



# Student Life Portal Event Notification

Clubs & Sport

Updated Clubs Event Notification Process Guidelines on UniOne  
[swi.nu/student-life](https://swi.nu/student-life)

# Step 1: Logging In to UniOne



1. Go the club's backend Student Life Portal page
2. Click on the "Account" option at the top left on the screen

The screenshot shows a web browser window with the URL <https://studentlife.swinburne.edu.au/Account/Manage>. The page has a dark blue sidebar on the left and a light blue main content area. The sidebar contains a list of menu items: Account, Clubs, Event Attendance, Form Responses, Jobs, Manage, and Store Purchases. The 'Account' menu item is highlighted with a red box and a red arrow labeled '1'. The 'Clubs' menu item is circled in red, and a red arrow labeled '2' points to it. The main content area is titled 'My Account' and features a large QR code. There are also empty rectangular boxes for profile information and a blue back arrow at the bottom of the sidebar. The UniOne logo and 'Live Site' text are at the bottom left, and the copyright notice 'Copyright © 2023, Jonas Leisure Pty Ltd.' is at the bottom right.

# Step 2: Selecting the club



1. Click on "Clubs"
2. UniOne will show you the clubs that you are a committee member.
3. Select the relevant club

The screenshot shows the UniOne ClubsAdmin interface. The left sidebar has a 'Clubs' menu item highlighted with a red box and a red arrow labeled '1'. The main content area displays a table of clubs with 5 matching results. A red box and a red arrow labeled '3' highlight the list of clubs.

#	Name	Total Members	Filtered User Type	Reference	Status	Actions
575	Swinburne Association For Accessibility	19	0	SAFA	Approved	<a href="#">View</a>
567	Swinburne Coding and Robotics Society	60	0	SCARS	Approved	<a href="#">View</a>
362	Swinburne Sustainability Society	165	0	SwinSustainability	Approved	<a href="#">View</a>
302	Swinburne Pop Culture Club	427	0	SwinPCC	Approved	<a href="#">View</a>
299	Swinburne Engineering Student Society	305	0	SESS	Approved	<a href="#">View</a>

UniOne Live Site  
<https://studentlife.swinburne.edu.au/ClubsAdmin/SCARS>

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# Step 3: Creating a new Event



1. Click on "Events"
2. Select "New"

The screenshot shows the Swinburne Student Life ClubsAdmin interface. The left sidebar contains a menu with the following items: Clubs, Options, Communication, Dashboard, Events, + New, List, Attendance Report, Files, Forms, Groups, Menu, News, Pages, Public Site, and Reports. The 'Events' menu item is highlighted with a red box and a red arrow labeled '1'. The '+ New' menu item is highlighted with a red box and a red arrow labeled '2'. The main content area displays a table titled 'Recent memberships' with 10 matching results. The table has columns for #, Name, Date Created, Status, and Actions. The first row shows ID 101369, Name 'List', and an 'i View' button. The second row shows ID 101056, Name 'List', and an 'i View' button. The third row shows ID 101035, Name 'List', and an 'i View' button. The fourth row shows ID 100871, Name 'List', and an 'i View' button. The fifth row shows ID 100773, Name 'List', and an 'i View' button. The sixth row shows ID 100772, Name 'List', and an 'i View' button. The seventh row shows ID 100764, Name 'List', and an 'i View' button. The eighth row shows ID 100696, Name 'List', and an 'i View' button. The ninth row shows ID 100694, Name 'List', and an 'i View' button. The tenth row shows ID 100694, Name 'List', and an 'i View' button. The right sidebar contains a 'Status' section and a 'Quick links' section with a link to 'Public site'.

#	Name	Date Created	Status	Actions
101369	List			<a href="#">i View</a>
101056	List			<a href="#">i View</a>
101035	List			<a href="#">i View</a>
100871	List			<a href="#">i View</a>
100773	List			<a href="#">i View</a>
100772	List			<a href="#">i View</a>
100764	List			<a href="#">i View</a>
100696	List			<a href="#">i View</a>
100694	List			<a href="#">i View</a>
100694	List			<a href="#">i View</a>

# Step 4: Event Details & Saving Options



1. Fill in all required information including Name, URL, Short Description, Description & Location
2. Add any event images, headers or posters (not required, but strongly advised)
3. Click "Save Draft"
4. Please refresh the page

The screenshot shows the 'New Event' form in the Swinburne Student Life system. The form is titled 'Clubs / Swinburne Pop Culture Club / Events / New Event'. It contains the following fields:

- Name\***: A text input field containing 'Test'.
- URL\***: A text input field containing 'https://studentlife.swinburne.edu.au/Clubs/SwinPCC/Events/' followed by a 'Test' button.
- Short Description\***: A text input field containing 'Test'.
- Description\***: A rich text editor with a toolbar and a text area containing 'Test'.

