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CLUB ADMINISTRATORS

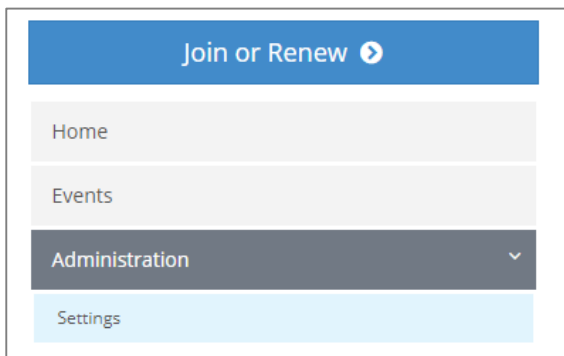
Overview of the UniOne Prometheus Club Functionality

January 2018

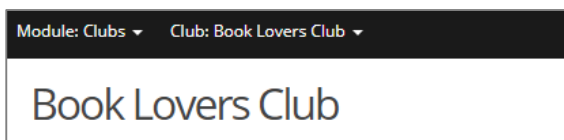
Overview of the Clubs Functionality

Searching for your Club

- Search for your Club on the website. This will normally be accessed from the Clubs Search page: <https://your URL/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 UniOne – you will be directed to log in or create an account. You should create an account for you as an individual, not for your club. The Guild Club Support team will then give the required access to you as an individual for any clubs you are an officer bearer of. Please contact clubs@guild.curtin.edu.au to request to be given admin access to your club if you do not already have this after logging in.
- You will be directed to the Club Dashboard page. The Club name will be listed at the top of the page – example:



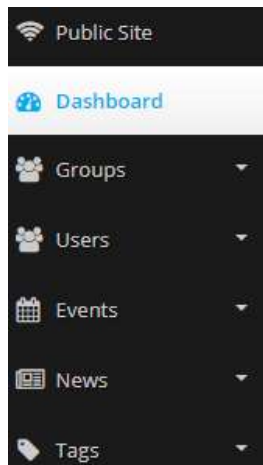
- You can bookmark this new URL for ease of future access to your Club.

Permissions

- You will have been assigned system permissions by a Guild Staff member. The items that you see in the Menu are those for which you have permission. This document covers all Menu options.

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.

[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.

[Dashboard](#)

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

[Groups & Membership – currently only available for clubs who for whom membership is free \(paid memberships launching 2020\)](#)

- We have deactivated membership sign-ups via the website for clubs who charge a membership fee, as this functionality is not yet available.
- If however, you have no membership fee to join your club, you are able to begin accepting membership sign-ups online through our website NOW!

- 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 on the right hand side of the screen, will show the options to manage your Group:

Name	Expiry Date Time	Actions
Default 2018 group	2018-01-31 03:00 PM	<div>Members ▼ Edit Details Delete Forms Communicate Restrictions</div>

