

Creating website events

A Guide for Committee Members

Clubs & Societies committee members can create events for their group through SUBU to display on the website.

You can add a new event or edit an existing event. All events posted through your club or society admin will be displayed on the SUBU website, so all events posted will require a minimum amount of information and we request that committee members give as much detail as possible.

* If you're using the event to simply take deposit money and/or additional payments from members, please use a product instead of an event + ticket.

www.subu.org.uk → Login

↳ Page Admin → Society Name



Events

The events section of the admin will show any events already listed within your society in date order. You can view, add, edit or delete these events at will.

* by default only events within the next month are listed. Use the filter in order to see dates further in the future.

Adding a new event

↳ Add new event

Event name *

We ask that this include the name of your society in the title to distinguish it from the other events in the main list.

Date and time *

 →

If your event is a reoccurring event across multiple days, please just put the time and date of the first instance and use the repeat function below.

* Show on all days – If your event spans across multiple days (i.e. a full weekend) then please tick this box to show the event on each of the days it is running.

Repeat Event

Repeat for

Set a repeat for the events. This will duplicate your event for every repetition.

Still got questions?

Email us: suclubs@bournemouth.ac.uk

Tagline / short description

0/250

This description/information will be displayed in instances where the website search feature is used and is only designed to be a brief overview of the event.

Location

For campus events please put the room and campus, For online events use 'Online', For off-campus events use full address and postcode.

Online meeting URL

If an event is taking place online, please put the online link here (Zoom/Teams etc)

Online meeting joining info

Please put any passcodes or other required information for any online events here

External URL

If using a Facebook event page or any other event platform please put the URL here. Please note if this is used, your SUBU event webpage will not be loaded and instead redirected.

***You will still need to fill in the above information if you use the external, however you will not be required to fill in the full description**

Please only use up to maximum of 4 event types.

Standard types such as 'Clubs & Societies' are highly recommended. These types are searchable and filtered on our website for students looking for specific types of events

*** If there are any additional event types you wish to use, please contact us to request them**

Event types

- Academic
- Advice
- Arrival Event
- Arts & Crafts
- Black History Month
- BU
- Campaigns
- Cancelled
- Careers
- Carer Students
- Club Night
- Clubs & Societies
- Comedy
- Committee Members
- Community
- Cultural
- Democracy
- Dylans
- Educational
- Elections
- Entertainment
- Faith
- Featured
- Food
- Friends
- In Person
- Insight & Policy
- International Students
- Lansdowne Campus
- Lecture
- Liberation
- Live Concert
- Mature Students
- Music
- Nerve Media
- New Students
- Non-Alcoholic
- Off Campus
- Old Fire Station
- On Campus
- Online
- Online & In Person
- Online (Live)
- Online (Pre-recorded)
- Other
- Parent
- Party
- Relax/Wellbeing
- Representation
- ResLifeBU
- Sport
- SportBU
- Student Opportunities
- Student Reps
- SUBU
- Summer Ball
- Sustainability
- Talbot Campus
- Volunteering
- We Are Freshers

Check the event types that correspond to this event.

Adding an event image

Event images are added by selecting an image from the library. You can either select something already in the library or upload a new image.

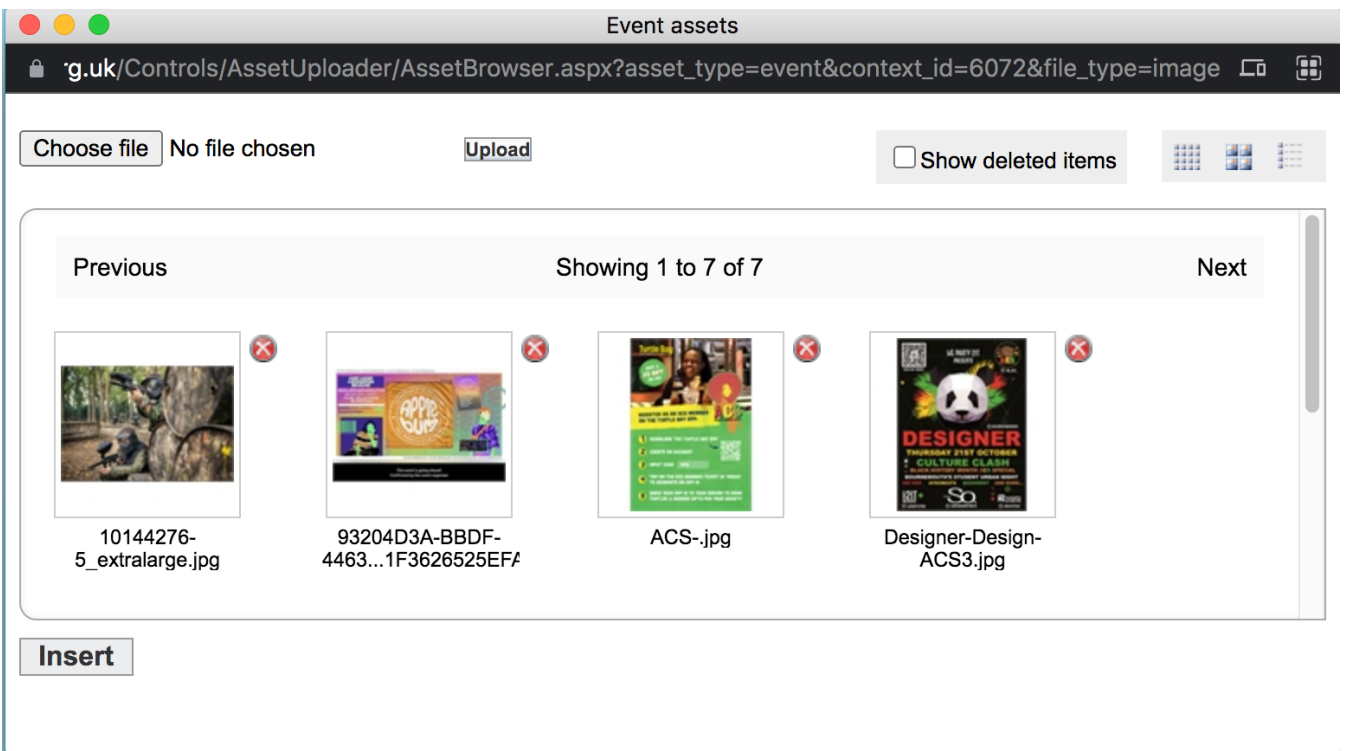
*Event images are displayed in a square aspect ratio.