On the right side of the form, there are several buttons and options:

- Save**: A blue button at the top.
- Drafting options**: A section containing:
  - Save Draft**: A button highlighted with a red box and a red arrow pointing to a large red number '3'.
  - Save Type**: A button.
  - Publish**: A button.
- Save Action**: A section containing a dropdown menu and a 'Set' button.

# Step 5: Event Dates



1. Select event “Type”, which can either be *Fixed* or *Recurring*
2. Fill in dates & times following available required fields
3. Click on “Create a new schedule”

Swinburne Student Life - Dates

https://studentlife.swinburne.edu.au/ClubsAdmin/SwinPCC/Events/2971/Dates

Dashboard / Test

Main Dates Attendance Tracking Location Travel Event Fields Health And Safety Funding Licensing

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

**Event schedule type \*** 1  
One-off event

**Start Date \*** 2023-09-22 12:00 am **End Date \*** 2023-09-22 04:00 am 2

Has Tickets? ☐ 3  
[Create New Schedule](#)

Scheduled Events

[Remove future schedules](#)

1 matching result(s)

#	Start	End	Ticket	Actions
5588	30-Sep-2023	30-Sep-2023 04:00:00 AM	<a href="#">Create Ticket</a>	<a href="#">Edit</a>

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# Step 6: Event Notification Tabs & Location



1. Use tabs along the top edge of the page to complete all relevant event information
2. To input the event location, select the “Location” tab and use the dropdown box for selection & input all other relevant information.
3. Upload the booking confirmation of the space.
  - ❖ **Note:** UniOne allows to upload 1 document at a time (when submitting ENF), please after uploading the document, click on save and refresh the page to see the attachment.
4. Click on “Save”, ensuring the “Save Action” is still set as *Draft*

The screenshot displays the UniOne Events management interface. On the left is a dark sidebar with navigation options: Content, Dashboard, Email Templates, Events, Files, Mail, Market Day, News, Page Templates, Pages, Snippets, Tags, and Widgets. The main content area is titled 'Events / TEST' and features a series of tabs: Main, Dates, Attendance Tracking, Location (highlighted with a red box and number 2), Travel, Event Fields, Health And Safety, Funding, Licensing, and Notes (0). Below the tabs are several dropdown menus for event details: 'Is the event on-campus, off-campus or online?', 'Is the event interstate?', 'Is the event in a rural location?', 'Does the event require an overnight stay?', 'Is the event outside of Australia?', and 'What is the venue or online platform used for the event?'. A text input field is provided for 'Please provide contact details for the venue'. A large red box with number 3 highlights the 'Please upload your venue booking form' section, which includes a file upload area with the text 'Drop files here or click to browse. File uploads will be processed when the page is saved. Max file size: 20 MB' and an 'Uploaded files:' section. On the right sidebar, a 'Save' button is highlighted with a red box and number 4, along with other options like View, Edit, Delete, Drafting options, Save Draft, Save & Preview, Save Type Draft, and a 'Save Action' dropdown set to 'Draft'.

# Step 7: Health & Safety requirements



1. Go to the “Health and Safety” tab.
2. Upload the Risk Assessment of the event.
  - ❖ **Note:** UniOne allows to upload 1 document at a time (when submitting ENF), please after uploading the document, click on save and refresh the page to see the attachment.

Swinburne Student Life - Health & Safety

Dashboard / Test

Main Dates Attendance Tracking Location Travel Event Fields **Health And Safety** Funding Licensing

This event is still in draft. Please complete all tabs and save before submitting for approval.

Submit Now

Please provide the details of your Emergency Contact

Please provide the details of your First Aider

**Upload risk assessment**

0.2 MB  
Risk Assess...

Upload Event Checklist

Drop files here or click to browse. File uploads will be processed when

Uploaded files:

Save Action

Save Draft Save & Preview Save Type Draft

Swinburne Student Life - Health & Safety

Dashboard / Test

Main Dates Attendance Tracking Location Travel Event Fields **Health And Safety** Funding Licensing

This event is still in draft. Please complete all tabs and save before submitting for approval.

