



Welcome!

Scan to register your attendance!



Meet the Activities team!

Anna Russell
(she/her)
Assistant Head of
Activities - Sport

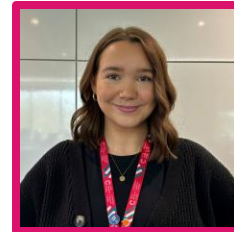


Paul Jones (he/him)
Head of Student Activities



Ffion Hewlett
(she/her)
Sports Clubs
Coordinator

Julian Turner (he/him)
Transport Coordinator



Ellen O'Dwyer (she/her)
Assistant Head of Activities -
Societies, Volunteering and
Student Media

Sophie Irving (she/her)
Societies and
Volunteering Coordinator



Lily Cornish (she/her)
Societies and
Volunteering Coordinator

Elaine Morgan (she/her)
Student Media Coordinator



Karl Spires (he/him)
Give it a Go
Coordinator

Your elected officers!

Your elected officers are elected by students to represent students. There are 7 full time officers in total but as a committee member you'll see and hear most from Georgia and Eve.

Meet your Elected Officers 24/25

Cardiff
Students'
Union

Undeb
Myfyrwyr
Caerdydd



SPRING
ELECTIONS

The results are in!

Coming up in this session:

1

First things first!

2

Accessing and using your web page

3

Accessing and using committee resources

4

Accessing and using the student portal

5

Daily tasks as a committee member

6

Q&A

First things first!

Some pre-semester reading for you...

1

Affiliation requirements

Student groups must uphold requirements to benefit from SU affiliation.

2

The Activities Laws

The Activities Laws aim to clarify the rights and responsibilities of affiliated students' groups.

3

Your constitution

Each affiliated student activity group is required to maintain a valid and approved constitution outlining how they are governed.

4

Activities Code of Conduct

Student groups and their members must abide by the code of conduct. Breaches may result in disciplinary action.

Affiliation Requirements

- Minimum of **20** members
- Core committee must consist of a **President, Treasurer and Secretary**.
- Committee **must** purchase guild/AU membership and club/society membership.
- Register all activity with the union and all participants as society members.
- All committee members complete all compulsory training.
- Keep all club/society funds in the Students' Union bank account and keep a constant positive balance, unless pre-agreed.
- Seek approval from the SU for all **contracts** signed by the club/society.
- Adhere to a valid **constitution** (your agreement between the SU and the club/society).
- Run a democratic committee election, hold an **AGM**, take minutes of your AGM, and submit these to the Societies/AU Team.
- Submit all requested documents by the deadlines set by the Societies/AU Team.
- Adhere to the Activities Code of Conduct Policy.
- Code of Conduct must be publicly shared with your members.

www.cardiffstudents.com





WEB PAGES



Web pages

Affiliated groups have their own webpage on cardiffstudents.com. Prospective members, members, students and staff will use your webpage as the central hub of information. It is the committee's responsibility to keep this page up to date.



Key Info

Who you are, what you do, where do you do it, when do you do it?

Contact information



Committee

Committee members will all be listed at the bottom of the page.



Pictures

Make your page look inviting and exciting, include pictures of your activity!



Tickets & Products

Tickets to your events and products such as merchandise will all show at the bottom of your page.



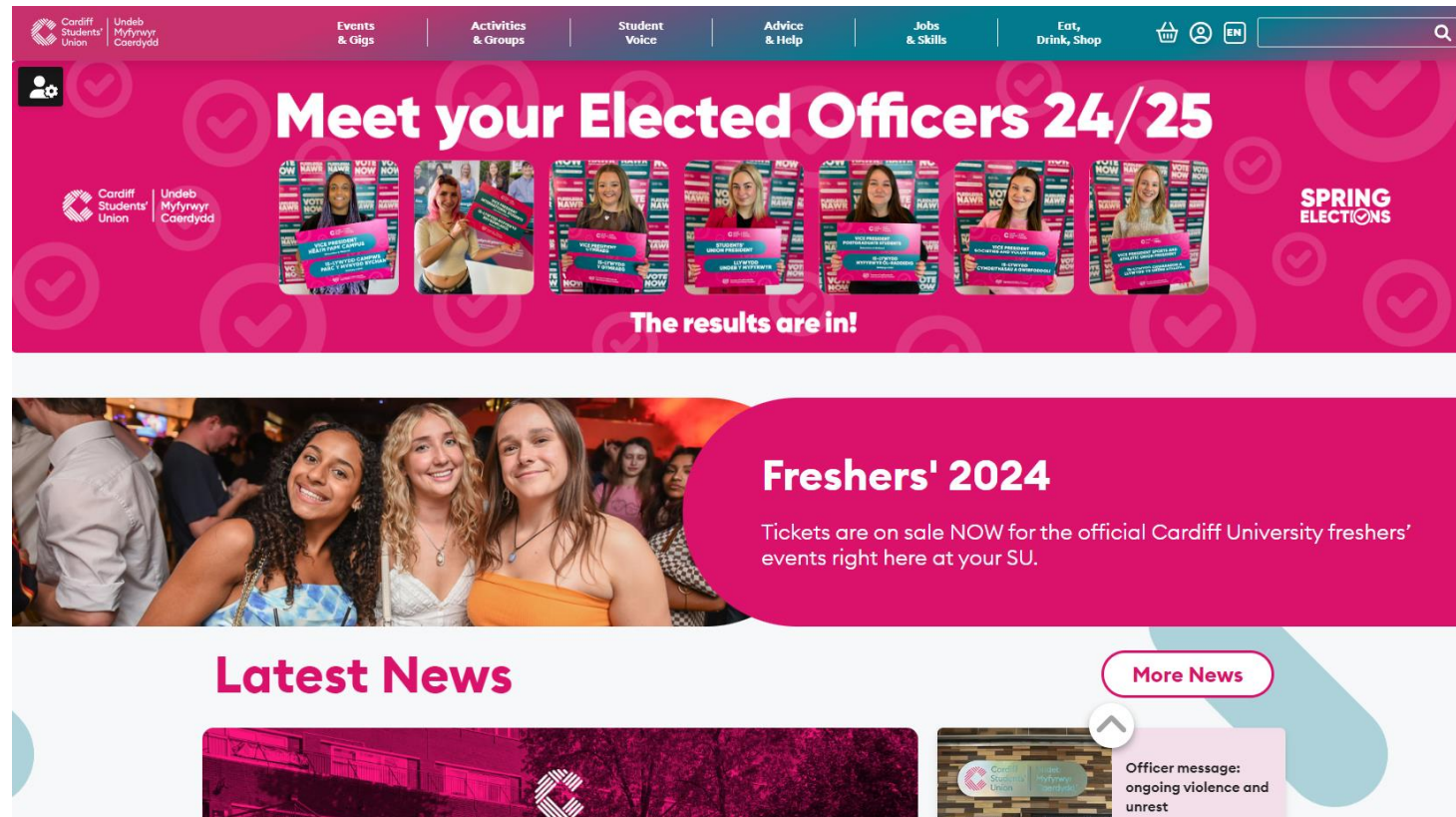
Membership

Your page should include information about membership – how much and what's included? Students can buy them from this page.

Go to your webpage!



Web Pages



www.cardiffstudents.com

Web Pages

The screenshot displays the Cardiff Students' Union website. The top navigation bar includes links for Events & Gigs, Activities & Groups, Student Voice, Advice & Help, Jobs & Skills, and Eat, Drink, Shop. A dropdown menu for 'Activities & Groups' is open, listing: About Student Activities, Athletic Union, Societies, Networks, Give It A Go, Student Media, Volunteering, and Transport. The main banner features the text 'Meet your Elected Officers 24/25' and 'The results are in!' with images of the elected officers. To the right, it says 'SPRING ELECTIONS'. Below the banner, there's a section for 'Freshers' 2024' with a photo of three students and text stating 'Tickets are on sale NOW for the official Cardiff University freshers' events right here at your SU.' Further down, the 'Latest News' section is visible, with a 'More News' button and a partial view of a news article titled 'Officer message: ongoing violence and...'. The website uses a color scheme of teal, white, and pink.

Cardiff Students' Union Undeb Myfyrwyr Caerdydd

Events & Gigs Activities & Groups Student Voice Advice & Help Jobs & Skills Eat, Drink, Shop

Meet your Elected Officers 24/25

The results are in!

SPRING ELECTIONS

Freshers' 2024

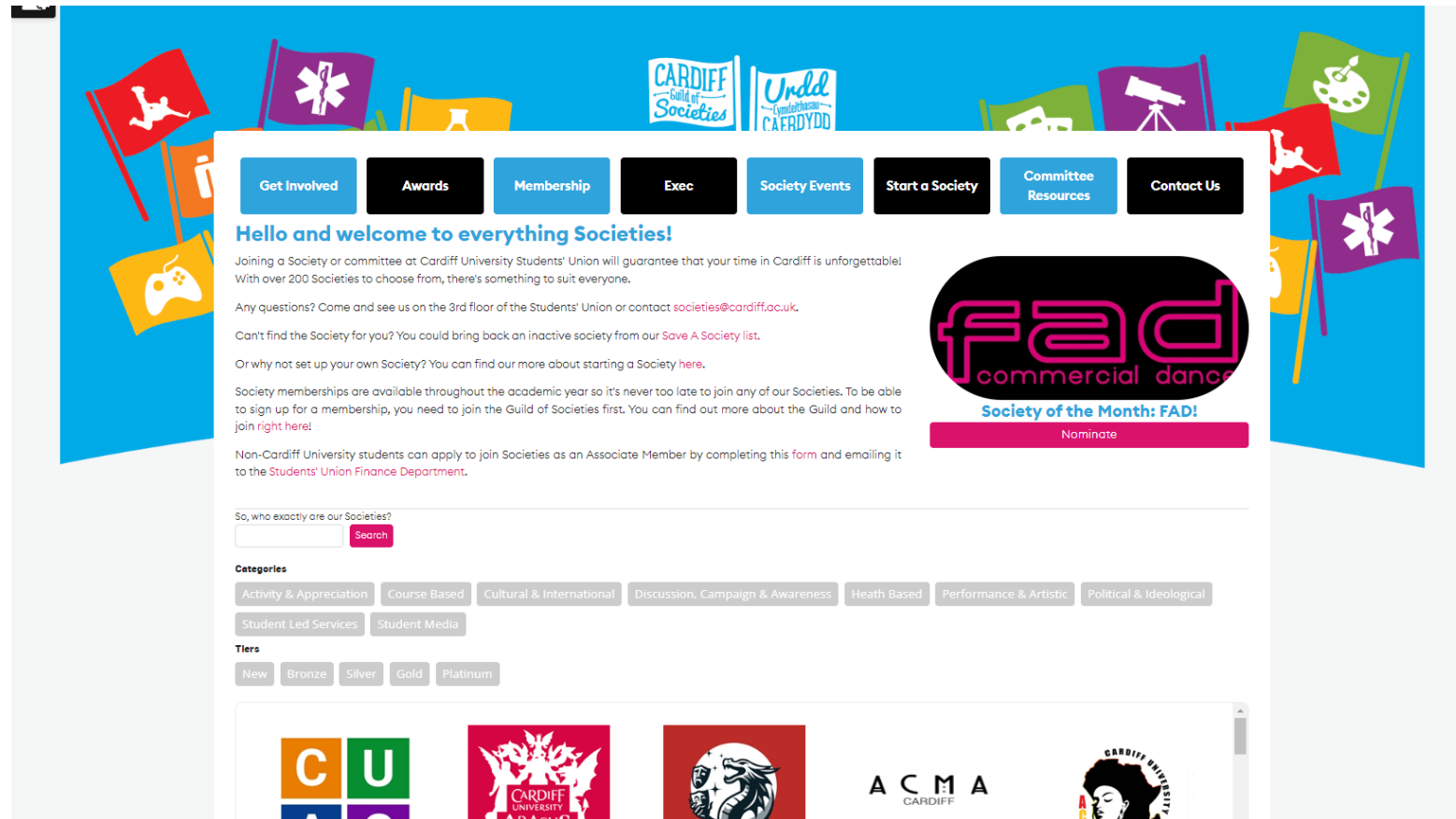
Tickets are on sale NOW for the official Cardiff University freshers' events right here at your SU.

Latest News

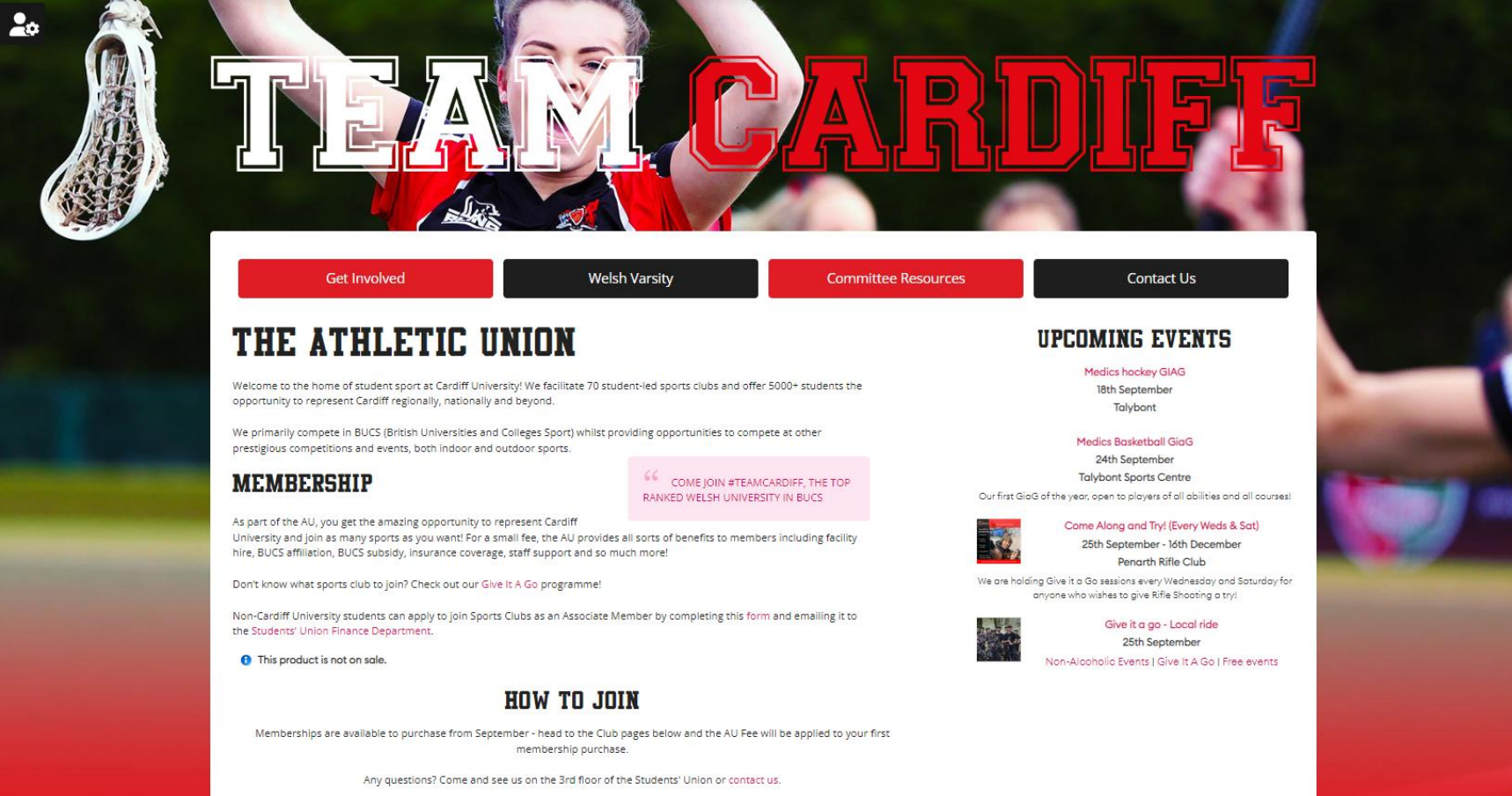
More News

Officer message: ongoing violence and...

