How to post on What's On

What's On is the SU's main page for upcoming student activities and events. www.thesubath.com/whats-on/

Students who are on a Committee for a student group can post their events here. Event and Project Leaders can also ask their group Committee members to post on their behalf.

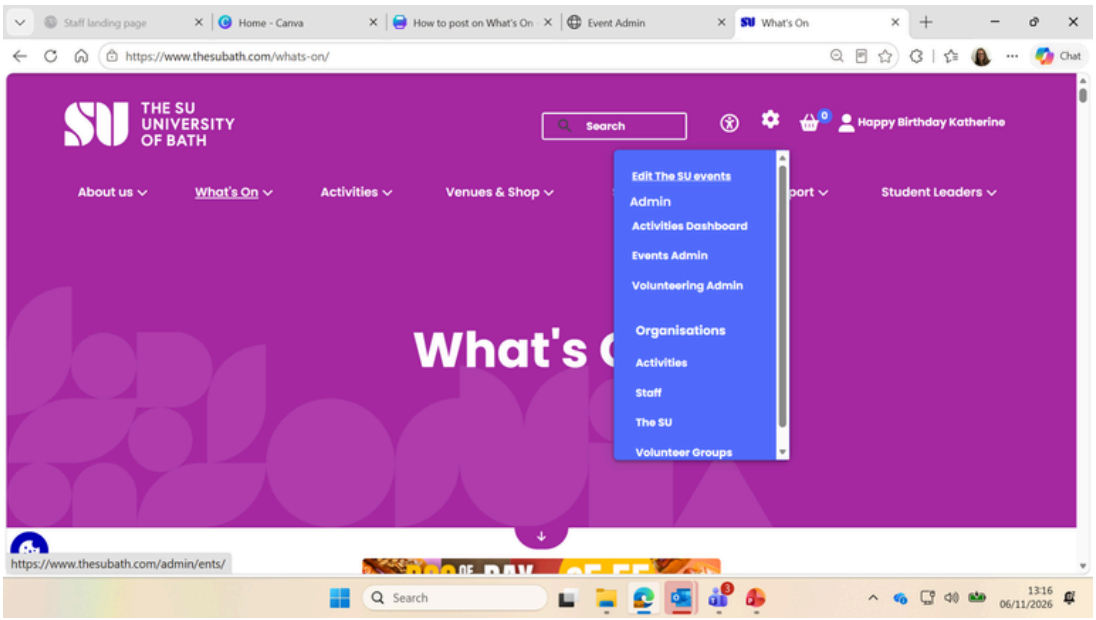


Before you start

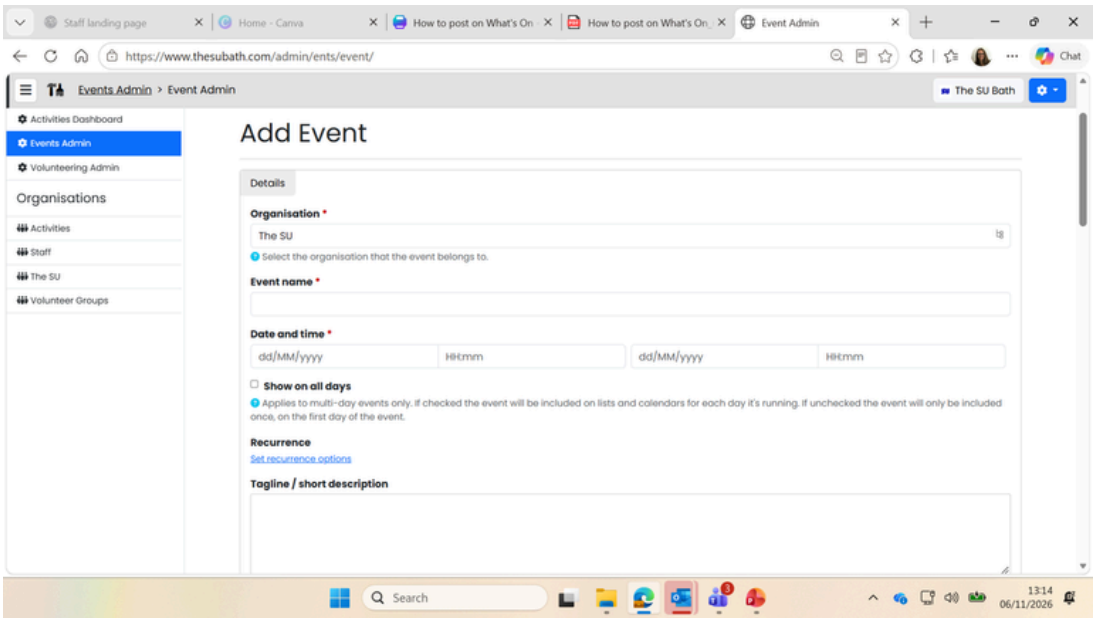
1. Complete the Data Handler Course (thesubath.com/surveys/46/)
2. Once this is done, email volunteers volunteers@bath.ac.uk to let them know and a login will be created for you.

Create your What's On post

- Go to www.thesubath.com/whats-on/
- Log in at the top right hand corner of the page
- Click on the cog, then 'Edit The SU events'



- Click on the green **+ Add new event**
- Click on **Set up a new event**
- Under **Organisation** click on **The SU > Volunteer Groups >** (your group e.g. V Team)
- Then fill in all the fields on the rest of the page



THE SU BATH

Fill in all the information, including and ‘Event name’, ‘Date and time’, ‘Location’ and ‘Event type’. If you’re happy for your event to show immediately, until the event ends, then leave the Display dates blank, or fill them in if you need a different display period. Add an image which will show on the page – bold and simple works best.

If you have a bespoke page elsewhere for the event, such as on social media, then put the link in the ‘External URL’. When someone clicks on the event in the ‘What’s on’ page, it will take them directly to your social media page.

Put as much information as you can to sell the event in the Full description box. This needn’t just be a description, it can include images, YouTube videos and links.



How to set up and sell tickets for your event
Tickets are set up via the Event Planner for your event. You can fill in the fields for tickets including how many there are, whether they are free or have a cost, and whether any of the ticket cost goes to charity.
“All profits go to charity” means any money left over after the costs of the event.
“All proceeds go to charity” means the whole ticket price goes to charity and any costs are paid for by the club, e.g. food, room hire, prizes.

SU Event Planner