What can cardiffstudents.com do for you?

Part 2 – Events and Sales

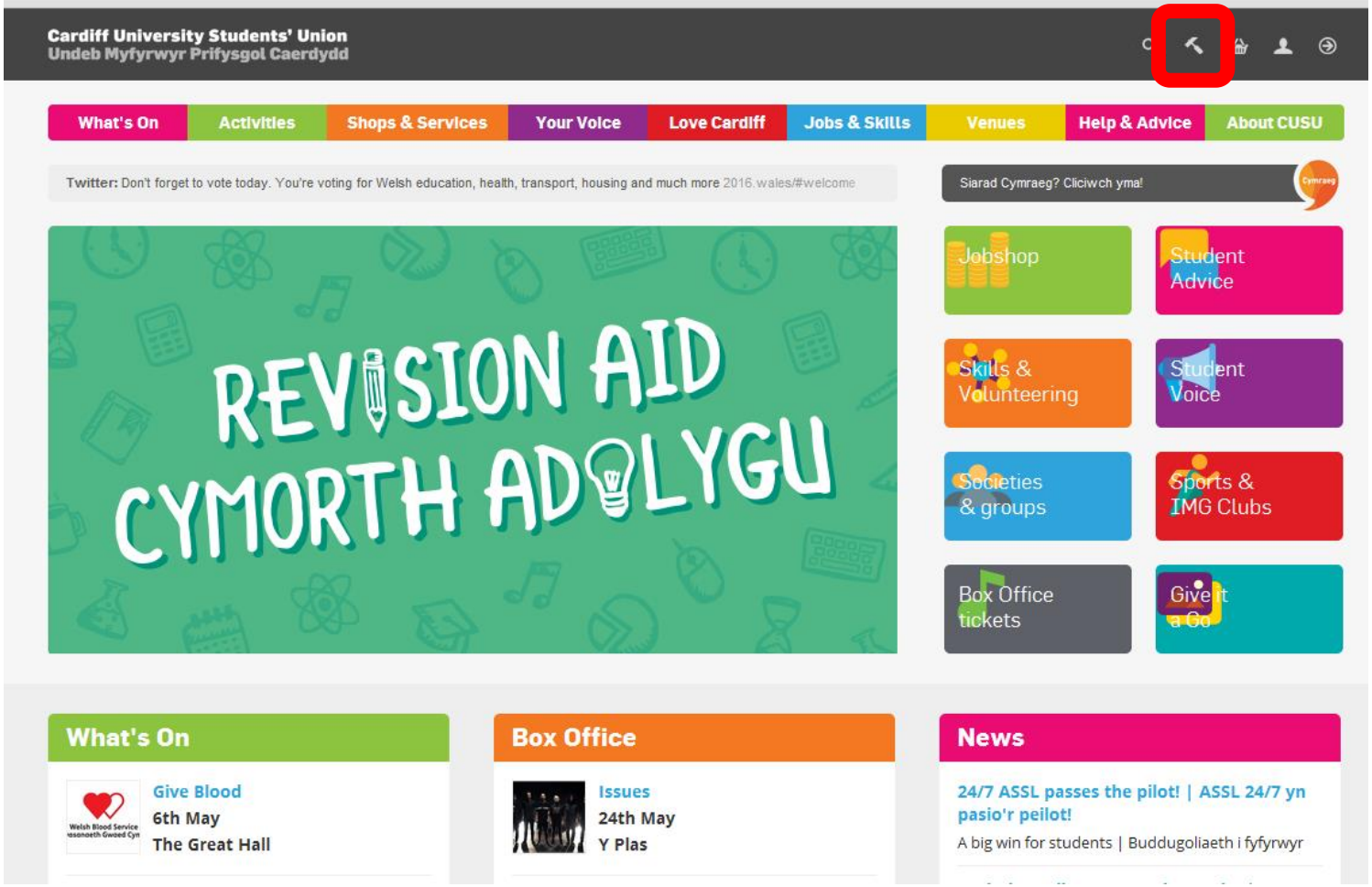
Main Menu

1. Accessing admin tools
2. Creating Events
3. Adding Tickets to Events
4. Selling Products
5. Sales Reports

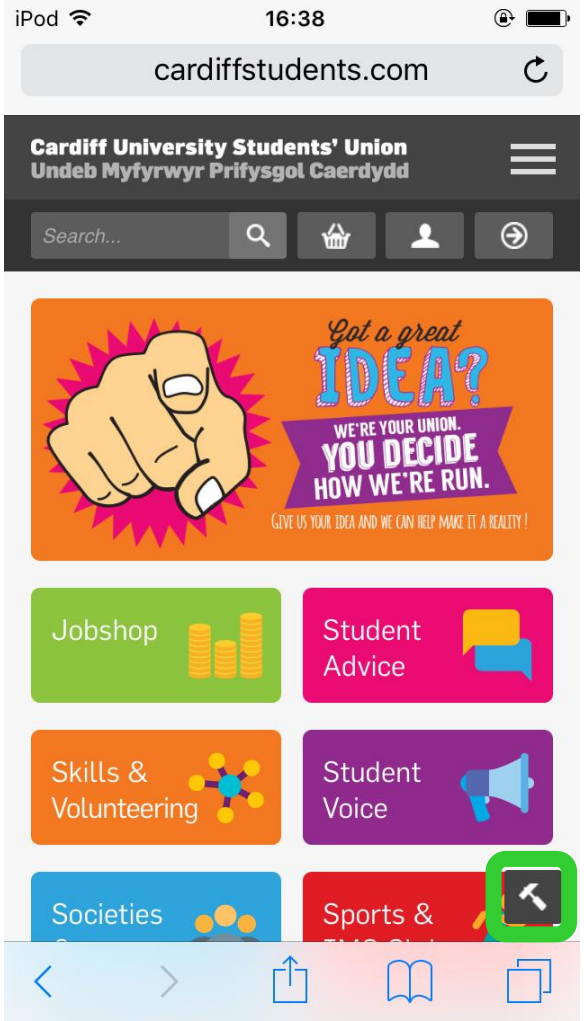
Return to Menu

Accessing your Admin Tools

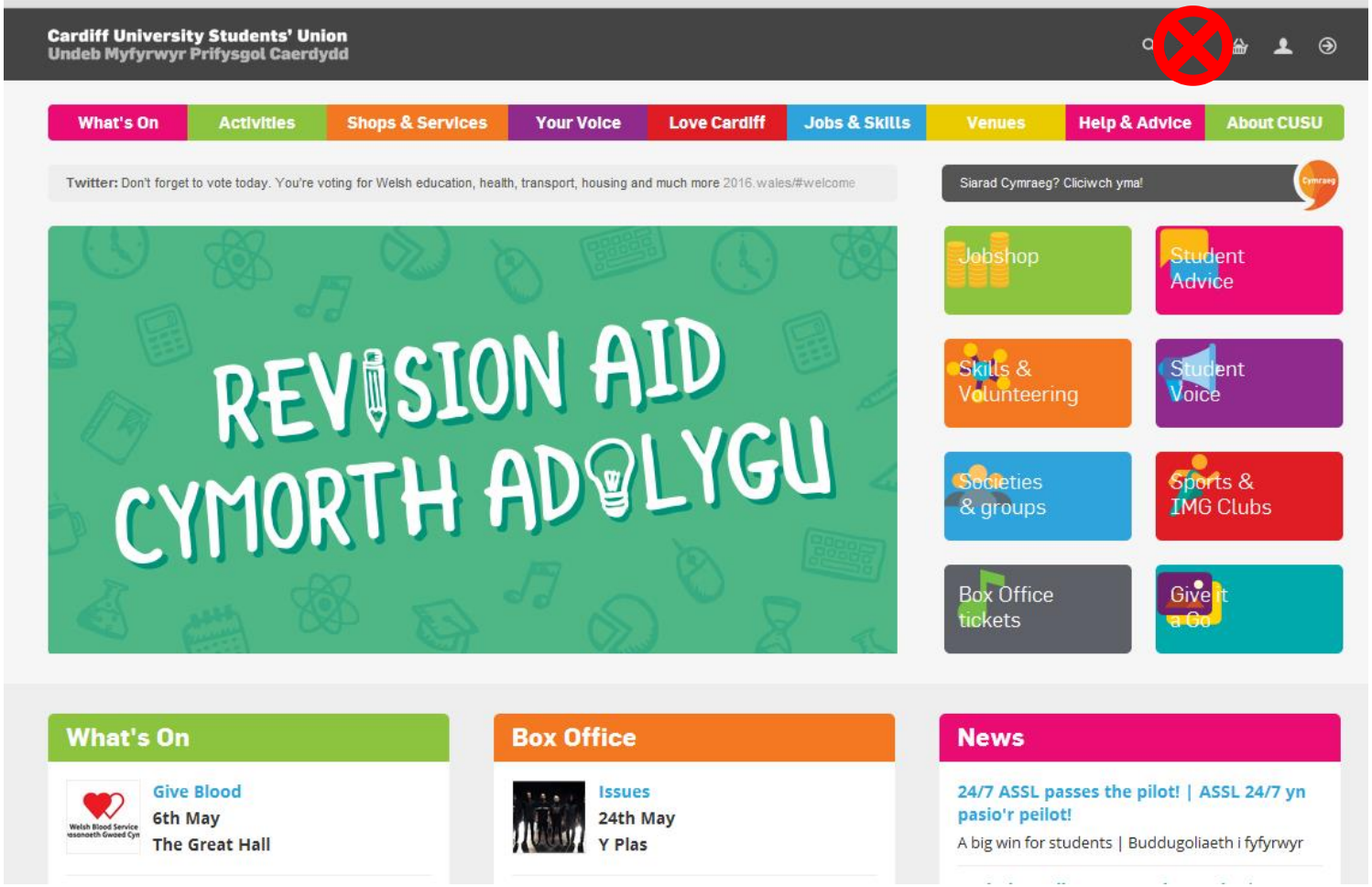
- There are lots of behind-the-scenes functions on the SU website that may be useful to you as a committee member



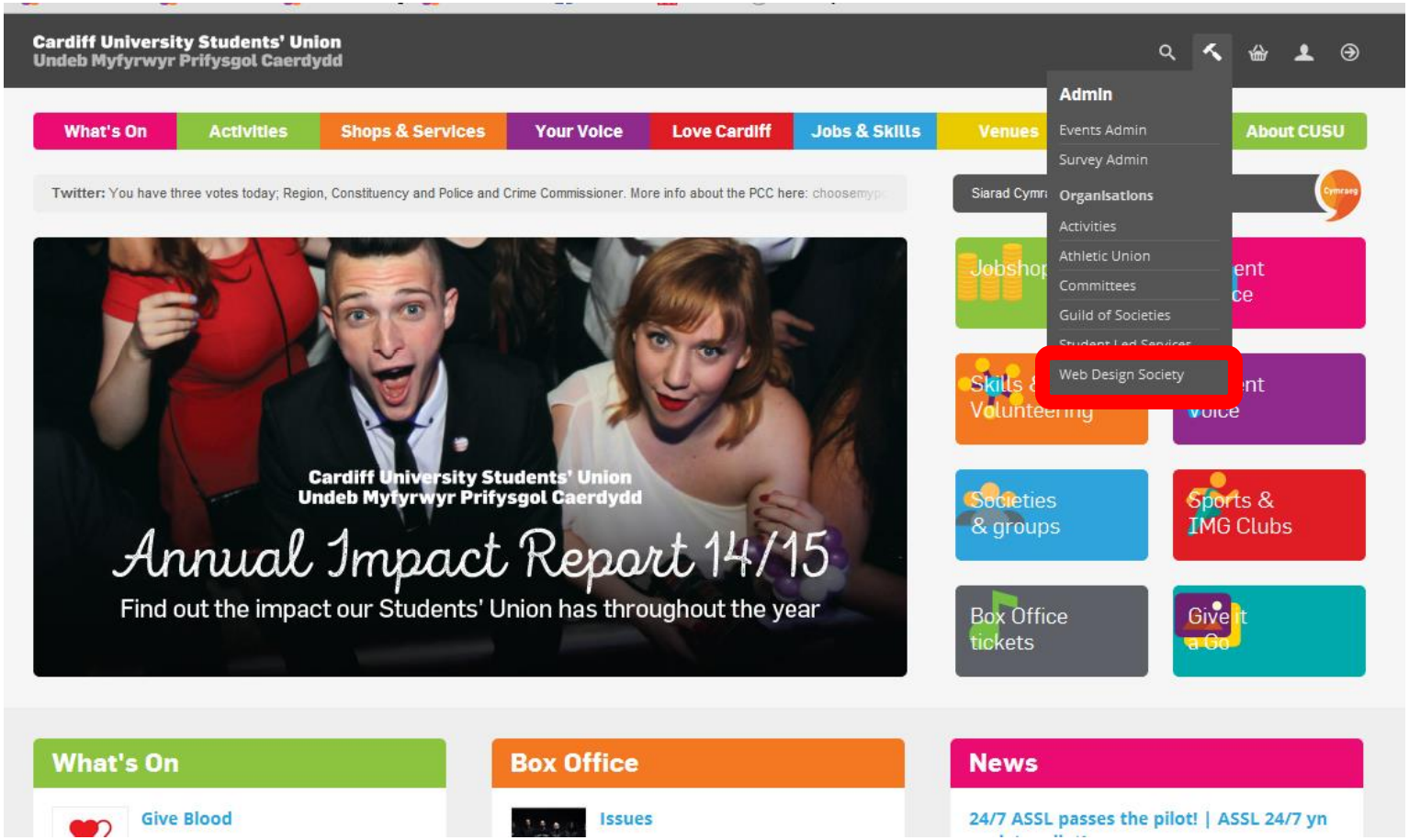
When you log in to cardiffstudents.com, you should be able to see a little hammer in the top-right corner.



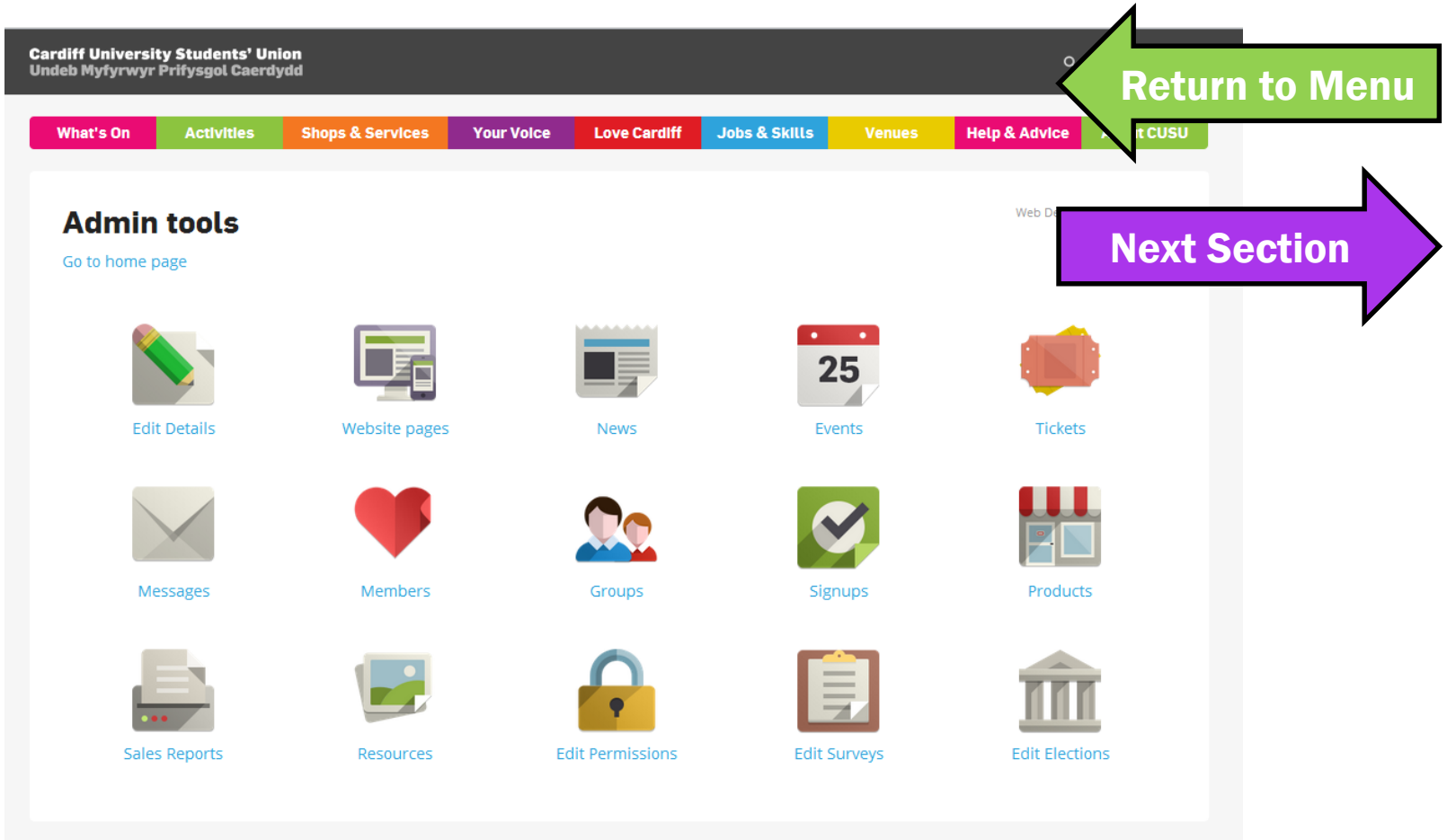
On mobile, the hammer should appear in the bottom-right of the screen.



Only committee members can access admin tools. Contact Societies or the AU if you can't see the hammer or get an error message.



Clicking on the hammer will reveal all the organisations you can access. Click on the one you want to look at.

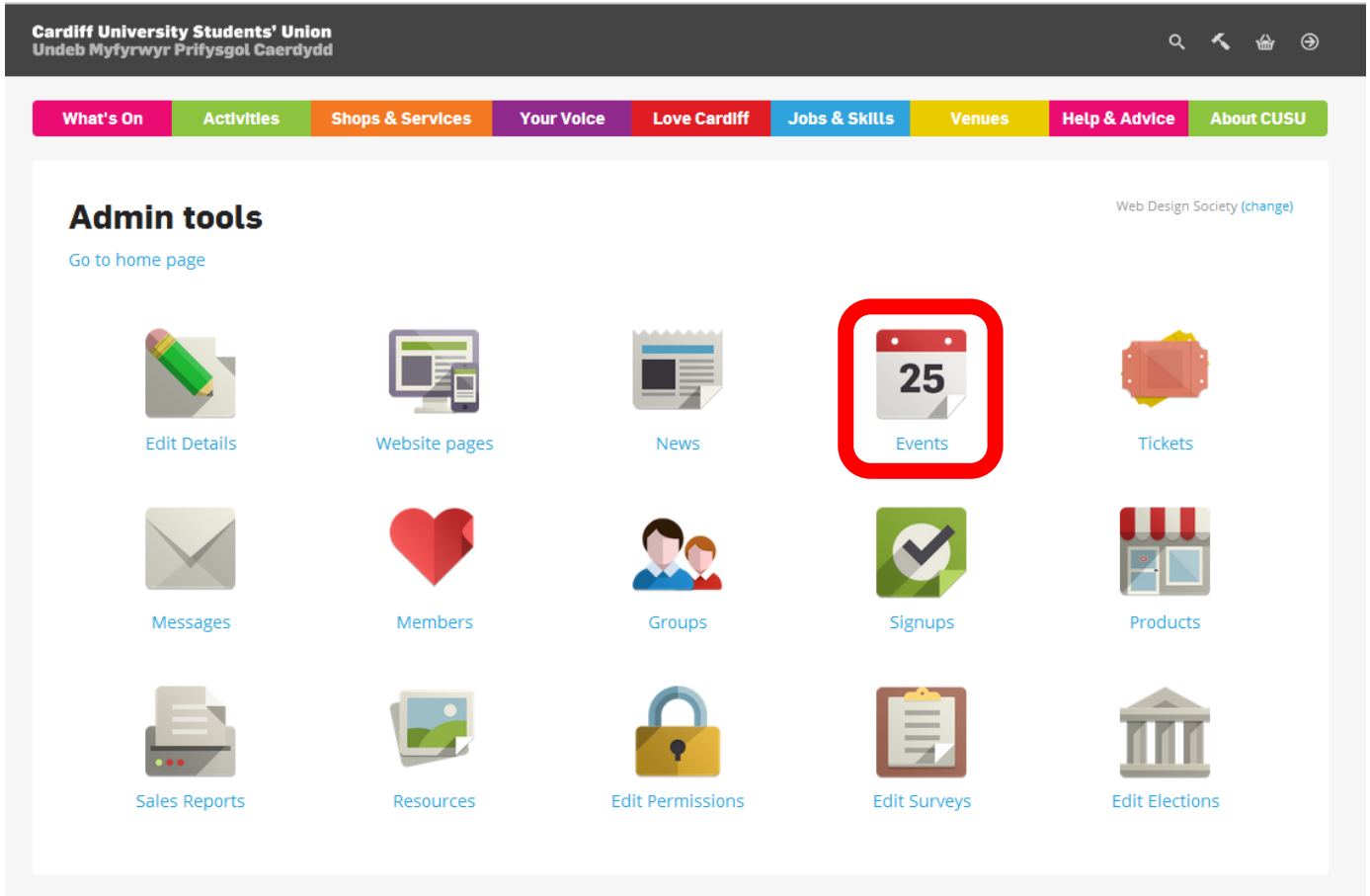


You will now reach the admin tools page for your organisation.

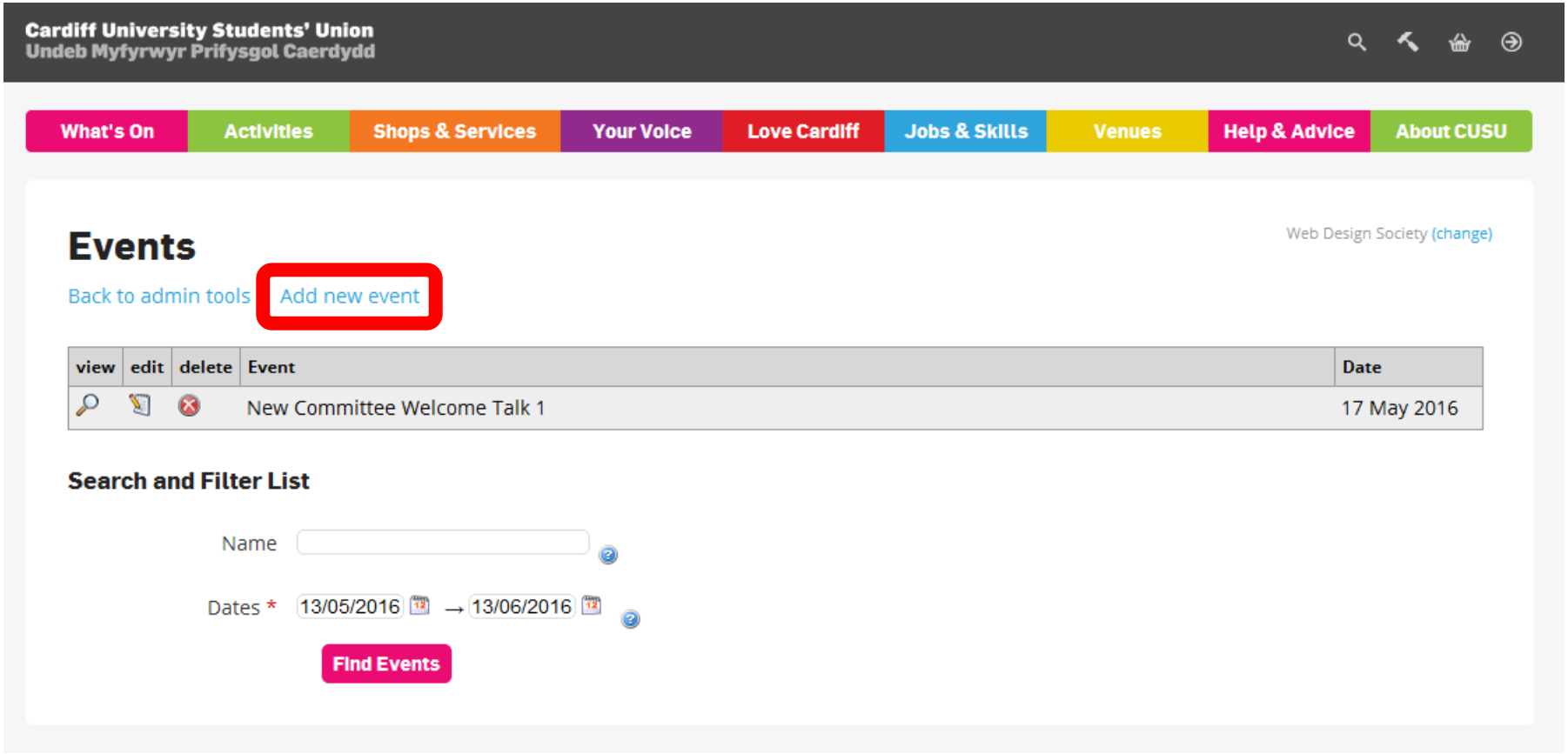
Return to Menu

Creating Events

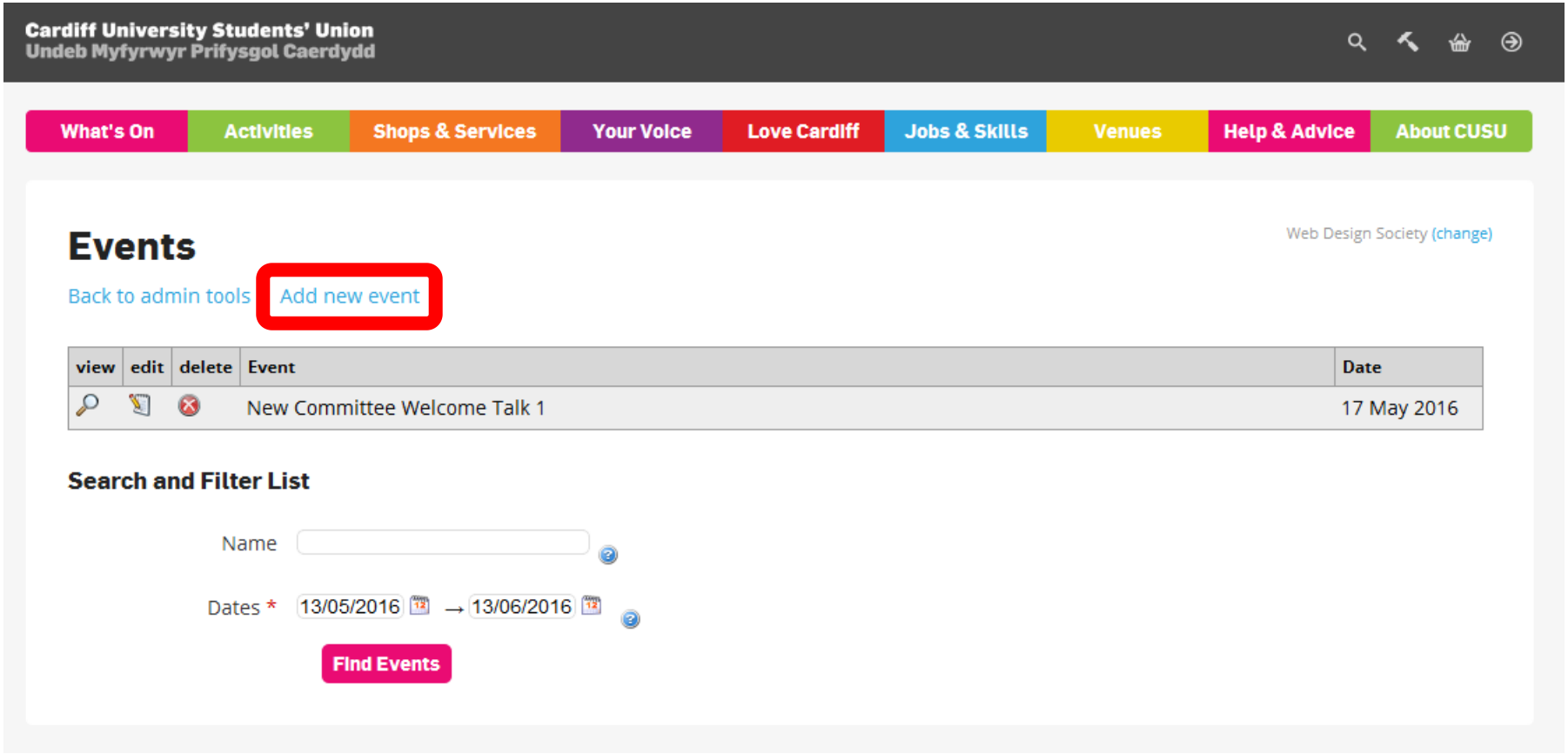
- Use cardiffstudents.com to advertise your events
- Events sticking to style guidelines may be advertised on the home page!



You can add events for your Group using the Events Admin.



Click here to add a new event.



Click here to add a new event.

Add Event

Web Design Society

Back to event list

Message to all committee members

Do not make events for one individual member to pay for any products, trips or any other items or fees, especially if the title includes the member's name. If you need a member to pay for something specific that isn't open to all members you need to create a product and, ideally, place it on a hidden page using a widget. You can then send the individual member a link to that page. If you are unsure of how to do this, please get in touch.