Web Pages



Web Pages



TEAM CARDIFF

[Get Involved](#) [Welsh Varsity](#) [Committee Resources](#) [Contact Us](#)

THE ATHLETIC UNION

Welcome to the home of student sport at Cardiff University! We facilitate 70 student-led sports clubs and offer 5000+ students the opportunity to represent Cardiff regionally, nationally and beyond.


We primarily compete in BUCS (British Universities and Colleges Sport) whilst providing opportunities to compete at other prestigious competitions and events, both indoor and outdoor sports.

MEMBERSHIP

As part of the AU, you get the amazing opportunity to represent Cardiff University and join as many sports as you want! For a small fee, the AU provides all sorts of benefits to members including facility hire, BUCS affiliation, BUCS subsidy, insurance coverage, staff support and so much more!

Don't know what sports club to join? Check out our [Give It A Go](#) programme!

Non-Cardiff University students can apply to join Sports Clubs as an Associate Member by completing this [form](#) and emailing it to the [Students' Union Finance Department](#).

 This product is not on sale.

HOW TO JOIN

Memberships are available to purchase from September - head to the Club pages below and the AU Fee will be applied to your first membership purchase.


Any questions? Come and see us on the 3rd floor of the Students' Union or contact us.

UPCOMING EVENTS


Medics hockey GIAG
18th September
Talybont

Medics Basketball GIAG
24th September
Talybont Sports Centre

Our first GIAG of the year, open to players of all abilities and all courses!

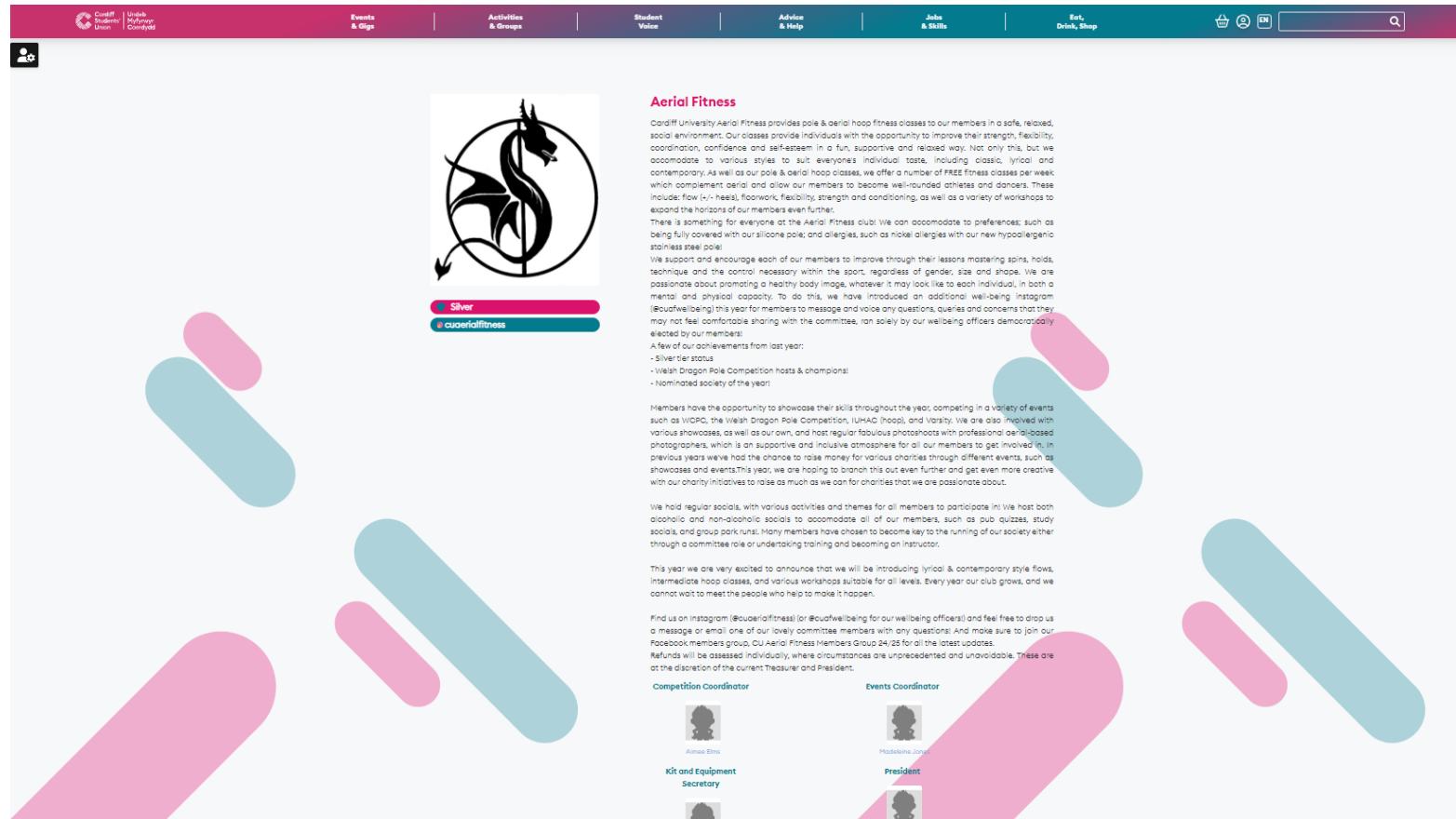
 **Come Along and Try! (Every Weds & Sat)**
25th September - 16th December
Penarth Rifle Club

We are holding Give it a Go sessions every Wednesday and Saturday for anyone who wishes to give Rifle Shooting a try!

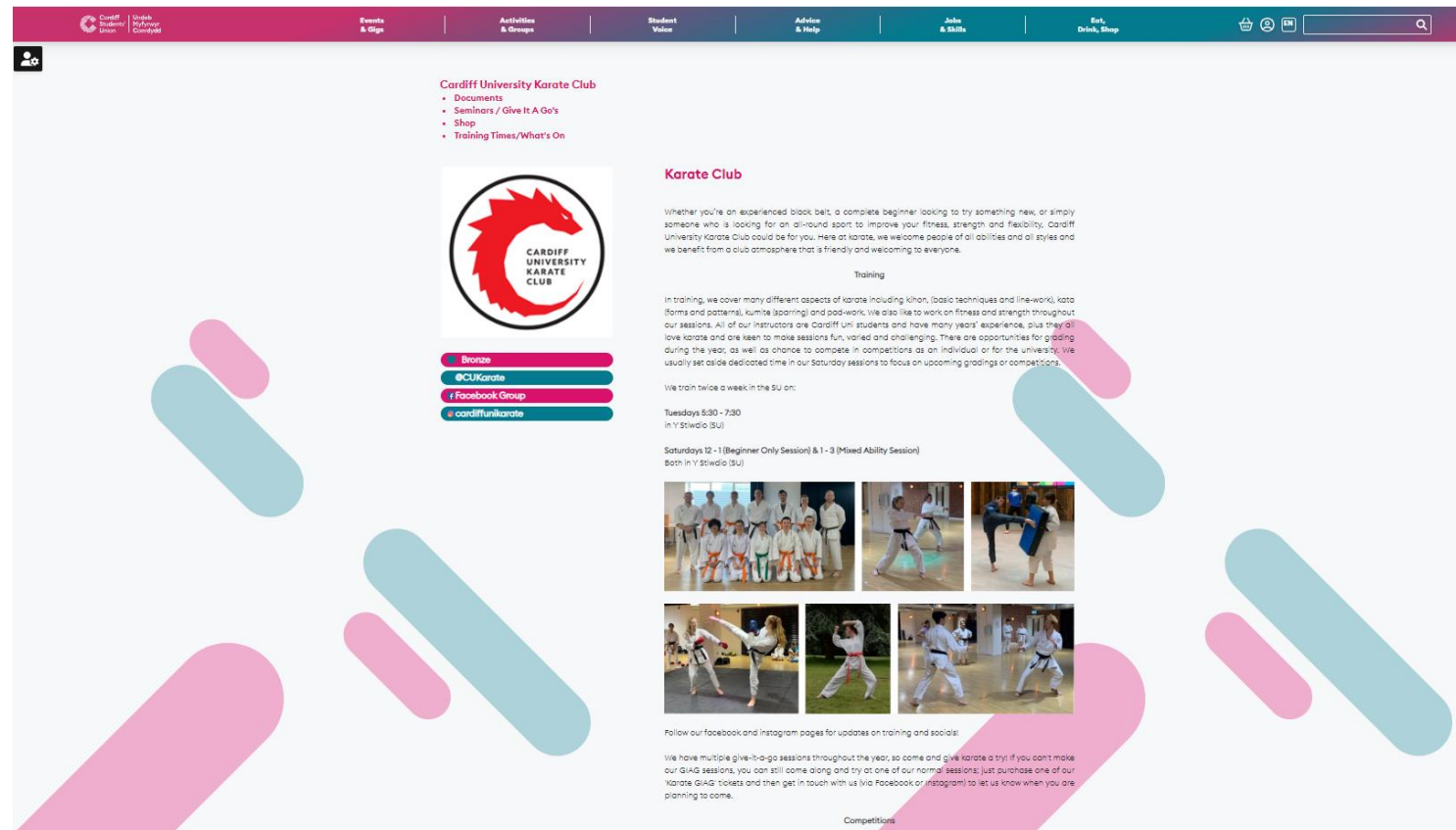
 **Give it a go - Local ride**
25th September

[Non-Alcoholic Events](#) | [Give It A Go](#) | [Free events](#)

Web Pages



Web Pages



Credit
Students
Union

Welsh
Myfyrwr
Cymdeithas

Events
& Gigs

Activities
& Groups

Student
Voice

Advice
& Help

Jobs
& Skills

Fest,
Drink, Shop

EN

Ladies' Hockey Club

Gold

@cardiffULHC

Facebook Group

cuhc

www.cardiffuniversityhockeyclub.co.uk

Wellbeing Officers

emma.walker@cardiff.ac.uk

Ladies' Hockey Club

Welcome to Cardiff University Ladies' Hockey Club! CUHLC is one of the biggest clubs at Cardiff Uni with 6 teams playing up to twice a week across the UK, including BUCS matches on a Wednesday and Welsh league matches on the weekend. As well as our Dev Squad with weekly training, we're a friendly and well-integrated club who have fun both off and on the pitch, and with the addition of our new development team, welcome all abilities to get involved.

Regular weekly training sessions are as follows:

We run our training times on a 3 week rotation so as spread usage of our astro evenly across teams. These are still subject to change before the start of the season. Training will commence 02/10/23.
We will also be running a fortnightly goalkeeper training session at which all of our teams goalies are welcome.

WEEK 1:

Team	MONDAY (Taly)	THURSDAY (Llan)	FRIDAY (Taly)
1st & 2nd	21:30-22:30	17:00-19:00	
3rd & 4th	19:30-20:30		17:00-18:30
5th & 6th	20:30-21:30	20:00-22:00	
DEV		19:00-20:00	

WEEK 2:

Team	MONDAY (Taly)	THURSDAY (Llan)	FRIDAY (Taly)
1st & 2nd	19:30-20:30	17:00-19:00	
3rd & 4th	20:30-21:30		17:00-18:30
5th & 6th	21:30-22:30	20:00-22:00	
DEV		19:00-20:00	

WEEK 3:

Team	MONDAY (Taly)	THURSDAY (Llan)	FRIDAY (Taly)
1st & 2nd	20:30-21:30	17:00-19:00	
3rd & 4th	21:30-22:30		17:00-18:30
5th & 6th	19:30-20:30	20:00-22:00	
DEV		19:00-20:00	

Socials

As well as excelling on the pitch we are also committed to hosting the biggest and best social events off the pitch. Socials are held every Wednesday following the days BUCS fixtures along with our male counterparts of the Cardiff University Mens Hockey Club. We have a range of socials running throughout the year including our Body Paint Social, Charity Shop Challenge, Pub Golf, Generation Social & End of Year Ball. The finale of the year will be our annual tour where we take on the Europeans in a weekend of hockey and socialising at the end of June. Definitely not one to be missed.


Membership

If you wish to become a club member, the cost ranges from £100 to £35 for the year and a further £35 for membership to the Athletic Union, with reduced rates for Erasmus and Development team members. The membership fee covers the cost of league entry for both Wednesdays and Saturdays, travel to and from BUCS matches as well as covering the costs of coaching, training facilities, officials, affiliations and insurance.