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

Main Forms ¹ Members Restrictions

Name *
Default 2018 group

Short Description *
This is a default

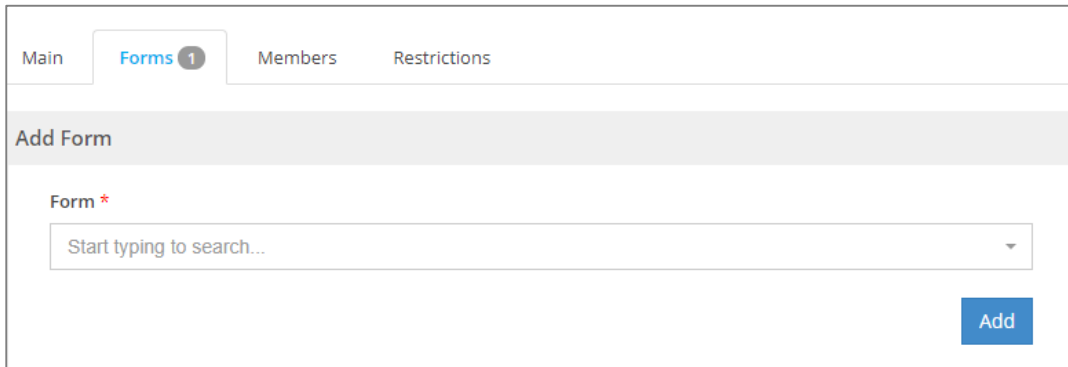
Max. 255 characters

Membership Type * Fixed ▼ **Expiry Date/Time** 2018-01-31 03:00 PM

Automatically Approve New Members

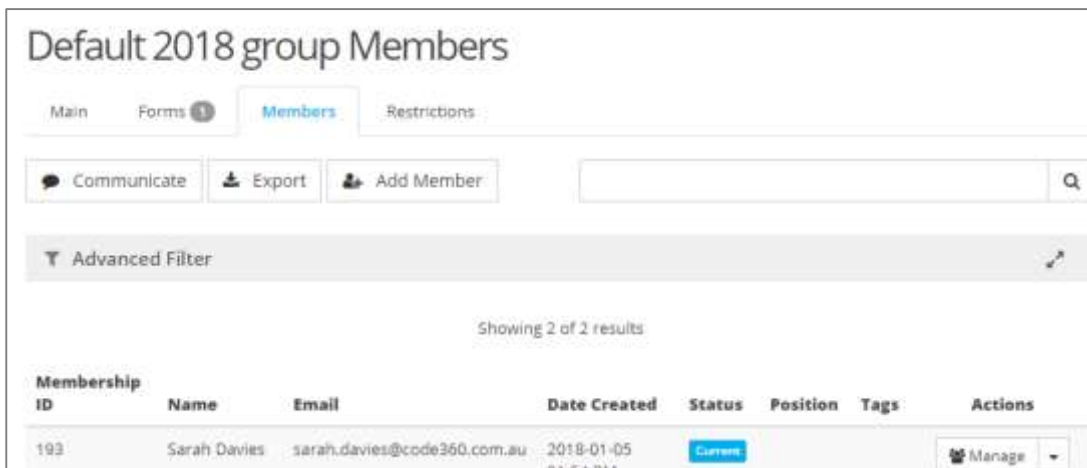
Visible to public

- The Forms tab will allow you to select a form for your prospective Club members to complete in their joining process:



The screenshot shows the 'Forms' tab selected in the navigation menu. Below the navigation, there is a section titled 'Add Form'. It contains a search input field with the placeholder text 'Start typing to search...' and a blue 'Add' button.

- 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 (open the Advanced Filter to change your search criteria), approve their memberships (if you did not set the 'Auto-approve' option at the foot of the Main tab')):



The screenshot shows the 'Members' tab selected in the navigation menu. The page title is 'Default 2018 group Members'. Below the navigation, there are buttons for 'Communicate', 'Export', and 'Add Member', along with a search input field. An 'Advanced Filter' section is also visible. The main content area shows 'Showing 2 of 2 results' and a table of members.

Membership ID	Name	Email	Date Created	Status	Position	Tags	Actions
193	Sarah Davies	sarah.davies@code360.com.au	2018-01-05 01:54 PM	Current			Manage

- Paid club memberships: the Restrictions tab is where you will assign the membership product(s) – [COMING SOON](#) - to be purchased in order to join the Club – example:

The screenshot shows a navigation menu with 'Main', 'Forms 1', 'Members', and 'Restrictions'. Below the menu is a light blue instruction box: 'Use this section to manage restrictions for this group.' A checkbox labeled 'Periodically Verify Purchase Requirements' is checked. Underneath is a 'Purchase Requirements' section with a search bar containing '#180 | Book lovers club membership or' and a '+ Add Product' button. Below this is an 'AND' section with another '+ Add Product' button.

Users

- View and manage your Club members here also.

The screenshot shows the 'Users' management page. It features a search bar at the top right, an 'Advanced Filter' button, and a status indicator 'Showing 2 of 2 results'. Below this is a table with the following columns: '#', 'Name', 'Email', 'Date Registered', and 'Actions'.