Submit Now

Please provide the details of your Emergency Contact

Please provide the details of your First Aider

**Upload risk assessment**

Drop files here or click to browse. File uploads will be processed when the page is saved. Max file size: 20 MB

Uploaded files:  
[Risk Assessment - Social Get Together.pdf](#)

Upload Event Checklist

Drop files here or click to browse. File uploads will be processed when the page is saved. Max file size: 20 MB

Uploaded files:

Save Action

Save Draft Save & Preview Save Type Draft



# Step 8: Event Funds



1. Go to the “Funding” tab to confirm club *will/will not* be requesting funds for this event
2. If the club is requesting funds, ensure to use the *Upload your quote or invoice* field to attach all relevant funds request documents (quotes, invoices, screenshots, expenditure).
  - ❖ **Note:** UniOne allows to upload 1 document at a time (when submitting ENF), please after uploading the document, click on save and refresh the page to see the attachment.

The screenshot shows the 'Funding' tab in the UniOne system. On the left is a dark sidebar with navigation links: Content, Dashboard, Email Templates, Events, Files, Mail, Market Day, News, Page Templates, Pages, Snippets, Tags, and Widgets. The main content area has a header 'Events / TEST' and a user profile 'Diana'. Below the header are tabs: Main, Dates, Attendance Tracking, Location, Travel, Event Fields, Health And Safety, Funding (active), Licensing, and Notes (0). The 'Funding' section contains three main fields: 1. 'Will you be requesting funding for the event?' with a dropdown menu currently showing 'Please Select'. 2. 'What is the purpose of the funds requested?' with a text input field. 3. 'Please upload your quote or invoice' with a large file upload area that says 'Drop files here or click to browse. File uploads will be processed when the page is saved. Max file size: 20 MB'. To the right of these fields are two more inputs: 'Total funds requested for event' and 'By what date do you require the requested funds?' with a date picker set to 'dd/mm/yyyy'. On the far right is a vertical toolbar with buttons: Save, View, Edit, Delete, Drafting options, Save Draft, Save & Preview, Save Type Draft, Save Action, and a Draft/Save toggle.

# Step 9: Licenses



1. Go to the “Licensing” tab and confirm:
  - ❖ *If the club will be serving alcohol during the event*
  - ❖ *If the club wants to screen a movie or other copyrighted entertainment.*
2. Click on “Save” at the top right.

Content

Dashboard

Email Templates

Events

Files

Mail

Market Day

News

Page Templates

Pages

Snippets

Tags

Widgets

Events / TEST

Main

Dates

Attendance Tracking

Location

Travel

Event Fields

Health And Safety

Funding

Licensing

Notes 0

Will you be serving alcohol at the event?

Please Select

Do you intend to screen a film or other copyrighted entertainment?

Please Select

Save

View

Edit

Delete

Drafting options

Save Draft

Save & Preview

Save Type Draft

Save Action

Draft

Set

# Step 10: Submitting



1. Make sure all the relevant tabs are completed with relevant information.
2. Click on the dropdown at the “Save Action” section.
3. Select “For review”
4. Click “Save”

Content ▾

- Dashboard
- Email Templates
- Events ▾
- Files
- Mail ▾
- Market Day ▾
- News ▾
- Page Templates
- Pages ▾
- Snippets
- Tags ▾
- Widgets

Events / TEST

Main Dates Attendance Tracking Location Travel Event Fields Health And Safety Funding **Licensing** Notes 0

Will you be serving alcohol at the event?  
Please Select ▾

Do you intend to screen a film or other copyrighted entertainment?  
Please Select ▾

**Save**  
View  
Edit  
**Delete**

Drafting options  
Save Draft  
Save & Preview  
Save Type Draft

Save Action  
Draft ▾ Set

# Step 11: Event Status and approval



1. C&S will receive a notification with the new event submitted.
2. Once the event is submitted, the “Approval Status” will show as *Awaiting Approval*
  - ❖ **Note: To check all the club events, please go back to the event section and select “List”**
3. The club will receive a notification email with the outcome (*Approved or Rejected*)
4. **Remainder: If any changes are made to the ENF, club needs to re-submit the event for approval**

U

Clubs

Options

Communication

Dashboard

Events

+ New

List

Attendance Report

Files

Forms

Groups

Menu

News

Pages

Public Site

Reports

Events

Search...

+ New

Advanced filter

5 matching result(s)

ID	Name	Club	Start Date/Time	Url	Approval Status	Publish Status	Actions
2548					In draft	In draft	Edit
2538					Approved	In draft	Edit
2530					Approved	In draft	Edit
2971					In draft	In draft	Edit
2913					Awaiting Approval	In draft	Edit

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# Happy Event Planning!



**Don't forget to tag Razor**

**Instagram: @swinburnelife**

**Facebook: Swinburne Student Life**

If you have any questions, let us know!

*Email: [clubs@swin.edu.au](mailto:clubs@swin.edu.au)*