Web Pages



Web Pages



Cardiff Students' Union



Undeb Myfyrwyr Caerdydd

Events & Gigs




Activities & Groups

Student Voice


Advice & Help


Jobs & Skills

Eat, Drink, Shop




EN





Airsoft Society



Silver

@CU_AirsoftSoc

@cardiff_uni_airsoft

www.youtube.com/channel/UCcSlejGxSLHTP&ab_channel=CardiffUniversityAirsoftSociety

discord.com/invite/gp5mMe3XKS

Airsoft Society

We are the Cardiff University Airsoft Society (CUAS), proudly one of the oldest and largest airsoft societies in the UK. We hit the field regularly, offering fantastic gameplay opportunities for all skill levels. But it's not all about gamedays—our society is about building a community. We host weekly socials and additional events to bring members together, ensuring that there's more to our society than just the thrill of airsoft battles. Having been founded in 2013, our society boasts an extensive history and big plans for the future ahead.

What is Airsoft?

Airsoft is a combat simulation sport, similar to paintball but without the ridiculous cost or bruises! Teams of players go head to head in a range of gamemodes. Such as: Team Deathmatch, Capture the Flag, VIP Escort and much more. But ultimately, your goal is to shoot your opponents! Unlike paintball, airsoft uses 6mm plastic pellets for ammunition. BBs are significantly cheaper than paintball at around 5% of the cost per shot. They are also much less painful than paintballs at 1/10th the energy in each round (meaning no big bruises).

What do I get with a membership?

- All equipment provided at a value of over £400!
- A minimum of 2 timetabled Gamedays per month!
- Transport to game sites.
- Access to purchase equipment directly from the society at significantly discounted wholesale price!
- Weekly socials and other events with discounts!
- Ability to acquire UKARA Registration directly through us.
- Development opportunities - First Aid and technical classes offered.

Where and when do you play?

We attend gamedays twice a month at a huge range of sites around South Wales and beyond such as:

- The Station - An exciting indoor site accessible by train from Cardiff.
- Dragon Valley - Situated on the active military site MOD Caerwent near Newport.
- Celtic Country Sports - A great woodland skirmish site overlooking the beautiful Ogmore Castle.
- Spartan CQB - An old Chippenham schoolhouse, stripped out and ready for airsoft battles.

We have also hosted and attended other events such as:

- Hosted our own multi-day MilSim (Military Simulation) events such as Operation Carthage at Dragon Valley
- M.O.D. Caerwent which saw 40 players battle it out in teams representing a Russian and NATO forces.

Does your webpage have...



Who, what, where, when



Contact information



Social media



Graphics or photos



Membership information



FAQ's

Friday 20th September





ADMIN TOOLS





Edit webpage

Memberships

Sales reports

**ADMIN
TOOLS**

Products

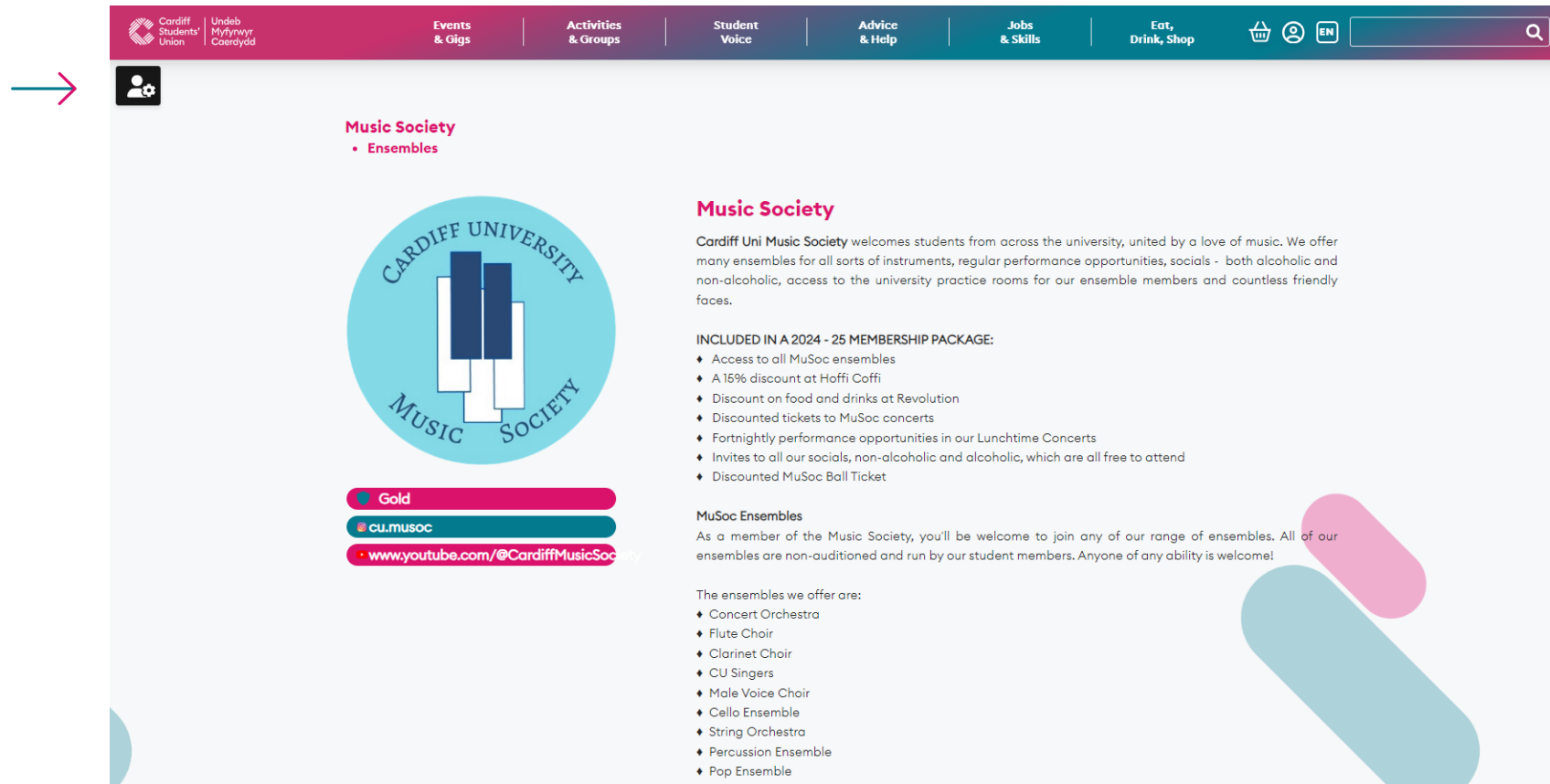
Events and tickets

Elections

Go to admin tools!




Admin Tools



The screenshot shows the Cardiff University Music Society website. The top navigation bar includes links for Cardiff Students' Union, Undeb Myfyrwyr Caerdydd, Events & Gigs, Activities & Groups, Student Voice, Advice & Help, Jobs & Skills, and Eat, Drink, Shop. A red arrow points to the user profile icon in the top left corner of the website.

Music Society
• Ensembles



Gold
cu.musoc
www.youtube.com/@CardiffMusicSociety

Music Society

Cardiff Uni Music Society welcomes students from across the university, united by a love of music. We offer many ensembles for all sorts of instruments, regular performance opportunities, socials - both alcoholic and non-alcoholic, access to the university practice rooms for our ensemble members and countless friendly faces.

INCLUDED IN A 2024 - 25 MEMBERSHIP PACKAGE:

- ♦ Access to all MuSoc ensembles
- ♦ A 15% discount at Hoffi Coffi
- ♦ Discount on food and drinks at Revolution
- ♦ Discounted tickets to MuSoc concerts
- ♦ Fortnightly performance opportunities in our Lunchtime Concerts
- ♦ Invites to all our socials, non-alcoholic and alcoholic, which are all free to attend
- ♦ Discounted MuSoc Ball Ticket

MuSoc Ensembles

As a member of the Music Society, you'll be welcome to join any of our range of ensembles. All of our ensembles are non-auditioned and run by our student members. Anyone of any ability is welcome!

The ensembles we offer are:

- ♦ Concert Orchestra
- ♦ Flute Choir
- ♦ Clarinet Choir
- ♦ CU Singers
- ♦ Male Voice Choir
- ♦ Cello Ensemble
- ♦ String Orchestra
- ♦ Percussion Ensemble
- ♦ Pop Ensemble

Admin Tools

The screenshot displays the Cardiff Students' Union website. The top navigation bar includes links for Events & Gigs, Activities & Groups, Student Voice, Advice & Help, Jobs & Skills, and Eat, Drink, Shop. A search bar is located on the right. The left sidebar menu is open, showing the Admin section with options like Elections Admin, Events Admin, Referendo Admin, Survey Admin, and Volunteering Admin. Below this are Organisations and a Control Panel with links to Edit page, Add child page, Copy page, and Music Society admin tools. The main content area features the Music Society page, which welcomes students and lists the included 2024-25 membership package. The package includes access to all MuSoc ensembles, a 15% discount at Hoffi Coffi, a discount on food and drinks at Revolution, discounted tickets to MuSoc concerts, fortnightly performance opportunities in Lunchtime Concerts, invites to all socials, and discounted MuSoc Ball Tickets. The page also lists the ensembles offered: Concert Orchestra, Flute Choir, Clarinet Choir, CU Singers, Male Voice Choir, Cello Ensemble, String Orchestra, Percussion Ensemble, and Pop Ensemble. A pink arrow points to the 'Music Society admin tools' link in the sidebar menu.

Cardiff Students' Union | Undeb Myfyrwyr Coeddydd

Events & Gigs | Activities & Groups | Student Voice | Advice & Help | Jobs & Skills | Eat, Drink, Shop

Admin

- Elections Admin
- Events Admin
- Referendo Admin
- Survey Admin
- Volunteering Admin

Organisations

- Activities
- Associations
- Athletic Union
- Cardiff University Students' Union
- Cardiff Volunteering
- Committees
- Democracy
- Guild of Societies
- Student Led Services
- UMCC
- Volunteering Project
- Wahceta

Control Panel

- Edit page
- Add child page
- Copy page
- Music Society admin tools

www.youtube.com/watch?v=9u0uam-musicSoc

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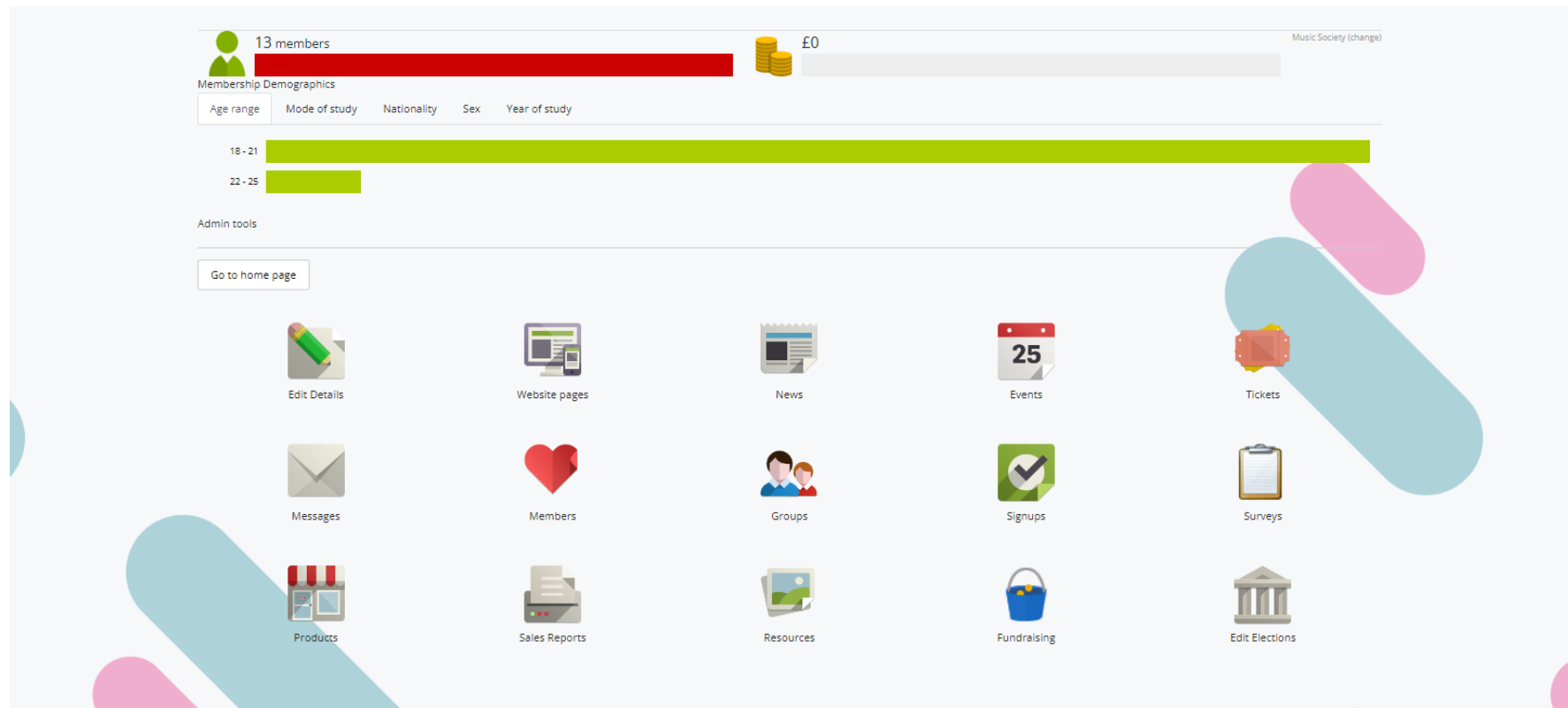
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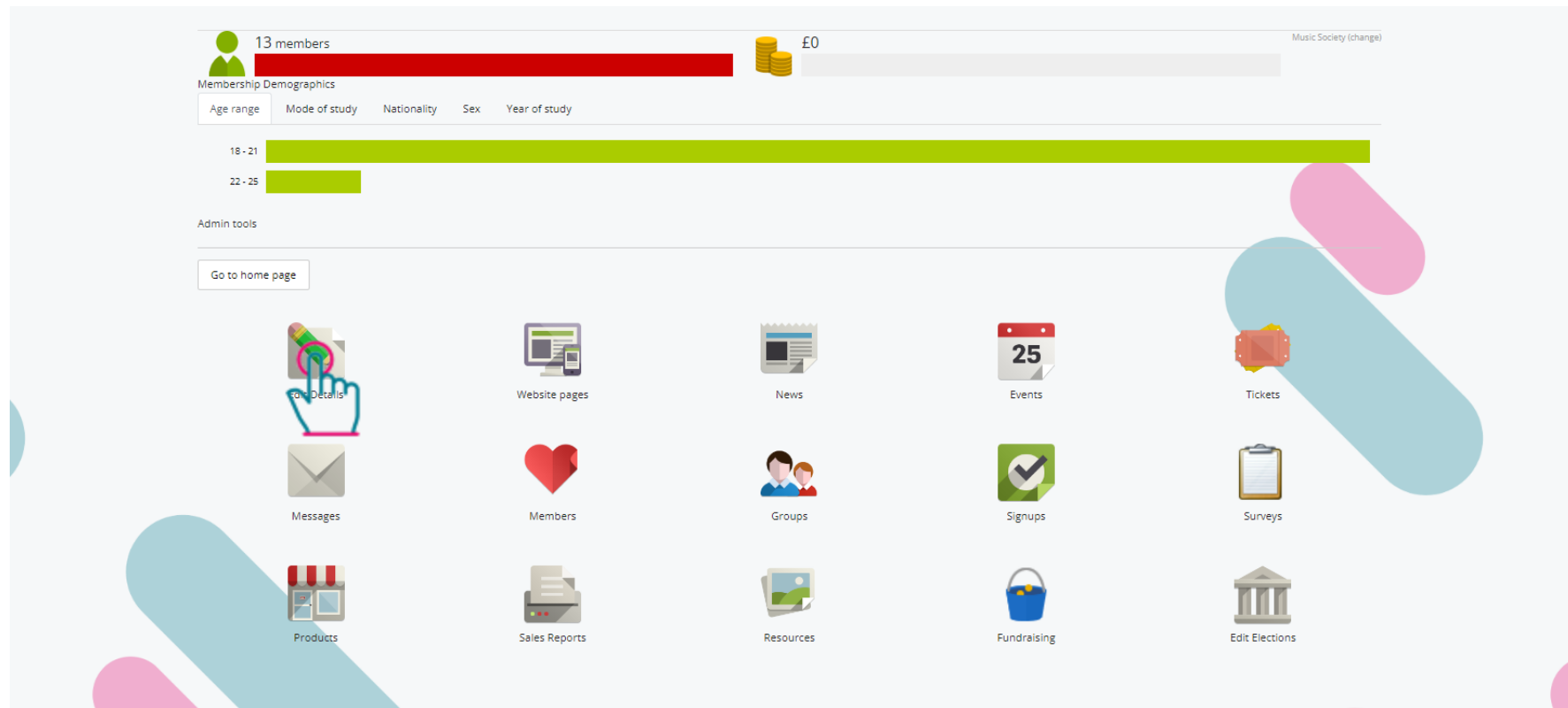
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- ♦ Male Voice Choir
- ♦ Cello Ensemble
- ♦ String Orchestra
- ♦ Percussion Ensemble
- ♦ Pop Ensemble