Events

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

Events

+ New

Advanced Filter

Showing 1 of 1 results

ID	Name	Start Date/Time	Publish Status	Actions
69	Book club meeting	2018-02-01 07:00 PM	Published	<input type="button" value="Edit"/> <input type="button" value="↕"/>

News

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

News

+ New

Advanced Filter

Showing 2 of 2 results

ID	Name	Expiry Date / Time	Publish Status	Actions
10033	Test News 1		Published	<input type="button" value="Edit"/> <input type="button" value="↕"/>

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:

Membership Tags

+ New

Advanced Filter

Showing 2 of 2 results

#	Name	Actions
3	Freshmen Members	<input type="button" value="Edit"/> <input type="button" value="↕"/>
1	Senior Members	<input type="button" value="Edit"/> <input type="button" value="↕"/>

Pages

- Your main Club web page is contained within the [Settings](#) menu, however you can create additional pages for your Club site in UniOne 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 WYSIWYG (What you see is what you get), and the editing options are listed above the entry field.
- If you are an experienced Content Editor and familiar with Advanced Editors, you can switch to that mode to enter your content.

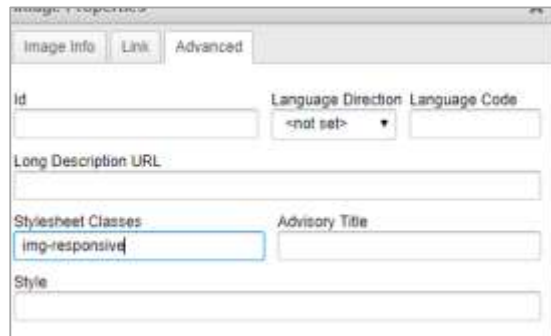
The screenshot shows the 'New Page' form. It has the following fields and sections:

- Name:** A text input field with a small icon on the right.
- Give (this item a name to identify it later. This will not be shown publicly):** A note below the Name field.
- Title:** A text input field.
- Heading:** A text input field.
- Browser and search engine title:** A text input field.
- Heading displayed on the page:** A text input field.
- URL:** A text input field containing the example URL: `https://v1p-qa.azurewebsites.net/Clubs/bookloversclub2/`.
- Content:** A section with a note: "You are currently using the WYSIWYG editor. You can switch to the advanced code editor for code that is too complicated to render in this mode. Switch to advanced editor". Below this is a WYSIWYG editor toolbar with various icons for text formatting, alignment, and media insertion.
- Drafting options:** A sidebar on the right with a 'Save Draft' button.
- Save Action:** A dropdown menu currently set to 'Publish', with a 'Set' button next to it.
- Save:** A large blue button at the bottom right.

- Notes re 'Image Properties'
 - When you select the Image icon on the menu bar, the 'Image Properties' window will open. Upload/link to your image – and remove any pre-populated text in the Width and Height fields:



- To make images responsive (appear correctly formatted for a range of different devices) – you will need to add the text ‘img-responsive’ into the Stylesheet Classes field on the Advanced tab:




The screenshot shows the 'Image Properties' dialog box with the 'Advanced' tab selected. The 'Stylesheet Classes' field is highlighted and contains the text 'img-responsive'. Other fields include 'Id', 'Language Direction' (set to '<not set>'), 'Language Code', 'Long Description URL', 'Advisory Title', and 'Style'.

