



# How to manage your volunteer project webpage

## Contents

1. Finding your project page
2. What will my project page look like?
3. Admin tools
  - 3.1 Edit Details
    - 3.1.1 Webname
    - 3.1.2 Uploading your project logo
    - 3.1.3 Details
    - 3.1.4 Description
    - 3.1.5 Uploading photos
    - 3.1.6 Adding hyperlinks
    - 3.1.7 Headings
    - 3.1.8 Saving your details
4. Adding events
5. Sending messages to your members
6. Project memberships

## Your very own project page!

Setting up a volunteer project with ARU Students' Union means that you get your very own volunteer project page. Here you can tell the world what your project does, who it helps and how to get involved. Your page is customisable to how you want it to look and it also provides you with the functionality to help you manage your project committee and members effectively.

### 1. Finding your project page

All volunteer projects are found at [www.angliastudent.com/volunteering/projects](http://www.angliastudent.com/volunteering/projects). This is where students will be able to find out about your project, discover more information and hopefully sign up to your project!



Cambridge Nightline



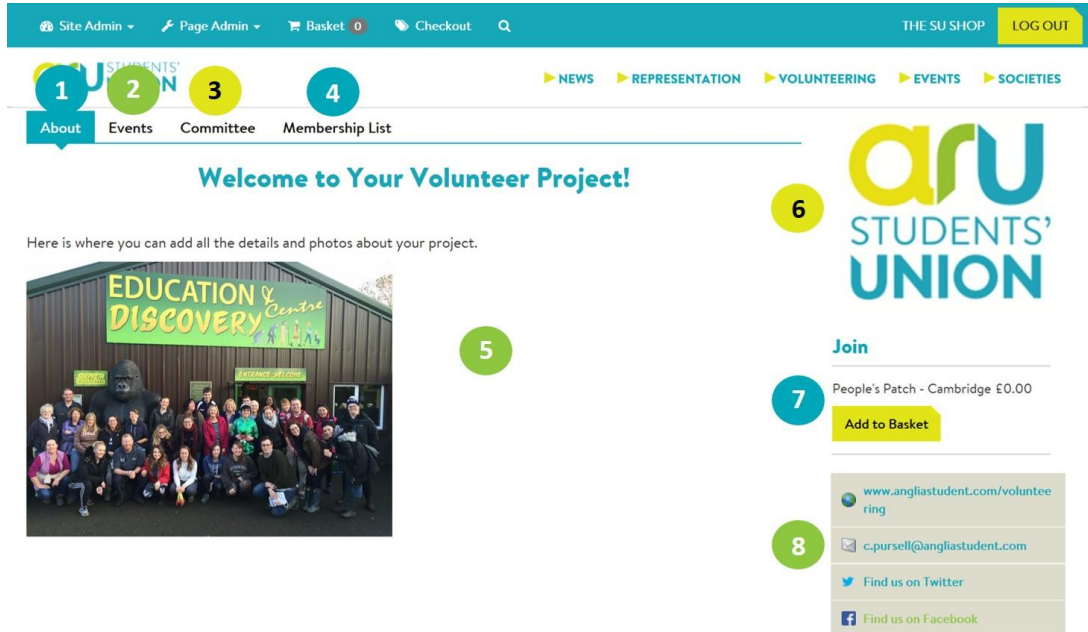
Test



The People's Patch -  
Cambridge

## 2. What will my project page look like?

Your project page will contain a number of different tools to make your project page visually striking, easy to use and functional for your members:

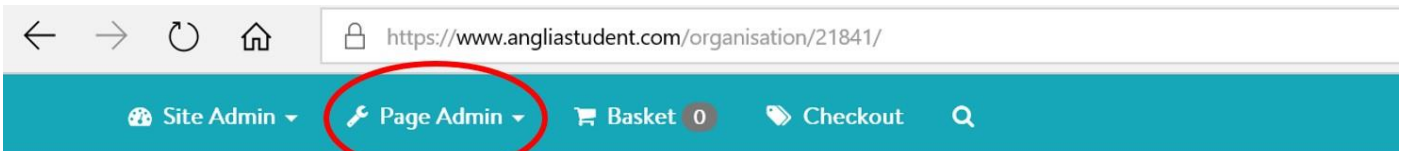


- 1 About**  
This is your front page that displays all your project information
- 2 Events**  
If you create any project events, these will be displayed on this tab
- 3 Committee**  
A list of your project committee members and contact details
- 4 Membership List**  
A list of all your student members
- 5 Page Content**  
This is where your project information will be displayed. This can be edited to your preferences.
- 6 Project Logo**  
If your project has a logo, add it here!
- 7 Join**  
This is where students interested in your project can become a member of your project
- 8 Project Details**  
Link to your external website, project email address and project social media accounts