Admin Tools



Edit Webpage



Edit Webpage

Details

A Cappella Society (change)

Back to admin tools

Site setup

Webname

acappella

Url

https://www.cardiffstudents.com/activities/society/acappella/

Logo

C

U

A

C

Choose file

No file chosen

Update

Delete

Details

Email address

acappellasociety@cardiff.ac.uk

This is your public email address for general contact.

Web address

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

Phone number

If you have a phone number, enter it here.

X (formerly Twitter) username

Enter your X (formerly Twitter) username here.

Facebook URL

https://www.facebook.com/CUACappella

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

This text appears on organisation blings.

Description

Source

Format

We are the award-winning Cardiff University A Cappella Society!

Hello & welcome!

Shwmael!

Our society is home to 4 different groups!!!

We are overjoyed to announce that we have revived our non-competitive group, Interchorus! This lovely bunch of people rehearse once a week on a Monday, with some occasional extra rehearsals. Anyone is welcome to join interchorus- the more the merrier!

The other groups that make up our society are all competitive: The Acappellads, The DeciBelles, and CU Vox (they ran out of pun ideas- the rest were taken!)


Each of these groups rehearse twice a week- once on a Sunday and one other weekday evening- this is tbc, depending on the group and its members' availability. These groups are auditioning- feel free to message us to get up-to-date with the audition process, which usually happens around freshers and refresheres every year!

Follow us on our various media platforms to stay up-to-date with our groups!

Before you ask- yes, we are a bit like real-life Pitch Perfect! We're a super friendly and social bunch, always down for a boogie, and love to sing 🎵

We have a jam-packed Calendar coming up over the next year (or should we say aca-lendar,...) The CUAC Society's year is full of: competitions, showcases, performances, socials as a society, socials in our groups, socials with other societies and much more in store- we couldn't possibly list it all- you'll have to come along to our GIAG, auditions or follow us to find out what's on the agenda :)


Meet the groups...



The Acappellads:

The Acappellads is Cardiff Uni's competitive group for male-presenting performers. Inclusive of all voice types, from basses and beatboxers to the highest tenors, the group combines high singing standards and choreography with a fun social calendar.

The 'Lads' compete annually in the International Championship of Collegiate A Cappella, the ICCAs, along with all UK A Cappella groups. Last year they reached the UK semifinals of the ICCAs, and they are currently producing an EP of their repertoire from the past two years! On top of these outstanding achievements, the most recent CUAC showcases have seen many a showstopping performance by the lads, featuring music from the likes of: Bastille, The Wombats, Coldplay and Amber Run to name a few. They really are a great group to be a part of and, of course, listen to! They are proud to say they have been "redefining lad culture since 2013", as well as reping the best group colour! Keep an eye on our socials for their upcoming EP release! The Lads are looking for any low voices, and any arrangements. There are lots of opportunities for anyone looking to be a musical director in this group and the lads are so excited for another great year ahead!



The DeciBelles:

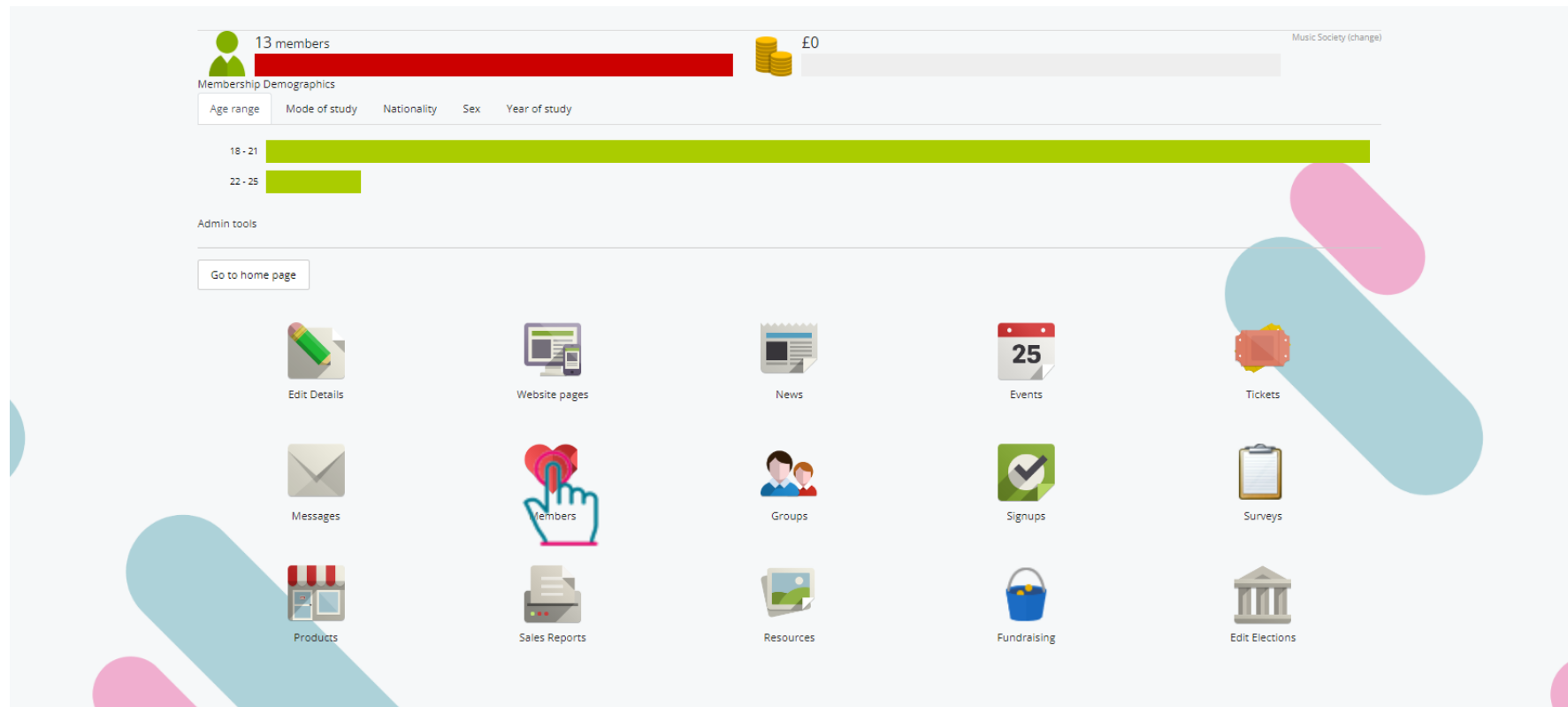
The DeciBelles are Cardiff Uni's female-presenting and non-binary competitive A Cappella group! The 'Belles' reached the UK finals of the 2023 ICCAs, and CUAC couldn't be prouder! They also have an EP, which was released in 2021 (listen to 'Watch Your Back' on Spotify!) They take part in showcases and competitions all over the UK, where they perform some iconic arrangements, including songs by: Little Mix, Orla Gartland, Lizzy McAlpine and Aurora to name a few!

This lovely bunch are keen to gain a beatboxer; anyone who is experienced or who is willing to get stuck in and give Vocal Percussion a try! The Belles are also seeking new singers to join their fabulously talented and supportive family, and can't wait to have a blast at upcoming competitions, showcases and socials over the next year.