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

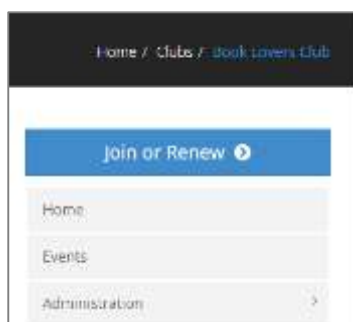
Menu

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



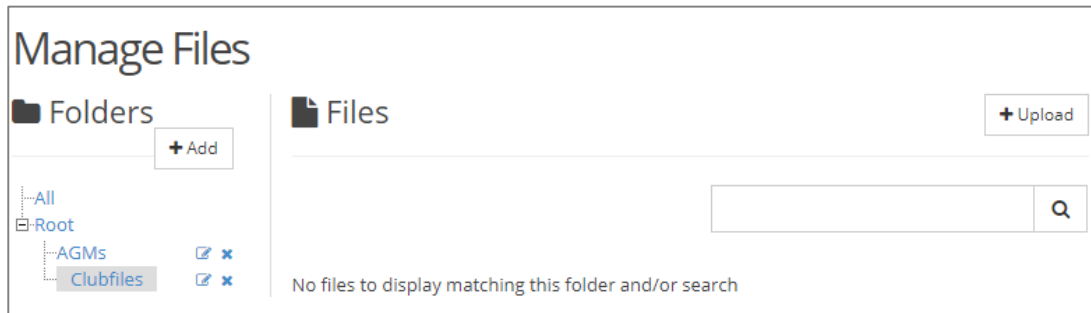
The screenshot displays the 'Menu' management interface. It features a list of menu items: 'Home' and 'Events'. Each item has a plus icon on the left and edit/delete icons on the right. There are 'Add Item' buttons above and below the list. On the right side, there are 'Drafting options' including 'Save Draft', 'Unpublish', and 'Save'.

This will display thus on your Public Club website menu:



Files

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



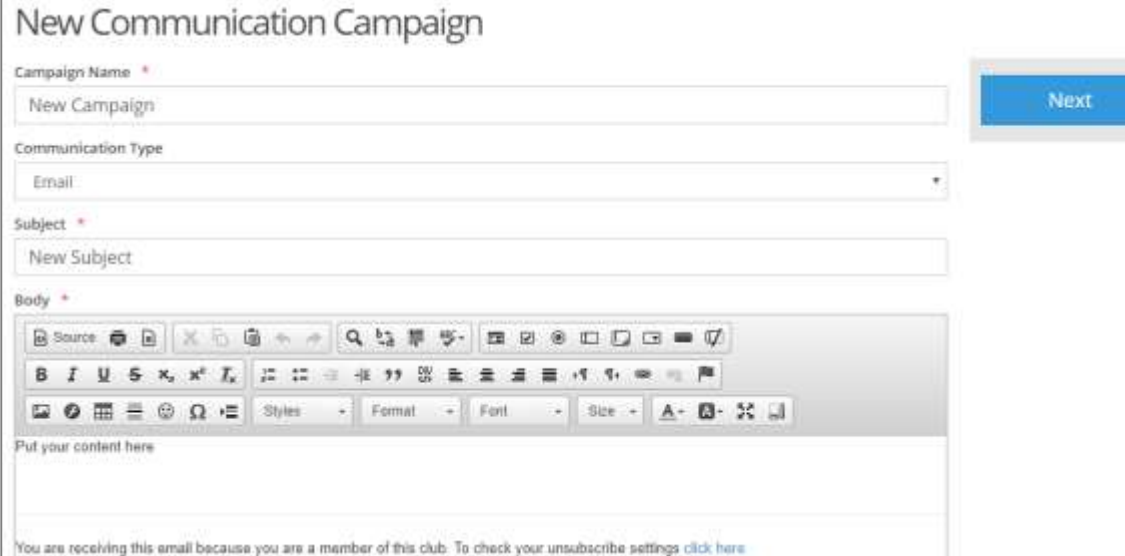
Forms

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



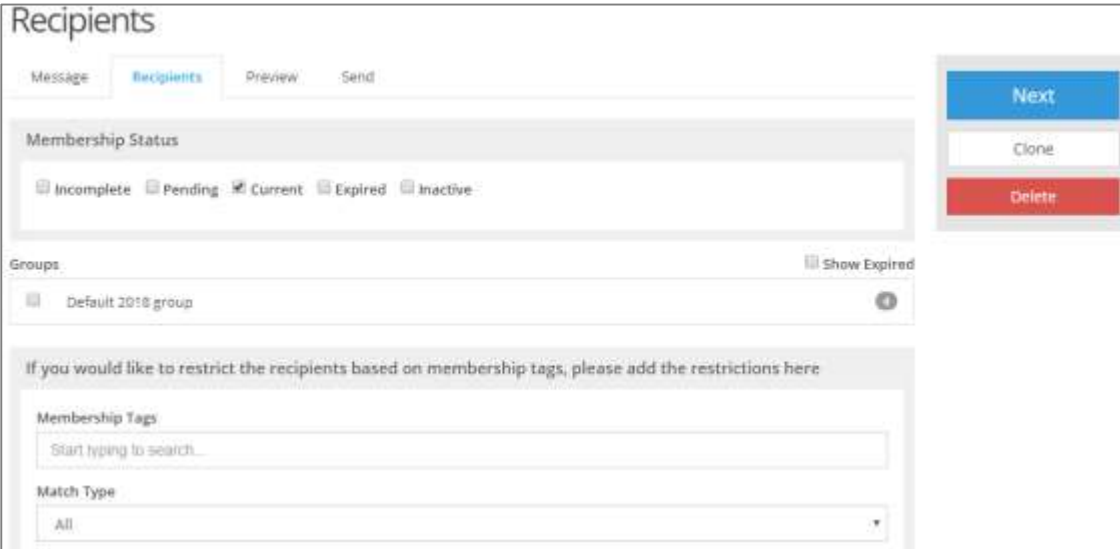
Communication

- Create and send communication campaigns to your club members:



The screenshot shows the 'New Communication Campaign' form. It includes fields for 'Campaign Name' (with a red asterisk), 'Communication Type' (a dropdown menu), 'Subject' (with a red asterisk), and 'Body' (with a red asterisk). The 'Body' field has a rich text editor toolbar with options for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, and font settings. A 'Next' button is located on the right side of the form.

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



The screenshot shows the 'Recipients' form. It has tabs for 'Message', 'Recipients', 'Preview', and 'Send'. The 'Recipients' tab is active. It includes a 'Membership Status' section with checkboxes for 'Incomplete', 'Pending', 'Current', 'Expired', and 'Inactive'. Below that is a 'Groups' section with a dropdown menu showing 'Default 2018 group' and a 'Show Expired' checkbox. At the bottom, there is a section for restricting recipients based on membership tags, with a 'Membership Tags' search field and a 'Match Type' dropdown menu set to 'All'. A 'Next' button, a 'Clone' button, and a 'Delete' button are located on the right side of the form.

- 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:

New Campaign

Message Recipients Preview **Send**

Send Message

Now Later

Send message after

2018-01-25 09:07 PM

Schedule

Clone

Delete

Store **NOT CURRENTLY AVAILABLE**

- You will create products for sale via your public Club website.
- The Store menu contains two options: Products and Orders

Products

- The default display is the Product List. 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 use the dropdown arrow to navigate directly to a specific page.

Public Site

Dashboard

Groups

Users

Events

News

Tags

Pages

Menu

Files

Forms

Communication

Store

Products

Clubs / Book Lovers Club / Products

Products

+ New Export

Advanced Filter

Showing 1 of 1 results

#	Name	Approval Status	Active	Price	RRP	Stock	Actions
180	Book lovers club membership	Approved	Active	\$5.00	\$0.00	N/A	Edit

- Images
- Style Options
- Stock Control
- Restrictions
- Discounts
- Forms
- Transfers
- Communication
- History
- Completion Email

- Product types:
 - Ticket: use this for Club Events where you want the attendees to show a ticket from UniOne. 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 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 can upload images 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 – example:

Kindle

Product Images Style Options Stock Control **Restrictions** Discounts Forms Communication

This product is currently set as unlisted. It will not appear on any public lists or search results until this setting has been turned off. [Mark as listed](#)

This product is still in draft. Please complete all tabs and save before submitting for approval. [Submit Now](#)

Use this section to manage restrictions for this item.

Show all Collapse all

User Types

- Student
- Other
- Staff
- Alumni

Purchase Requirements

#180 | Book lovers club membership or

[Add Product](#)

- Discounts can be applied to the product when another product is purchased.
Example:

Product Images Style Options Stock Control Restrictions **Discounts** Forms Communication

This product is currently set as unlisted. It will not appear on any public lists or search results until this setting has been turned off. [Mark as listed](#)

This product is still in draft. Please complete all tabs and save before submitting for approval. [Submit Now](#)

Use this section to manage discounts for this item.