Also, if you are creating an event that isn't open to the general public or the entire student population, please ensure you check the "only members can view this event" box so that other students' event feeds are not cluttered with irrelevant events. This includes Facebook events that are closed invitation.

Event name *

HTML Training Session

Date and time *

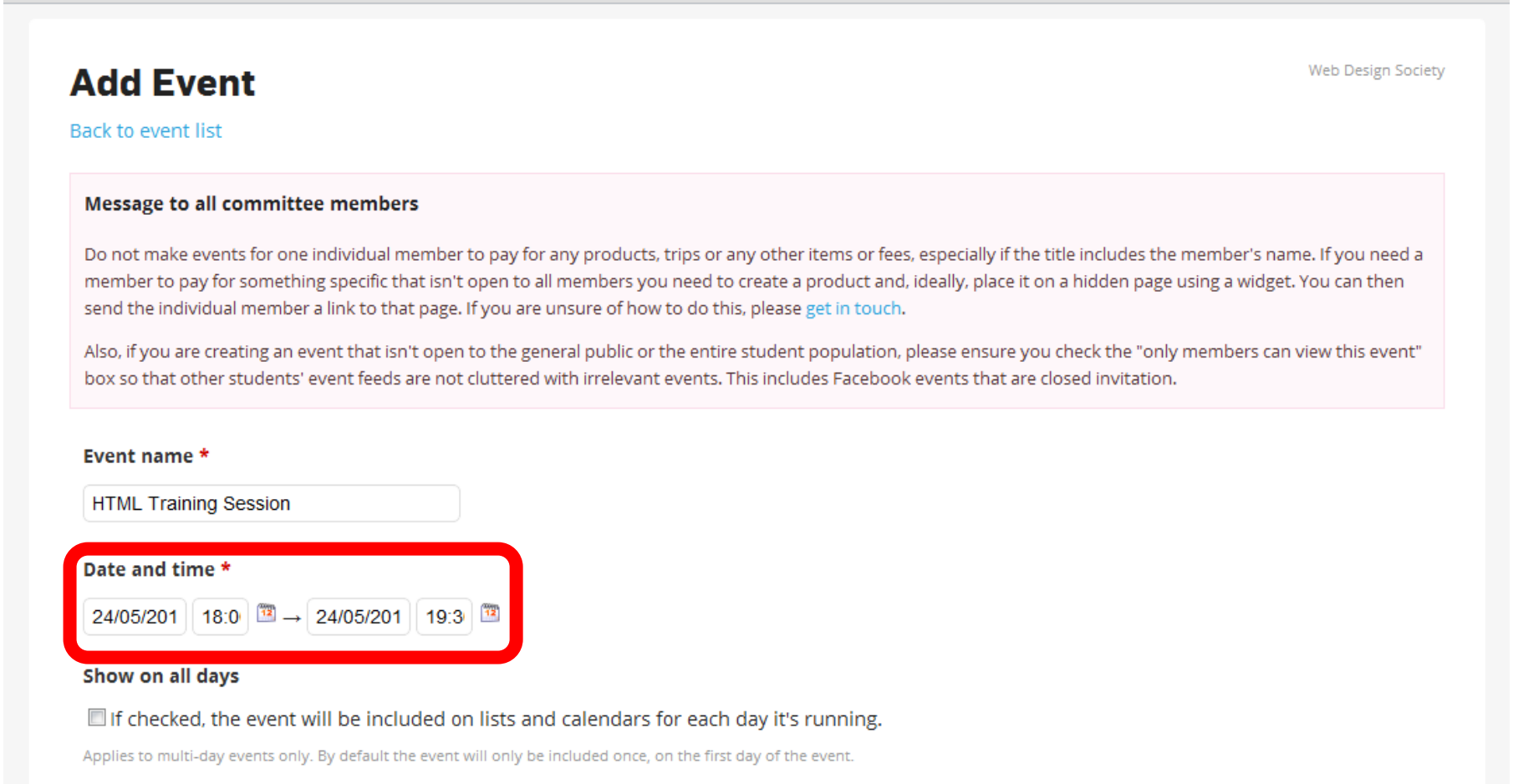
24/05/201 18:0 → 24/05/201 19:3

Show on all days

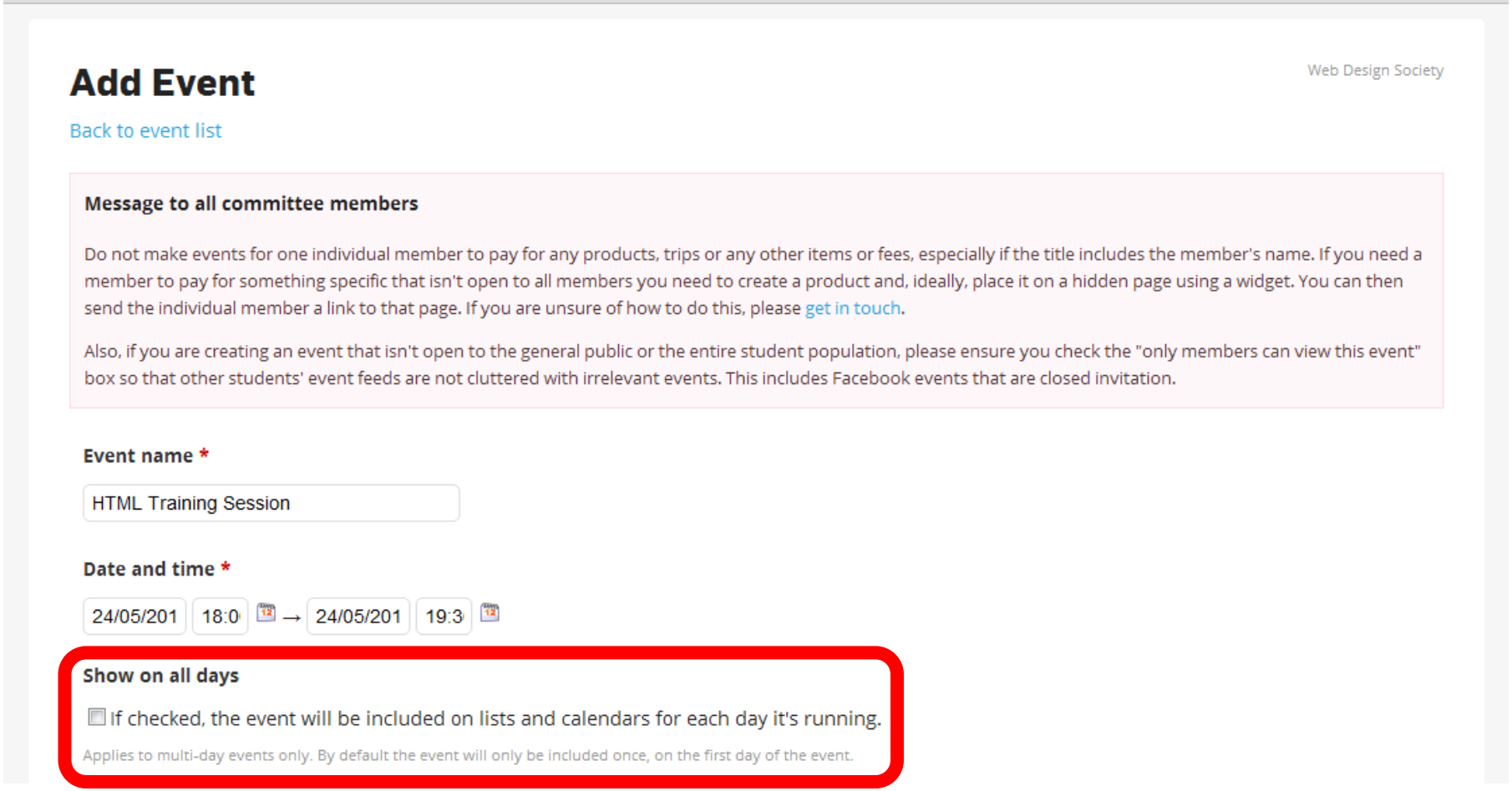
☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

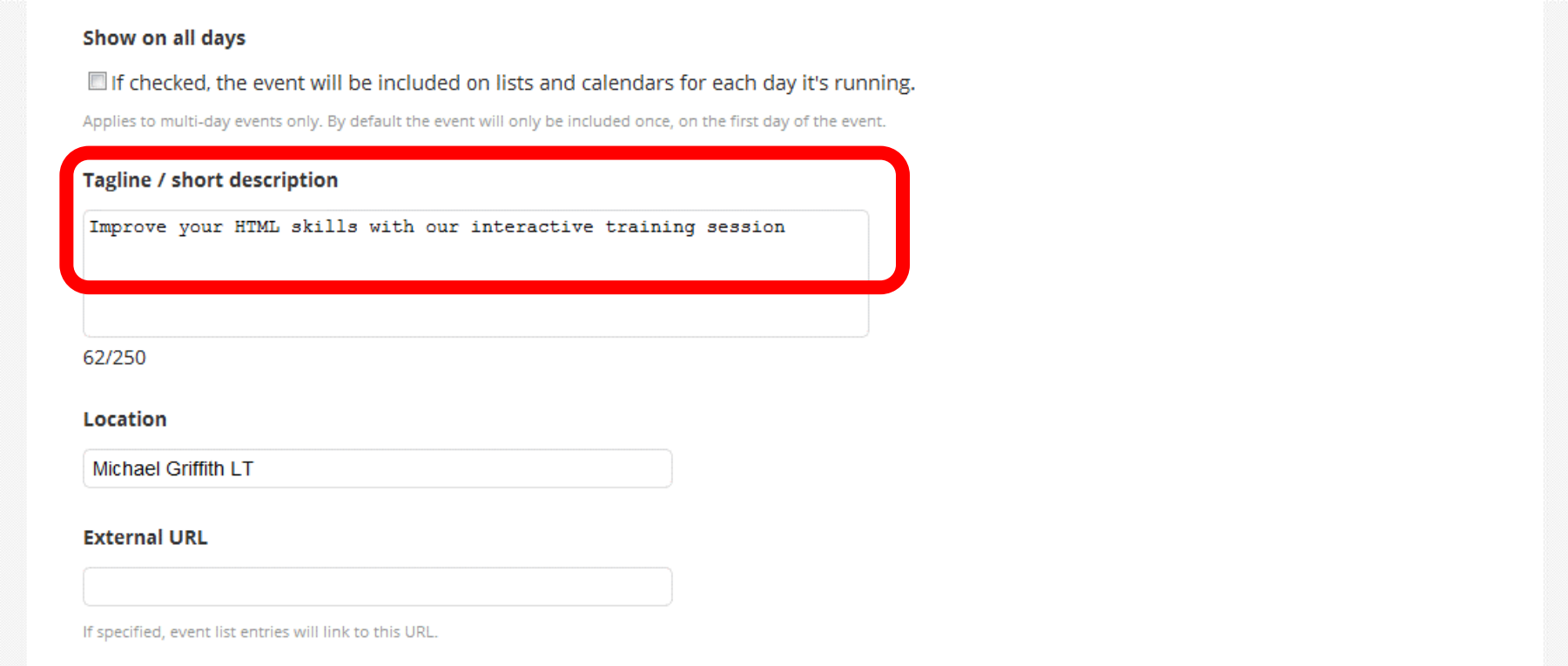
Make sure your Event Name is short and to the point. You can add more information in different sections.



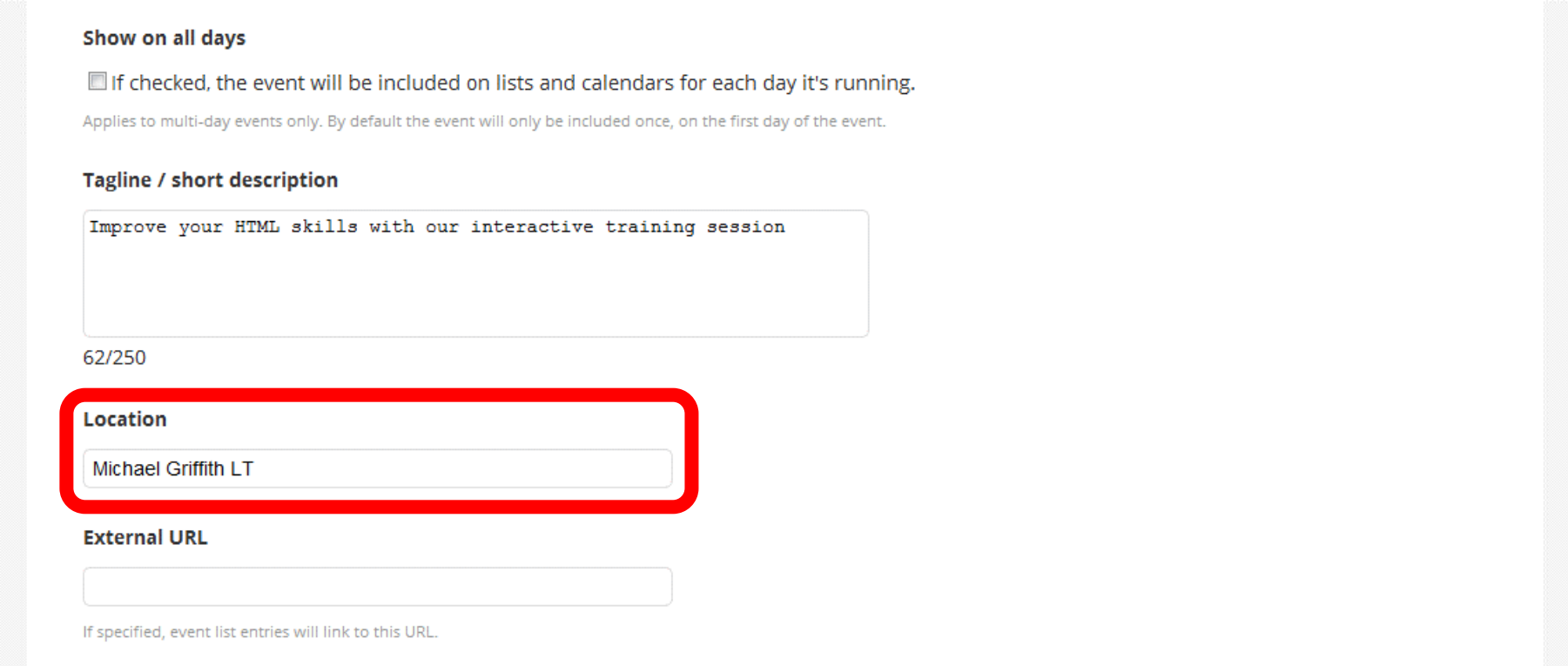
Use the calendar function to select the date of the event. Make sure you use 24 hour clock for the time.



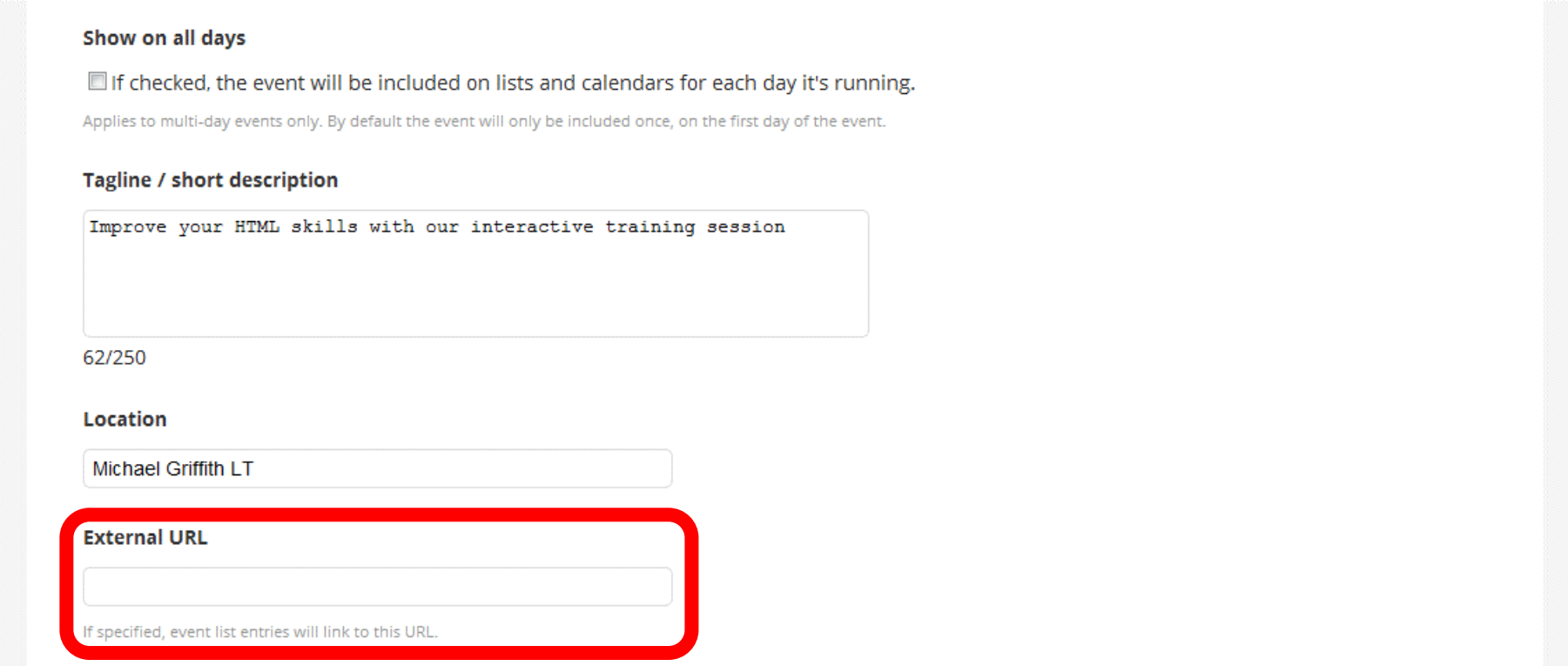
Use this box if you want your event displayed in lists on all the days it is running. Only do this if different students can attend each day.



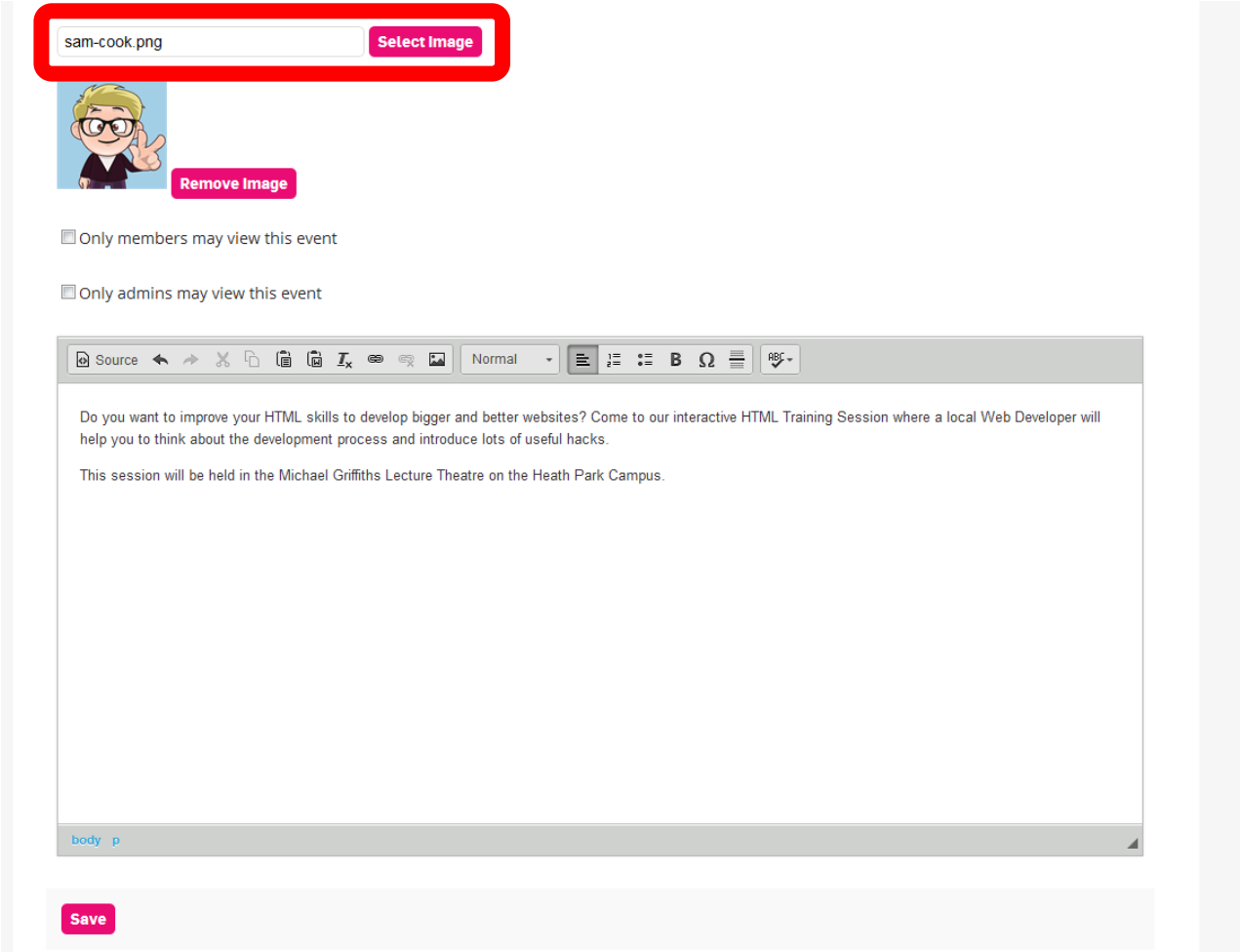
Taglines are added to the top of events and in feeds. We recommend approx. 100 characters, adding a little more detail about your event.



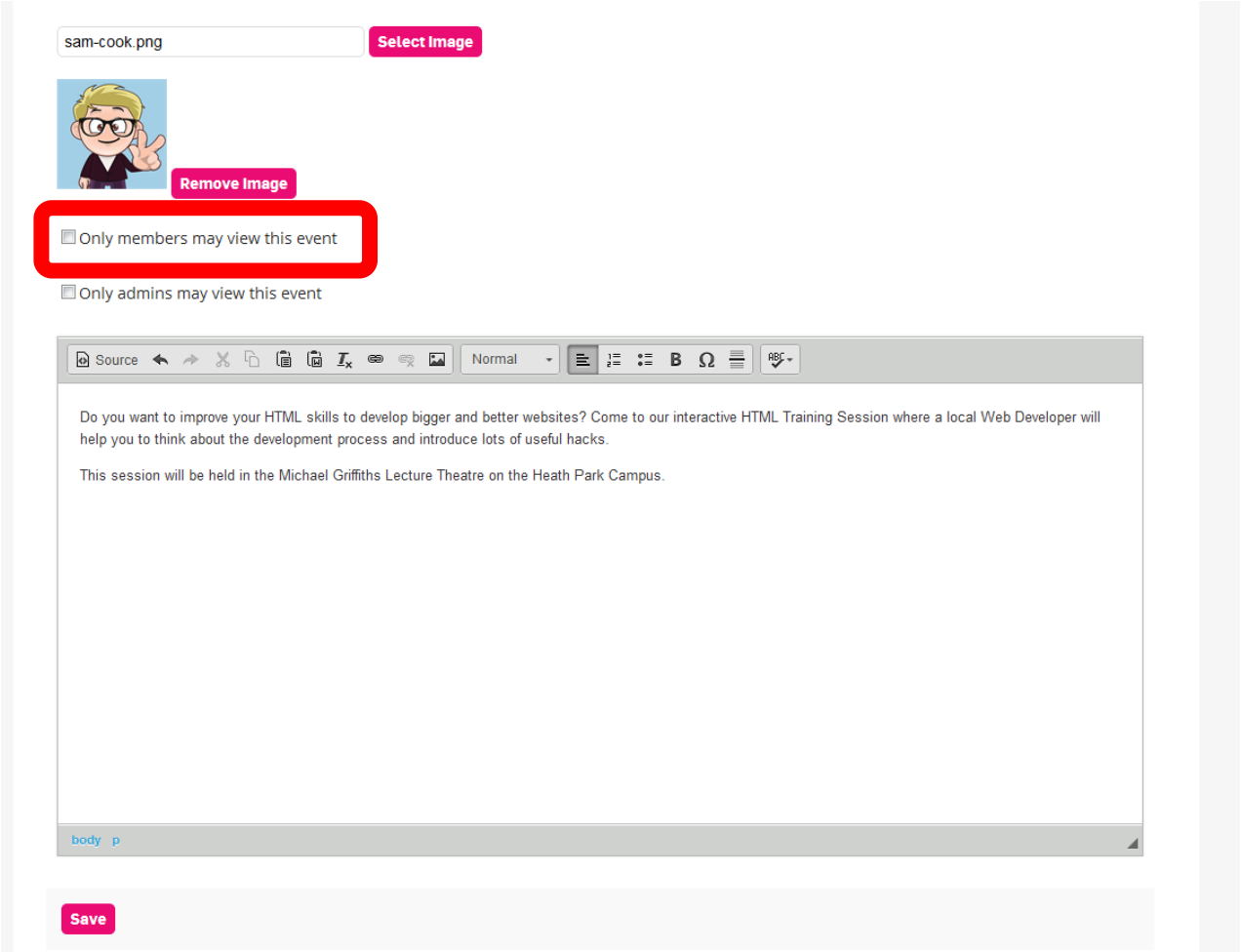
Add the event location here. Keep the location simple – use the main text to give more details, such as directions.



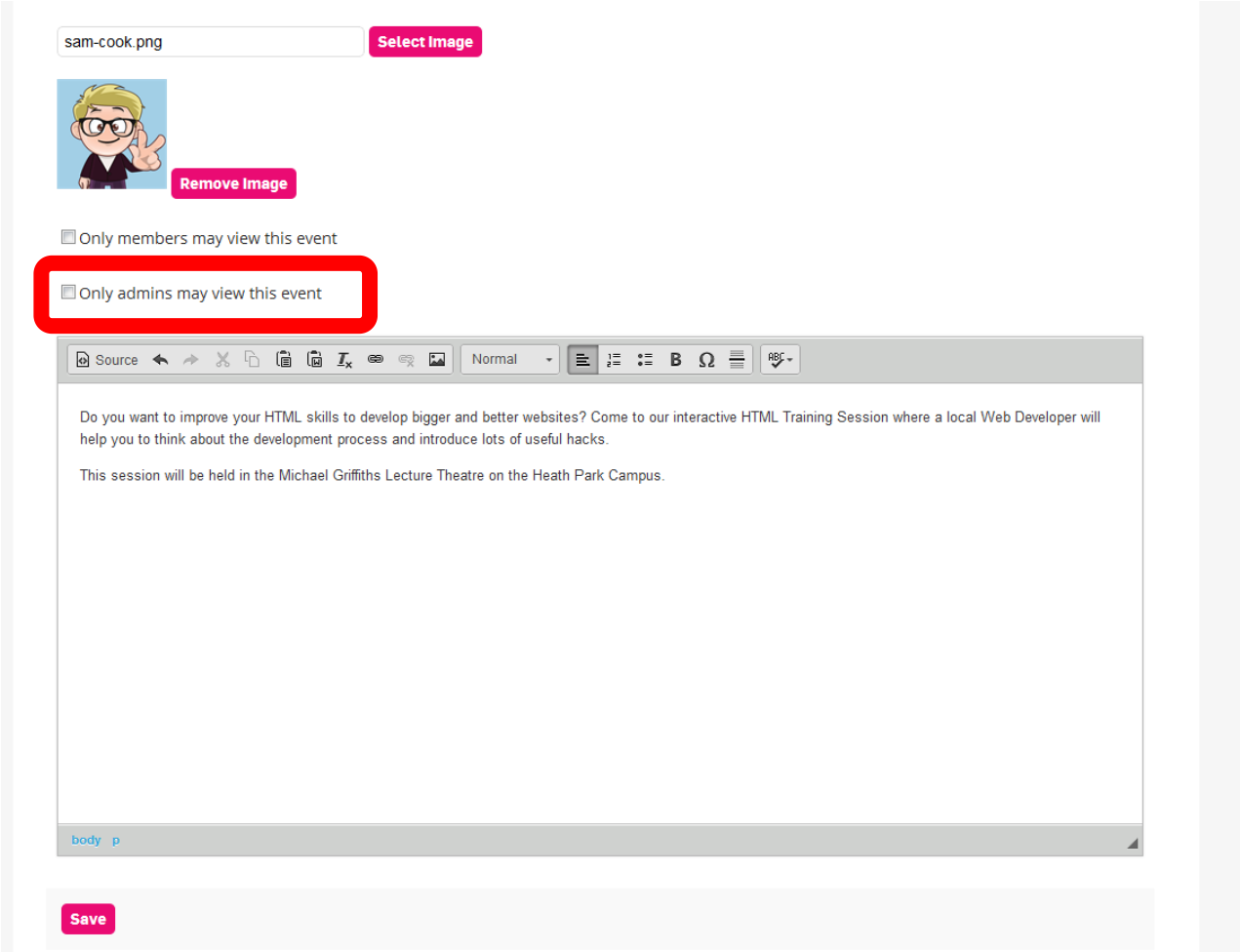
If you add an external URL, the event will redirect straight here. We recommend you don’t do this, especially if you want to sell tickets.