Save

When

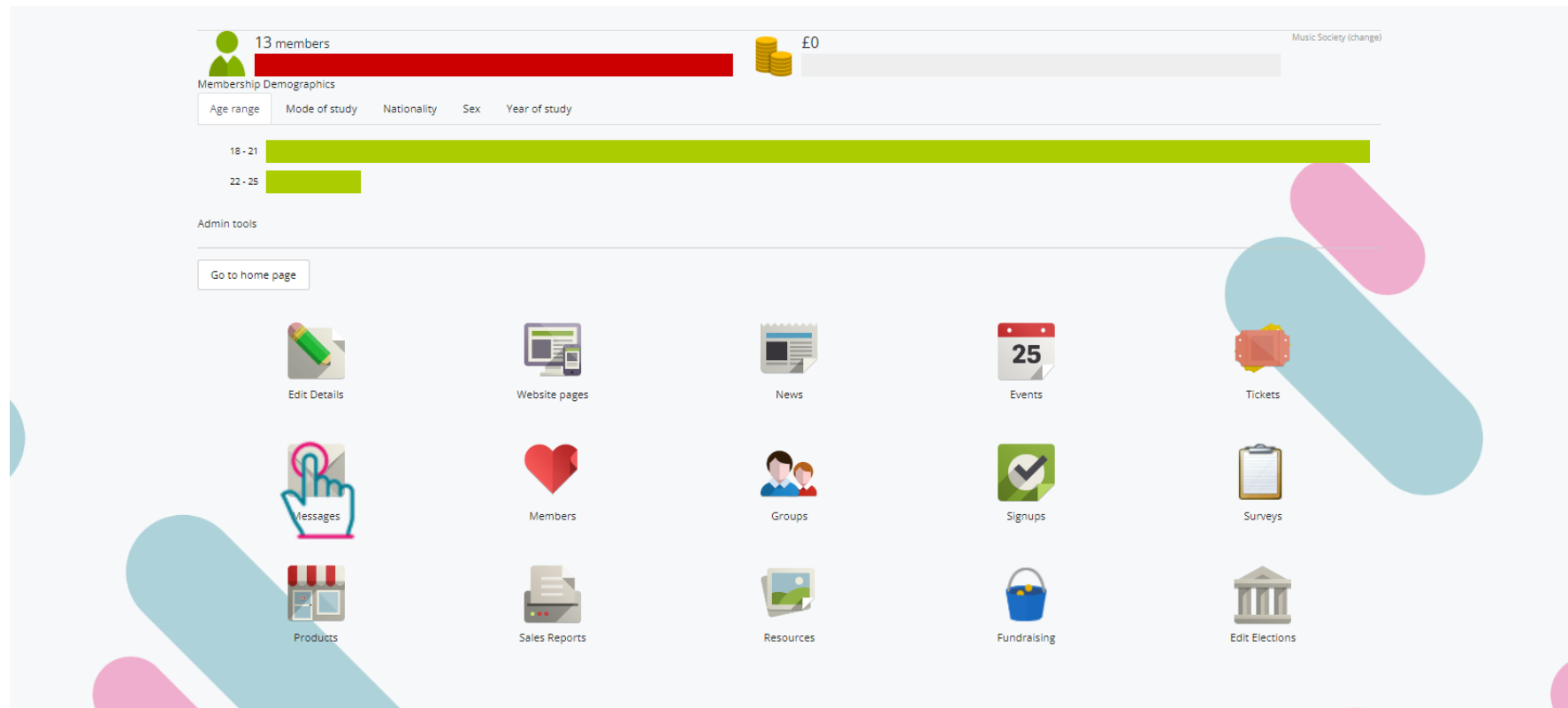
Memberships



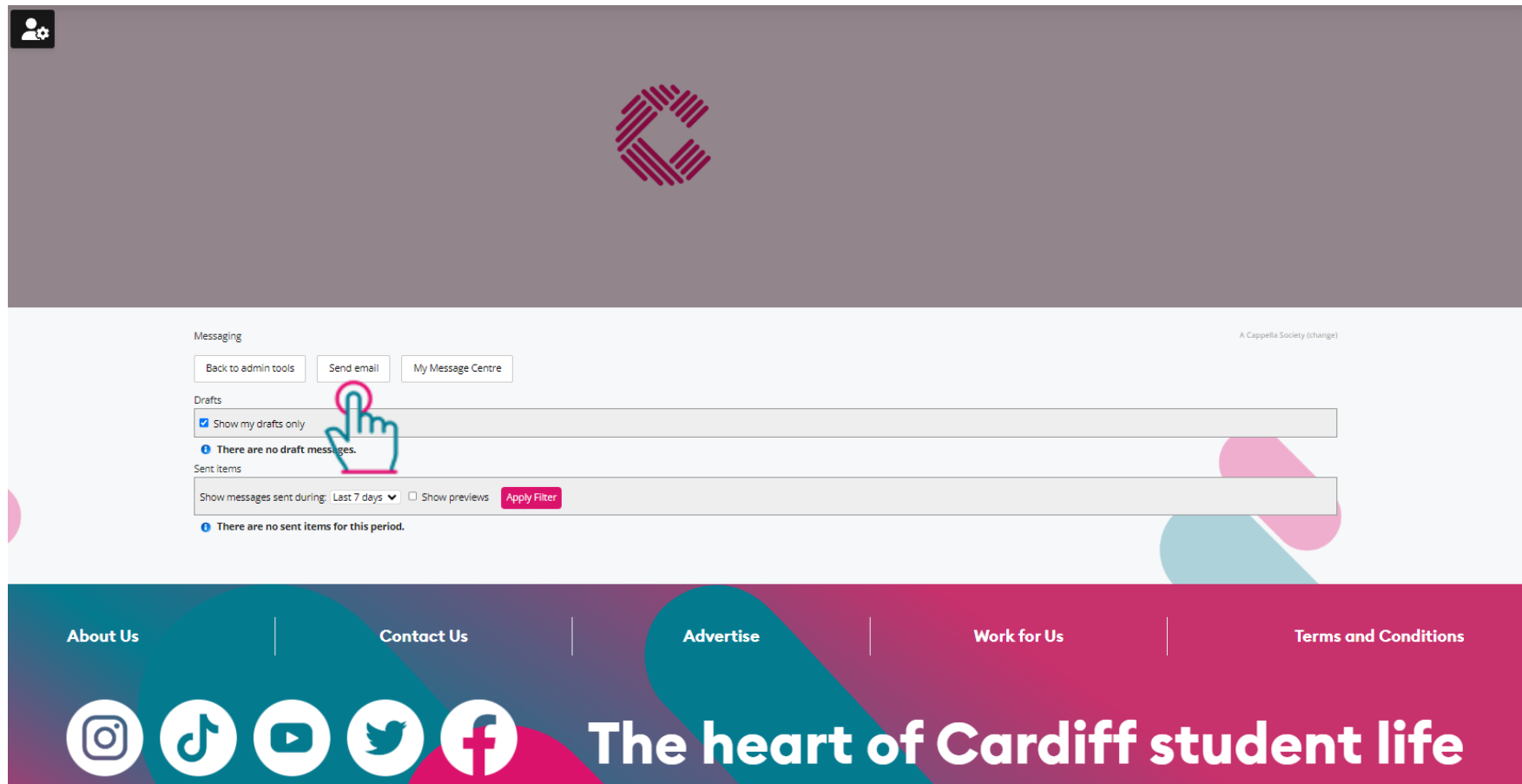
The image is a screenshot of the Cardiff Students' Union website, specifically the 'Members' page. The website has a dark blue header with a navigation menu containing links: 'Events & Gigs', 'Activities & Groups', 'Student Voice', 'Advice & Help', 'Jobs & Skills', and 'Eat, Drink, Shop'. There are also icons for a shopping cart, user profile, and language (EN). Below the header is a large grey banner with the union's logo in the center. The main content area is white and features the title 'Members' on the left. To the right of the title is a link 'A Cappella Society (change)'. Below the title are two buttons: 'Back to admin tools' and 'List Members by Group'. On the right side of the main content area is a search bar with the text 'Search Members' and a 'Search' button. Below the search bar is a 'Clear' button and a prompt 'Enter all or part of a person's name'. At the bottom of the main content area, there is a table with two columns: 'Name' and 'Card Number'. The table shows a list of members with their names and card numbers. The page is framed by a pink border.

[illegible]

Message Members



Message Members



Message Members

Send Email

A Cappella Society

From

A Cappella Society <acappellasociety@cardiff.ac.uk>

Ellen O'Dwyer <ODwyerE2@cardiff.ac.uk>

Ellen O'Dwyer <societies@cardiff.ac.uk>

Reply to

A Cappella Society <acappellasociety@cardiff.ac.uk>

Ellen O'Dwyer <ODwyerE2@cardiff.ac.uk>

Ellen O'Dwyer <societies@cardiff.ac.uk>

To

Add recipients

This message has no recipients

Subject

Attachments

Add attachments

This message has no attachments

Google campaign tracking

☐Track this email - Campaign: (no subject) | Source: 8307

Note: Open rate tracking is enabled by default. Only check this box if you would like to use campaign tracking in Google Analytics

Template

Apply template

Message Text

B

I

Format

Source

Switch to raw HTML composing mode

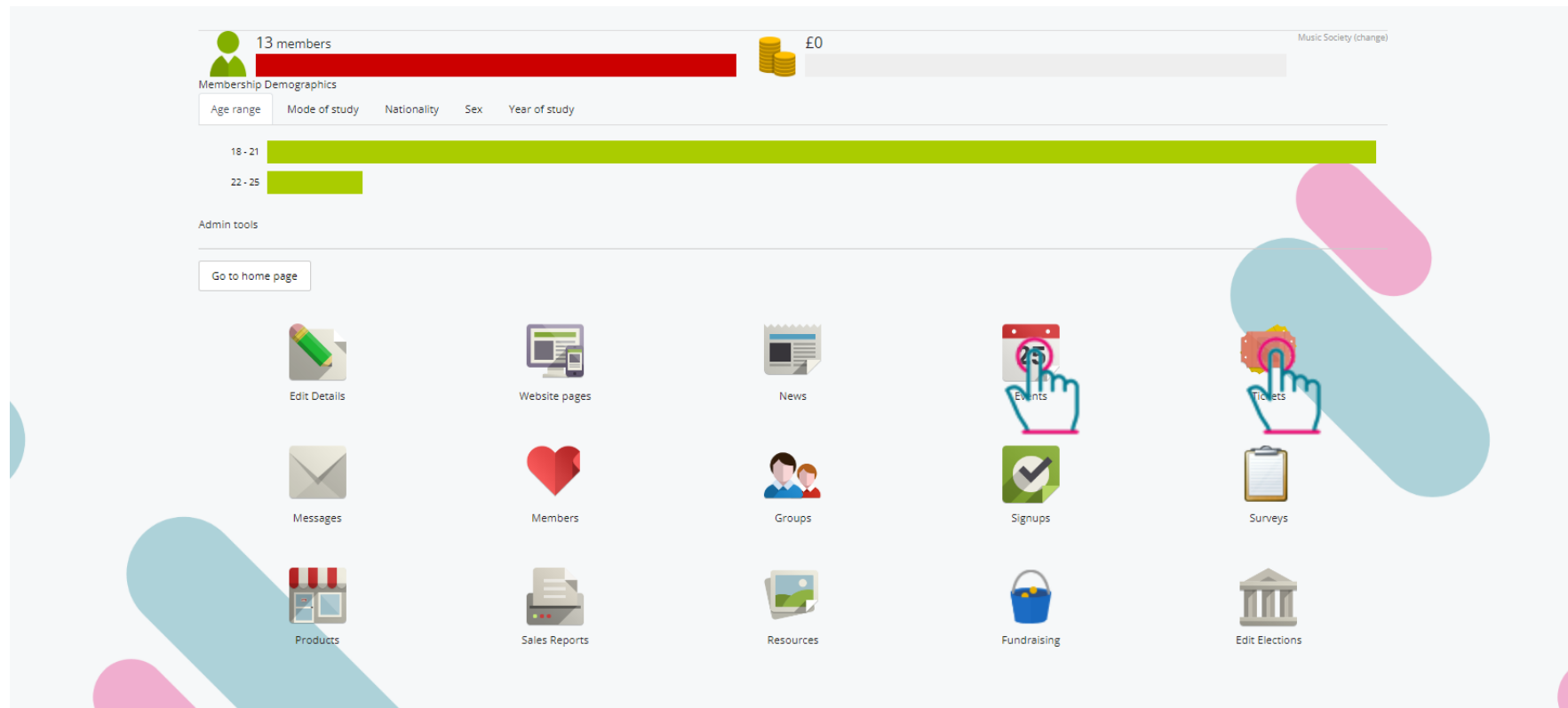
Save as draft

Cancel

Send preview

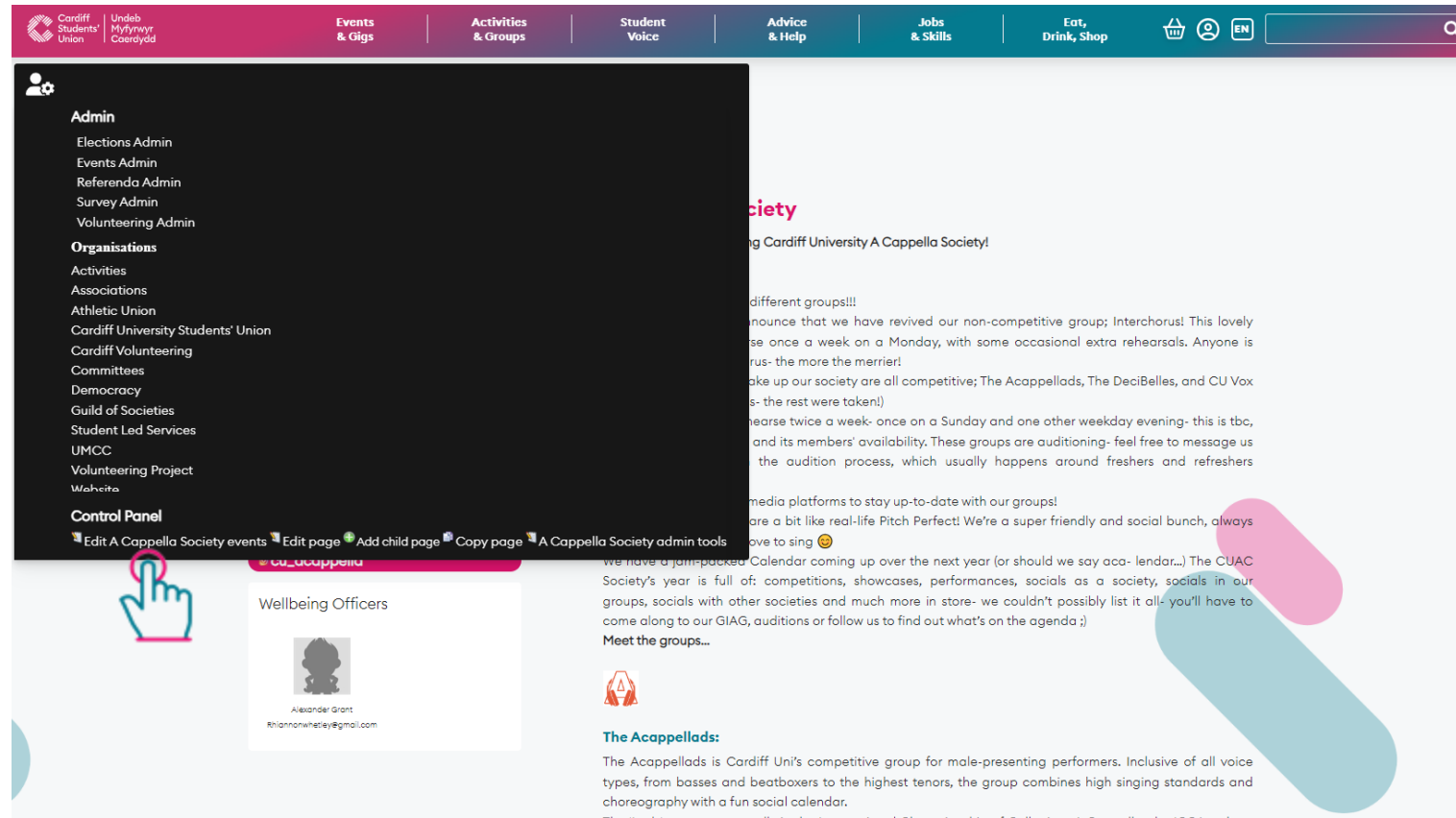
Please review the warnings above.