Discount Settings

Discount Message (shown on product page)

Save \$5.00 on the Kindle when purchasing The Juicing Book

Maximum Discount Order Quantity

1

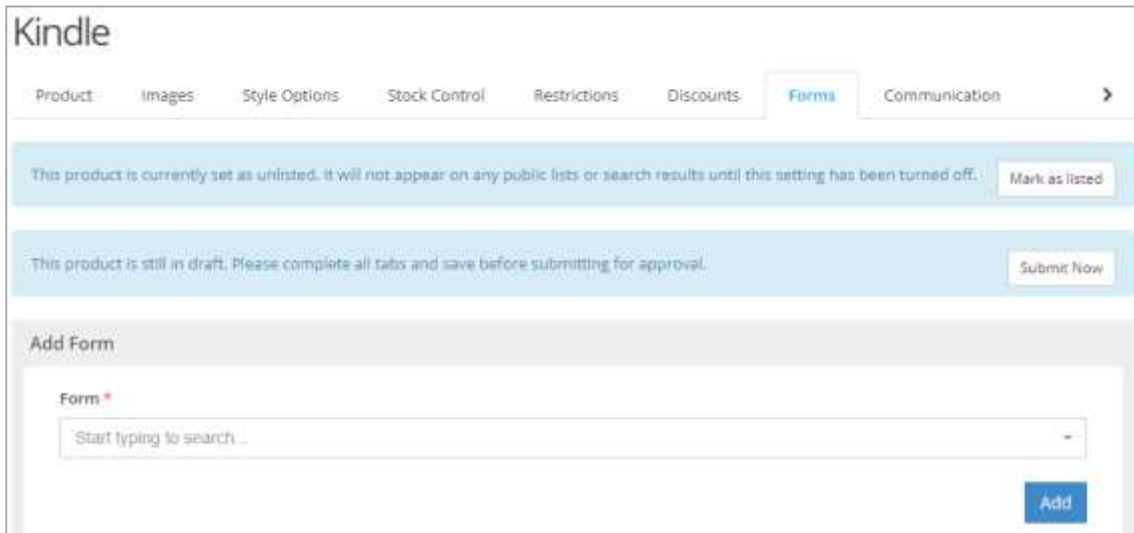
Discount Groups

\$ 5.00

#40 | The Juicing Book or

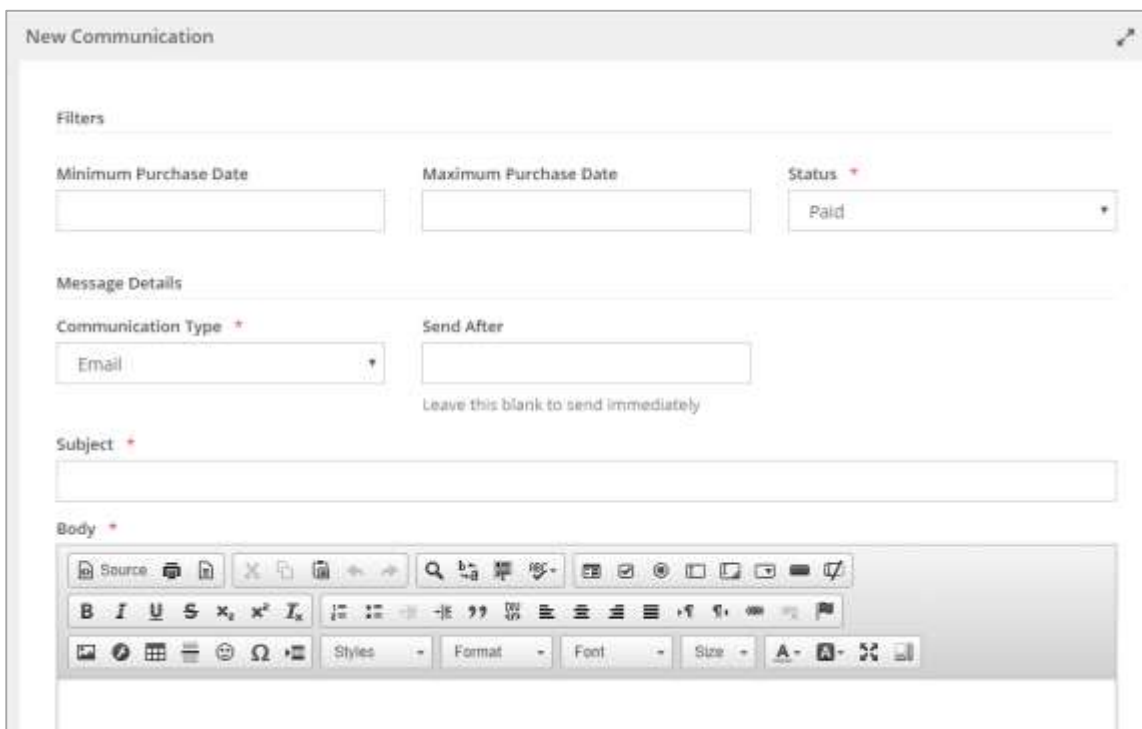
[Add Product](#)

