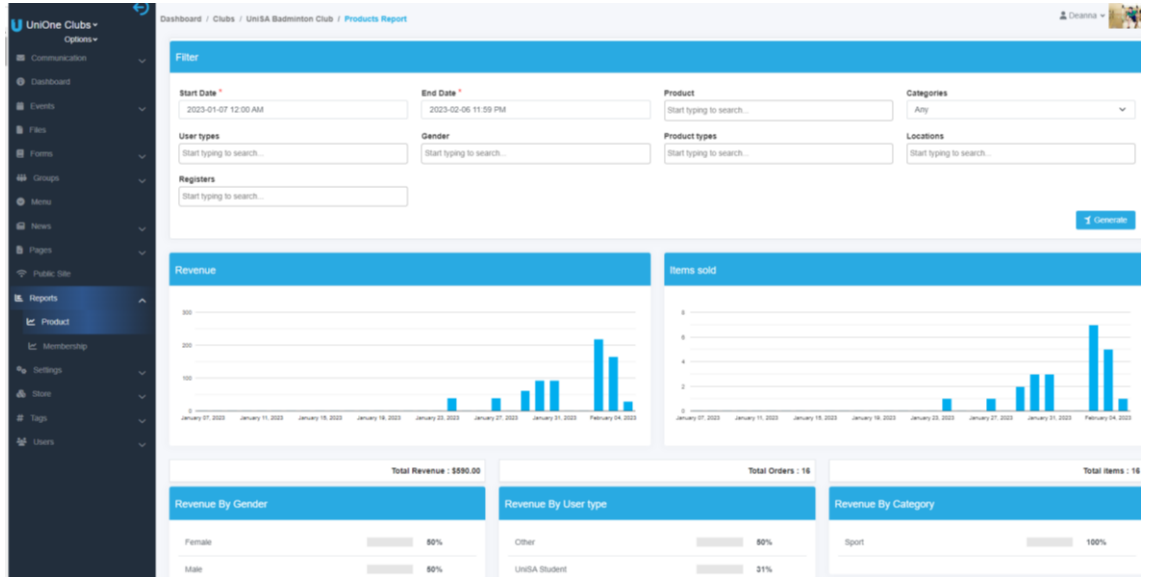
Public Site

This is a quick way to navigate to the public website that your current and prospective club members will view on the website.



Reports

View graphical reports for your product or Club membership. Open the Filter to adjust your search criteria:



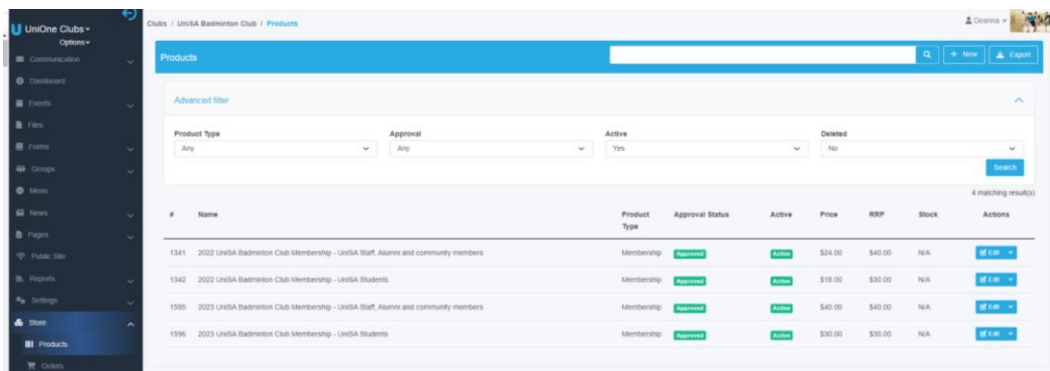
Store

You will create products for sale via your public Club website.

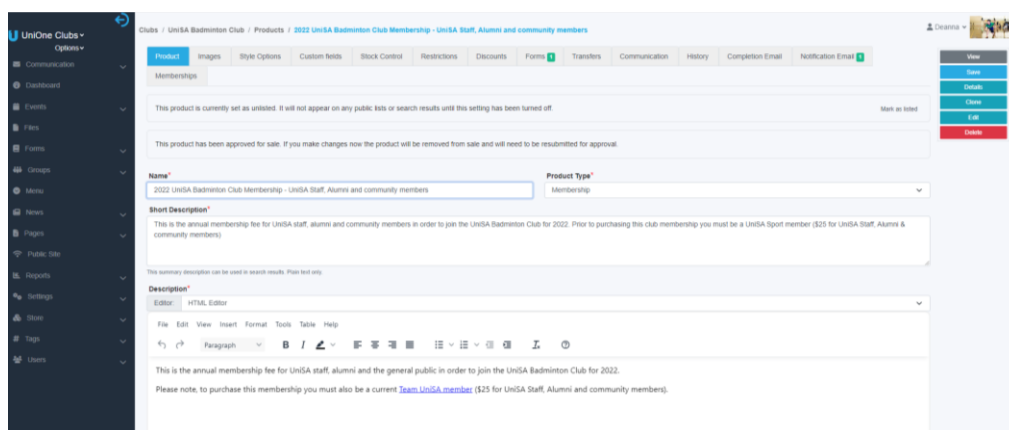
The Store menu contains two options: Products and Orders Products