Events and Tickets



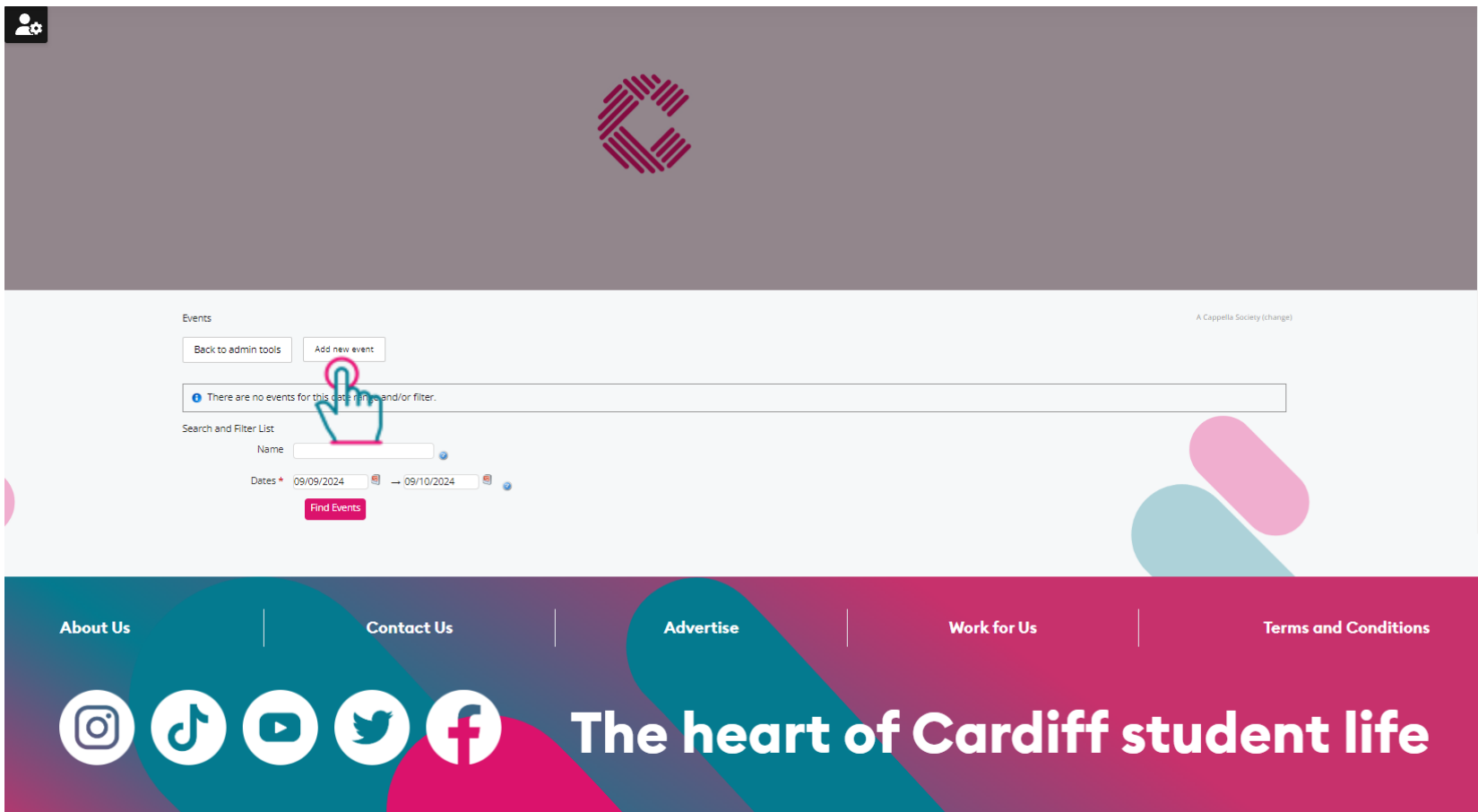
There is a detailed step-by-step guide in the Committee Handbook!

Events and Tickets



There is a detailed step-by-step guide in the **Committee Handbook!**

Add New Event



Add New Event

Add Event

Back to event list

Event name *

Date and time *

Monday

HMU

to

Monday

HMU

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.
Applies to multi-day events only. To prevent the event will only be included once, on the first day of the event.

Repeat Event

☐ Repeat for 1 Weeks

Tagline / short description

01/250

Location

Online meeting URL

If specified, you have to add your own URL.

Online meeting joining info

Add passwords or any other info required to help people join the meeting.

External URL

If specified, event list arrow will link to this URL.

Event types

☐ Activity & Appreciation Societies
☐ Knight Move
☐ Students Union
☐ Ball
☐ Burs
☐ Black History Month
☐ Bow Office
☐ Bow Office - Featured
☐ Campaign
☐ Cardiff Hinge
☐ Cardiff Student Media
☐ Career and Family Week
☐ Charity
☐ Christmas 2020
☐ Christmas Dinner
☐ Comedy nights
☐ Competitive Societies
☐ Course Based Societies
☐ Covid student Wellbeing
☐ Cultural & International Societies
☐ Cywngwng
☐ Democracy
☐ Dementia from Day One
☐ DISABILITY Sport Campaign
☐ Discussions, Campaigns & Awareness Societies

☐ Give it a Go Westland
☐ Gwa Global
☐ Gwa Green
☐ Gwa! Ten Societies
☐ Health
☐ Health Based Societies
☐ Health Pans on Tour
☐ Health RAG
☐ Hobbies Event
☐ Ideas on White On
☐ Idea Refresh
☐ Industrial action events
☐ Jobs and Support
☐ Jobs No joke
☐ LGBT+ History Month
☐ LGBT+
☐ Live Music
☐ March Nurses
☐ Mind Your Head
☐ Minus Matter
☐ Museum
☐ Night Varsity
☐ Nursing Societies
☐ New Societies
☐ Night Club

☐ Refreshers Week
☐ Revision Aid
☐ RDS Wellbeing
☐ Skills Development Service - Professional Courses
☐ Skills Development Service - School Courses
☐ Skills Development Service - Short Courses
☐ Skills Courses
☐ Society
☐ Speak Week
☐ Sport
☐ Stalls
☐ Stand With LGBT+
☐ Student Academic Reps
☐ Student Advice Welfare Campaign
☐ Student Led Services
☐ Student Media
☐ Student Voice
☐ Student Volunteering Week
☐ Students' Union Elections
☐ The Gwa Rebuilding
☐ Term 1
☐ The Lash
☐ Theatre
☐ Therapy Dogs
☐ Trips

Add New Event

Check the event types that correspond to this event.

Image

[Select image](#)



Image alt text

View permission *


















































































[Everyone](#) ▼

Select who can view this event.

Display dates

  if specified, events will only be displayed between these dates. Both dates are optional.

Full description

Source                                                                                  <

Add the tickets...

Wellbeing Officer Training - Thu 12 Sep 2024 17:30

Events Admin Details **Tickets** Door Entry Messages Reports Seating Plan View event

Event product group

Name Wellbeing Officer Training Thu 12 Sep 2024

Net sales 18

Sales limit

Max number of tickets available for sale

Per person limit (No limit) ▼

The number of tickets of any type that one person can buy.

[Update Product Group](#)

Availability messages

Not available If specified, displayed according to current availability (on sale) status. Use this for 'On sale Monday', 'FREE EVENT!', 'Hurry, nearly all gone', 'SOLD OUT' and similar messages.

Available

[Update](#)

E-ticket options

Template (Use default) ▼

[Update](#)

Existing tickets

Ticket type	Product #	Price	Per-person limit	Sales limit	Sales	Primary	In group	On sale				
Students	10557170	£0.00	1	24	18	Yes	Yes	Yes				

Add new ticket

Type (Select ticket type) ▼ [Add new ticket type](#)

Price

Primary ticket? ☒

Sales limit

Per person limit (No limit) ▼

Finance Code (Start typing finance code) [Add new finance code](#)

VAT Exempt - 0.00% ▼

Ticket description

Add the tickets...

Add new ticket

Type (Select ticket type) Add new ticket type

Price *

Primary ticket? ☒ ⓘ

Sales limit ⓘ

Per person limit (No limit) ▼

Finance Code (Start typing finance code) Add new finance code

VAT Exempt - 0.00% ⓘ

Ticket description ⓘ

Send e-tickets ☐ If checked, e-tickets are sent to the purchaser.

Receipt / ticket text ⓘ

Add Ticket

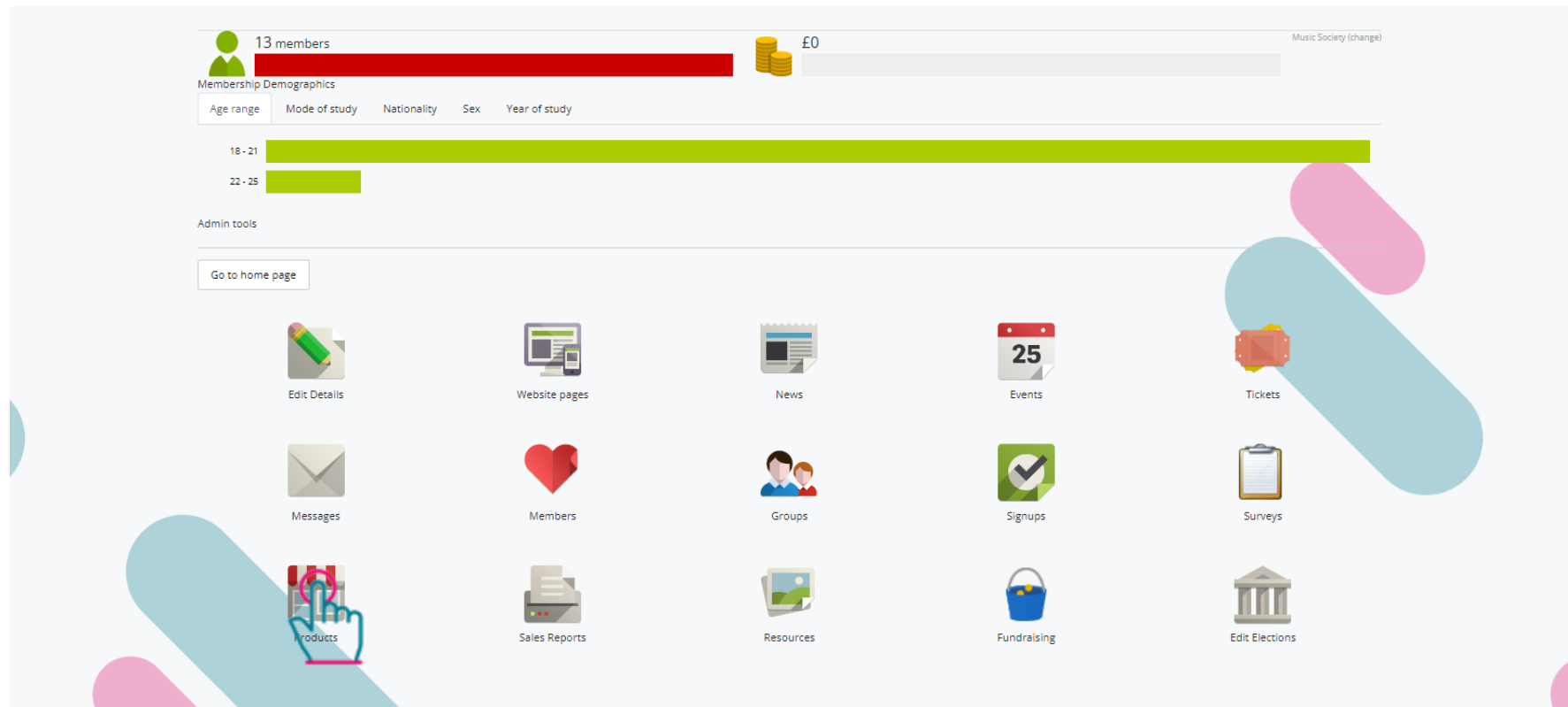
Add existing product as ticket

Product (Start typing product ID or name) You can add products of the following types:Membership Product,Product,Ticket

Ticket type (Select ticket type)

Add Product

Products



There is a detailed step-by-step guide in the Committee Handbook!

Products

Cardiff Students' Union | Undeb Myfyrwyr Caerdydd

Events & Gigs | Activities & Groups | Student Voice | Advice & Help | Jobs & Skills | Eat, Drink, Shop

Products

Back to admin tools | Add new product

☒ Show products on sale only

Product #	Name	Type	Unit price	PPL	Sales limit	On sale
10520500	A Cappella Finance Payment CHARITY	Product	0.01			Yes
10513190	A Cappella Finance Payment	Product	0.01			Yes

Page size: 20

About Us | Contact Us | Advertise | Work for Us | Terms and Conditions

Products

Product details

Name *

Price *

On sale from / until

09/09/2024

00:00

→

dd/MM/yyyy

HH:mm

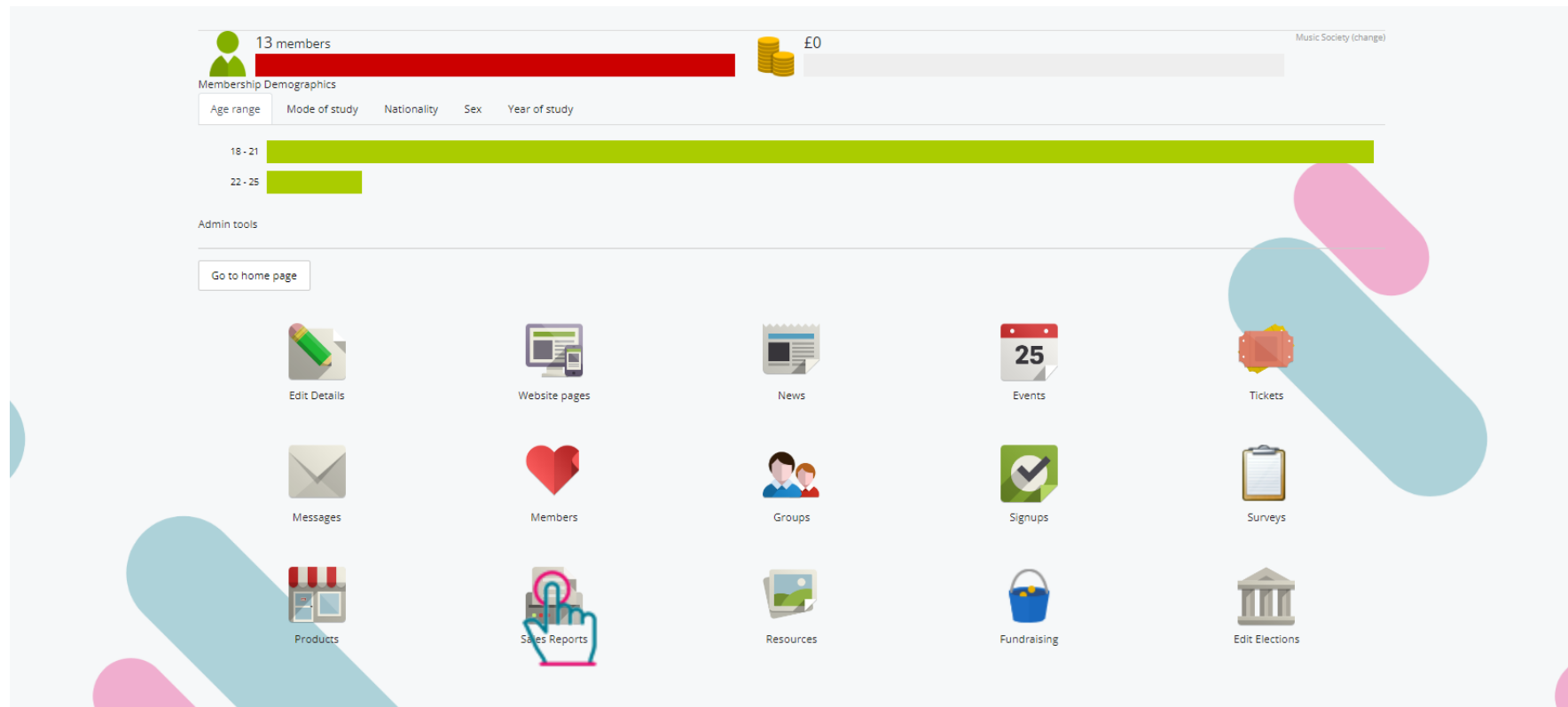
Sales limit

Per person limit

Description

Save

Sales Reports



There is a detailed step-by-step guide in the Committee Handbook!