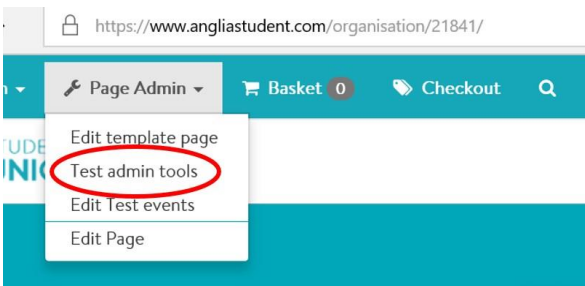
### 3. Admin tools

When your project is set up by the Volunteer Centre, your committee will be automatically uploaded with admin rights to your project page. This allows you to edit your project page and access a number of other tools. To access your 'Admin Tools', simply follow these simple steps:

1. Go to [www.angliastudent.com/volunteering/projects](http://www.angliastudent.com/volunteering/projects) and sign in.
2. Click on your project page.
3. At the top of the page, click on 'Page Admin':



4. Then click '[your project name] admin tools':



5. You will then have access to your Admin Tools:

## Admin tools

Go to home page



## 3.1 Edit details



### Edit Details

Edit details allows you edit the page content that appears on the 'About' tab. It also allows you to edit and upload your project logo, project details and more. To do this, please follow these steps:

### 3.1.1 Webname

To change your URL, simply type in your project name and click 'save':

A screenshot of a web application interface. At the top, there is a dark grey header with the text 'Site setup'. Below this is a light blue section titled 'Webname'. Inside this section, there is a text input field containing the placeholder text 'Project Name here' and a small 'x' icon to its right. Below the input field, the text 'Url https://www.angliastudent.com/organisation/21841/' is displayed. At the bottom of the form, there is a yellow button with the text 'Save'.

### 3.1.2 Uploading your project logo

To upload your project logo, please follow these steps:

1. Under the 'Logo' heading, click 'Browse':

A screenshot of a web application interface. At the top, there is a dark grey header with the text 'Logo'. Below this is a light grey section. Inside this section, there is a text input field and a button labeled 'Browse...'. The 'Browse...' button is circled in red. Below the input field and button, there is a yellow button with the text 'Update'.

2. Select your photo.
3. Click 'Update':

A screenshot of a web application interface. At the top, there is a dark grey header with the text 'Logo'. Below this is a light grey section. Inside this section, there is a text input field and a button labeled 'Browse...'. Below the input field and button, there is a yellow button with the text 'Update'. The 'Update' button is circled in red.

### 3.1.3 Details

Here you can add all of your project details including:

- A generic project email address (setting up a project email is optional)
- An external email address (if you have an external project website or link to a partnered organisation or charity)
- Twitter address
- Facebook address
- Instagram address

Email address

 This is your public email address for general contact.

Web address

 If you have an external website, enter the URL here.

Twitter username

 Enter your Twitter username here.

Facebook URL

 If you have a Facebook page, enter the URL here.

Instagram username

 Enter your Instagram username here.

\*Please ignore the 'Listing description box'

### 3.1.4 Description

Under the 'description' heading, you will see a large text box. This is where you can input any information about your volunteer project:

Description

A rich text editor toolbar is shown above a large, empty text box. The toolbar includes icons for undo, redo, copy, paste, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and a help icon. The text box is currently empty and ready for input.

It is recommended that you input the following information to ensure students understand what your project is and how they can get involved (use your development plan to help you):

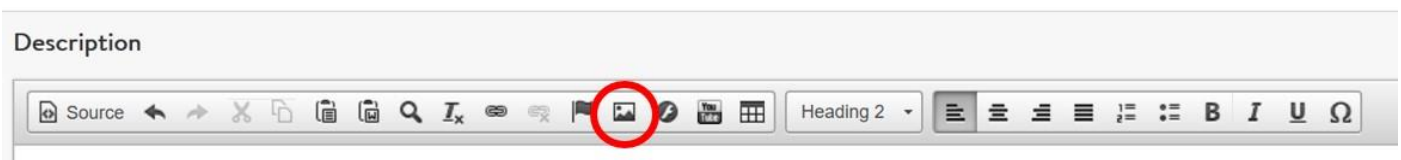
- Project Description
- How is your project helping others?
- What are the aims of your project?
- Where and when does your project take place?
- What activities does your project do?