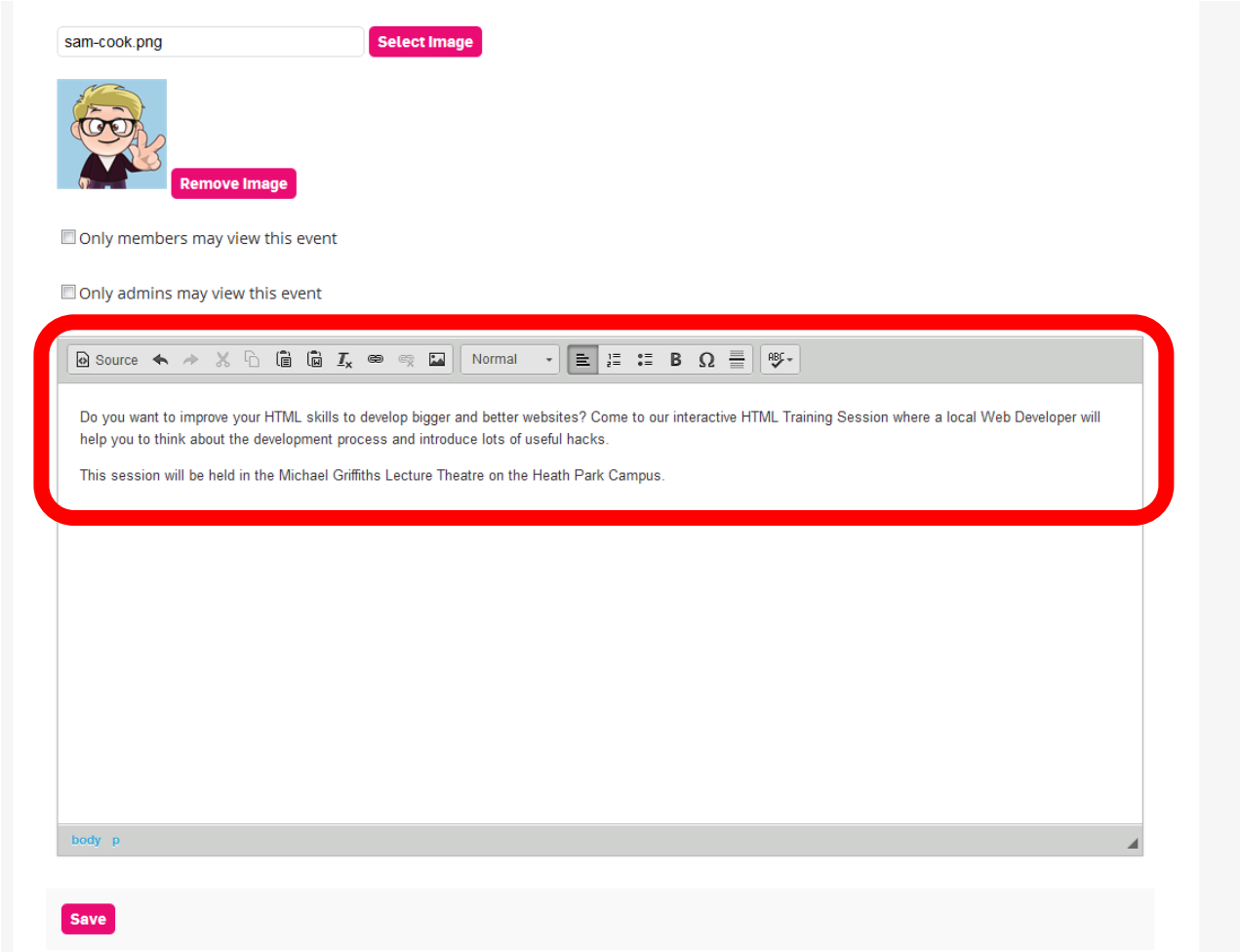
All events should include a photo – this will grab people's attention in a list of events. Use your Group's logo if you can't find a suitable photo.



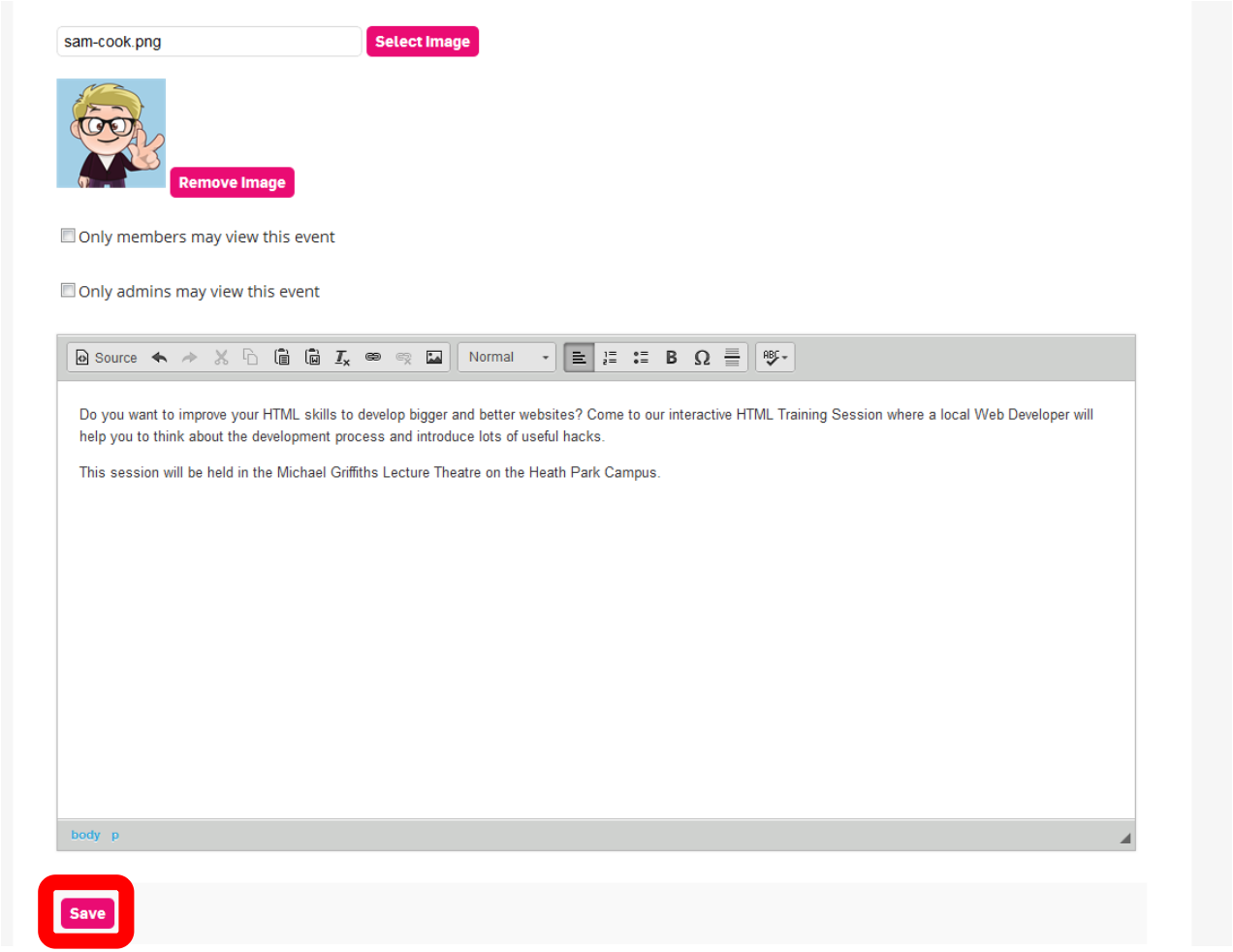
Use this box if this is a members-only event.



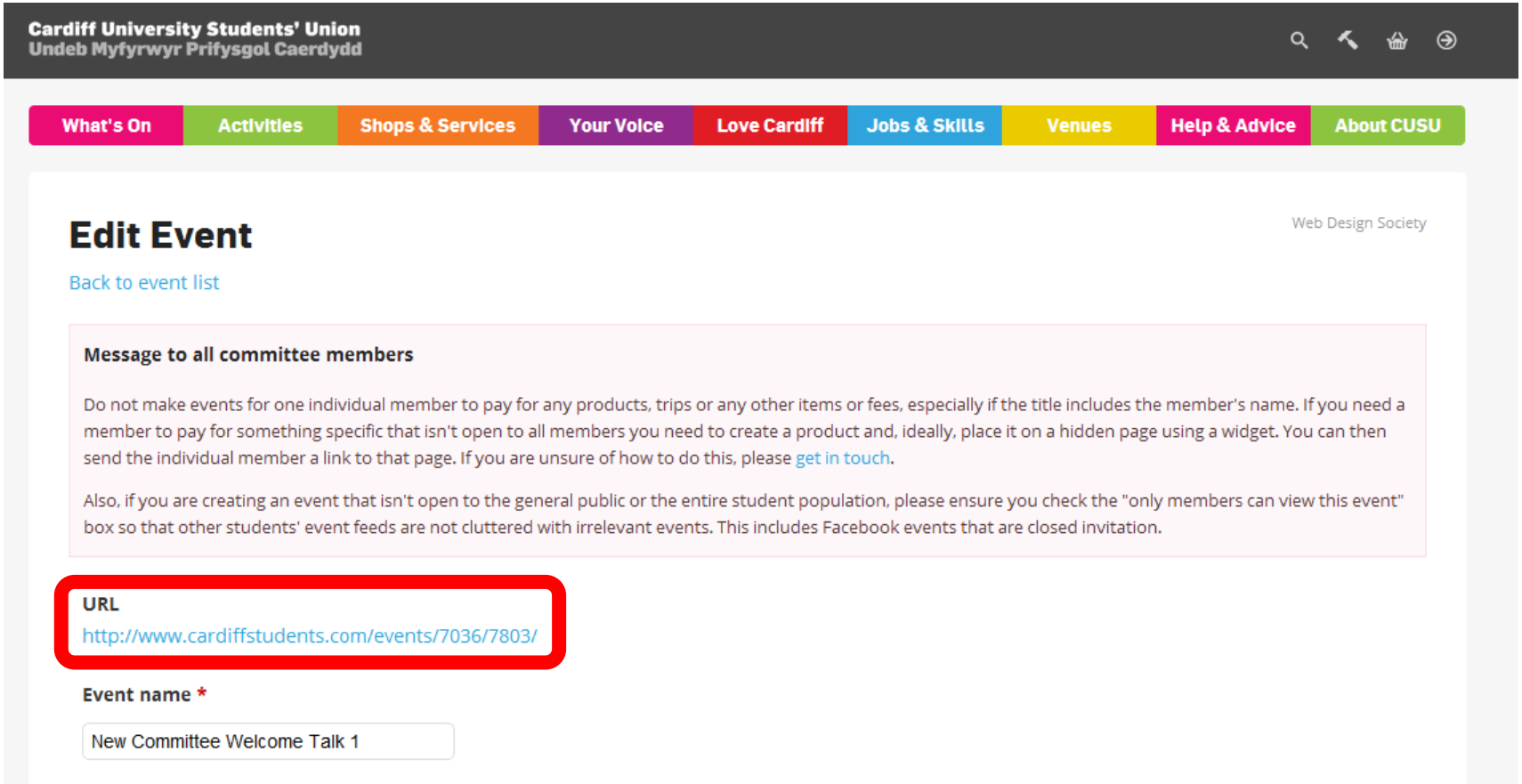
This box is mostly used to share events for approval of other committee before publishing them. Only committee members will see it.



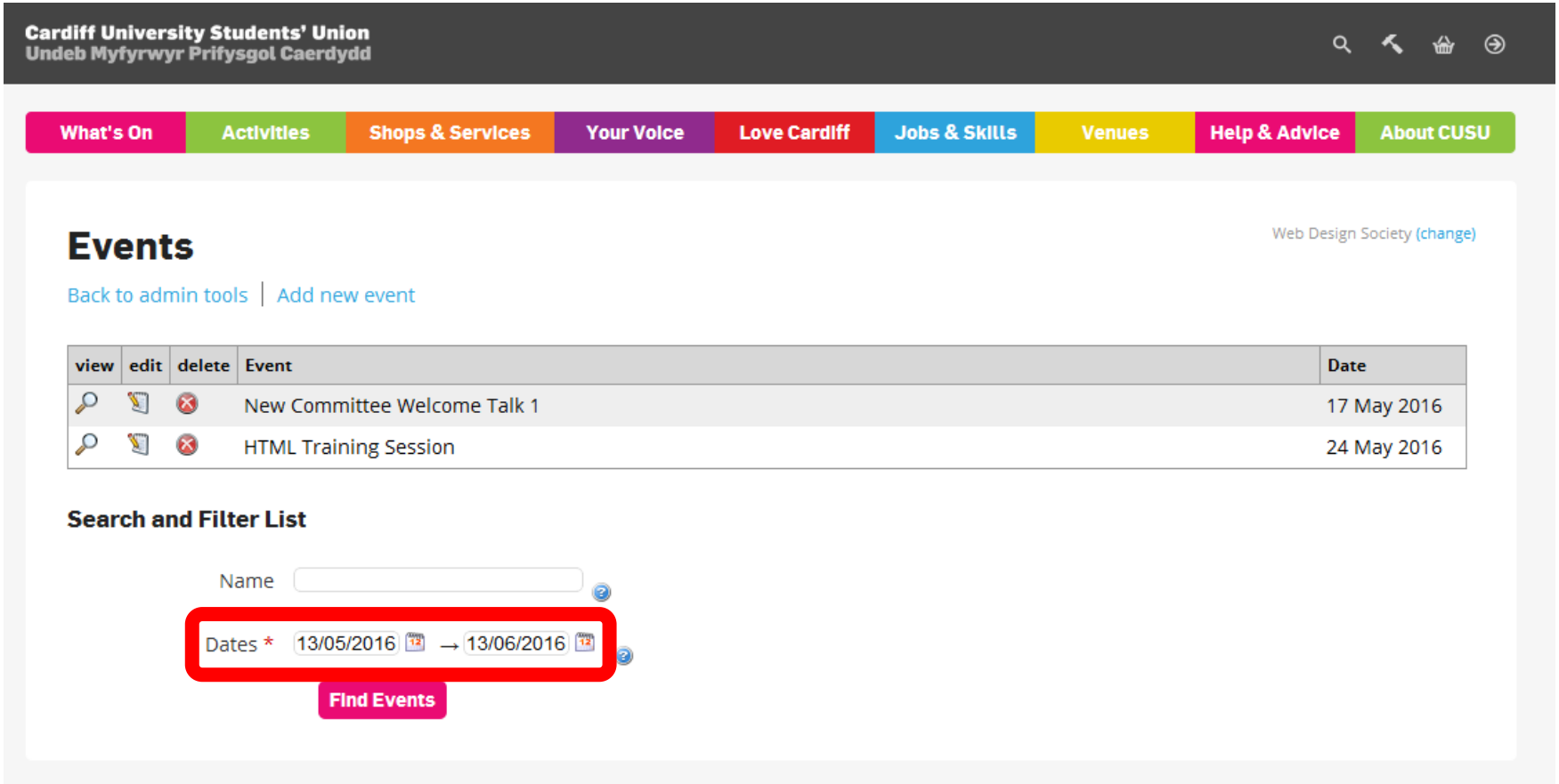
This is the main text of your event. Use this space to describe the event, any requirements, directions, etc.



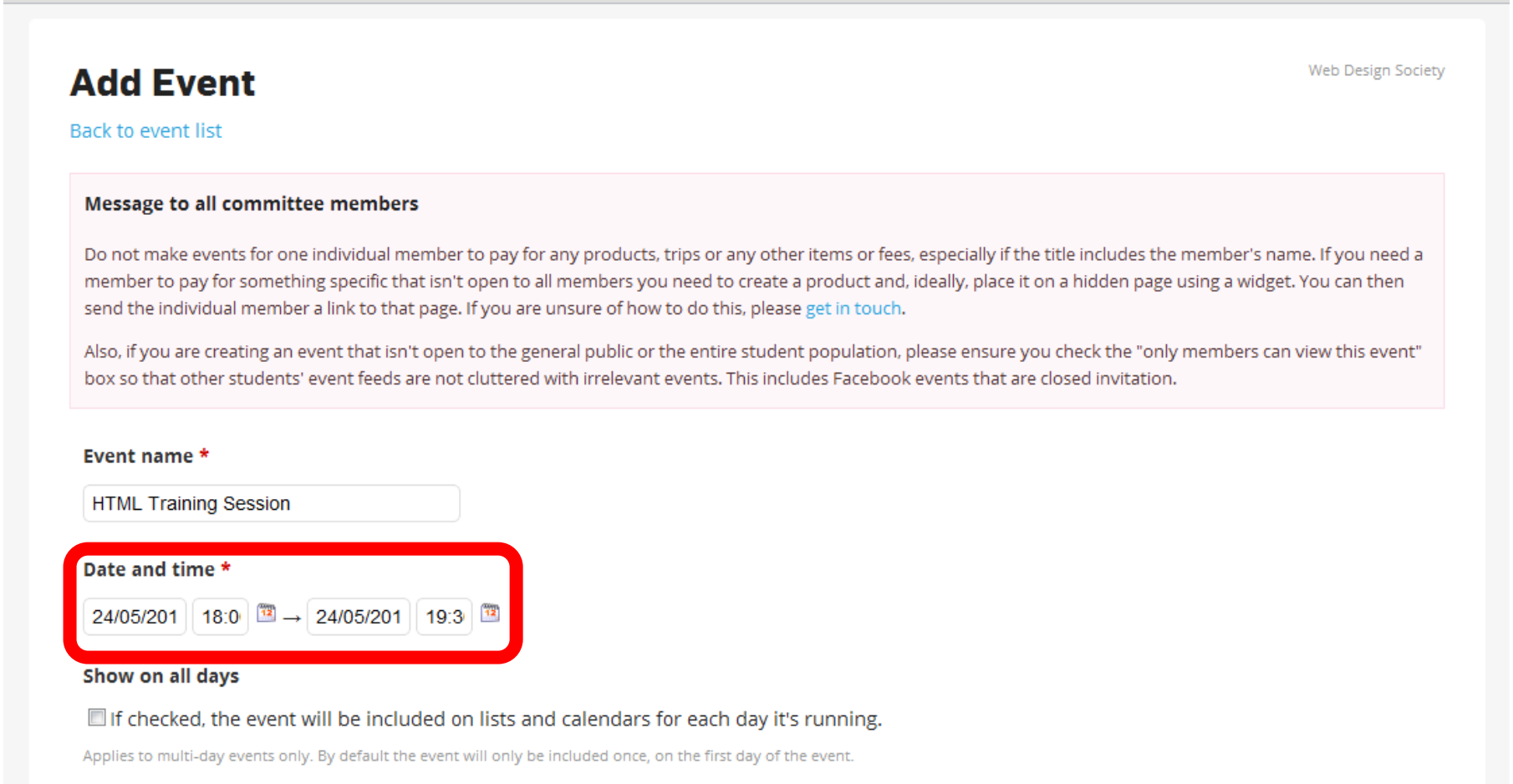
Don’t forget to save your event.



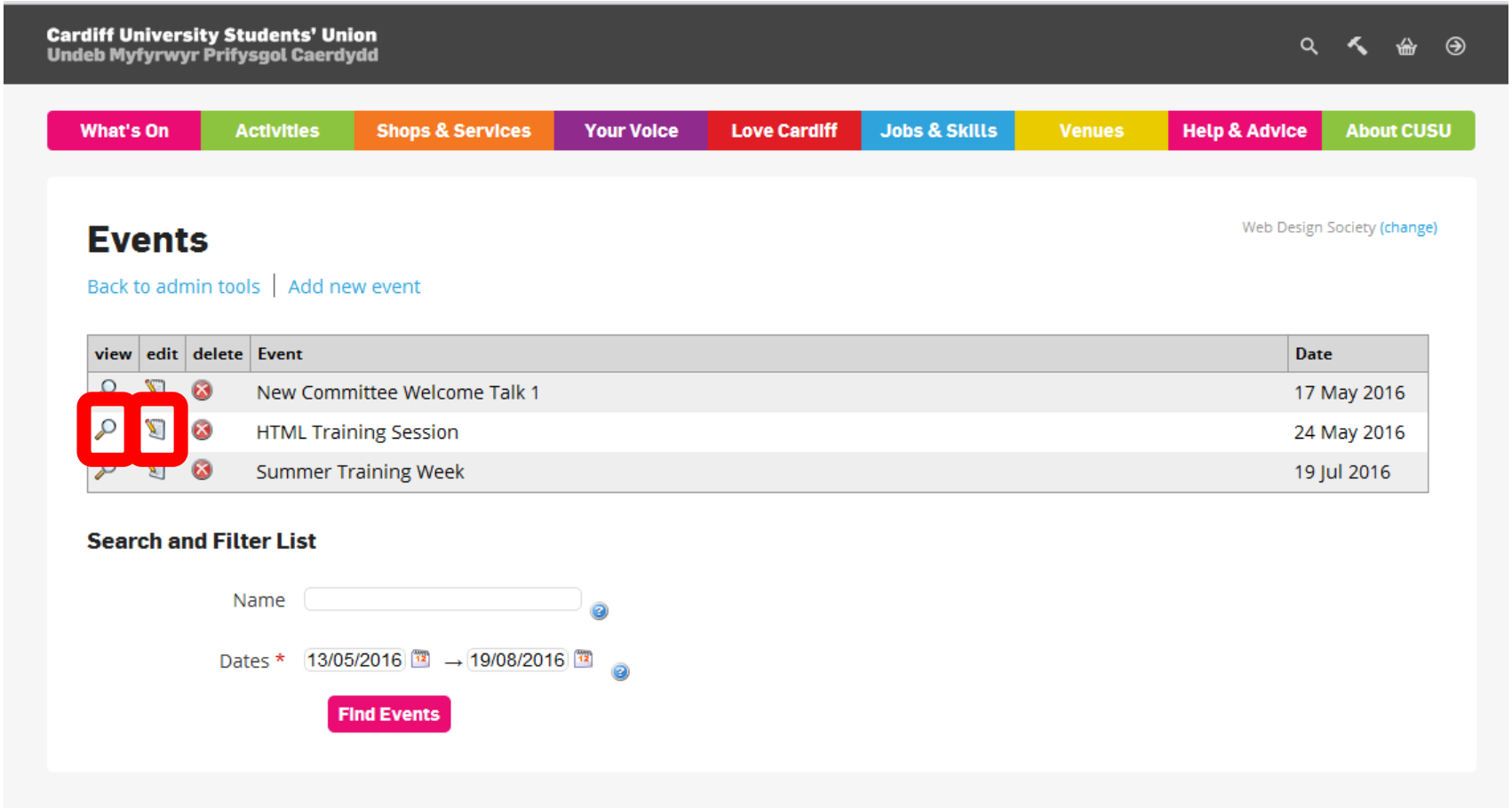
Share this URL online to drive traffic to your event page.



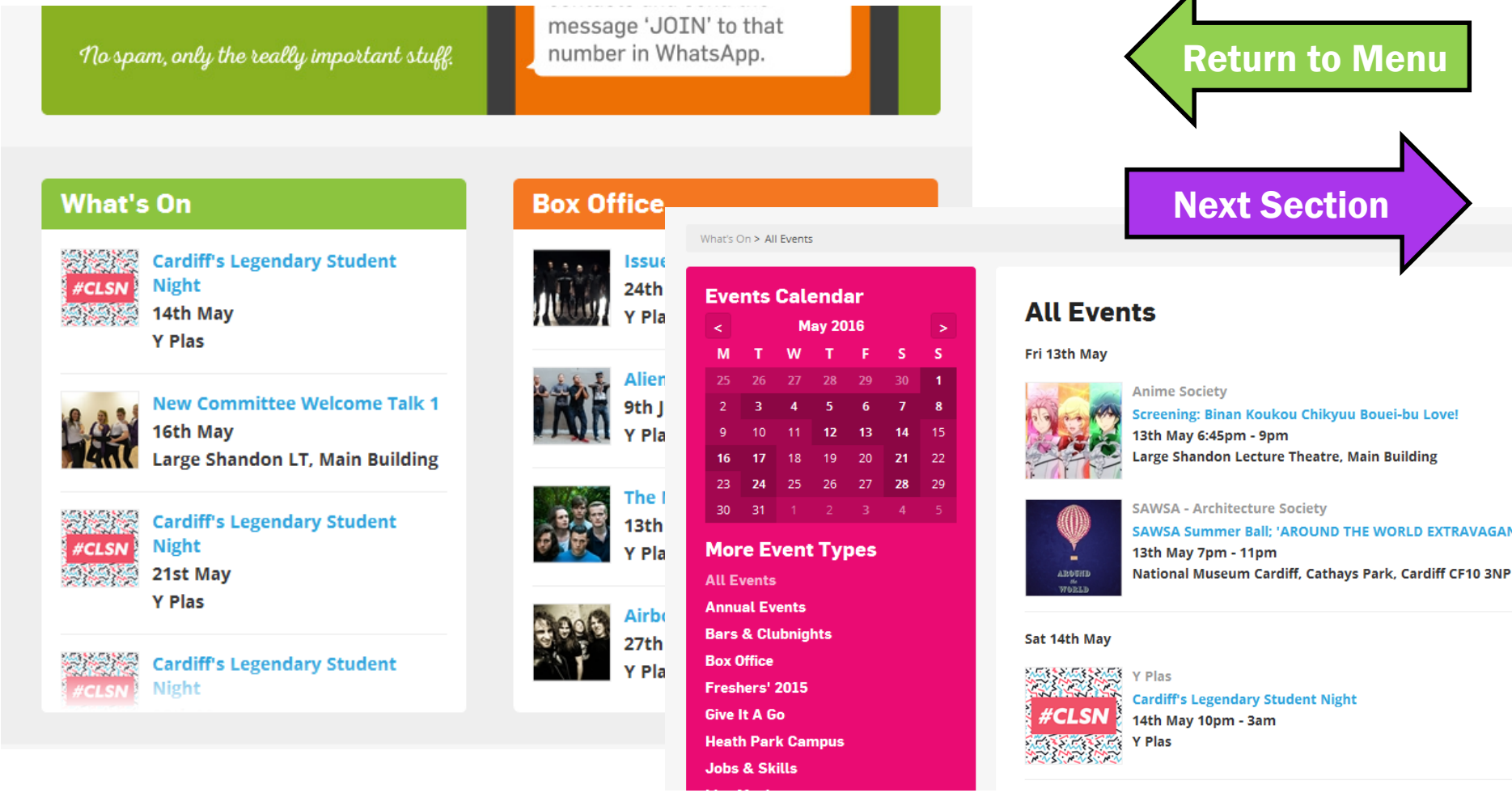
Initially, the website will display events taking place in the next month. Use the dates filter to find events taking place outside this range.



Edit the dates so that an event takes place in the past if you want to “delete” an event.



Use the Magnifying Glass to view the event. Use the notepad to edit the event.



Return to Menu

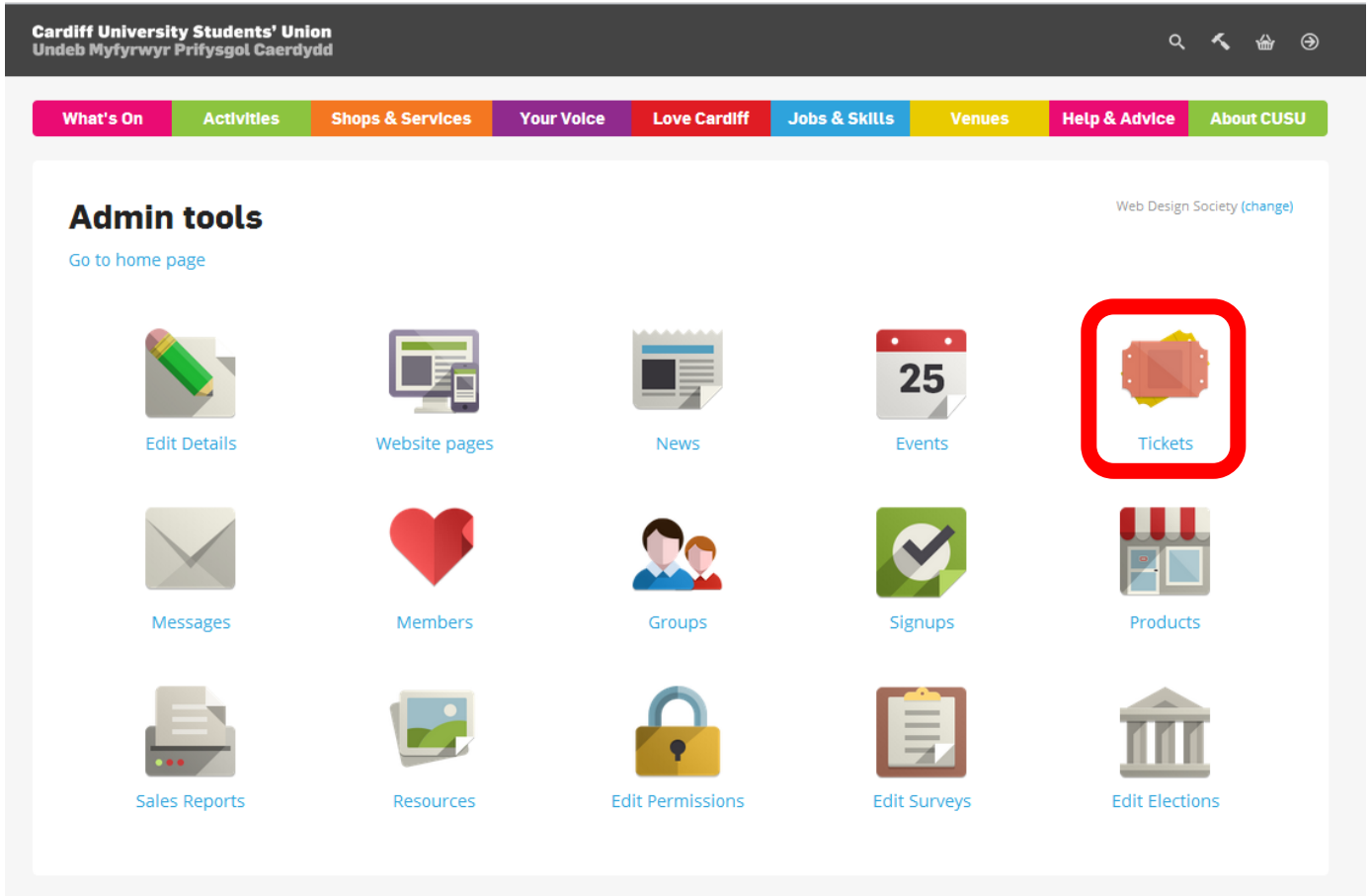
Next Section

Events will be displayed on the main homepage, What's On, Activities Pages and more.