- You can require a user to complete a form when purchasing the product. Simply select the Form required from the list available in the dropdown menu:



The screenshot shows the 'Kindle' product configuration interface. At the top, there are navigation tabs: Product, Images, Style Options, Stock Control, Restrictions, Discounts, **Forms**, and Communication. Below the tabs, there are two informational messages: 'This product is currently set as unlisted. It will not appear on any public lists or search results until this setting has been turned off.' with a 'Mark as listed' button, and 'This product is still in draft. Please complete all tabs and save before submitting for approval.' with a 'Submit Now' button. The main section is titled 'Add Form' and contains a search input field with the placeholder text 'Start typing to search...' and an 'Add' button.

- Communication - you can send an email to everyone who has purchased the product:



The screenshot shows the 'New Communication' configuration page. It features several sections: 'Filters' with fields for 'Minimum Purchase Date', 'Maximum Purchase Date', and a 'Status' dropdown menu set to 'Paid'; 'Message Details' with a 'Communication Type' dropdown set to 'Email' and a 'Send After' field with the instruction 'Leave this blank to send immediately'; a 'Subject' field; and a 'Body' field with a rich text editor toolbar. The toolbar includes icons for source code, undo, redo, search, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and a text area.

- History – you can view and export a list of users who have purchased the product. Open the Advanced Filter to expand your search criteria.
- Add \$0 Transaction – **this function enables you to manually add a user's purchase to the product history, if the user's transaction was conducted outside of UniOne** – example – the monies were transferred straight into the Club bank account or the payment was taken in cash. Especially useful if you are tracking stock for the product in question, and want to ensure that your stock is decremented correctly.

Book lovers club membership

Product Images Style Options Stock Control Restrictions Discounts Forms Transfers

This product is currently set as unlisted. It will not appear on any public lists or search results until this setting has been turned off. [Mark as listed](#)

Export + Add \$0 Transaction

Advanced Filter

Showing 3 of 3 results

#	Customer	Order Date / Time	Quantity	Status	Payment Status	Total Amount
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- Completion emails will send emails to the purchasers after the product is purchased.
- 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:

Dashboard / Clubs / Book Lovers Club / Orders

Orders

Export

sarah

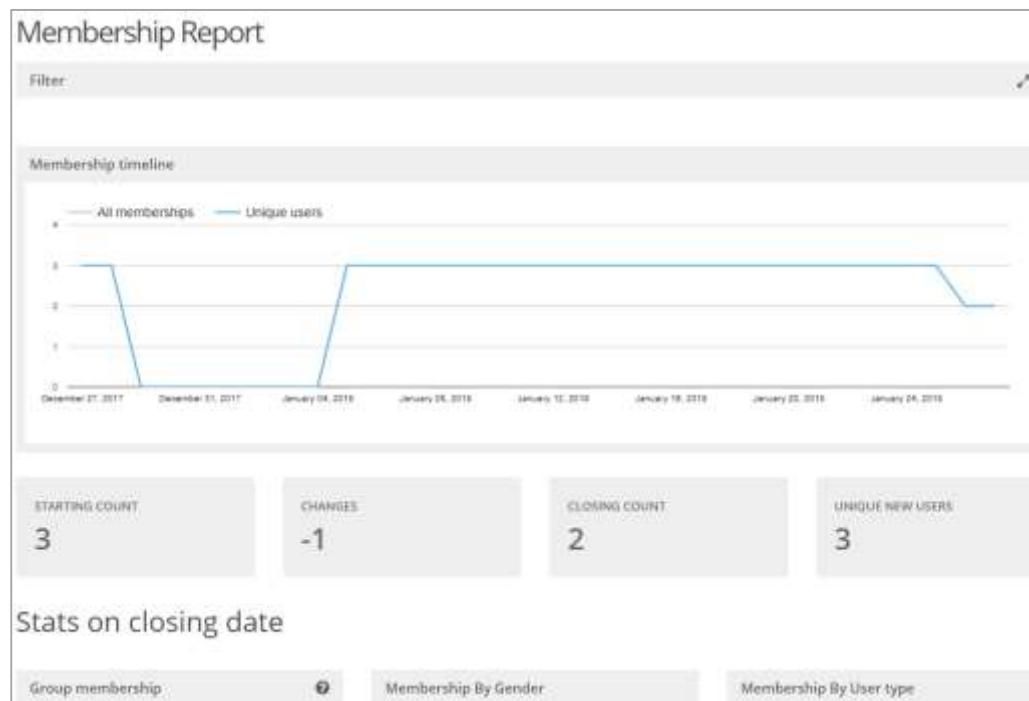
Advanced Filter

Showing 1 of 1 results

#	Customer	Items	Order Date / Time	Status	Payment Status	Total Amount	Actions
747	Sarah Davies	1x Book lovers club membership	2018-01-05 01:54 PM	Complete	Paid	\$5.00	Invoice

Reports

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



Settings

- Club Details – this is the main page for your Club public website:

Club Details

Main
Categories

Name *

Reference *

Used for club URL, letters and numbers up to 20 characters E.g. /Clubs/ABC

Short Description *

Max. 255 characters only

Description *

B / | | | | | |

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

<p>Facebook Page Name/ID</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="https://www.facebook.com/pages/National-Book-Store/7"/> <p>Logo</p> <p><small>Current file: Stack-Books.jpg Delete</small></p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Choose File No file chosen"/> <p><small>Please supply an image in a 16x9 ratio</small></p> <p>Establishment Date *</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="2015-11-12"/> <p>Email *</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="sarah.davies@code360.com.au"/> <p><input type="checkbox"/> Hidden To Public?</p> <p><small>Club will not be shown to the public if checked</small></p>	<p>Twitter Handle</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="https://twitter.com/nbsalert"/> <p>Header Image</p> <p><small>Current file: books.jpg Delete</small></p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="Choose File No file chosen"/> <p><small>Please supply a wide image that is at least 750x250</small></p> <p>Next AGM Date</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="2015-11-30"/>
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- Communication – this will generally have been set for you by a Staff member.
- Positions – create Club positions or choose from the dropdown list that may have been created by a Staff member. These will enable you to assign your members to those positions:

Clubs > Book Lovers Club > Positions

Positions

[+ New](#)

Advanced Filter

Showing 5 of 5 results

#	Name	Actions
0	Treasurer	<input type="button" value="GF Edit"/> <input type="button" value="↕"/>
4	Auditor	<input type="button" value="GF Edit"/> <input type="button" value="↕"/>
3	Secretary	<input type="button" value="GF Edit"/> <input type="button" value="↕"/>
2	Vice President	<input type="button" value="GF Edit"/> <input type="button" value="↕"/>
1	President	<input type="button" value="GF Edit"/> <input type="button" value="↕"/>

- Storage – this will generally have been set for you by a Staff member. This shows the storage limit (total file upload limit) for the Club – generally set at 20mb.

~~ END ~~