# How to post on What's On

What's On is the SU's main page for all 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.
V Team Project Leaders can also post their activities here.

If you need web access please email volunteers@bath.ac.uk to be set up.

Steps

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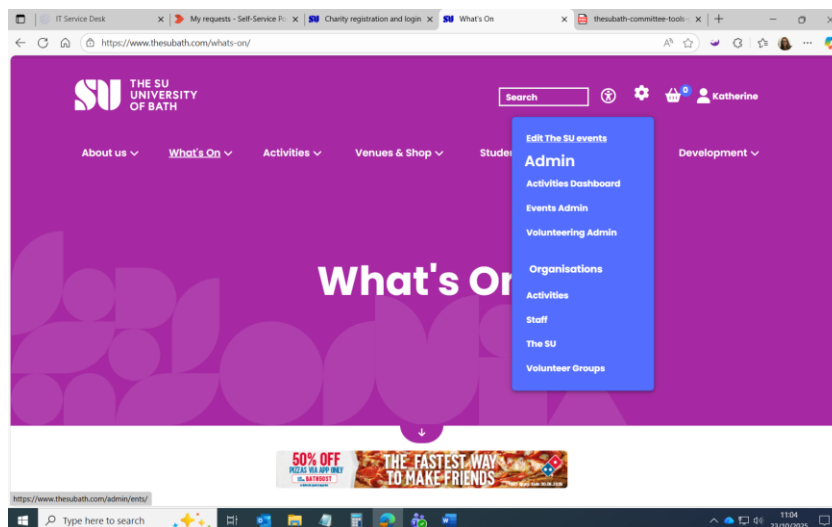
- Click on the green **+ Add new event**
- Click on **Set up a new event**
- Under **Organisation** click on **The SU** > **Volunteer Groups** > (your group e.g. V Team)
- Then fill in all the fields on the rest of the page

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
Email volunteers@bath.ac.uk to get ticket sales set up. They will need to know:
• Event Name
• Group
• Description
• Price
• When on and off sale (date + time)
• Quantity available
• Per person limit [if you only want members to attend, set this to 1, so people can't buy on behalf of a friend]
• Who can purchase this ticket [would usually be your group members or 'any current student' or 'anyone', in which case anybody could set up a guest account with thesubath.com and purchase.]

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