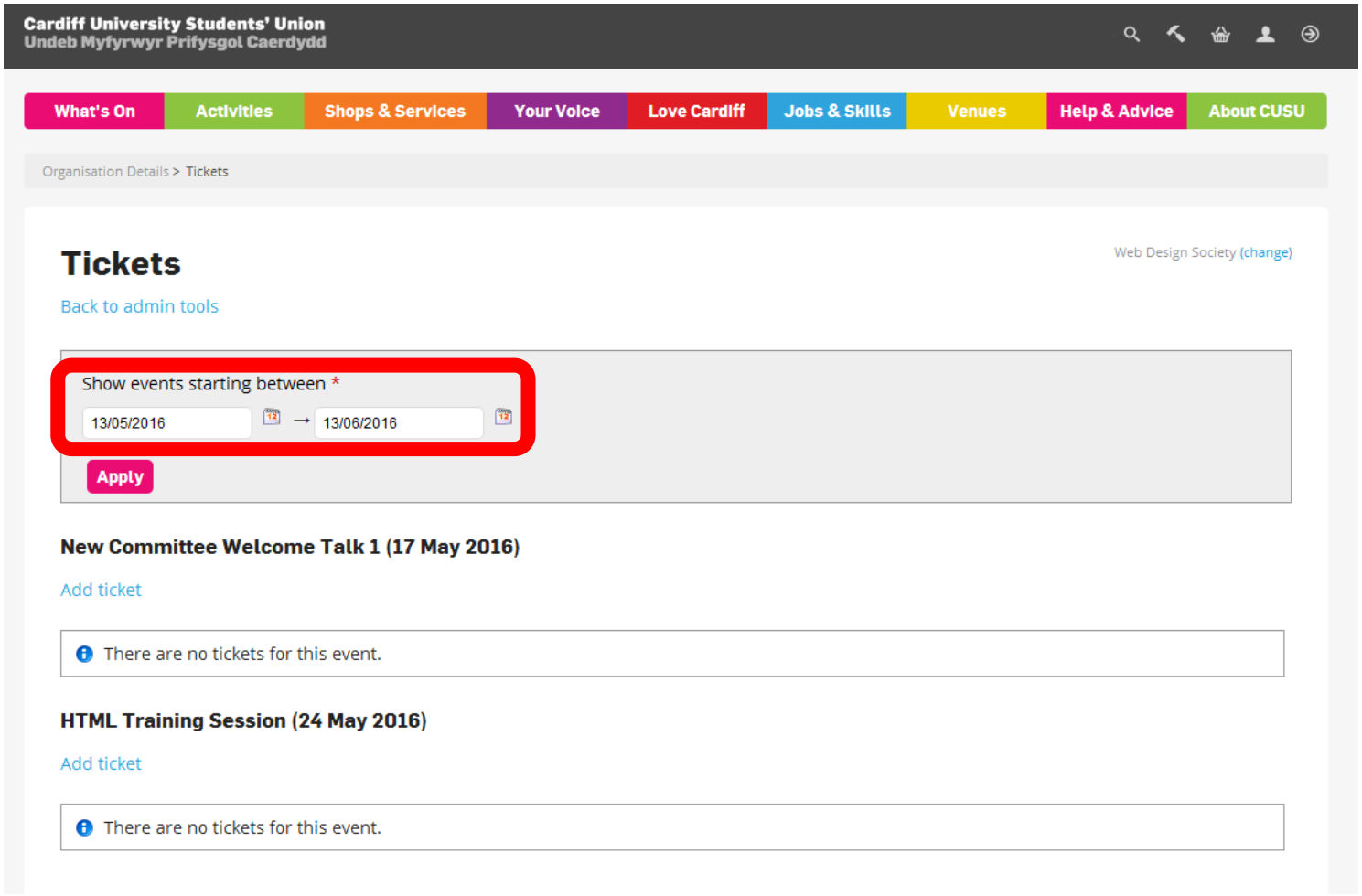
Return to Menu

Adding Tickets to Events

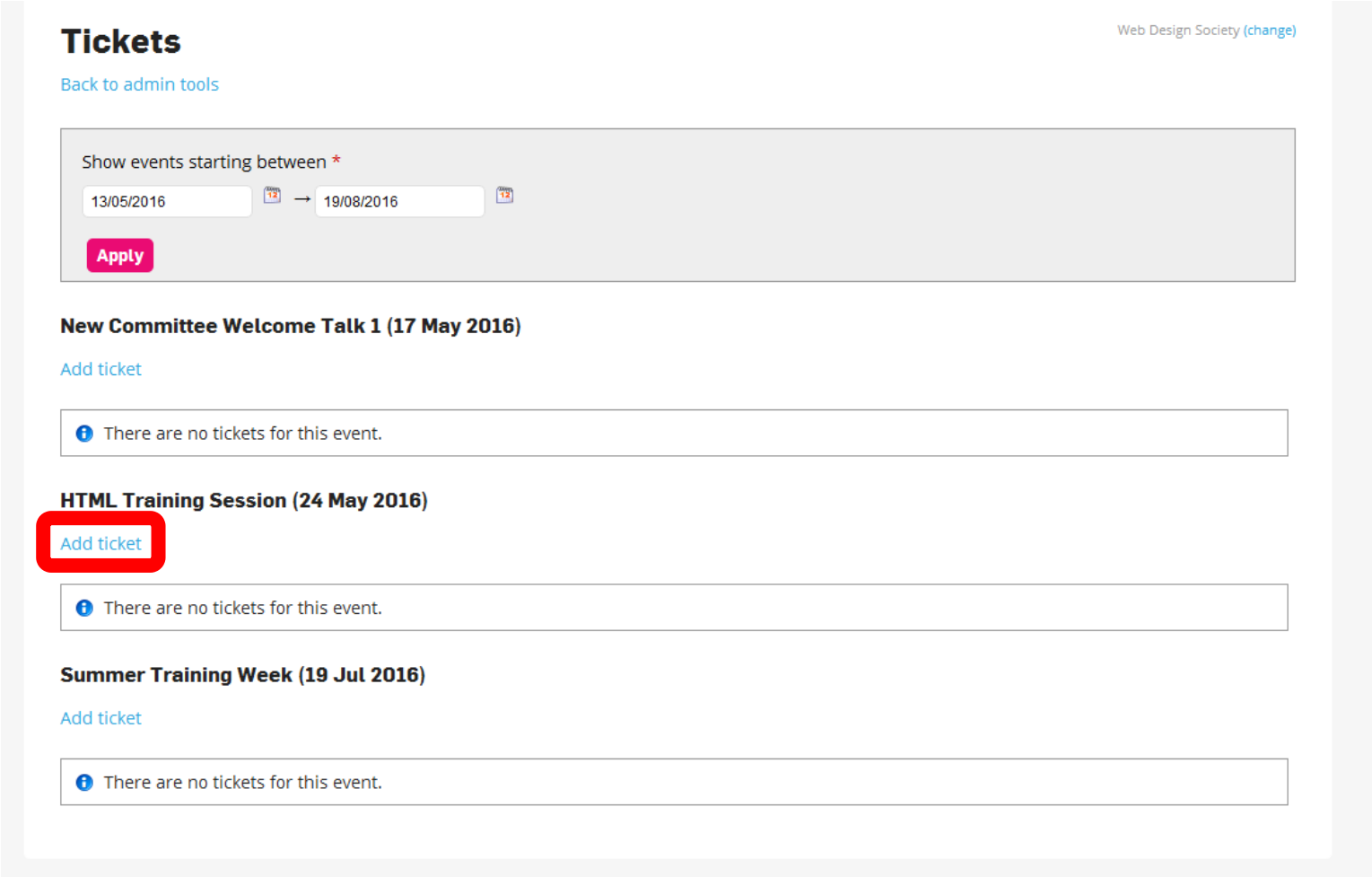
- You can sell tickets for your events through the website
- All ticket sales are paid straight into your Main Account



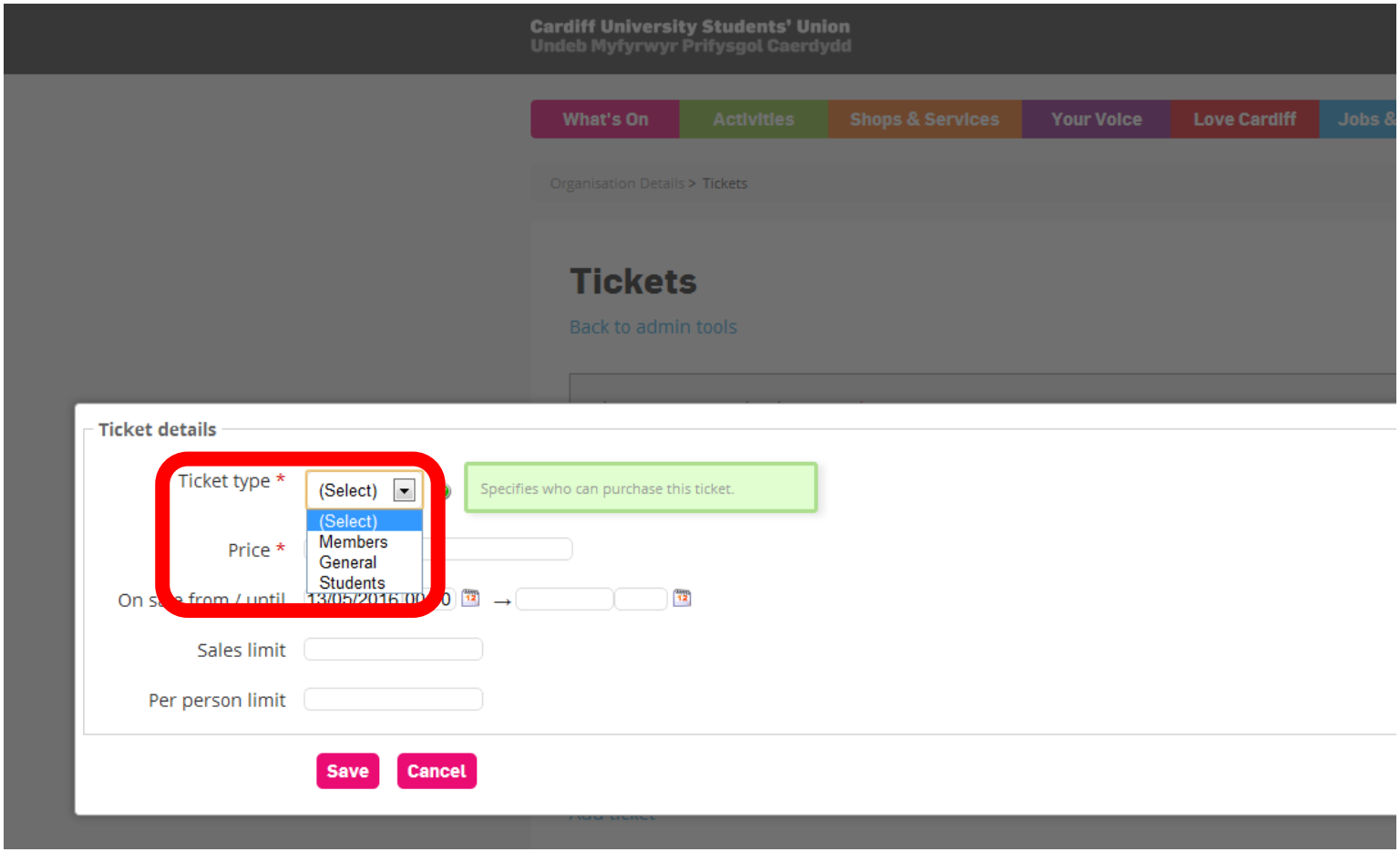
You can add tickets to existing events using the Tickets Admin.



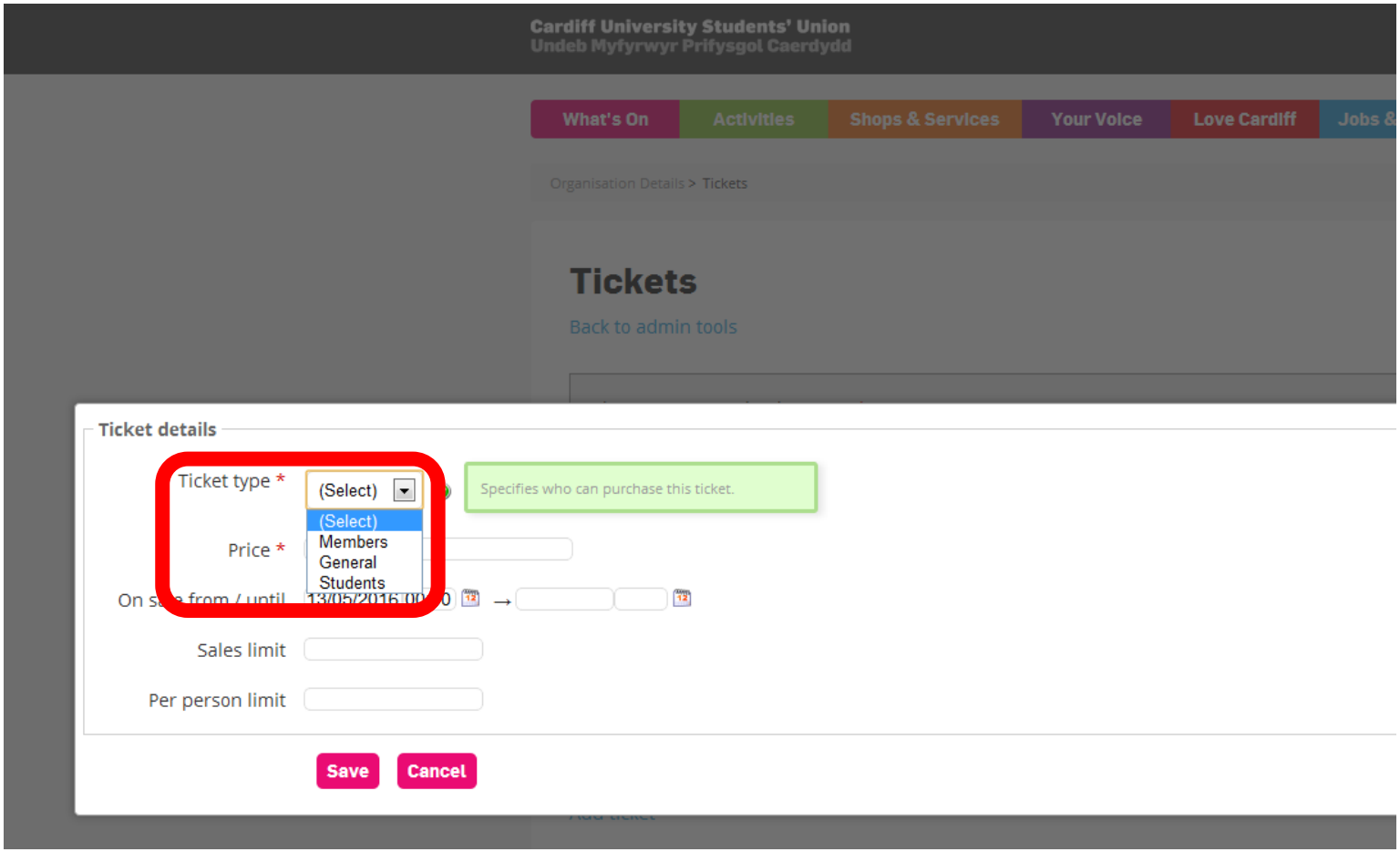
Initially, the website will display events taking place in the next month. Use the dates filter to find events taking place outside this range.



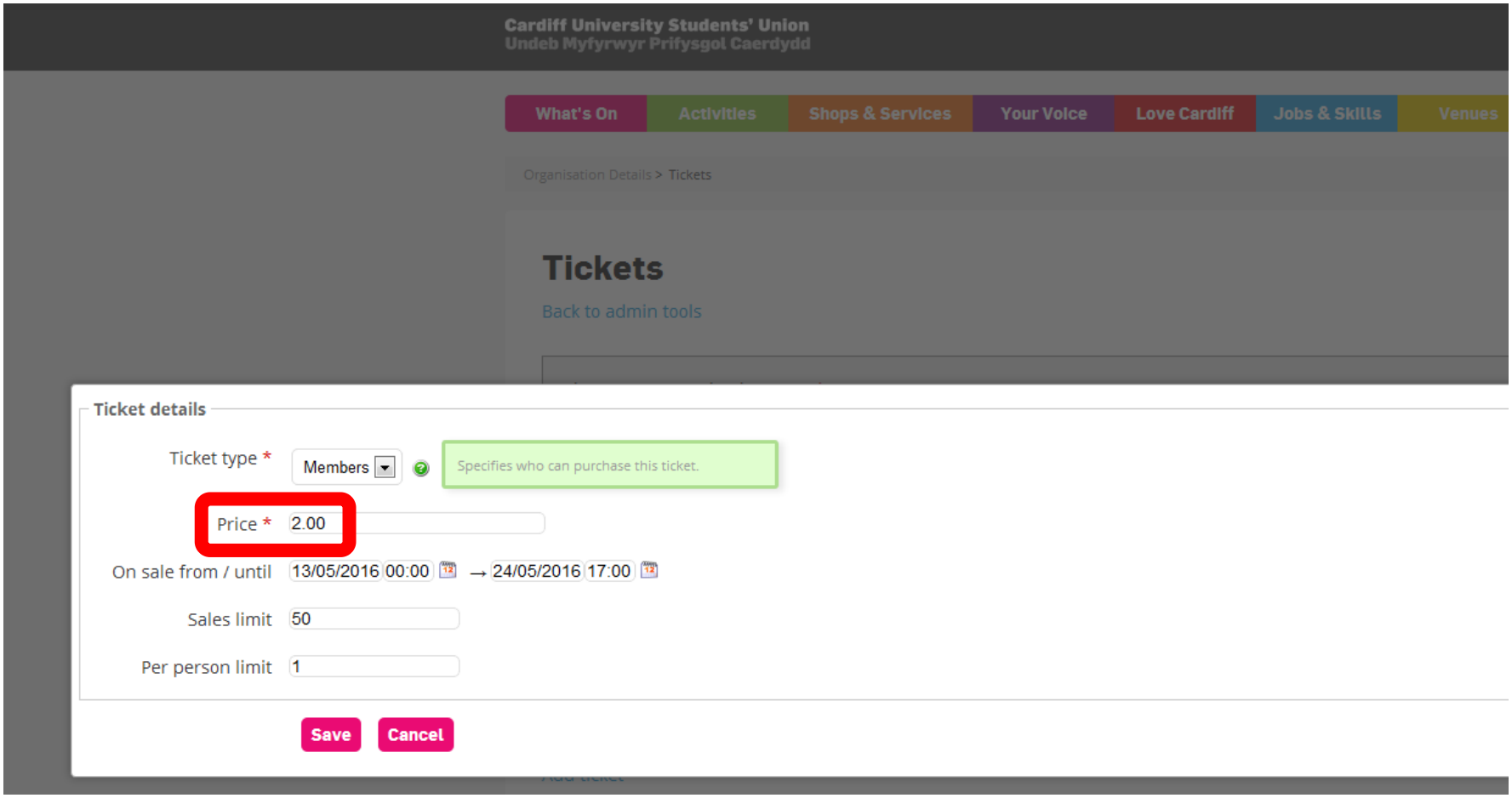
Click here to add a ticket to this event.



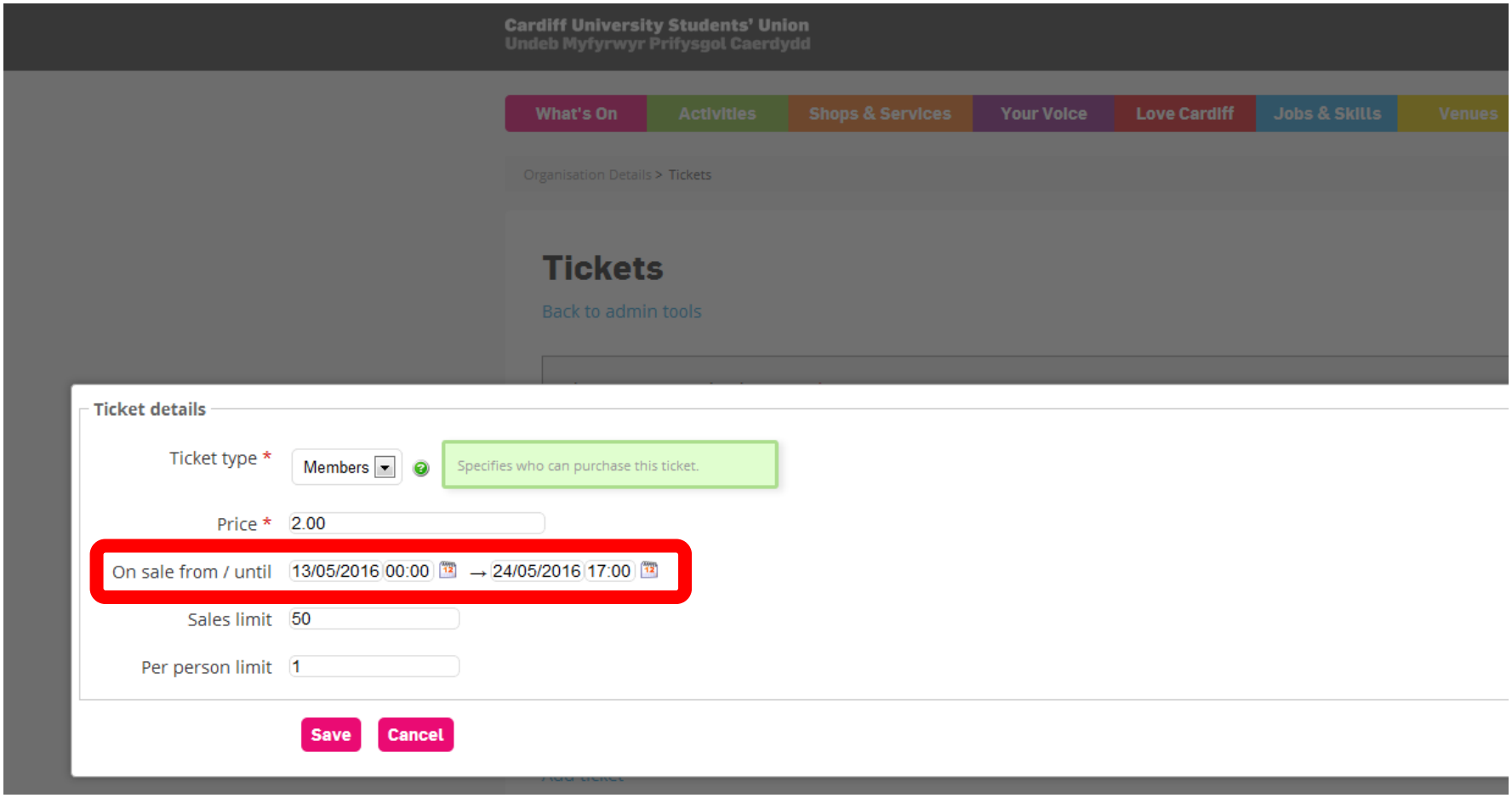
Ticket type specifies who can buy a ticket.



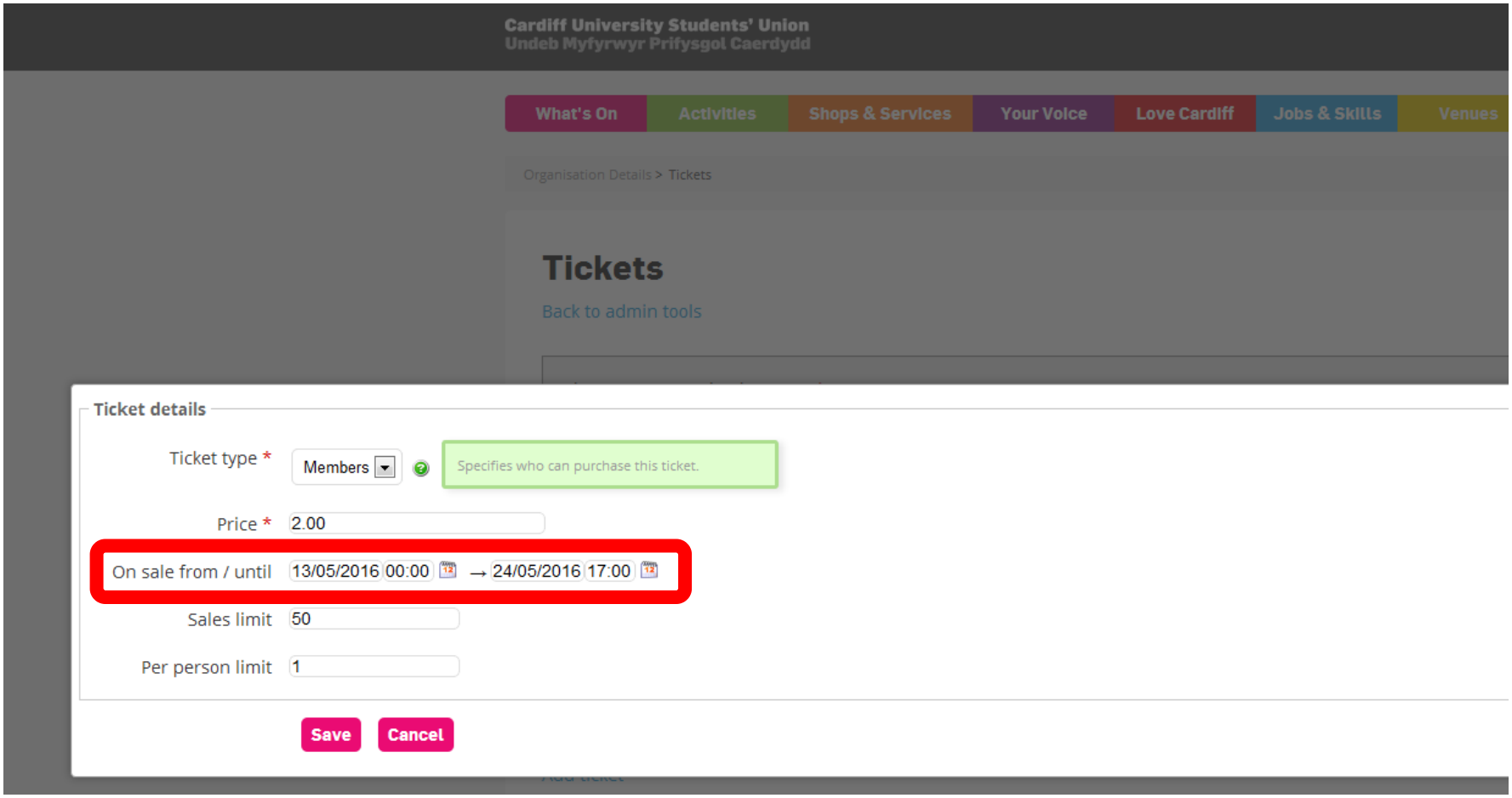
Only members can buy members tickets. Any student can buy student tickets. Anyone with an SU account can buy general tickets.