Sales Reports

Sales Reports

A Cappella Society (change)

[Back to admin tools](#)

View sales and purchase information for your organisation's memberships and products.

Date range * 01/10/2023 00:00 → 31/10/2023 00:00

Choose report Sales Report Purchasers Report Customisations

1 of 1

75%

Find | Next

Product Sales Report

Report generated Mon 09 Sep 2024 17:24

Report Details				
Product #	Name	Organisation	From Date	To Date
ALL	ALL	A Cappella Society	Sun 01 Oct 2023 00:00	Tue 31 Oct 2023 00:00

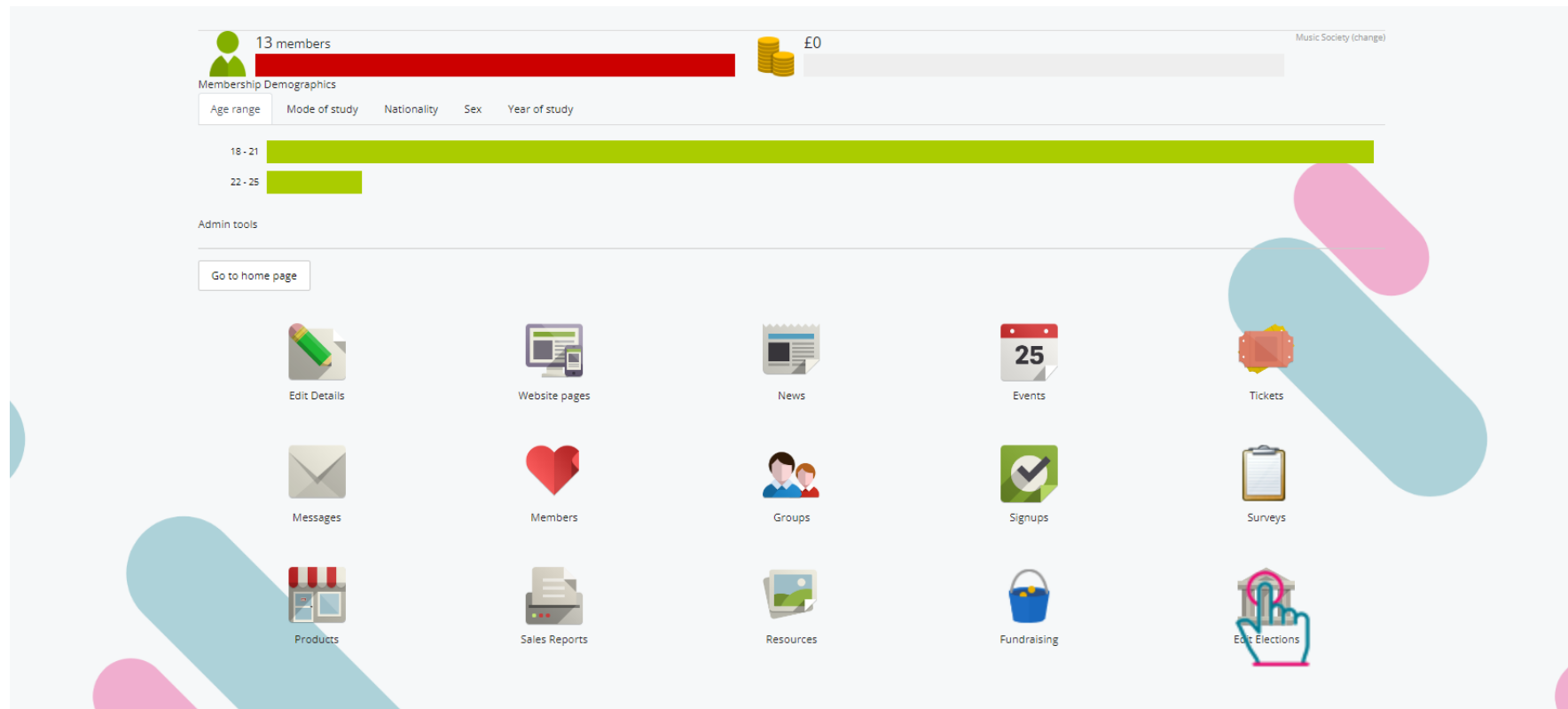
Summary

Transaction type	Qty	Total
Sale	19	190.00
Net total	19	190.00

Shop	Product	Qty	Unit Price	Total
[†] [10264840]	A Cappella Society Competitive Membership	8	Sale	80.00
[‡] [10005480]	A Cappella Society Non-Competitive Membership	11	Sale	110.00
Net total for all products		19		190.00

Page 1 of 1

Elections



There is a detailed step-by-step guide in the Committee Handbook!

Elections

[illegible]

Elections

Attention!

Are you a committee member setting up an election?

Are you thinking "hey - let's make an election for each position on the committee!"? Please don't. One election is enough for all positions! Under "posts" you can add all of the committee positions.

Also, make sure you choose the right role (not "all members" etc). Under the "group" field just select the committee role that you're going to be electing.

You can find out more information on setting up elections in the website user guide.

Elections Admin

Organisation

Act One Drama Society

Status

All current and future elections

Clear

Create New Election

There are no elections. Change the filter settings or create a new election.

Elections

Act One Drama Society
Add Election

Elections Admin

Election

Title *

Organisation Act One Drama Society

Display period * →

Description

Nominations

Nominations Period * →

Allow Slates ☐ Allows candidates to enter an optional slate name of up to 20 characters

Max number of candidates

Candidate terms and conditions

Profile form (Select) [Set up forms](#)

Default nomination (Select) [Set up forms](#)

- Title
- Display period
- Description
- Nominations period
- Manifesto deadline – online and paper should be the same
- Manifesto help text
- Visibility – who can see your election
- Polling period
- Website voting time restrictions
- Save election

Elections

Attention!

Are you a committee member setting up an election?

Are you thinking "hey - let's make an election for each position on the committee!?" Please don't. One election is enough for all positions! Under "posts" you can add all of the committee positions.

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You can find out more information on setting up elections in the website user guide.

NHSF Cardiff Hindu Society

Edit Election

Elections Admin

Details

Posts

Candidates

Admins

Messages

Notifications

Groups

Reports

Election

Title *

By-election

Organisation

NHSF Cardiff Hindu Society

Display period *

10/09/2024 00:00

→

27/09/2024 00:00

Description

Nominations

Nominations Period *

11/09/2024 00:00

→

18/09/2024 00:00

Allow Slates

☐ Allows candidates to enter an optional slate name of up to 20 characters

Max number of candidates

Candidate terms and conditions

Profile form

(Select)

Set up forms



Committee Resources





Forms and Templates

Room booking information

Transport information



**COMMITTEE
RESOURCES**

Health and safety

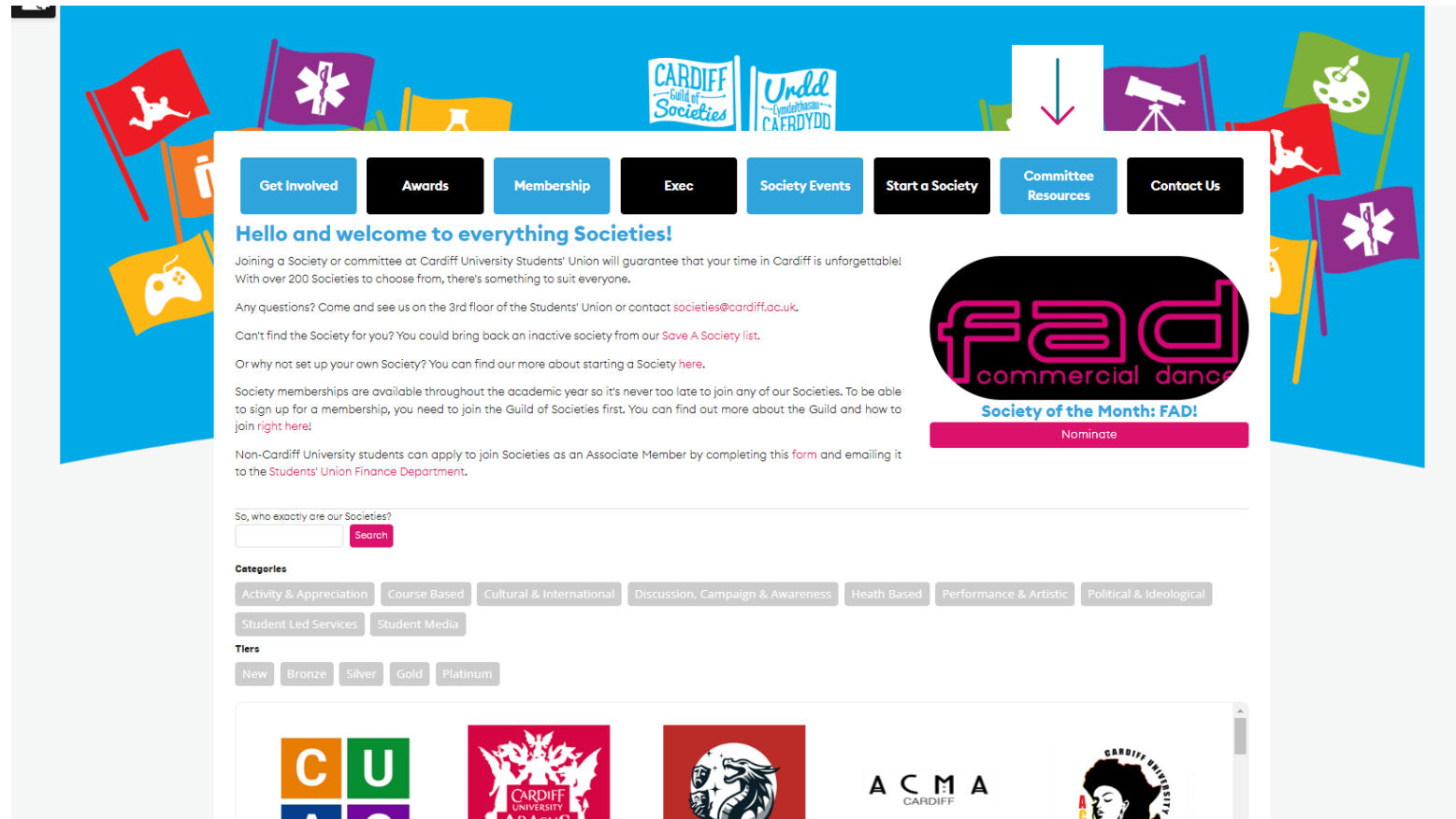
Committee Handbook

General Information

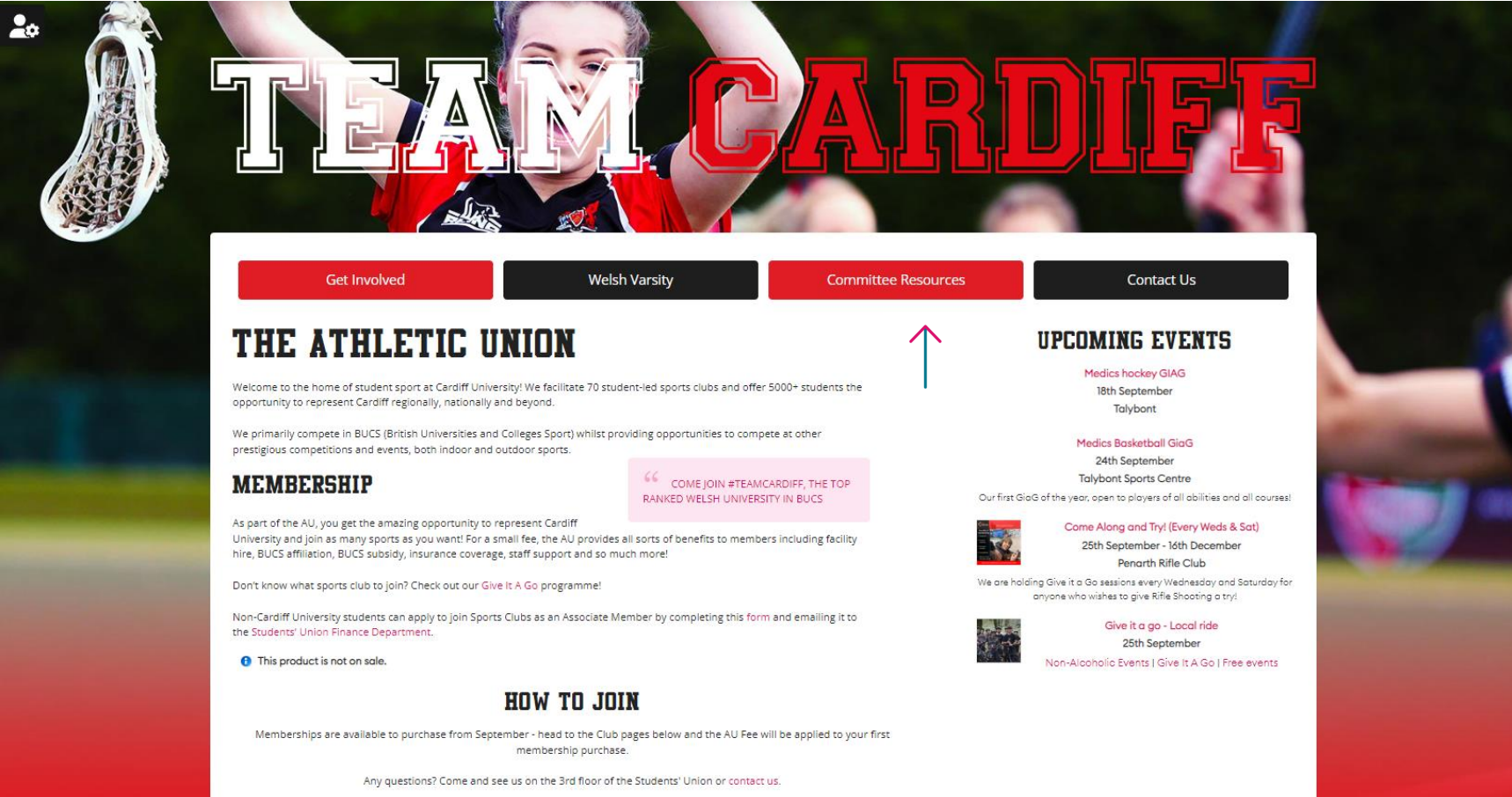
**Go to committee
resources!**



Committee Resources



Committee Resources



TEAM CARDIFF

[Get Involved](#) [Welsh Varsity](#) [Committee Resources](#) [Contact Us](#)

THE ATHLETIC UNION

Welcome to the home of student sport at Cardiff University! We facilitate 70 student-led sports clubs and offer 5000+ students the opportunity to represent Cardiff regionally, nationally and beyond.