### 3.1.5 Uploading photos

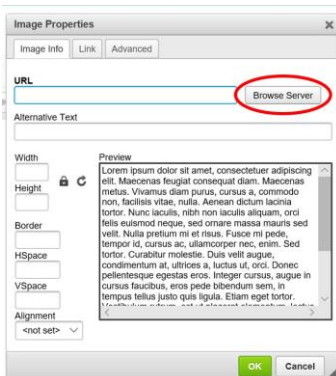
To upload photos on your project page, follow these steps:

**Please DO NOT use downloaded photos from the internet. Only use your own photos or photos you have permission to use.**

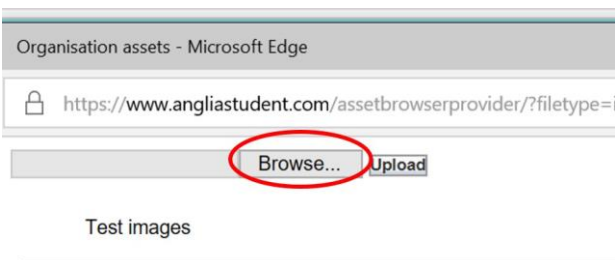
1. Click in the text box where you would like to upload your photo.
2. Click the image logo in the tool bar:



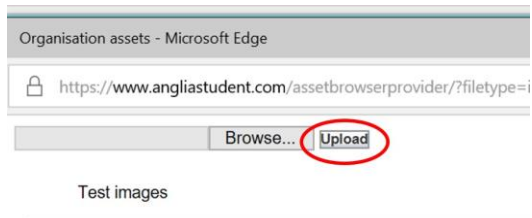
3. Click 'Browse Server':



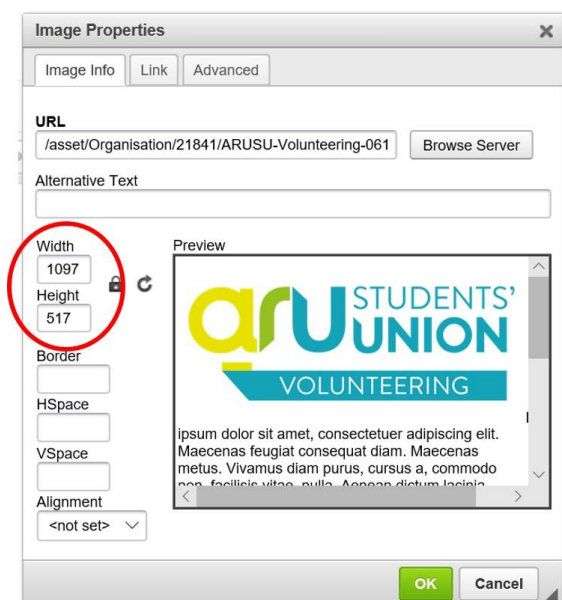
4. On the new window, click 'Browse':



5. Select your photo and click 'open'.
6. Then click 'upload':



7. Adjust the size of the photo by editing the width OR the height of the photo (editing one will automatically change the other to ensure the photo remains properly formatted). For a full width photo use '600' as the width. Typically photo sizes will have a width of around '300-400':

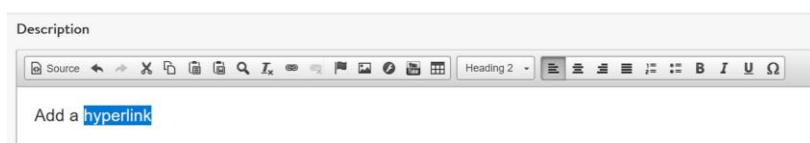


8. Click 'OK'.

### 3.1.6 Adding hyperlinks

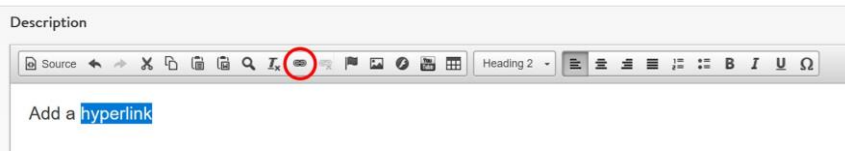
Hyperlinking part of your text allows you to link to websites, webpages or email addresses. To hyperlink part of your text, please follow these steps:

1. Highlight the text you wish to hyperlink:

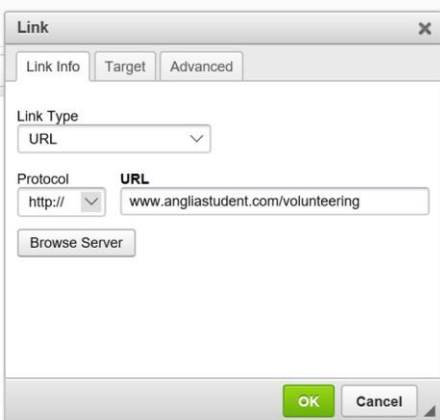




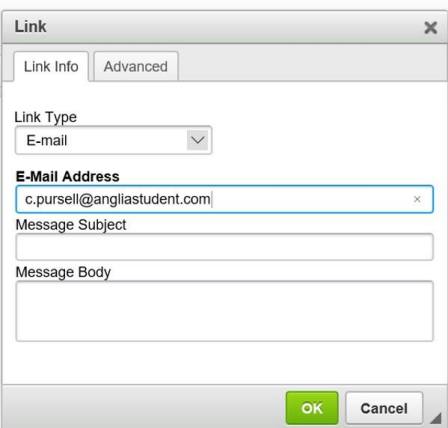
2. Click the 'link' button:



3. To hyperlink to a webpage, choose 'URL' in the 'link type', type in the URL address and click 'OK':



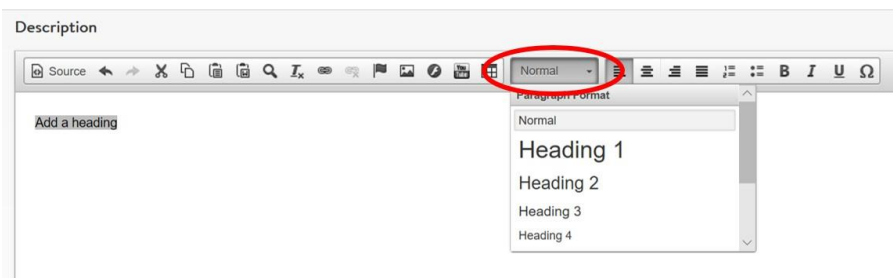
4. To hyperlink to an email address, choose 'Email' in the 'link type', type in the email address and click 'OK':



### 3.1.7 Headings

Adding 'headings' to your text enables you to highlight key pieces of text. Headings are also displayed in Union blue, making your page look more vibrant. To add a heading to your page, please follow these steps:

1. Highlight the text you wish to create into a heading.
2. Click the following button to bring up a host of heading styles:



3. Click on the heading you wish to use (the chosen heading will show the size of the heading but not the colour. To see the finished look, save your work and view your project page.

### 3.1.8 Saving your details

Please do not forget to save your progress! To save, simply click 'Save' at the bottom of the page. Your details will now show on your project page.

\*If you would like any additional help formatting your project page, please speak with you Volunteer Coordinator.

## 4. Adding events



### Events

Adding events to your project enables your members and other ARU students to see what events or activities you have coming up. This could range from volunteering sessions, committee meetings, socials and more. Adding events also enables you to add these to the Union [events calendar](#), enabling you to reach a far wider student audience. To add an event to your project, please follow these steps:

1. Click on the 'Events' icon.
2. Click 'Add new event':

### Events

[Back to admin tools](#) [Add new event](#)

There are no events for this date range and/or filter.

#### Search and Filter List

Name

Dates \*  →

3. Fill in all relevant information.
4. If you wish only certain members of your project to view an event, please ensure you tick the correct boxes:

Only members may view this event

Only admins may view this event

5. Click 'Save'.

6. Your event will now show under the 'events' tab of your project page and on the union events page.

## 5. Sending messages to your members



### Messages

Your project page also allows you to directly email your members or committee members. To do this, please follow these steps:

1. Click on the 'Messages' icon.
2. Click 'Send email':

### Messaging

[Back to admin tools](#) | [Send email](#) | [My Message Centre](#)

### Drafts

Show my drafts only

There are no draft messages.

3. Make sure that the email is being sent from your email address by selecting the correct option.
4. Click 'Add Recipients' and select who you want to message:

### Send Email

From

Test <c.pursell@angliastudent.com>  
 Chris Pursell <c.pursell@angliastudent.com>

Reply to

Test <c.pursell@angliastudent.com>  
 Chris Pursell <c.pursell@angliastudent.com>

**Add Recipients**

This message has no recipients

5. Add your 'Subject' title.
6. Type your message.
7. Click 'Send'

## 6. Project memberships

Every student who volunteers as part of your project must be a member of your project. This is to ensure that your volunteers are insured and allows you to effectively manage your members.

All volunteer project memberships are free of charge. Students can 'purchase' their membership via the website, app or at the SU reception desk.

### Extra Support

If you require any additional help with your project, please contact your Volunteer Coordinator or visit them in the SU office:

Cambridge – Peter Taylor House

Chelmsford – Tindal First Floor