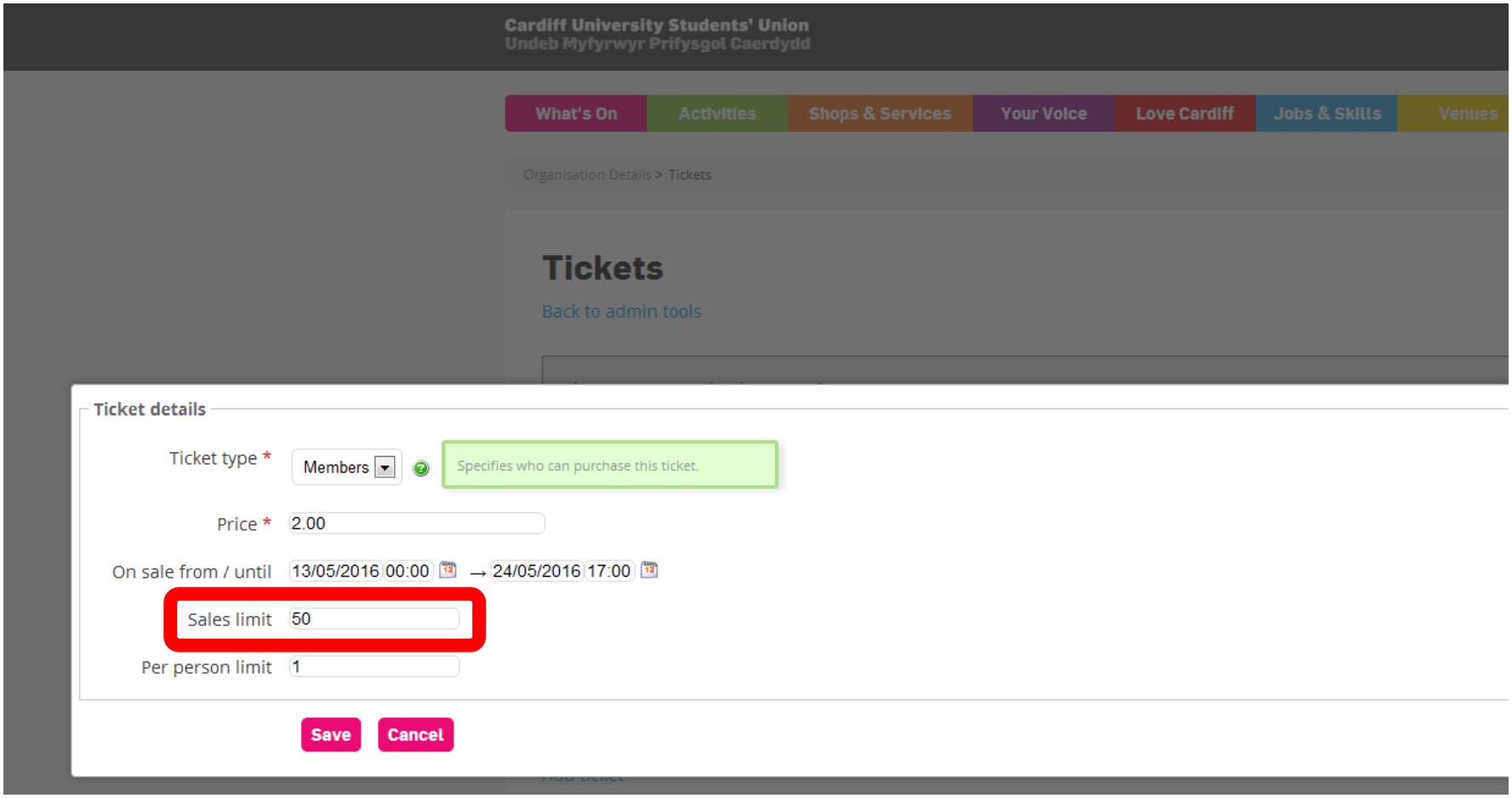
Use this box to specify the ticket price.



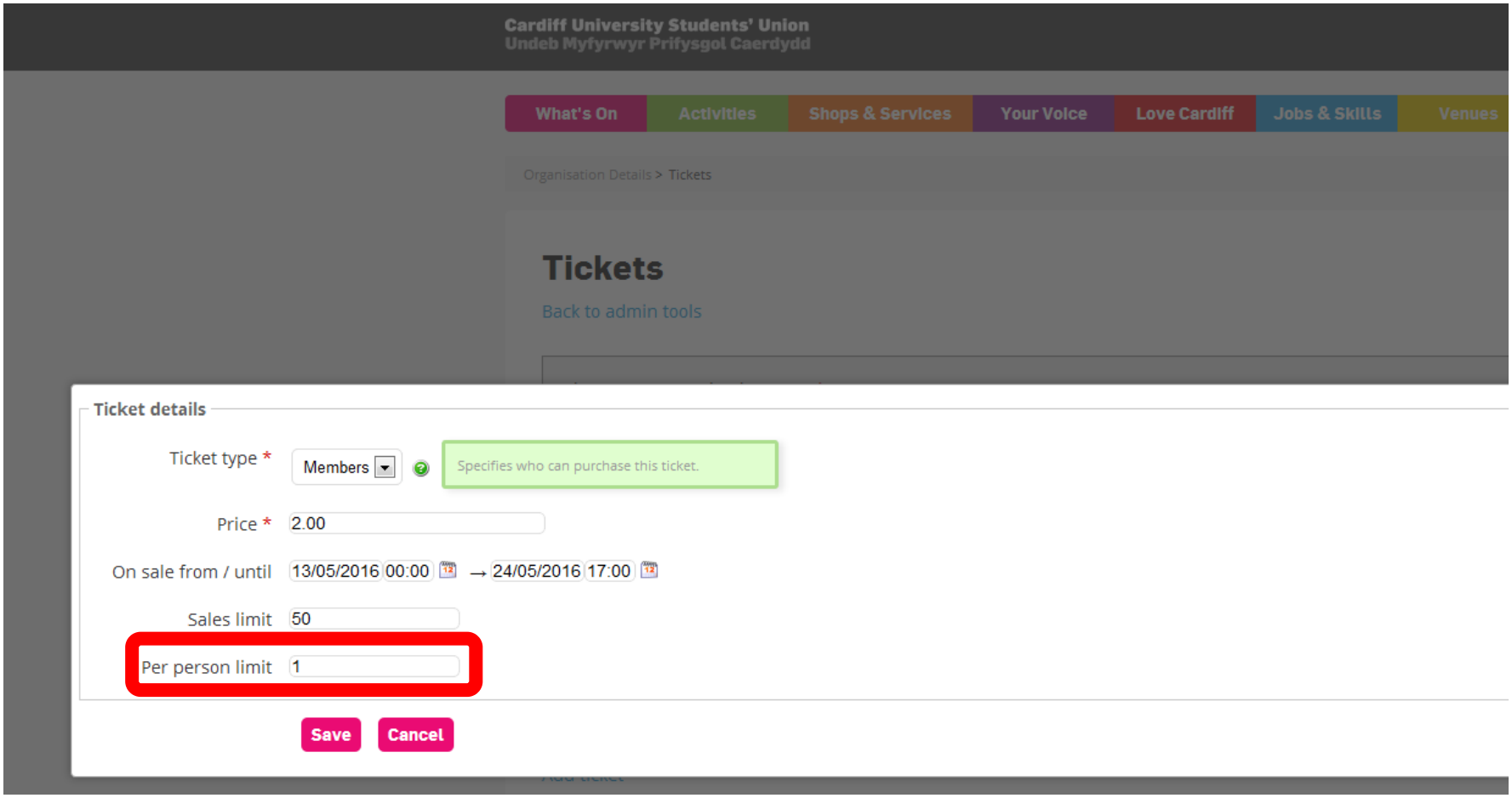
Use these boxes to specify the sales period.



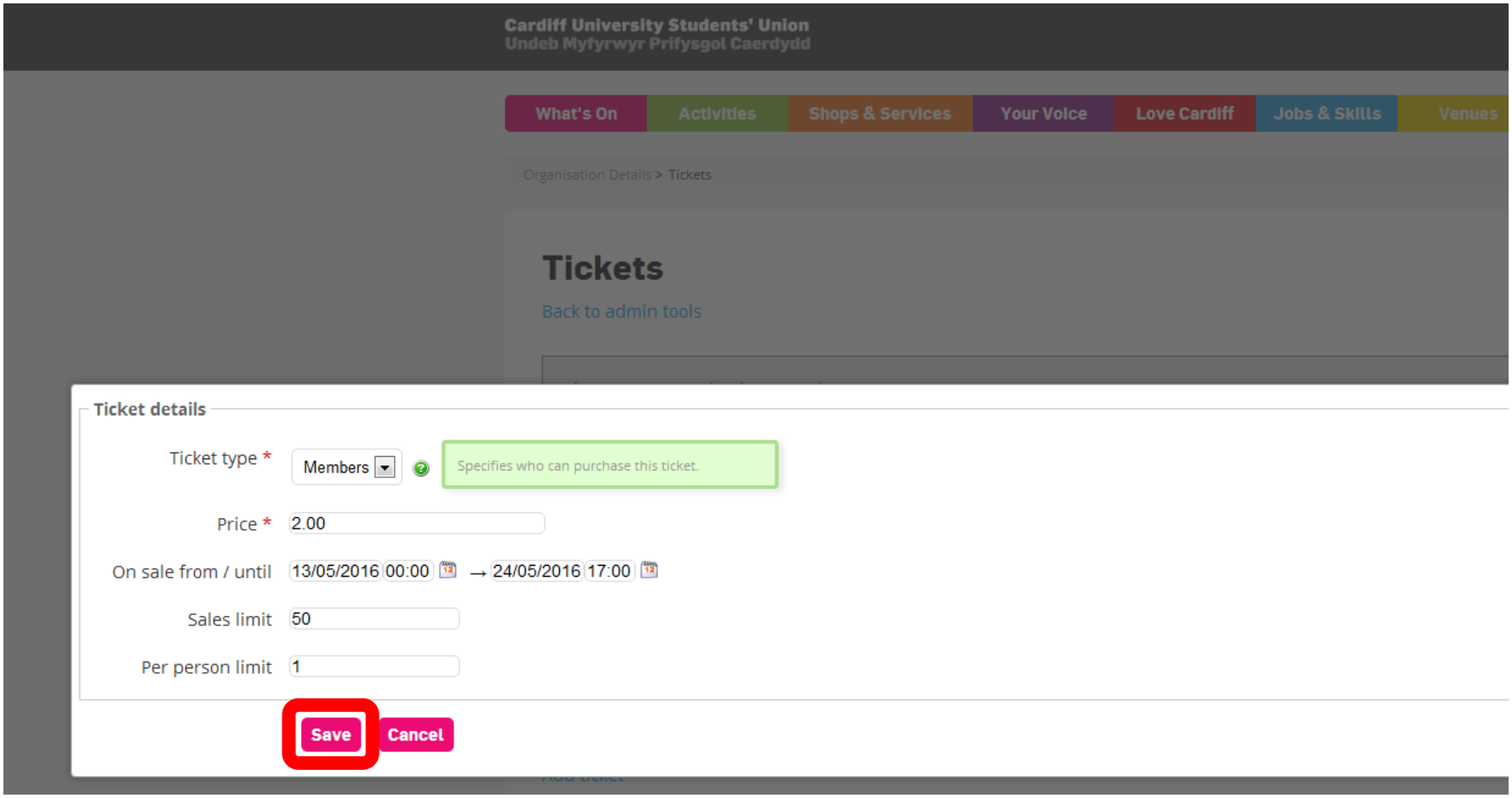
Set the sales period in the past to “delete” a ticket.



Use this box to specify the sales limit. Leave it blank if you have no limit.



Use this box to specify how many tickets each person can buy. Leave it blank if you have no per person limit.



Don’t forget to save your ticket.

New Committee Welcome Talk 1 (17 May 2016)

Add ticket

There are no tickets for this event.

HTML Training Session (24 May 2016)

Sales 0, overall sales limit n/a, per person limit n/a

Add ticket Edit limits

Product #	Name	Type	Price	PPL	Sales limit	On sal	Sales
10103560	HTML Training Session Tue 24 May 2016 - General	General	10.00	1	50	Ye	0
10103540	HTML Training Session Tue 24 May 2016 - Members	Members	2.00	1	50	Ye	0
10103550	HTML Training Session Tue 24 May 2016 - Students	Students	5.00	1	50	Ye	0

Tickets are listed for each event. You can check sales here.

New Committee Welcome Talk 1 (17 May 2016)

Add ticket

There are no tickets for this event.

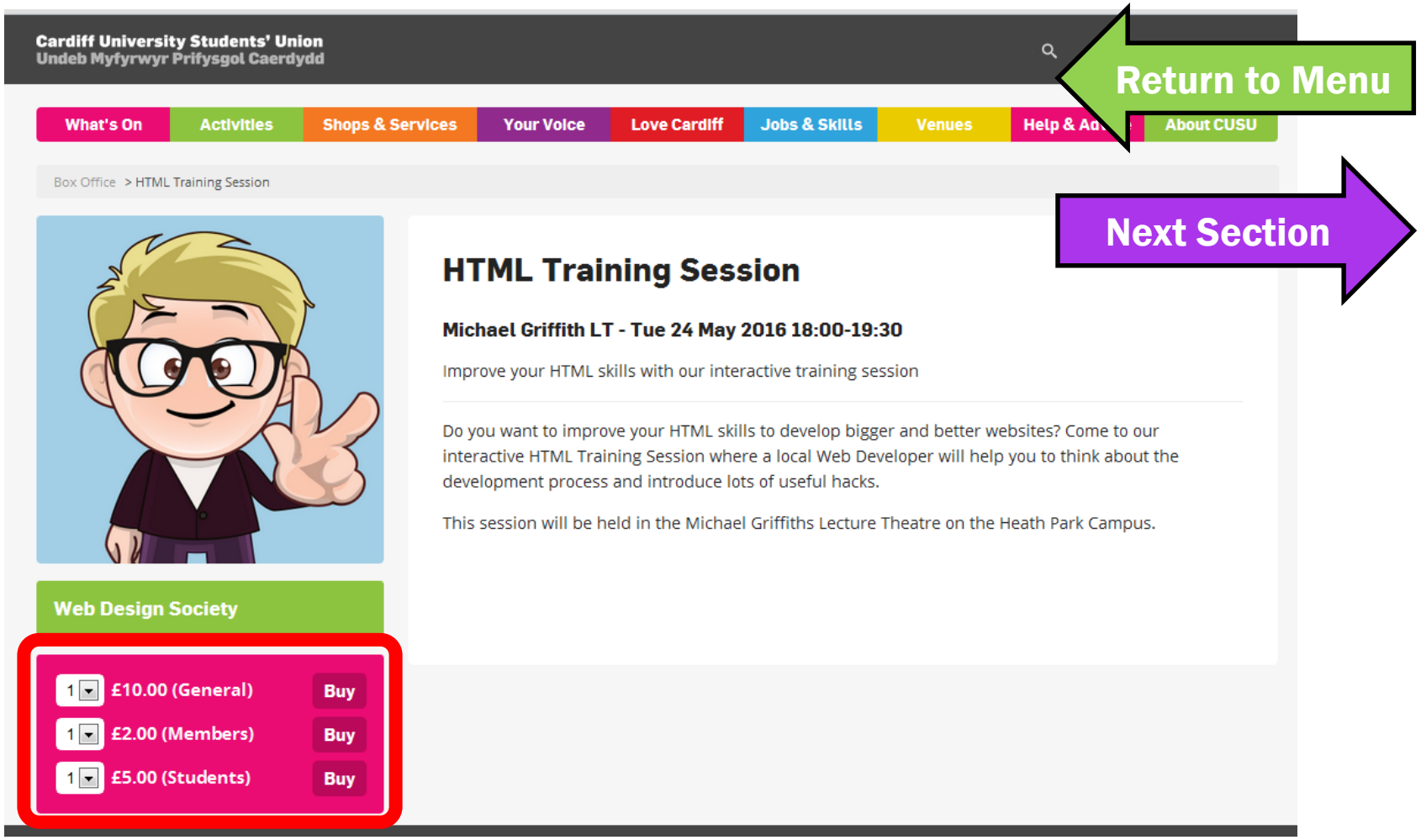
HTML Training Session (24 May 2016)

Sales 0, overall sales limit n/a, per person limit n/a

Add ticket Edit limits

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
10103560	HTML Training Session Tue 24 May 2016 - General	General	10.00	1	50	Yes	0
10103540	HTML Training Session Tue 24 May 2016 - Members	Members	2.00	1	50	Yes	0
10103550	HTML Training Session Tue 24 May 2016 - Students	Students	5.00	1	50	Yes	0

You can only create one ticket of each type on the website. Contact Societies or the AU if you need to create different tickets.

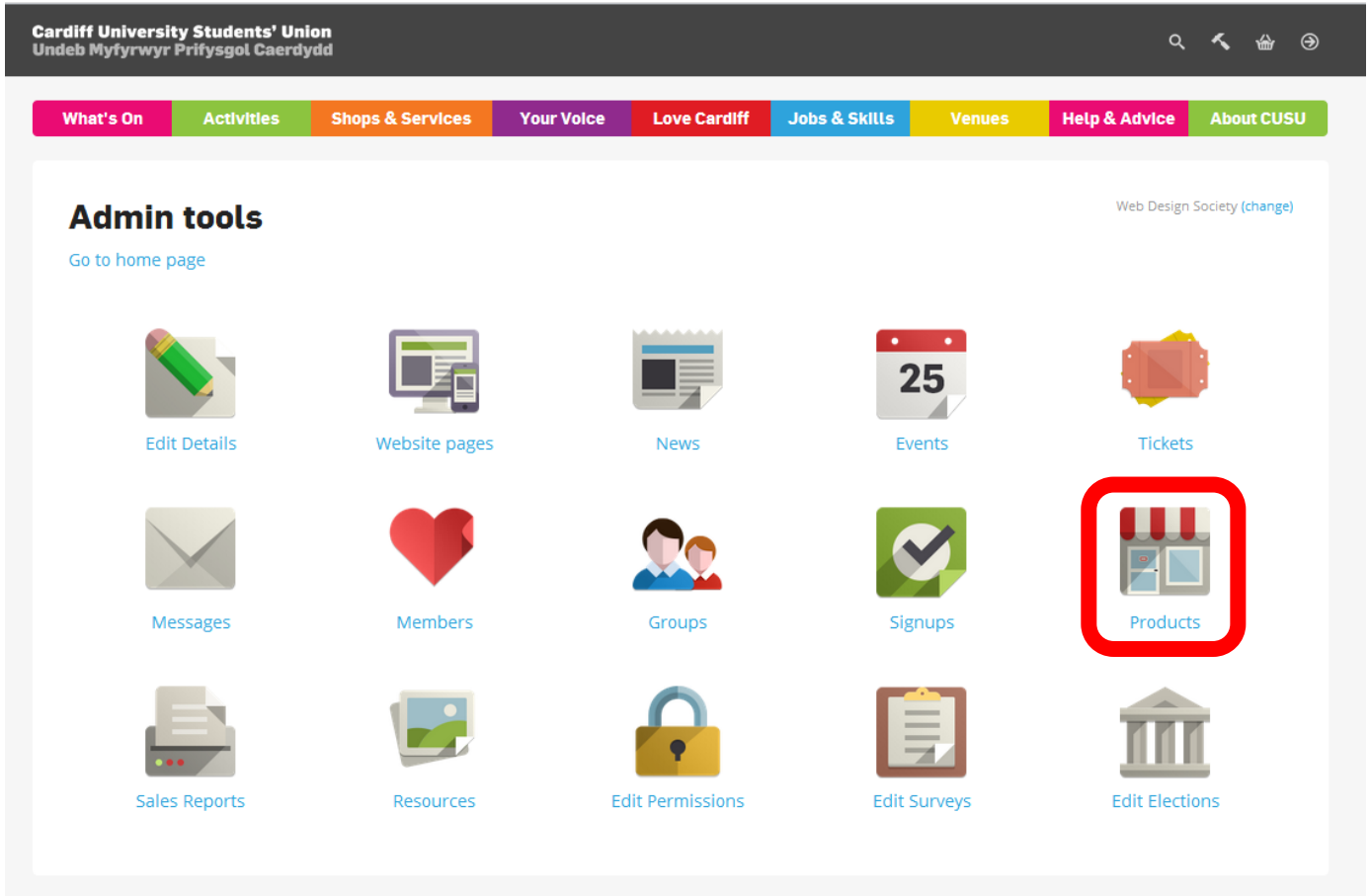


Tickets can be bought from the event page. If you're selling general tickets, purchasers must create an account on the website.

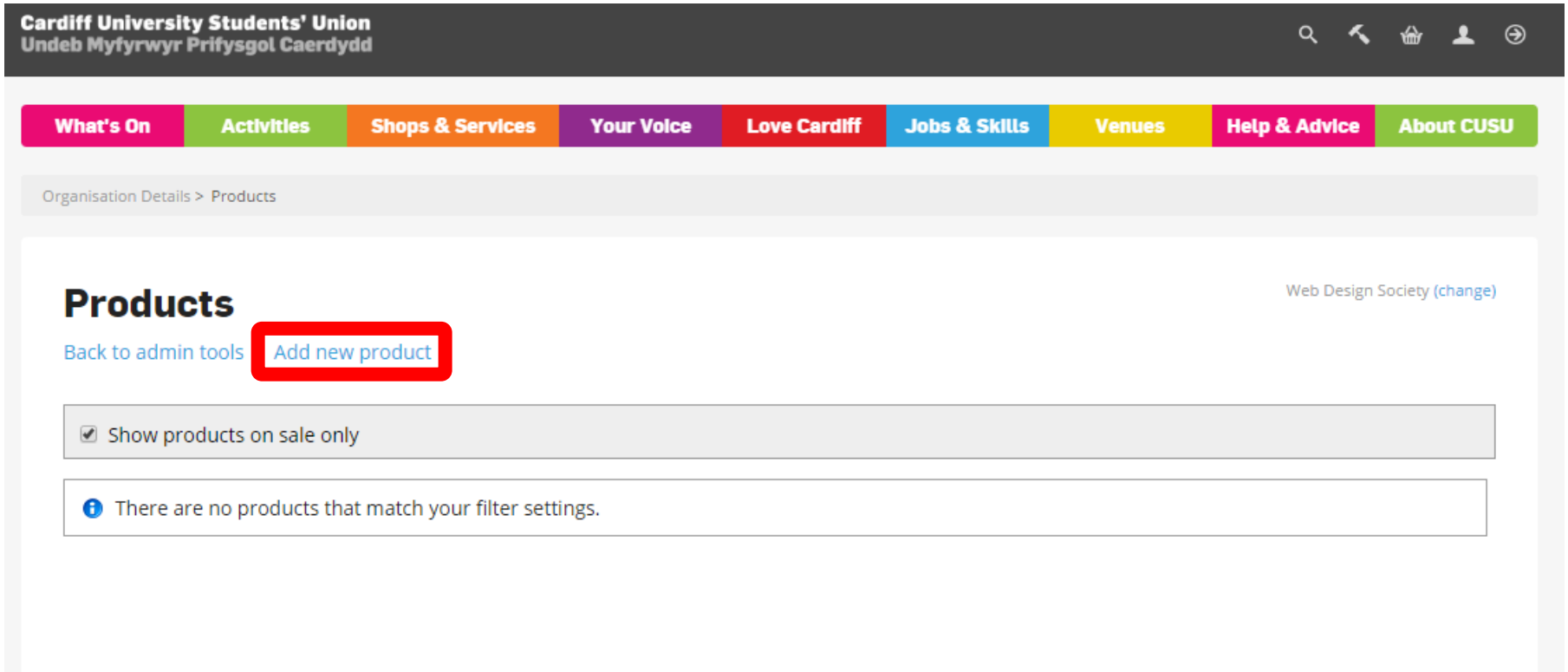
Return to Menu

Selling Products

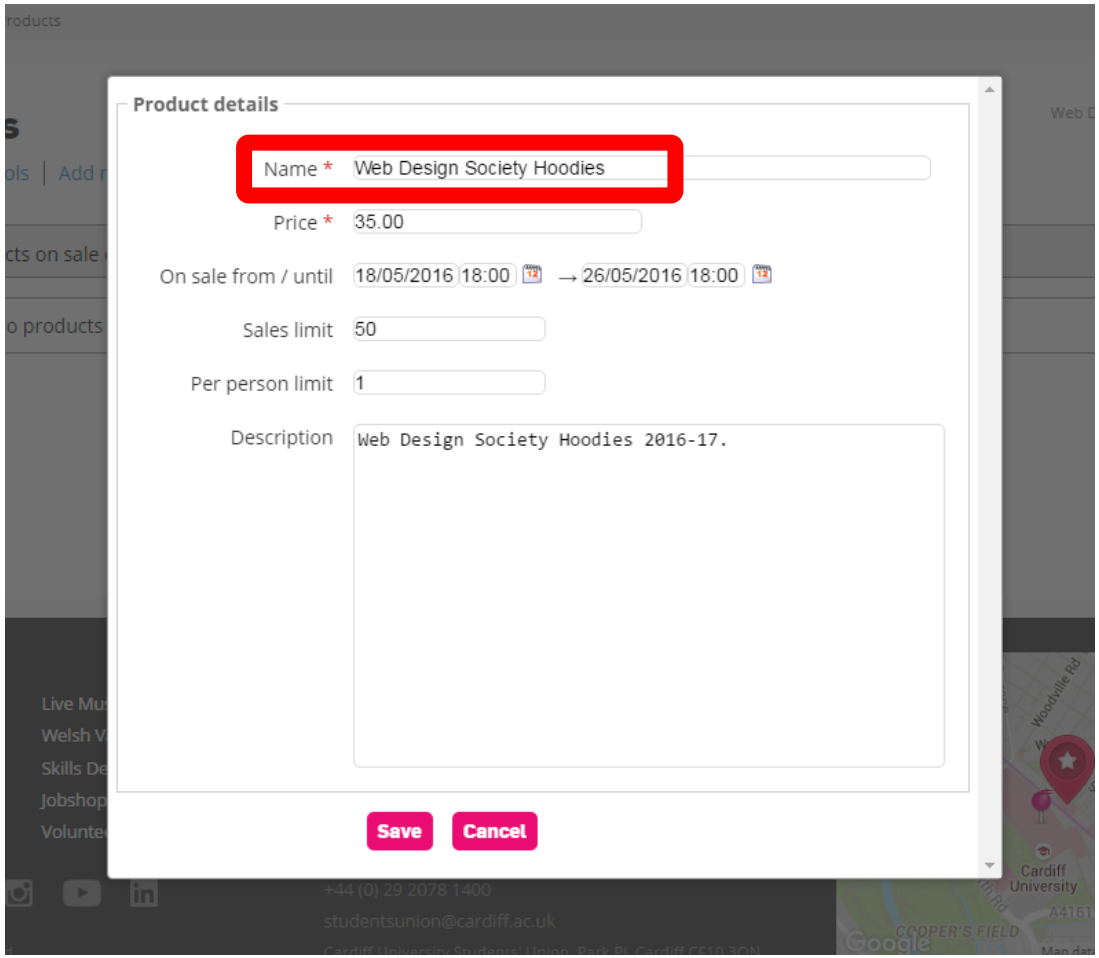
- You can sell any product straight off your webpage
- You can allow people to customise their orders eg Hoodie sizes and text
- All product sales are paid straight into your Main Account



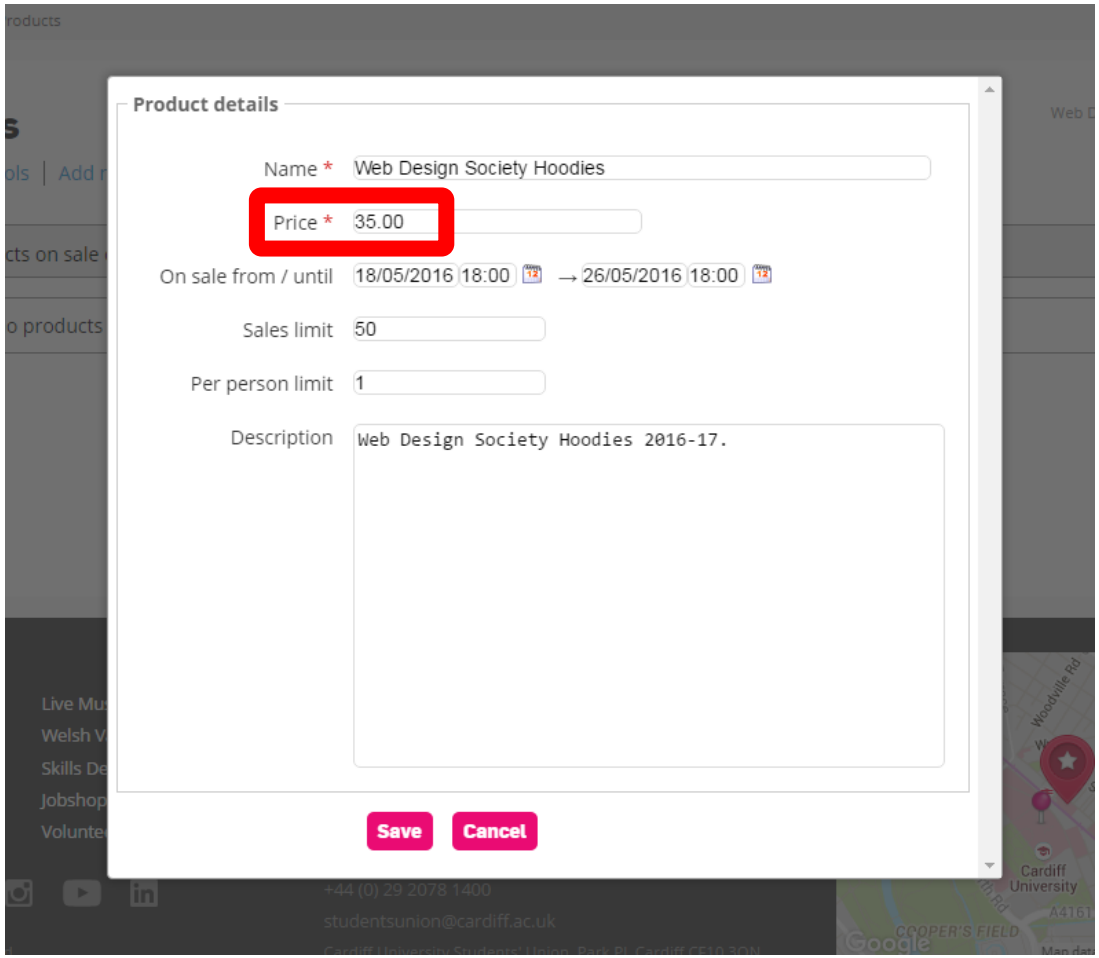
You can create products using the Products Admin.