We primarily compete in BUCS (British Universities and Colleges Sport) whilst providing opportunities to compete at other prestigious competitions and events, both indoor and outdoor sports.

MEMBERSHIP

As part of the AU, you get the amazing opportunity to represent Cardiff University and join as many sports as you want! For a small fee, the AU provides all sorts of benefits to members including facility hire, BUCS affiliation, BUCS subsidy, insurance coverage, staff support and so much more!

Don't know what sports club to join? Check out our [Give It A Go](#) programme!

Non-Cardiff University students can apply to join Sports Clubs as an Associate Member by completing this [form](#) and emailing it to the [Students' Union Finance Department](#).

 This product is not on sale.

HOW TO JOIN

Memberships are available to purchase from September - head to the Club pages below and the AU Fee will be applied to your first membership purchase.


Any questions? Come and see us on the 3rd floor of the Students' Union or contact us.

UPCOMING EVENTS


Medics hockey GIAG
18th September
Talybont

Medics Basketball GIAG
24th September
Talybont Sports Centre

Our first GIAG of the year, open to players of all abilities and all courses!

 **Come Along and Try! (Every Weds & Sat)**
25th September - 16th December
Penarth Rifle Club

We are holding Give it a Go sessions every Wednesday and Saturday for anyone who wishes to give Rifle Shooting a try!

 **Give it a go - Local ride**
25th September

[Non-Alcoholic Events](#) | [Give It A Go](#) | [Free events](#)

Committee Resources

- More From This Section
- Associations
- Athletic Union
- Cardiff Student Media
- Committee Resources
 - AU / BUCS Documents
 - Committee Training
 - Democratic Procedures
 - Finance
 - General Data Protection Regulation
 - Give It A Go
 - Health and Safety
 - Marketing and Advertising
 - Room Bookings
 - Societies Tier Structure
 - Storage and Equipment
 - Widening Access Policies
- Esports
- Give it a Go
- Societies
- Student Led Services
- Transport
- Volunteering

Activities > Committee Resources

Committee Resources

Running a Club, Society, SLS or Association can be a scary thing, and often a very daunting challenge. But fear not; support is at hand to help you manage and run successful Student Groups.

This is your online resource on everything you may need to know, from how to upload a finance request, to publicising that big event. If you do need more information, some help or just someone to chat an idea through with then please do give one of the Activities Team an email or call.



Student Portal



Democratic Procedures



Transport



Room Booking



Marketing & Advertising



Committee Training



Finance



Health & Safety



AU / BUCS Documents



Society Tiers



Sports Club Tiers



Give It A Go

> Policies & Procedures

> Forms & Templates

> Society Committee Update Emails



STUDENT PORTAL





SU room bookings

Online training

Finance requests



STUDENT PORTAL

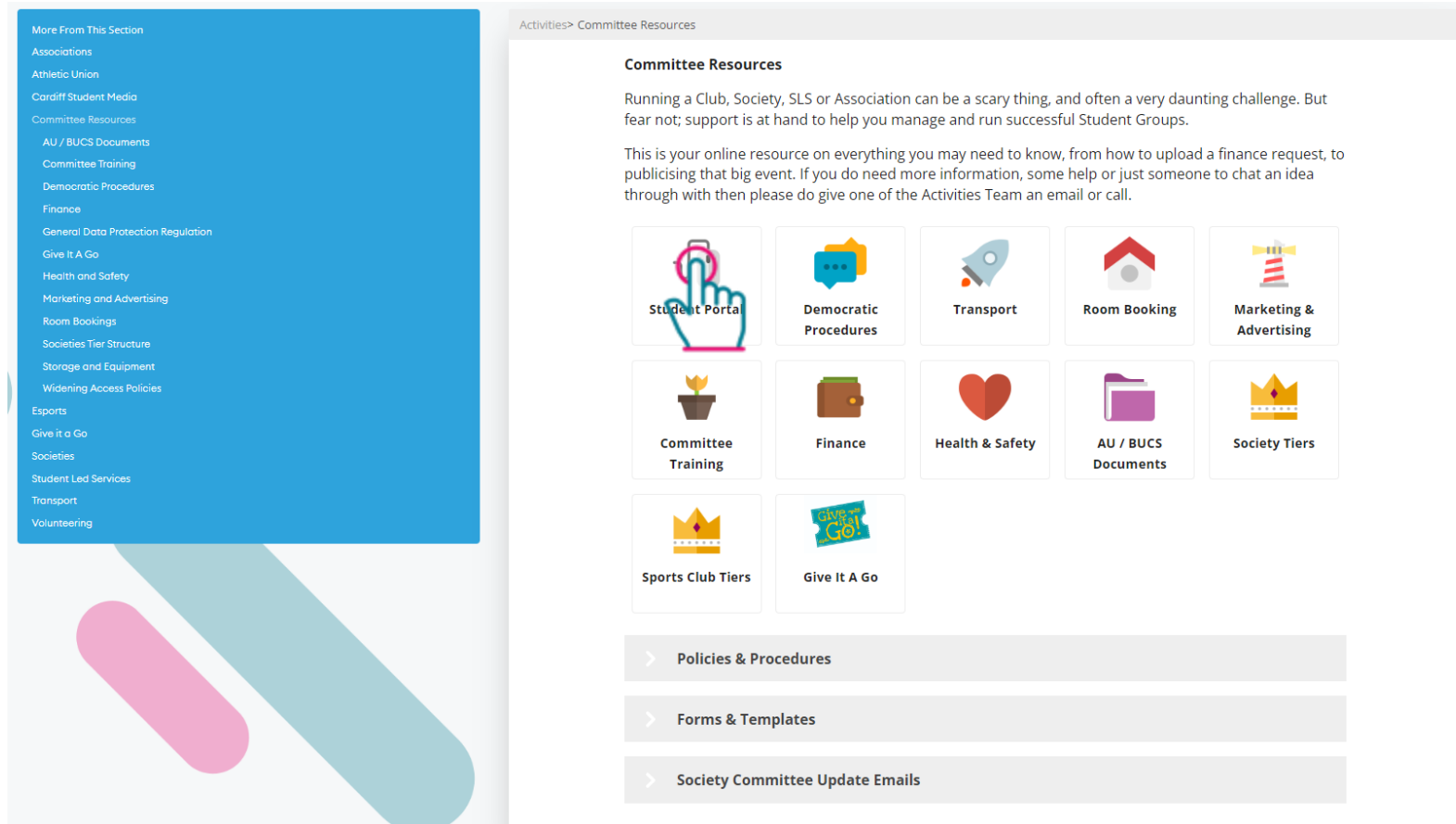
Coach registrations (clubs)

Handover (clubs)

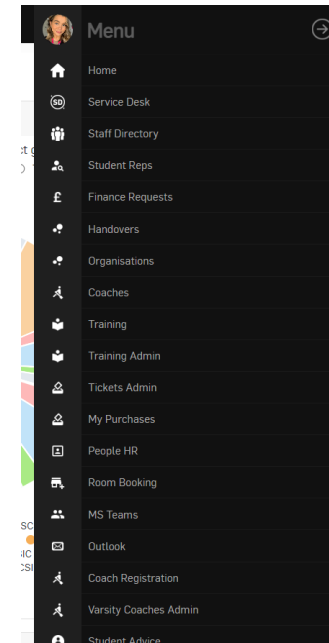
Go to student portal!



Student Portal



Student Portal





DAILY TASKS



Planning Activity

Planning

- Plan your activity in advance at committee meetings
- Ensure activity is in line with aims and objectives
- Activity should be inclusive, accessible and enjoyable
- Risk assess

Execute

- Committees' responsibility
- Duty of care
- Follow terms and conditions of facility
- Regular

Feedback

- Seek feedback
- Review with committee and make changes

Get in touch with your staff contact if you're unsure!

Room Bookings

Planning

- Plan in advance
- Make your requests early

Monitor

- Check the room booking system regularly
- Check emails

Execute

- Follow terms and conditions of facility
- Report back any issues

Get in touch with your staff contact if you're unsure!

Finance Requests

Planning

- Budget plan
- Required spending only
- Presidents and Treasurers responsibility

Portal

- Expect 2 week turn around
- Be as detailed as possible

Monitor

- Check finance portal for comments
- Check emails

Get in touch with your staff contact if you're unsure!

Email Communication

Monitor

- Personal @cardiff
- club/society@cardiff
- Committee updates

Weekly!!!

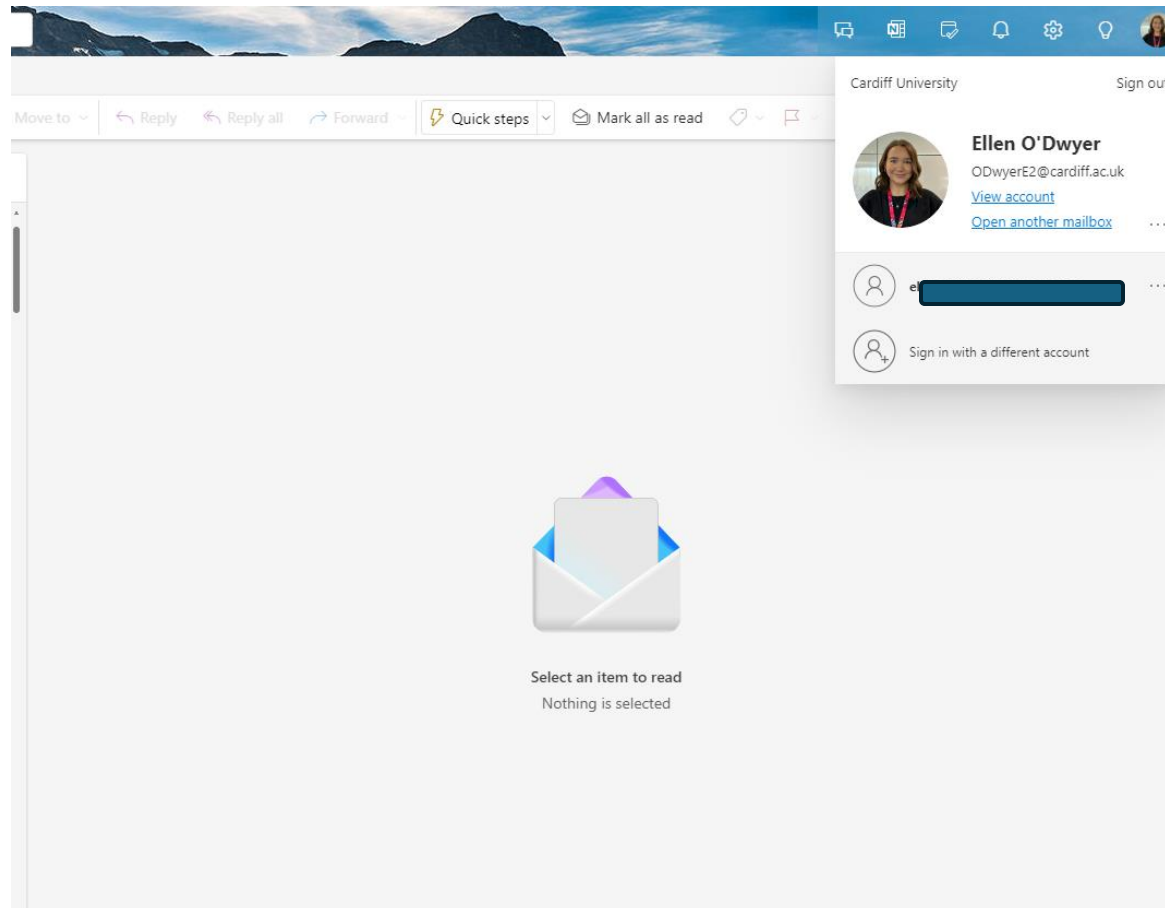
Members

- Communicate with your members
- Respond to perspective members

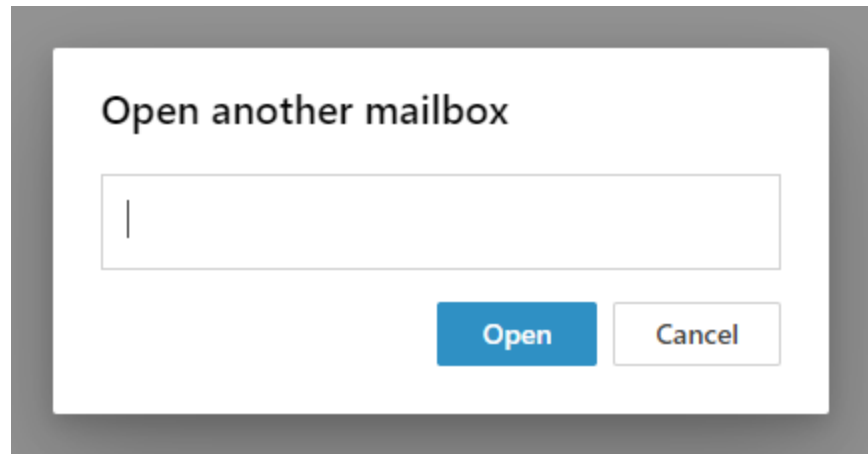
SU

- Check training notes/committee resources/committee update/ask committee **first**
- Be clear, concise, include key information
- Remember our response time and be polite

Accessing your account



Accessing your account



Open another mailbox



Questions?

Scan to register your attendance!