Image

Select Image

↳ Select image from library → Insert

↳ Choose File → Upload → Insert



View permission *
 Select who can view this event.

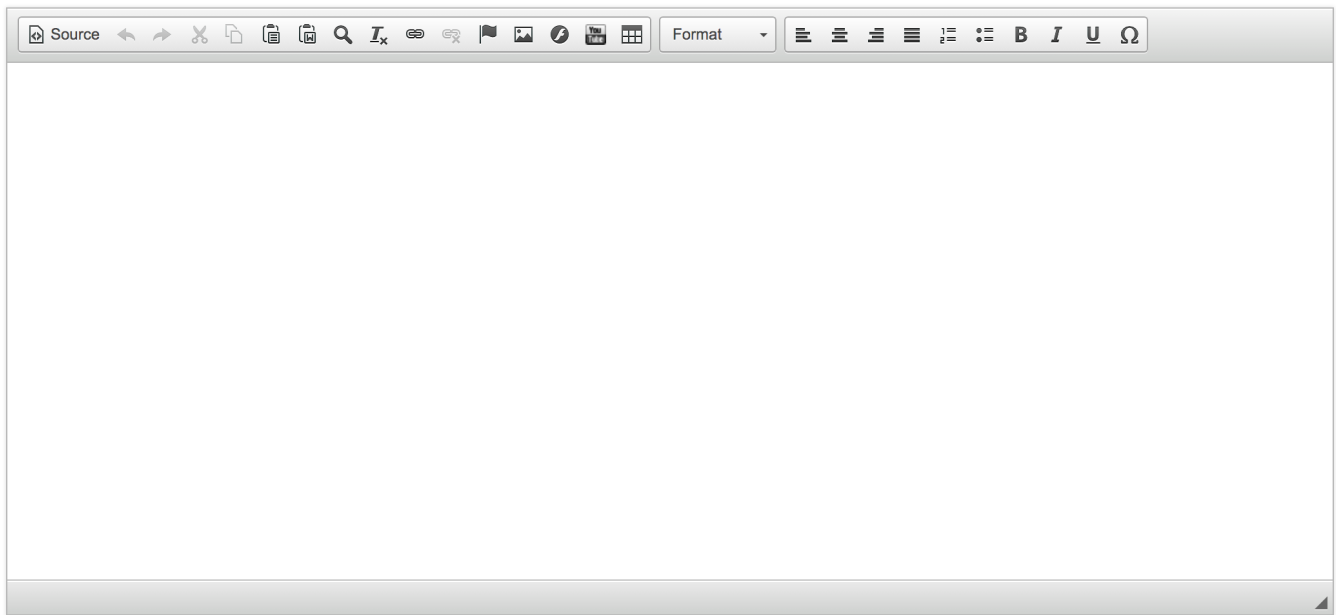
You can set viewing permissions for the event overall, this allows you to limit it to members or just admins only where necessary

Display dates
 →

For use in instances where you want to delay the launch/viewability of an event on the website.

Description

Full description



This is where all the information for the event should go. Please make sure you include enough detail about the event as this will be prominently displayed on your event page.

We advise that you include some contact information at the bottom of your description so students can ask you questions where necessary.

The editor allows you to include links, YouTube videos, pictures, and stylise the description where you see fit. You can additionally use the 'Source' code section where you can HTML and/or inline CSS to style the content.

***Reminder that you must save the event for it be posted and after any changes**

Once the event is saved you should see it in the list of events in you admin and on the SUBU webpage https://www.subu.org.uk/social/whats_on/ where it is within any display dates, or where display dates weren't used.

If for any reason it isn't listed, make sure to check the filtered dates in the admin and/or the display dates on the event itself.

Should you have any other issues, please email suclubs@bournemouth.ac.uk