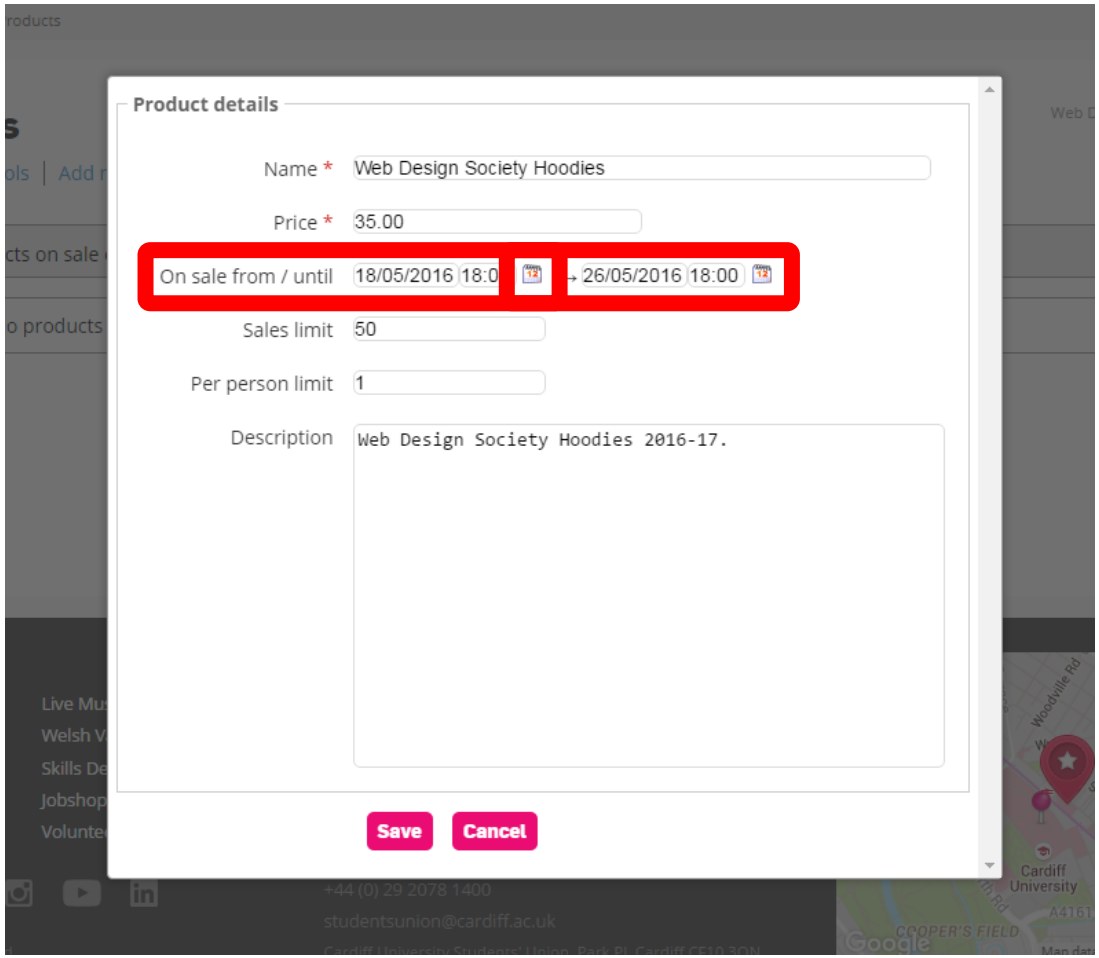
Add a new product here. Don't create a different product for each size, colour, etc. You can add customisations to each product later.



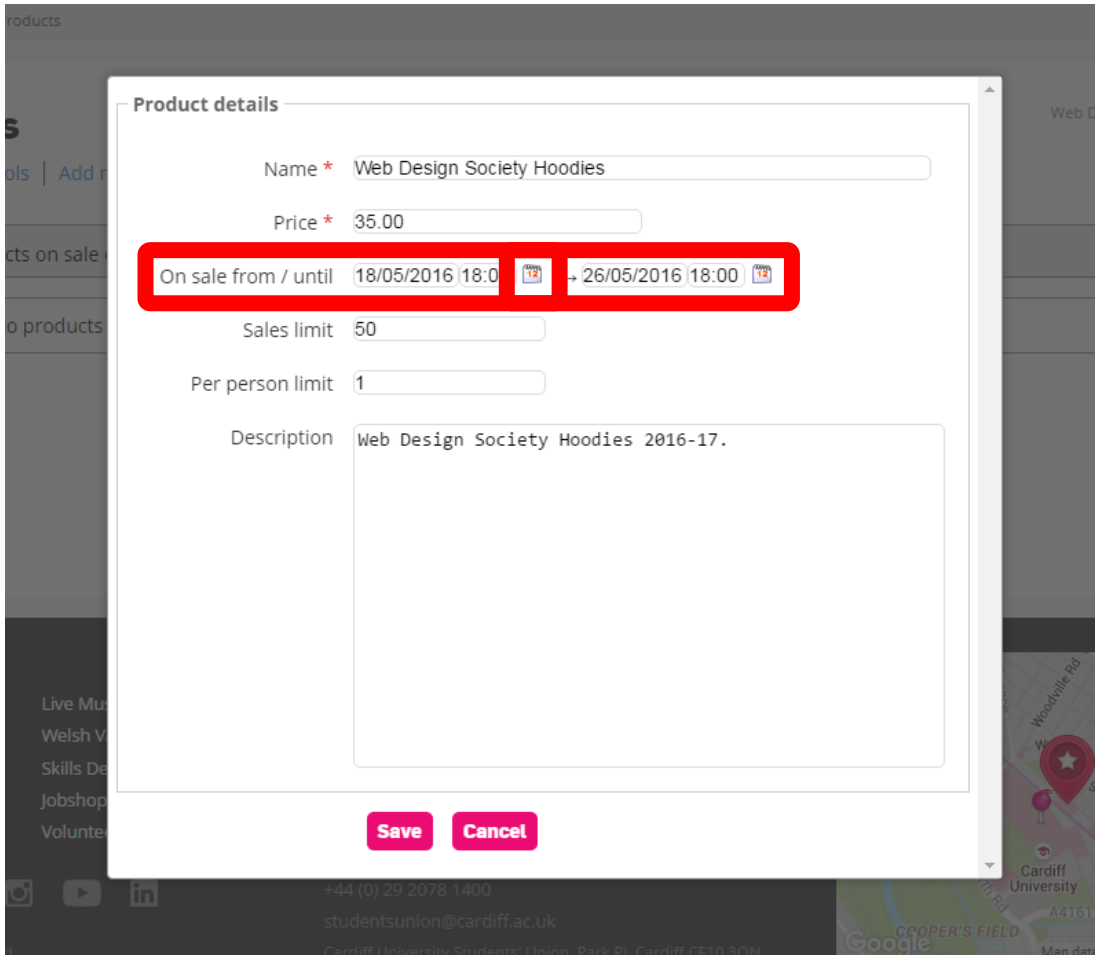
Name your product here. Keep the name simple and clear.



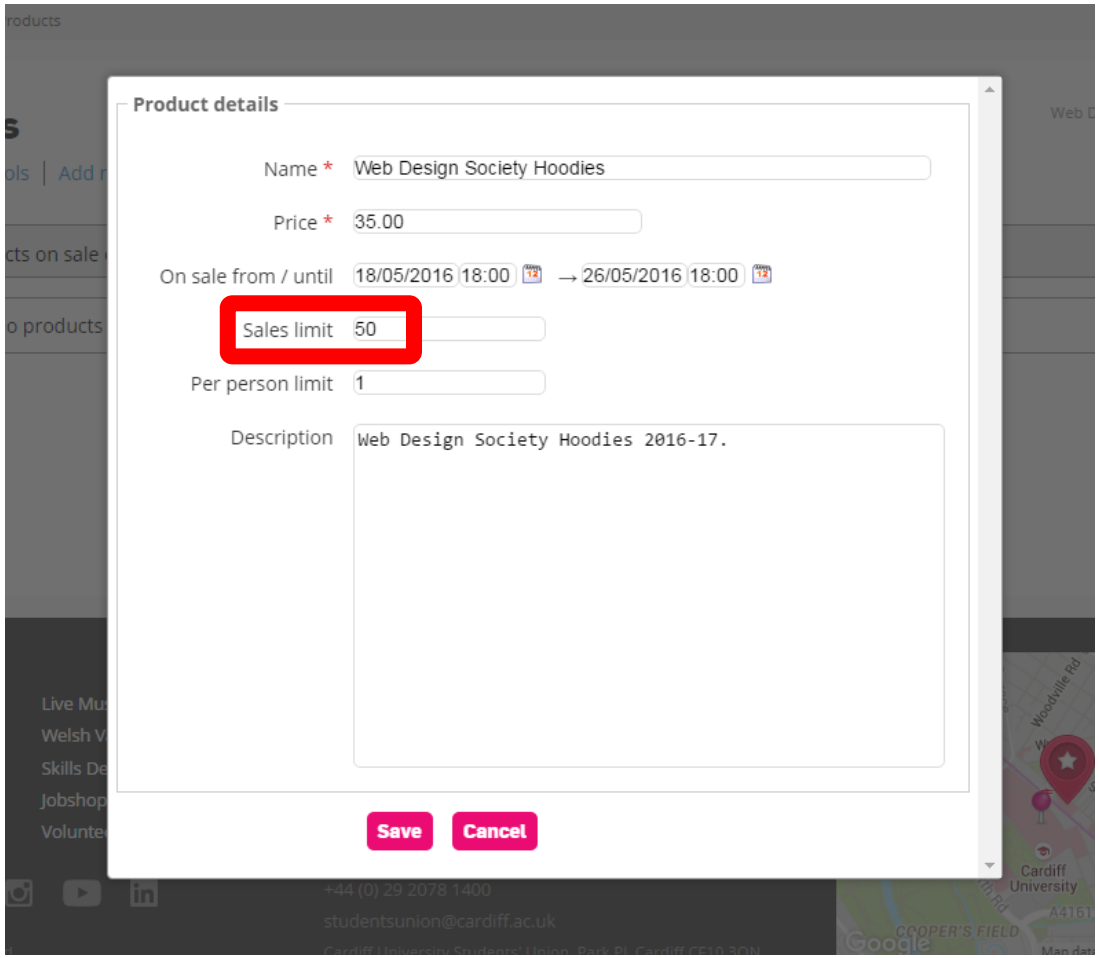
Add the price here.



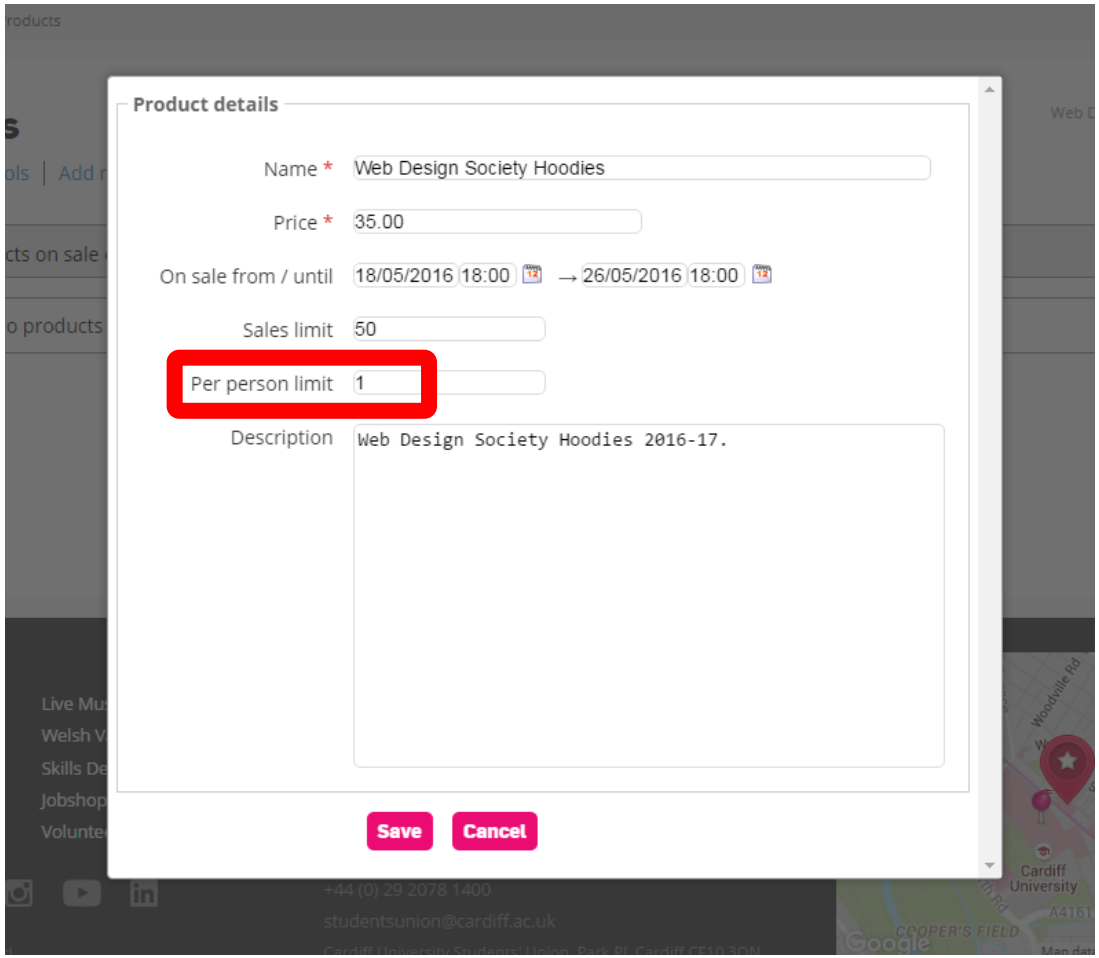
Use these options to create a sales period. Select the dates using the calendar pop-out and make sure you use a 24 hour time.



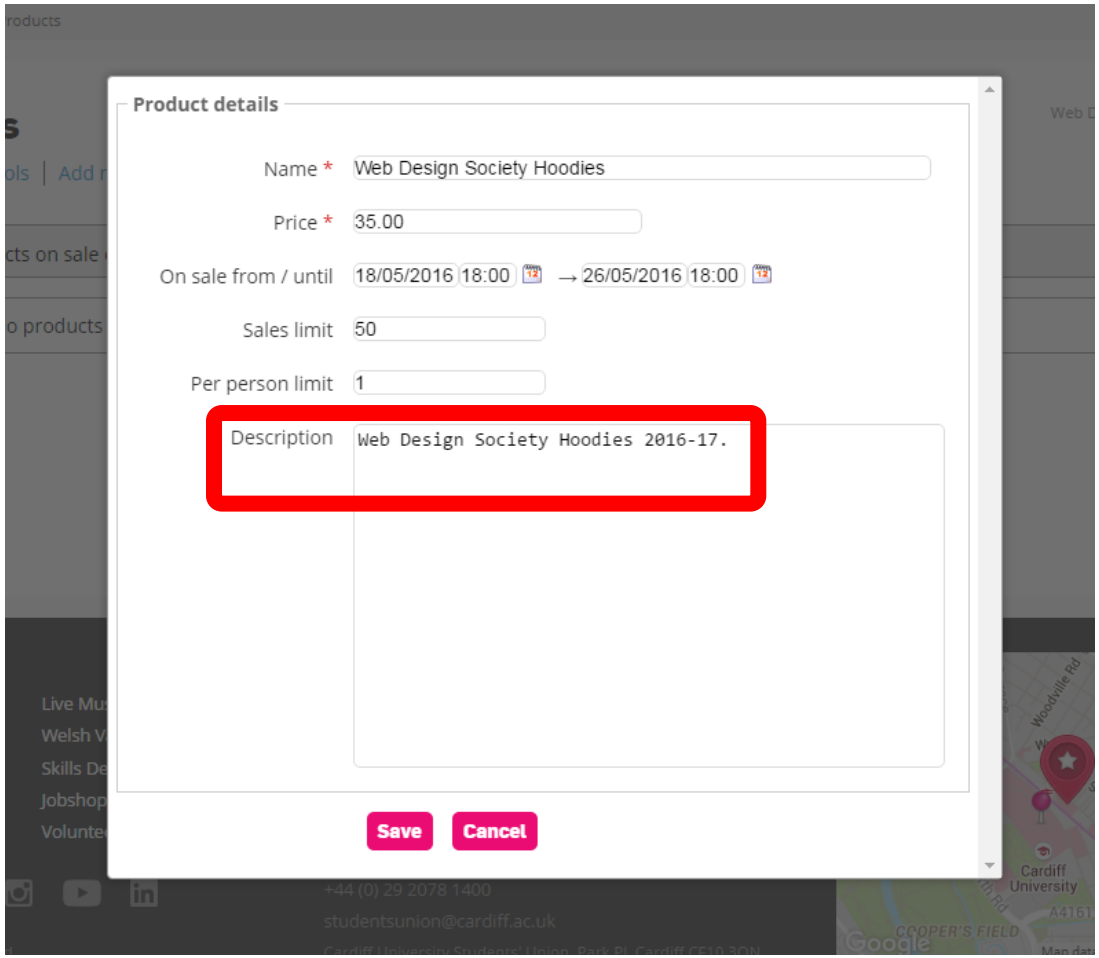
Set the sales period in the past to “delete” a product.



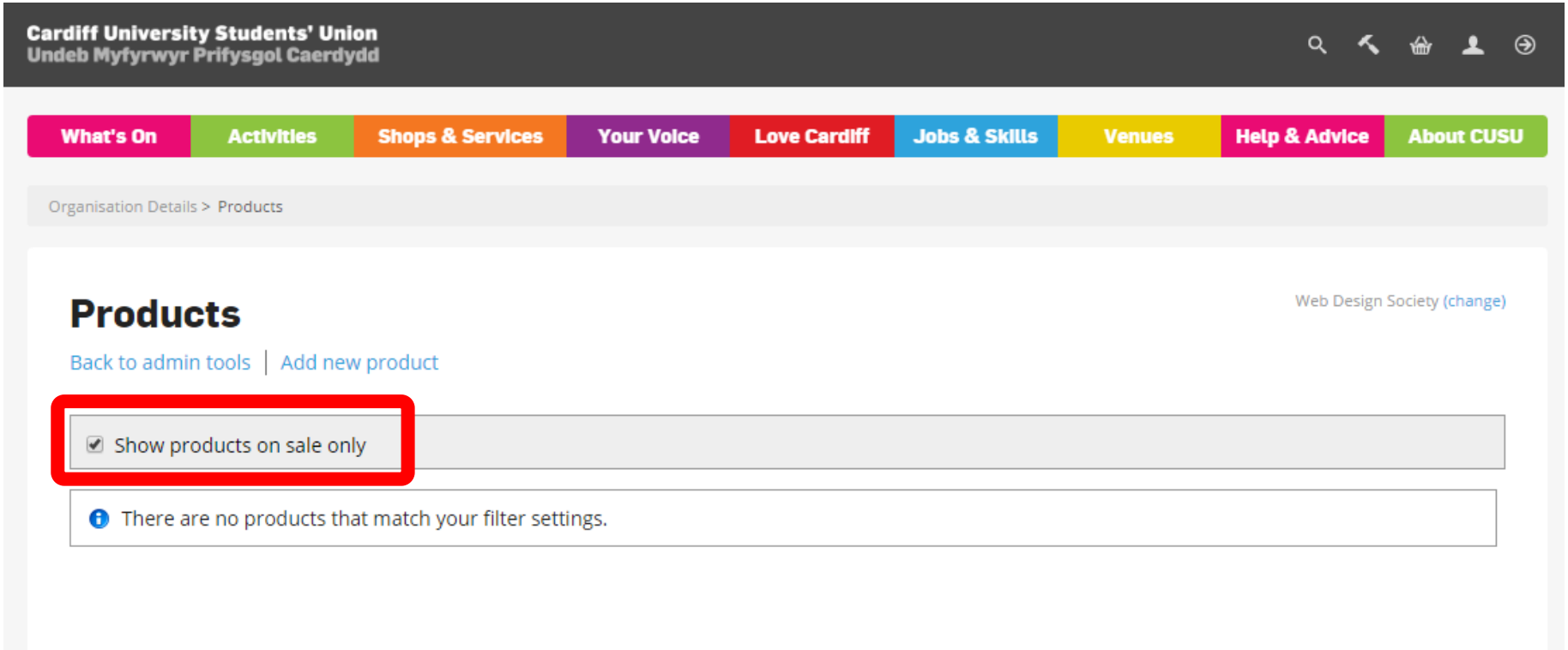
Add a sales limit if you only have a limited number of products to sell.



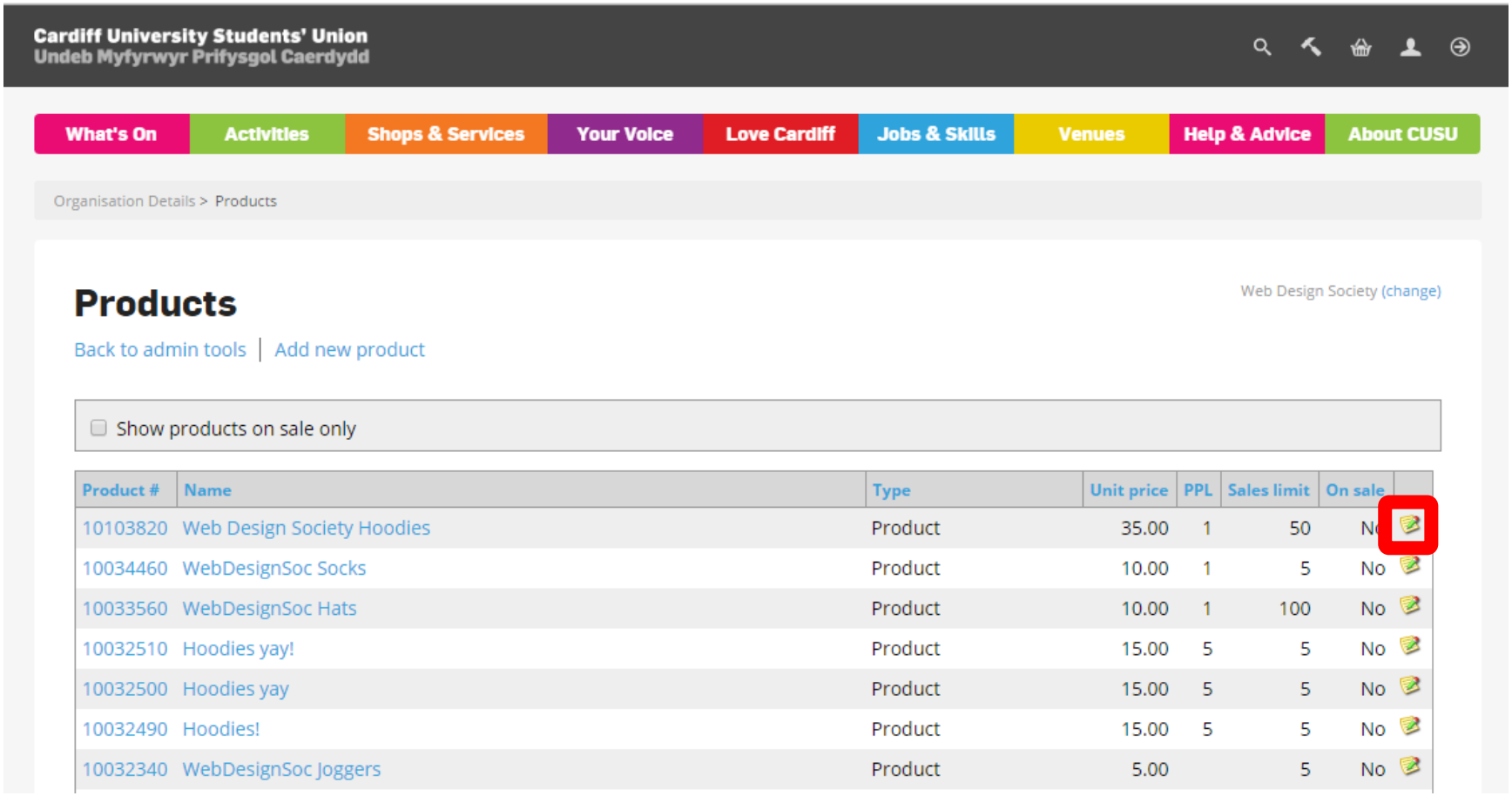
Add a per person limit if you want to limit the number of products people can buy.



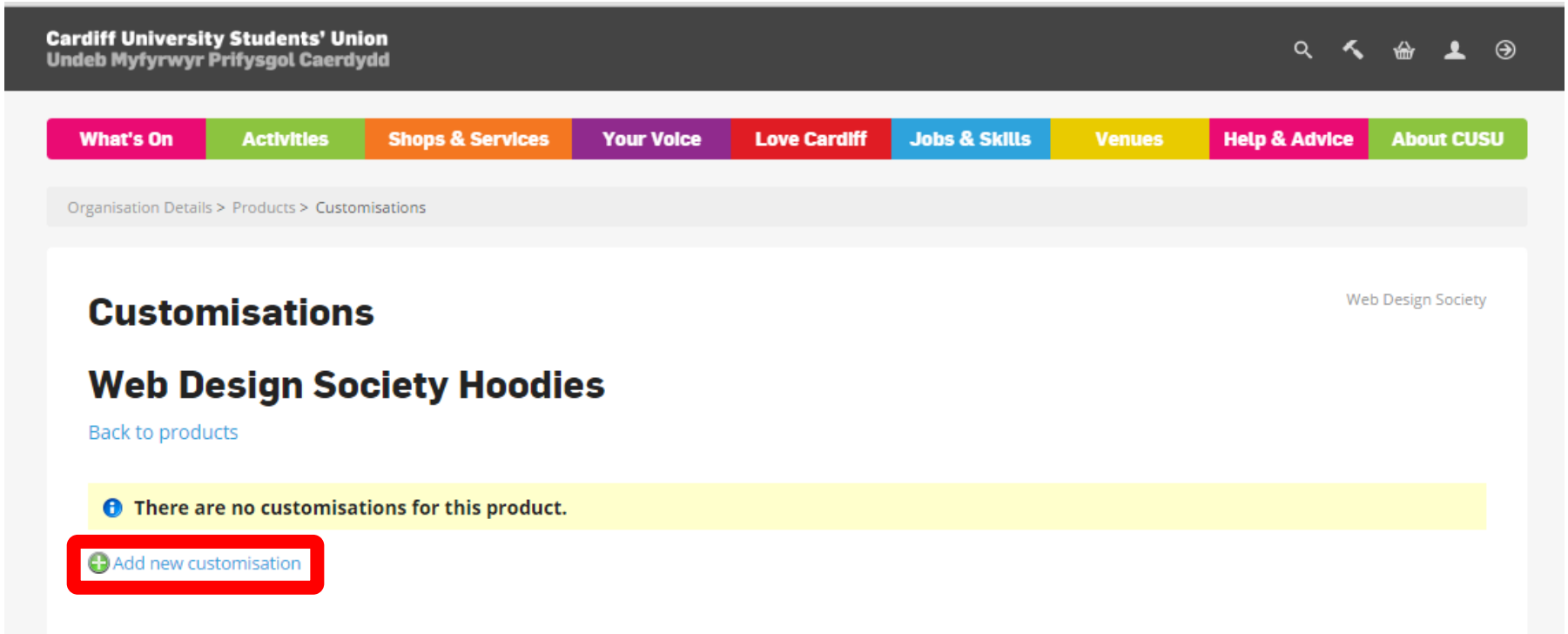
Add a description to give people more information about your product.