Products

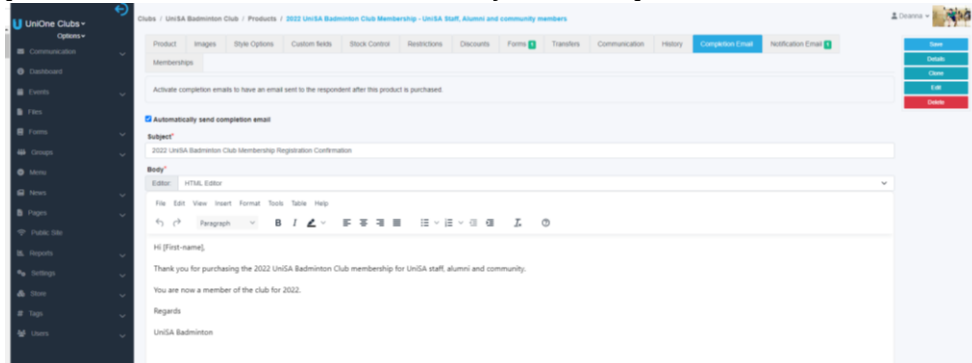
- Products - This displays products that have already been created – either by a Club Administrator or a Staff member for use in your Club. Open the Advanced Filter for more search criteria. Click on 'Edit' to open the product or 'New' to create a new product.



- Product types:
 - Ticket: use this for Club Events where you want the attendees to show a ticket from the website. Tickets can be accessed via the Orders page, or on the Invoice displayed when in the user's order history. You can scan these tickets on mobile devices.
 - Membership: use this for users to purchase membership to join your Club. Membership products can have a fixed expiry date (recommended) or a rolling expiry date.
 - Products: use this for all other items that you want to sell via your Club's public website – example: Club hoodie.



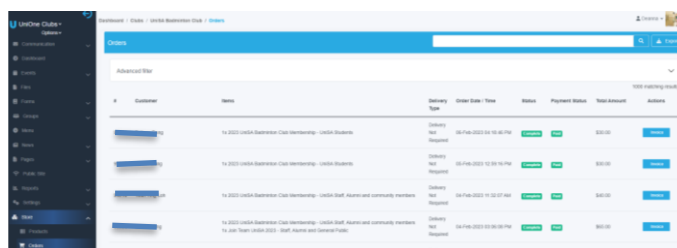
- Explanation of Hidden to Public versus Unlisted?
 - 'Hidden to Public' means that the product will not display on any public website. It can only be purchased by using the Orders page in UniOne.
 - 'Unlisted' means that the product will not display on the Club public website – EXCEPT for during the 'Join or Renew' membership process.
- Images – you must upload image(s) that will display alongside your product.
- Style Options – you can use style options to add variations to your product – example size and colour. You can also alter pricing based on the style option.
- Stock Control – you can use this to enter stock numbers for your products.
- Restrictions – use these options to set restrictions on your product. When using the 'Users' tab, note that where options are ticked, this means that those Users are allowed to purchase the product. Purchase restrictions require that another product is bought in order to purchase the product being created. For example, when you sell a Club hoodie to Club members only
- Communication - you can send an email to everyone who has purchased the product.
- History – you can view and export a list of users who have purchased the product. Open the Advanced Filter to expand your search criteria.
- Completion emails will send emails to the purchasers after the product is purchased. You must tick 'Automatically send completion email'



- Notification emails will send emails to nominated Club or Staff members informing that the product has been purchased.

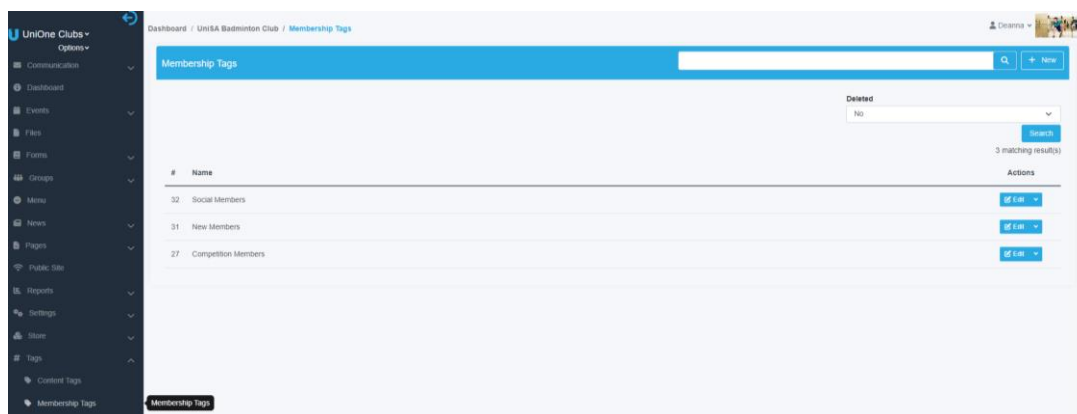
Orders

- You will be able to view and export a list of orders, and their related invoices, for the product. Open the Advanced Filter to change your search criteria:



Tags

Create Content Tags (to link content to other pages on your public Club website in UniOne) and Membership Tags (categorising types of members for example) on this page:



Users

View and manage your Club members here also.