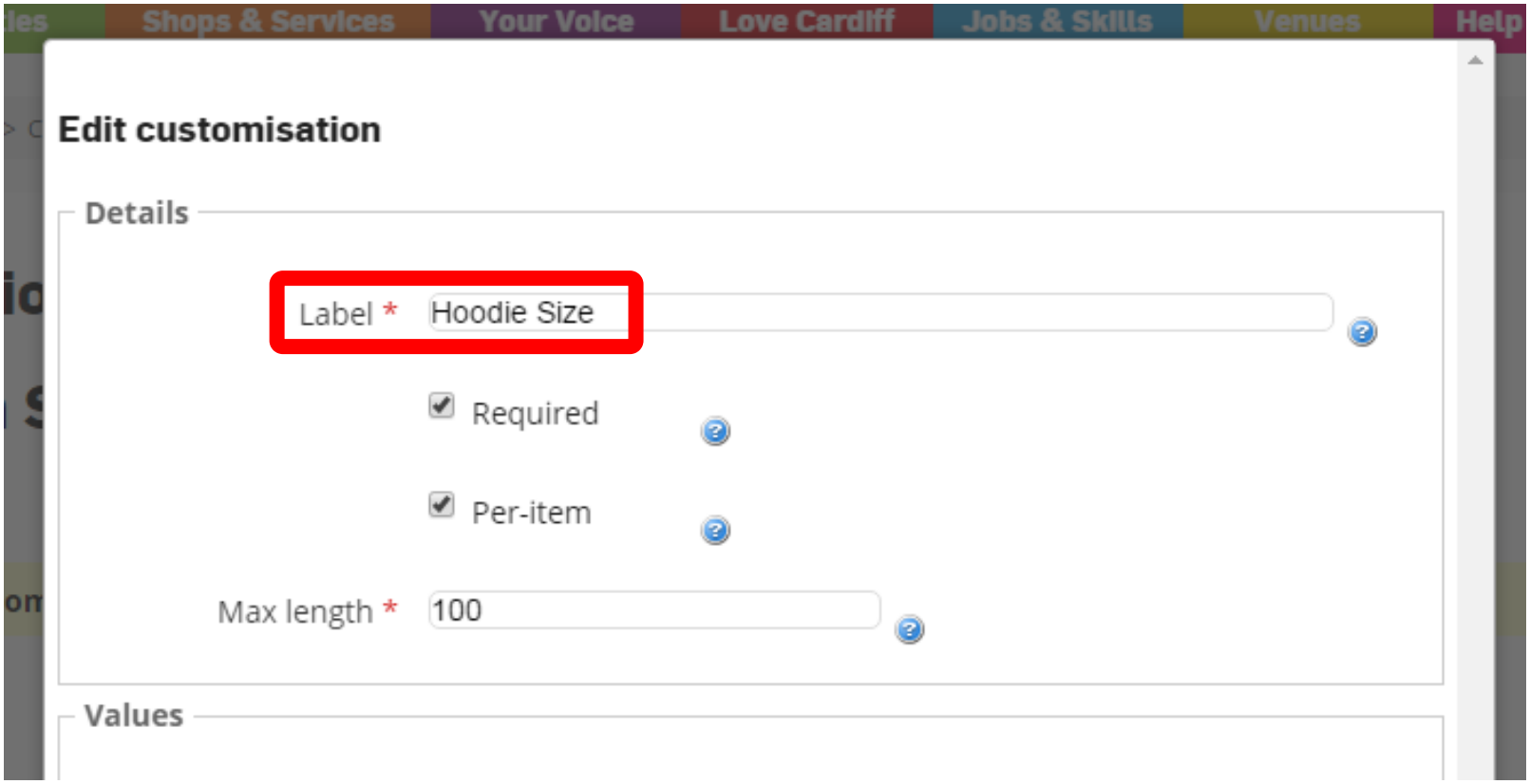
Products Admin only displays on-sale products by default. Uncheck this box to view products that are not on sale.



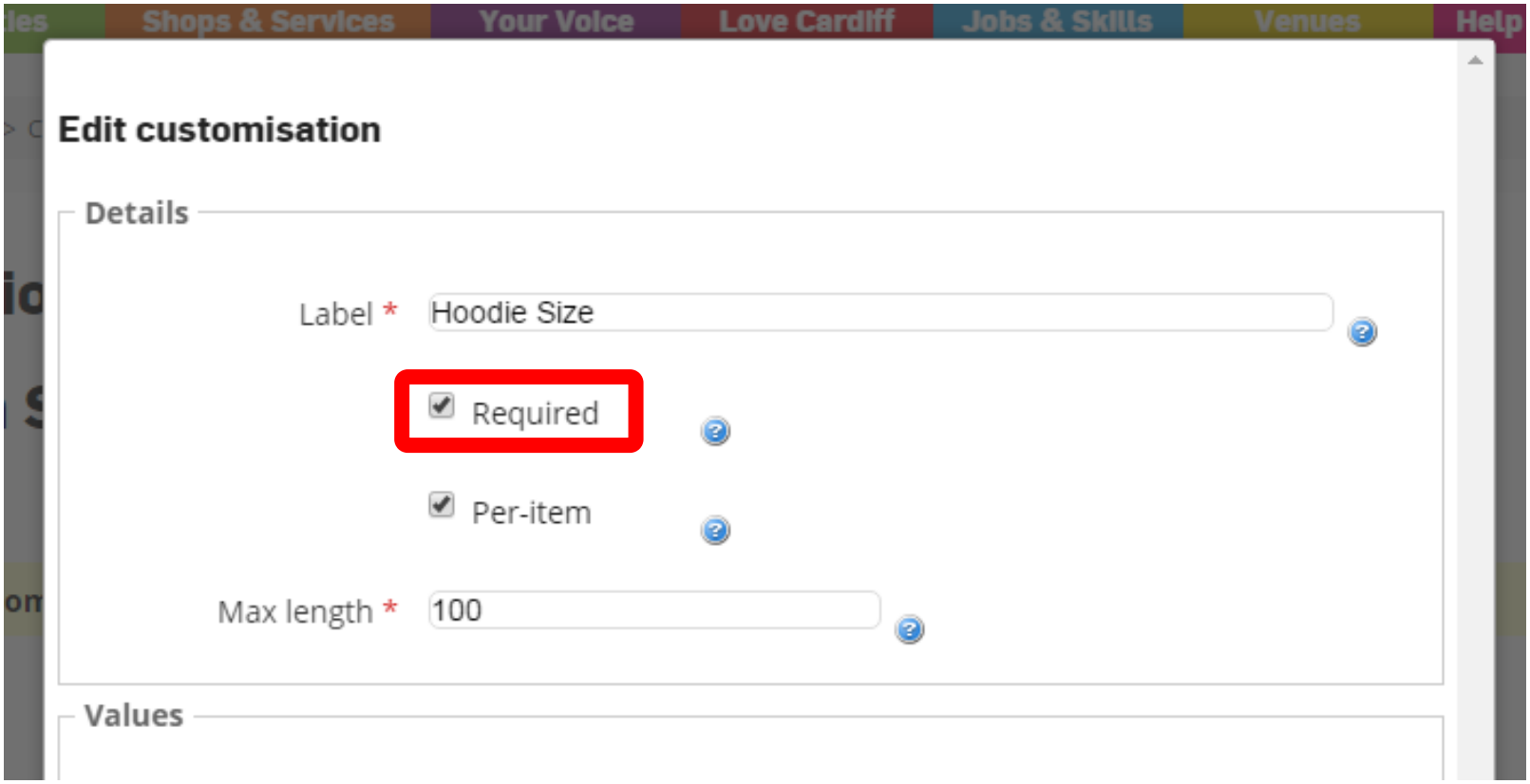
Use the edit button on the right-hand side of the table to view and add customisations to a product.



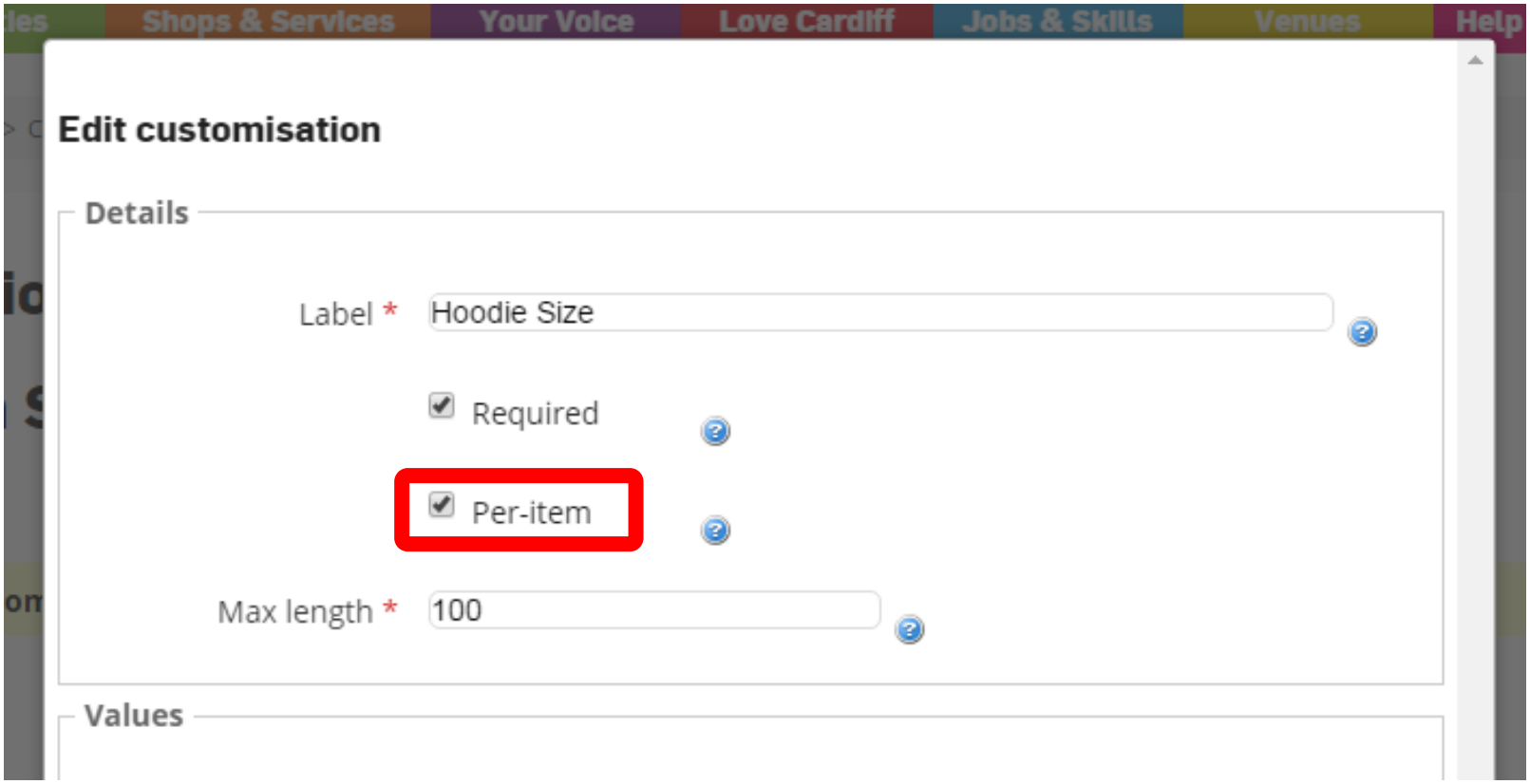
Use this button to add a new customisation.



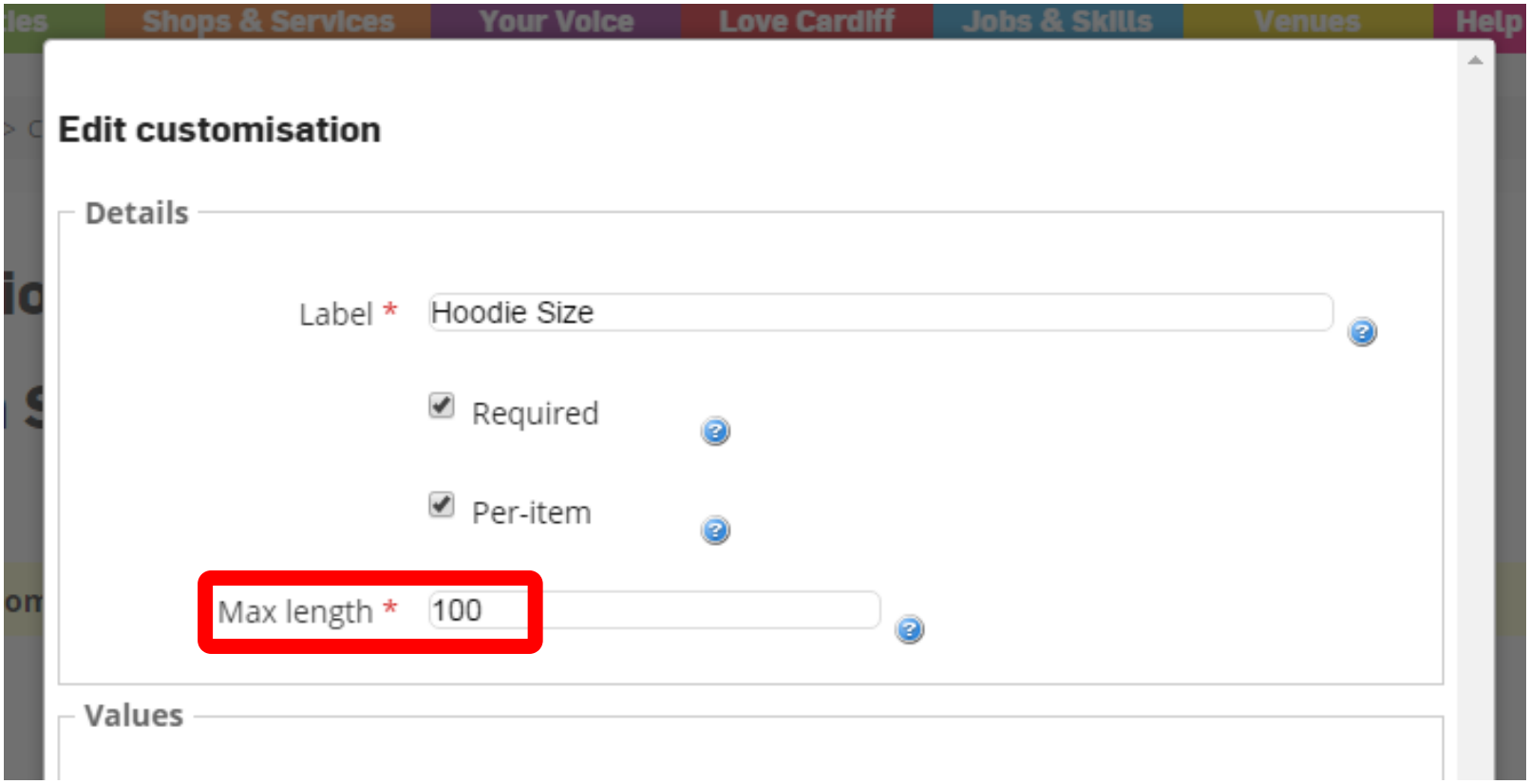
Each customisation needs to be labelled. Add a short and descriptive label here.



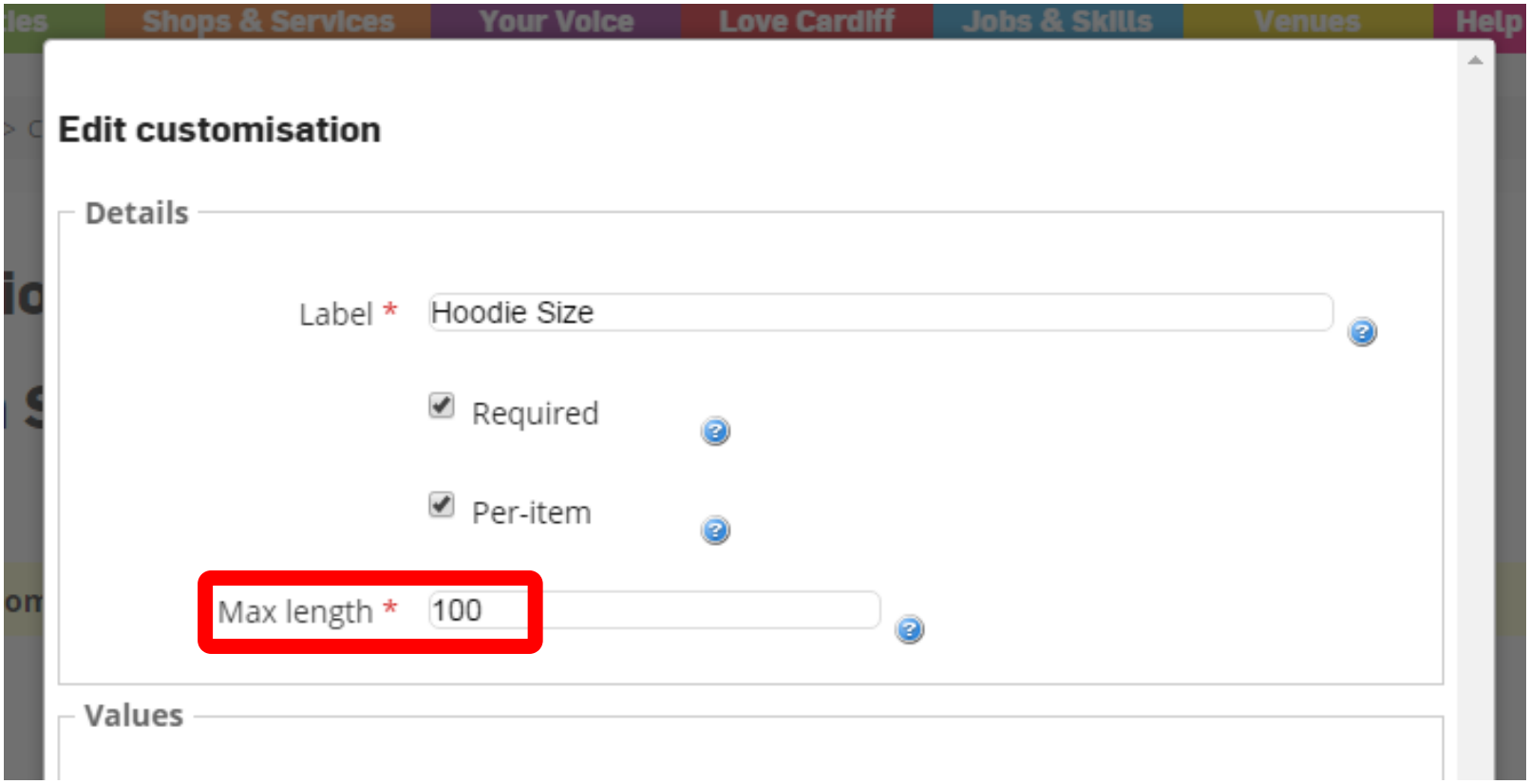
Check this box if your customisation is required. People won't be able to buy a product without completing required customisations.



Check this box if your customisation is required for each item bought. This is only relevent if people can purchase the product multiple times.

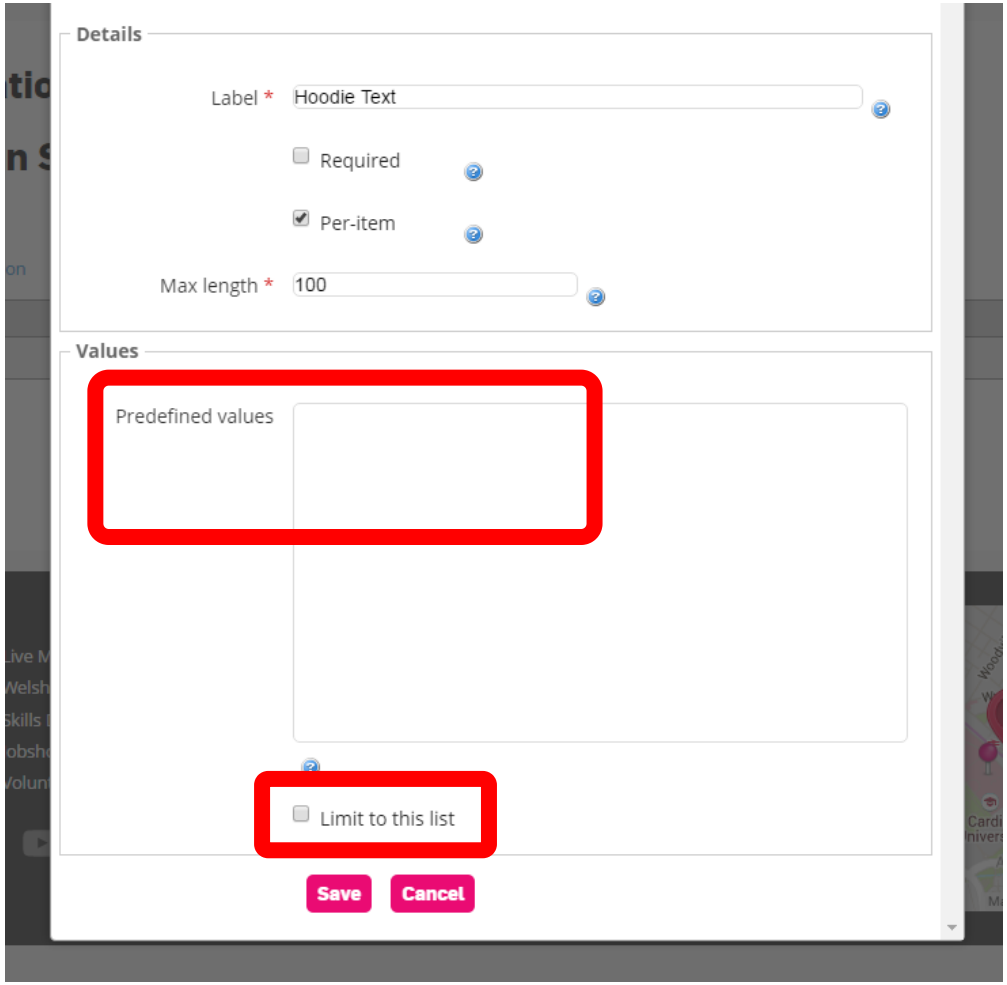


Customisations can be typed in by the purchaser, selected from a drop-down list or a mixture of both.

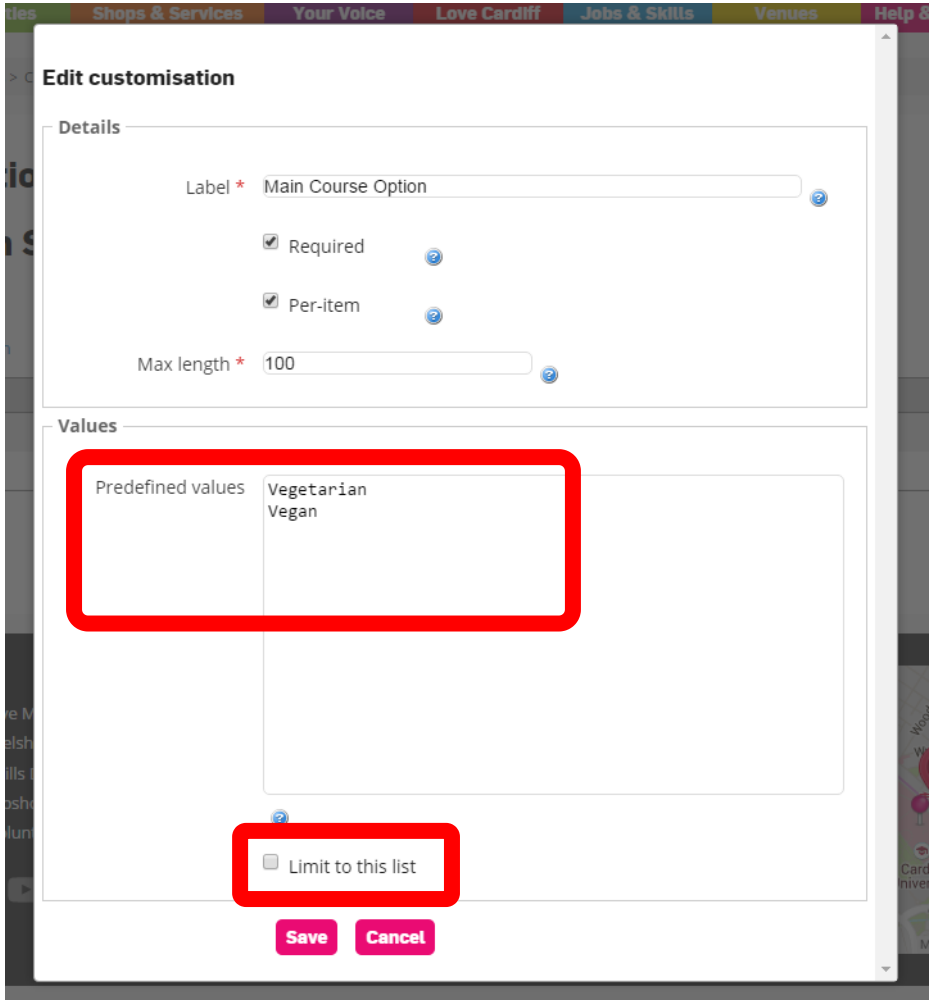


Use this box to limit the character length of typed customisations.

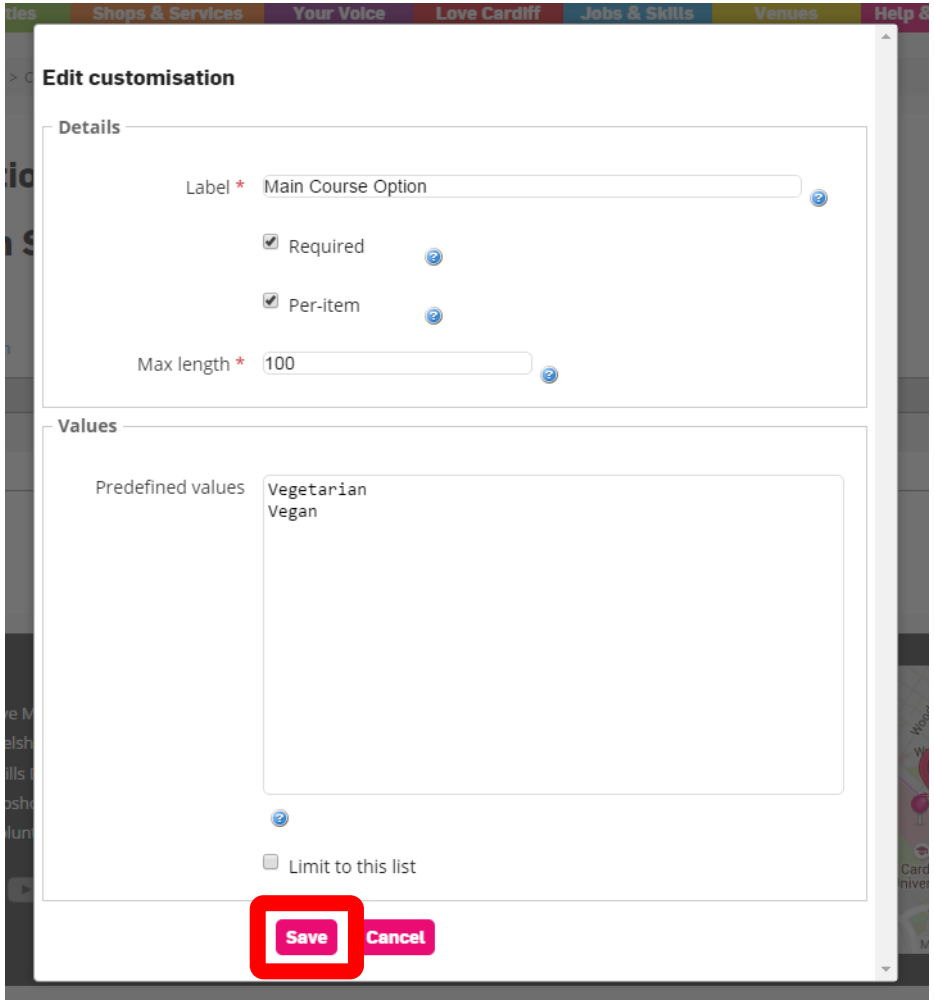
If you want purchasers to pick options from a list, type the options in here and check the box.



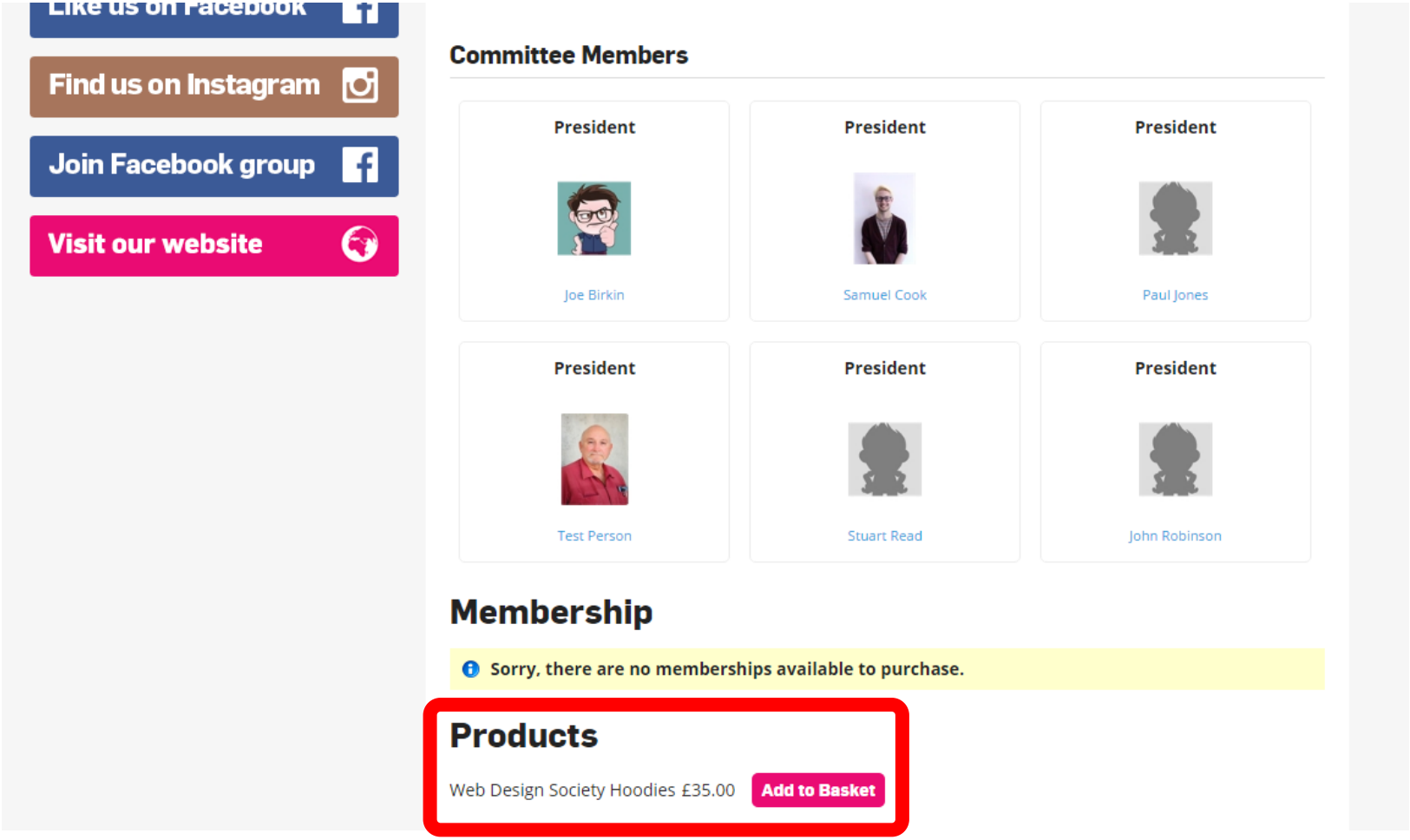
If you want purchasers to type in their own customisations, leave the predefined values and check box blank.



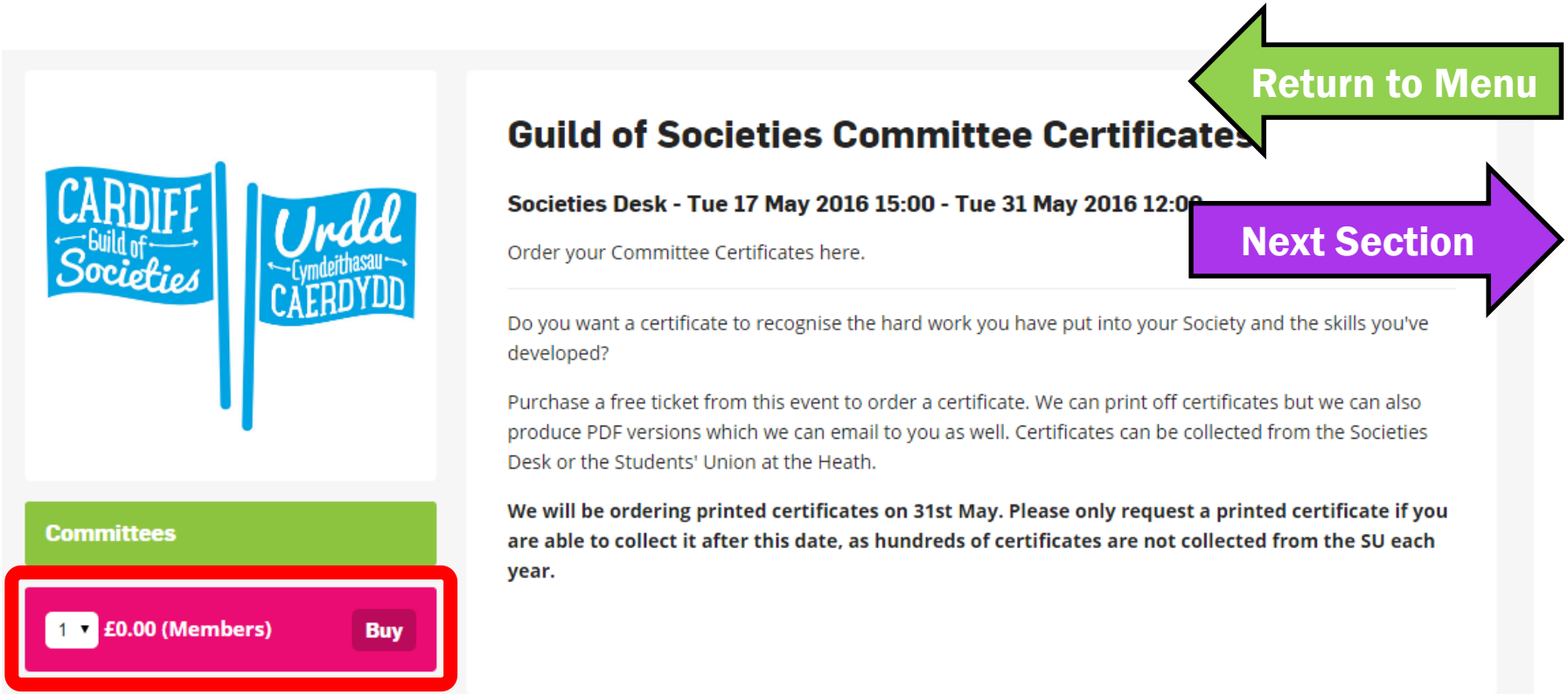
If you want purchasers to be able to select some options or add their own, type in a list but leave the check box blank.



Don’t forget to save each customisation.



Products are put on sale on your webpage.

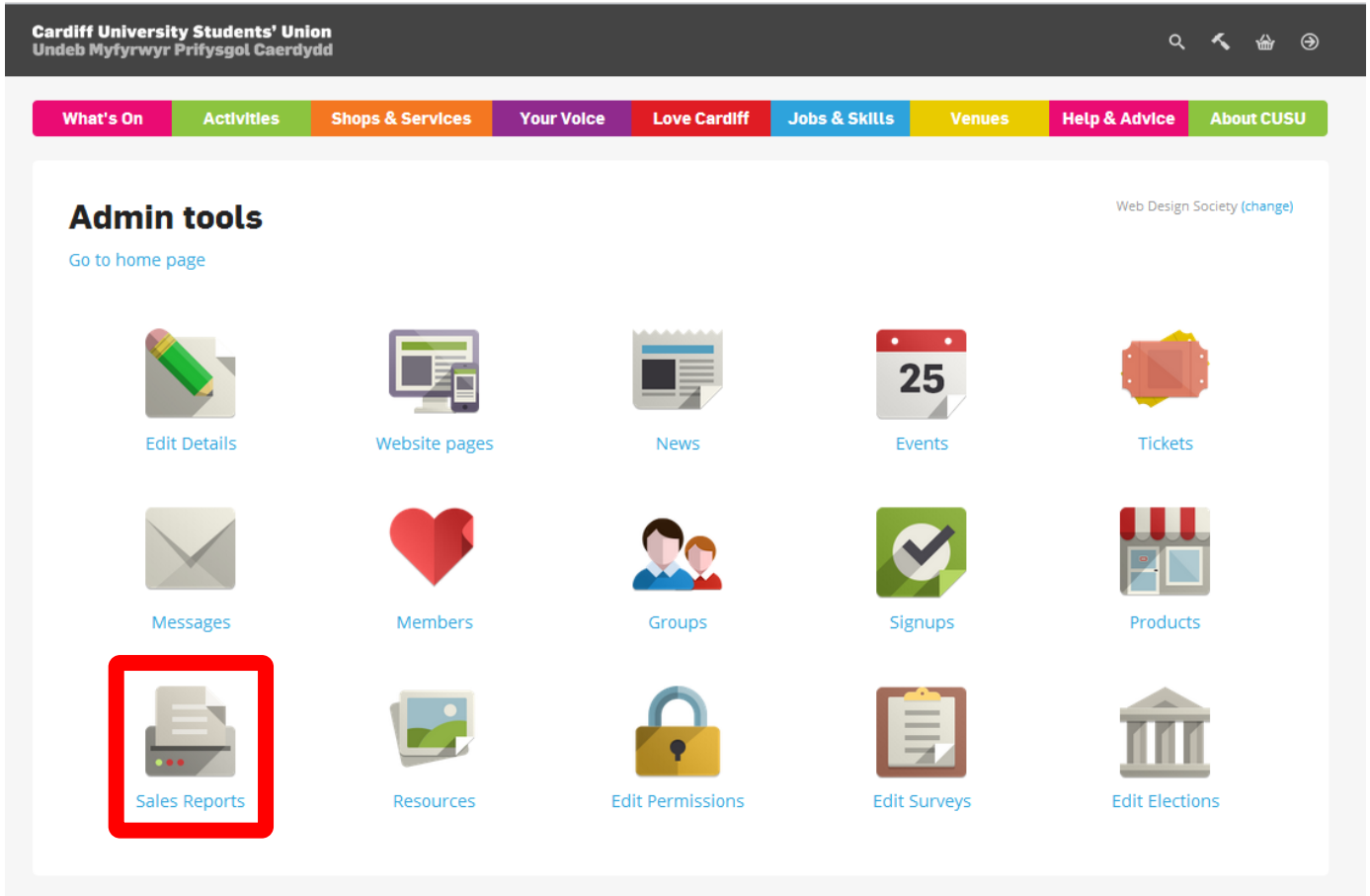


We can add customisable products to an event as a ticket. Contact Societies or the AU if you need this.

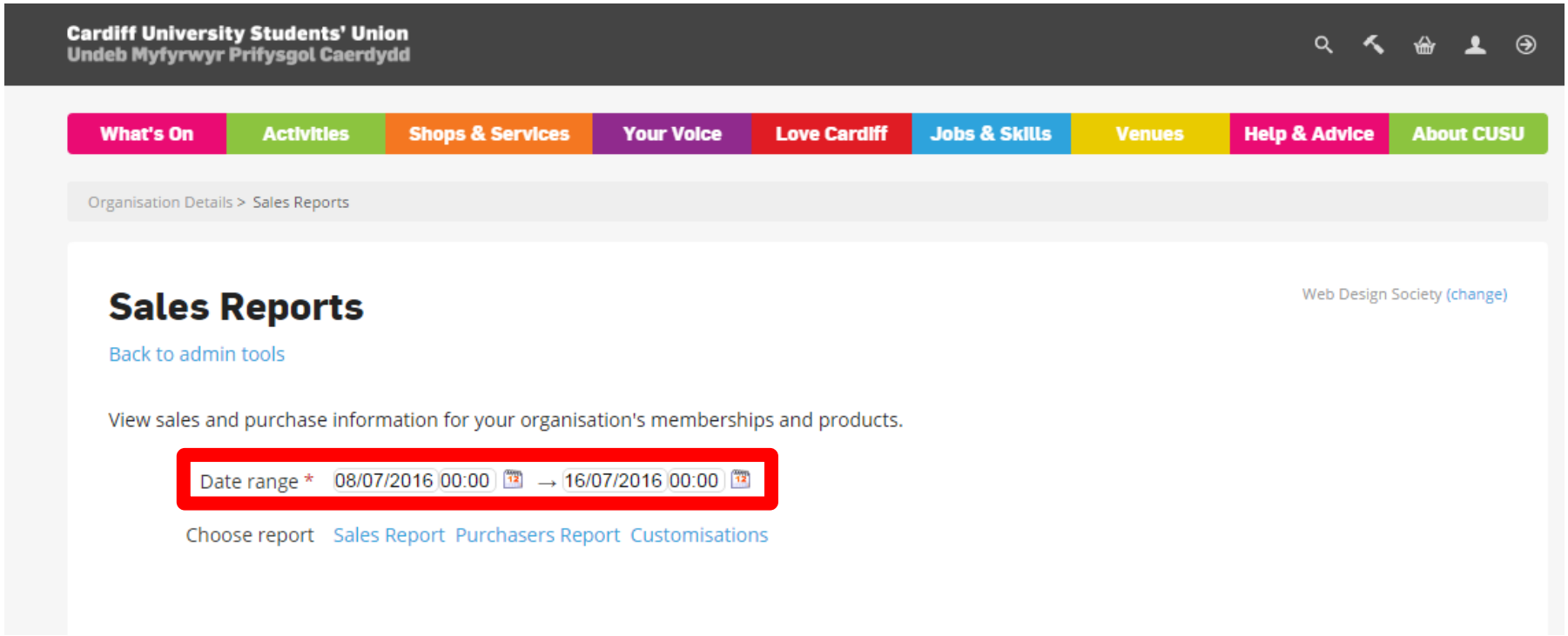
Return to Menu

Sales Reports

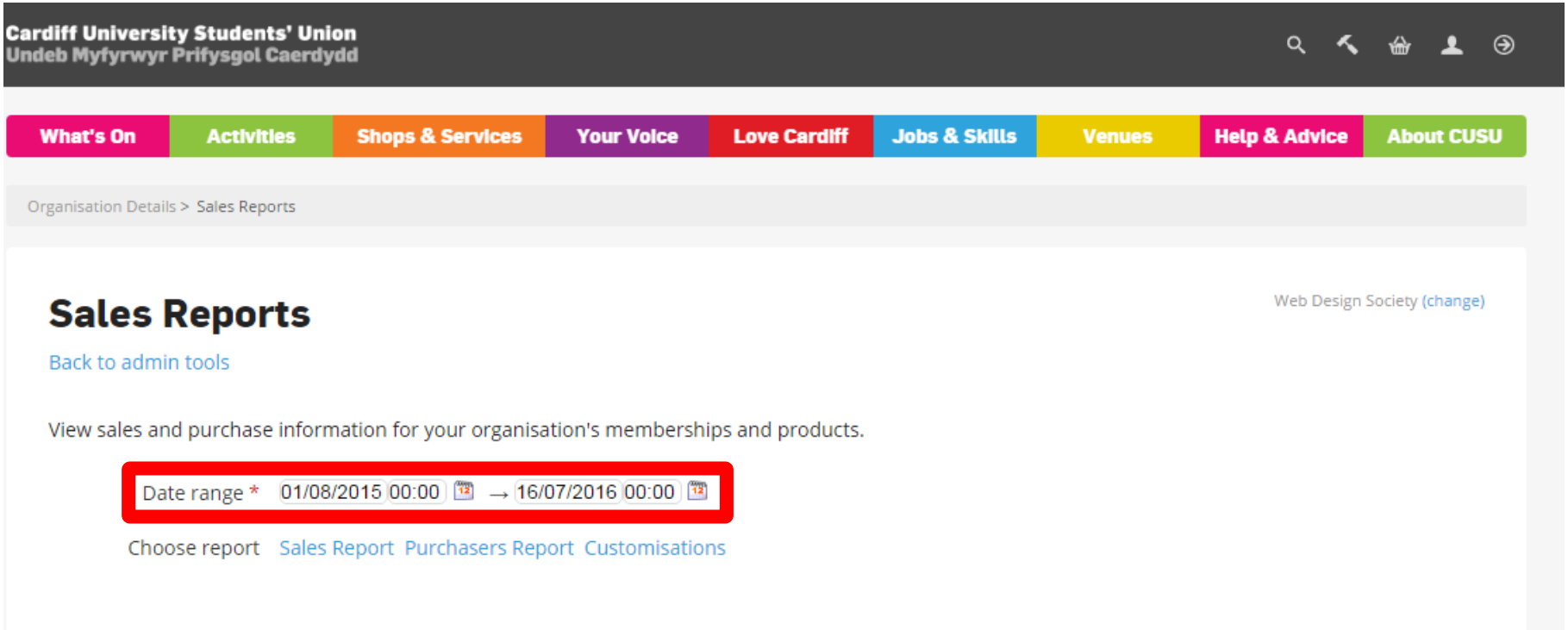
- Check how many memberships, tickets and products you have sold
- Find out who has bought memberships, tickets and products
- Get lists of customisations from your products



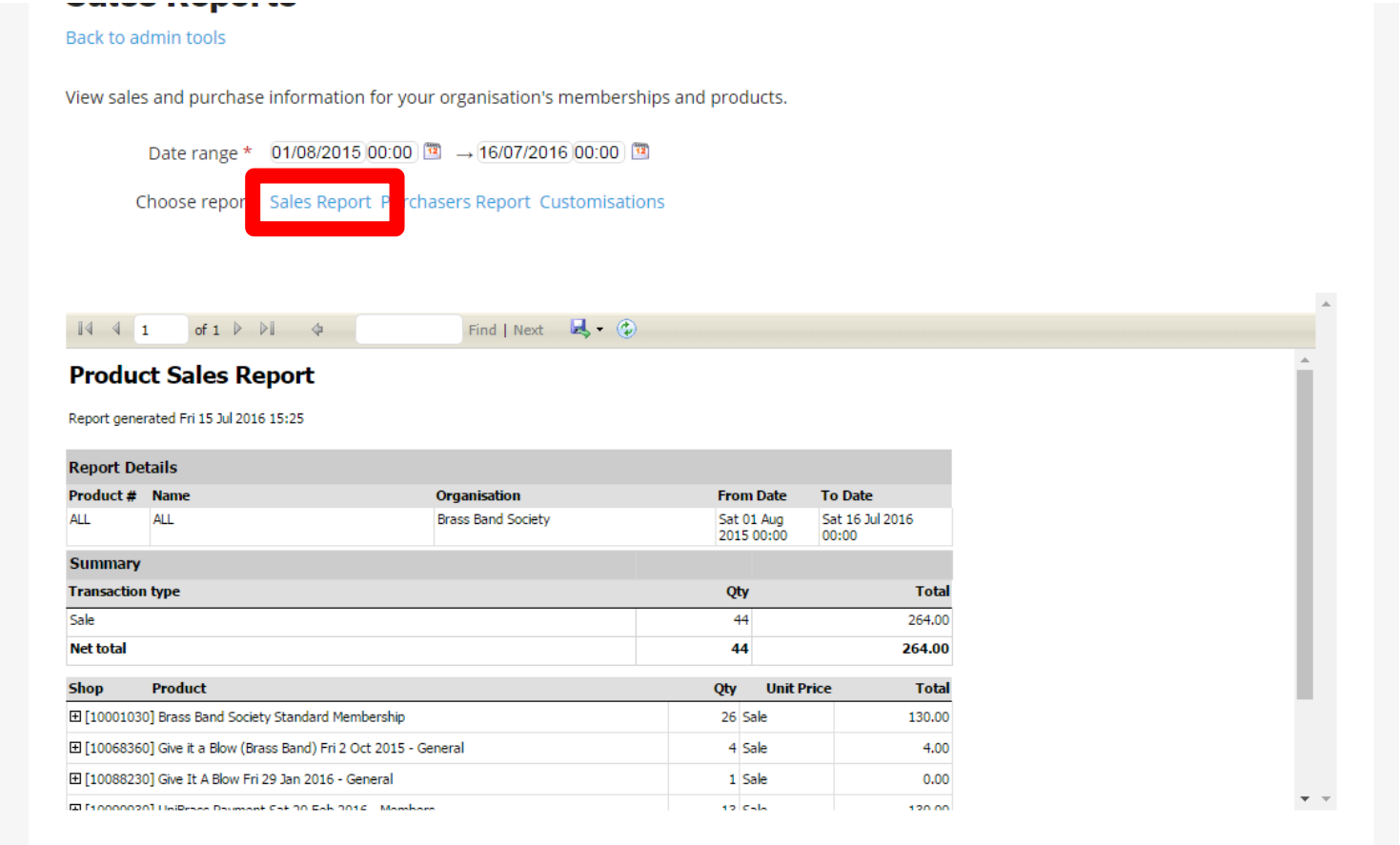
Check your sales using the sales reports tool.



Sales reports are calculated by the sales between two dates. The default is to calculate sales in the last week.



To check total sales, push the date back to before an item went on sale. Use 1st August if you want to check total sales for the year so far.



Back to admin tools

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

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report Sales Report Purchasers Report Customisations

1 of 1 Find | Next

Product Sales Report

Report generated Fri 15 Jul 2016 15:25

Report Details

Product #	Name	Organisation	From Date	To Date
ALL	ALL	Brass Band Society	Sat 01 Aug 2015 00:00	Sat 16 Jul 2016 00:00

Summary

Transaction type	Qty	Total
Sale	44	264.00
Net total	**44**	**264.00**

Shop	Product	Qty	Unit Price	Total
[10001030]	Brass Band Society Standard Membership	26	Sale	130.00
[10068360]	Give it a Blow (Brass Band) Fri 2 Oct 2015 - General	4	Sale	4.00
[10088230]	Give It A Blow Fri 29 Jan 2016 - General	1	Sale	0.00

Use the Sales Report to find out how many individual items you have sold and how much income this has generated.

Back to admin tools

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

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report Sales Repo Purchasers Report ustomisations

1 of 1 Find | Next

Product Purchasers Report

Report generated Fri 15 Jul 2016 15:26

Report Details

Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
ALL	ALL	Brass Band Society	Sat 01 Aug 2015 00:00	Sat 16 Jul 2016 00:00	* ALL *	* ALL *

Trans #	Name	Under 18	Card #	Shop	Qty	Purchase Date
[10001030] Brass Band Society Standard Membership						
30344210				Website	1	Mon 02 Nov 2015 14:02
30389453				Finance	1	Fri 05 Feb 2016 13:24
30353492				Website	1	Mon 16 Nov 2015 13:10
30351518				Website	1	Fri 13 Nov 2015 18:23
30291983				Website	1	Sun 20 Sep 2015 18:05
30389470				Finance	1	Fri 05 Feb 2016 13:59
30326992				Website	1	Mon 12 Oct 2015 14:19
30327260				Website	1	Mon 12 Oct 2015 18:14
30394338				Website	1	Wed 17 Feb 2016 19:07

Use the Purchasers Report to find out who purchased each item.

Back to admin tools

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

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report Sales Repo Purchasers Report ustomisations

1 of 1 Find | Next

Product Purchasers Report

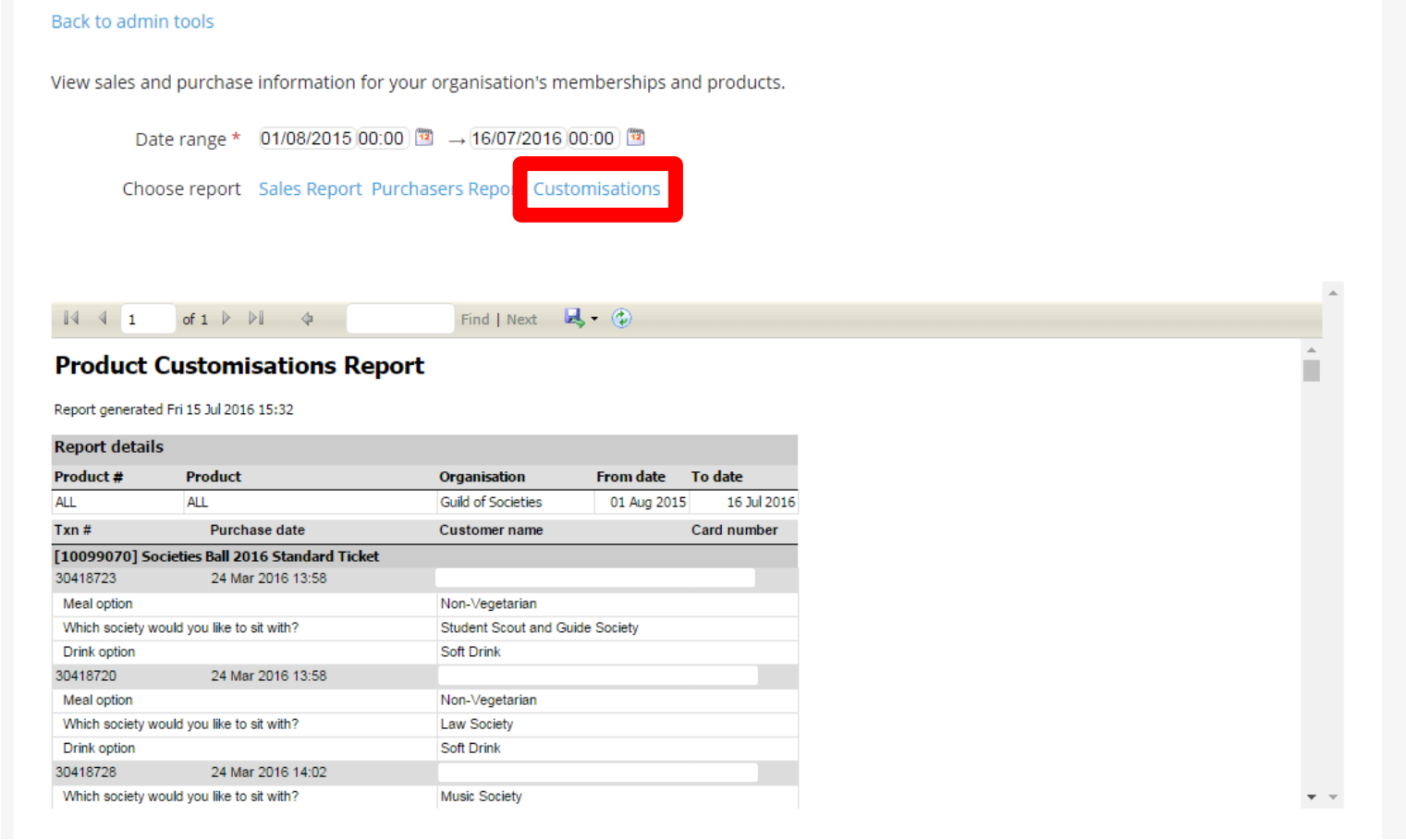
Report generated Fri 15 Jul 2016 15:26

Report Details

Product #	Name	Organisation	From Date	To Date	Product Type	Txn Type
ALL	ALL	Brass Band Society	Sat 01 Aug 2015 00:00	Sat 16 Jul 2016 00:00	* ALL *	* ALL *

Trans #	Name	Under 18	Card #	Shop	Qty	Purchase Date
[10001030] Brass Band Society Standard Membership						
30344210				Website	1	Mon 02 Nov 2015 14:02
30389453				Finance	1	Fri 05 Feb 2016 13:24
30353492				Website	1	Mon 16 Nov 2015 13:10
30351518				Website	1	Fri 13 Nov 2015 18:23
30291983				Website	1	Sun 20 Sep 2015 18:05
30389470				Finance	1	Fri 05 Feb 2016 13:59
30326992				Website	1	Mon 12 Oct 2015 14:19
30327260				Website	1	Mon 12 Oct 2015 18:14
30394338				Website	1	Wed 17 Feb 2016 19:07

You can use Purchasers Reports to identify committee members who haven't purchased membership. Push the date back to August 1st.



Back to admin tools

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

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report Sales Report Purchasers Repo Customisations

1 of 1 Find | Next

Product Customisations Report

Report generated Fri 15 Jul 2016 15:32

Report details				
Product #	**Product**	**Organisation**	**From date**	**To date**
ALL	ALL	Guild of Societies	01 Aug 2015	16 Jul 2016

Txn #	Purchase date	Customer name	Card number
[10099070] Societies Ball 2016 Standard Ticket			
30418723	24 Mar 2016 13:58		
Meal option		Non-Vegetarian	
Which society would you like to sit with?		Student Scout and Guide Society	
Drink option		Soft Drink	
30418720	24 Mar 2016 13:58		
Meal option		Non-Vegetarian	
Which society would you like to sit with?		Law Society	
Drink option		Soft Drink	
30418728	24 Mar 2016 14:02		
Which society would you like to sit with?		Music Society	

Use the Customisations Report to get a list of product customisations.

Back to admin tools

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

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report Sales Report Purchasers Repo Customisations

1 of 1 Find | Next

Product Customisations Report

Report generated Fri 15 Jul 2016 15:32

Report details				
Product #	**Product**	**Organisation**	**From date**	**To date**
ALL	ALL	Guild of Societies	01 Aug 2015	16 Jul 2016

Txn #	Purchase date	Customer name	Card number
[10099070] Societies Ball 2016 Standard Ticket			
30418723	24 Mar 2016 13:58		
Meal option		Non-Vegetarian	
Which society would you like to sit with?		Student Scout and Guide Society	
Drink option		Soft Drink	
30418720	24 Mar 2016 13:58		
Meal option		Non-Vegetarian	
Which society would you like to sit with?		Law Society	
Drink option		Soft Drink	
30418728	24 Mar 2016 14:02		
Which society would you like to sit with?		Music Society	

Contact Societies or the AU if you want customisations in table format.

Back to admin tools

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

Date range * 01/08/2015 00:00 → 16/07/2016 00:00

Choose report Sales Report Purchasers Report Customisations

1 of 1 Find | Next

Product Customisations Report

Report generated Fri 15 Jul 2016 15:32

Report details				
Product #	**Product**	**Organisation**	**From date**	**To date**
ALL	ALL	Guild of Societies	01 Aug 2015	16 Jul 2016

Txn #	Purchase date	Customer name	Card number
[10099070] Societies Ball 2016 Standard Ticket			
30418723	24 Mar 2016 13:58		
Meal option		Non-Vegetarian	
Which society would you like to sit with?		Student Scout and Guide Society	
Drink option		Soft Drink	
30418720	24 Mar 2016 13:58		
Meal option		Non-Vegetarian	
Which society would you like to sit with?		Law Society	
Drink option		Soft Drink	
30418728	24 Mar 2016 14:02		
Which society would you like to sit with?		Music Society	

Return to Menu

Export Reports to Excel, CSV, PDF, Word or other file formats.