



Student Life Portal Event Notification

Clubs & Sport

**Updated Clubs Event Notification Process Guidelines on UniOne
swi.nu/student-life**

What's in it for clubs?

The Clubs & Sport Team bring you the Club's Event Notification System 2.0 !

Clubs can now:

- ✓ Draft events earlier on and update as you go (*pre-planning is now easier than ever!*)
- ✓ One event notification can be edited by multiple committee as it can be saved and submitted once complete
- ✓ Include all event images, posters and headers as this will become an event page on the Student Life Portal once approved (*more visibility & time saving!*)
- ✓ The same event notification can be updated and reviewed if rejected and resubmitted (*no more re-doing from scratch!*)

Basically more flexibility, more fluidity and less forms!

Continue reading for an 8-step guide on how to start creating!



Step 1: Creating a new Event



1. Go the club's backend Student Life Portal page
2. Click on the "Events" menu option
3. Select "+New" from the side dropdown

The screenshot displays the UniOne Student Life Portal interface. On the left is a dark sidebar with navigation options: UniOne, Public Site, Dashboard, Groups, Users, Events, + New, and List. The main content area shows the breadcrumb path 'Clubs / Swinburne Example Club / Events' and the title 'Events'. A '+ New' button is visible in the top left of the main area. Below this is an 'Advanced Filter' section with fields for 'From', 'To', 'Tags', and 'Deleted'. The 'Tags' field contains the placeholder text 'Start typing to search...'. An 'Apply' button is located at the bottom right of the filter section. The main content area below the filter is empty, displaying 'No results to display'. Red annotations are present: a '1' next to the UniOne logo, a '2' next to the Events menu item in the sidebar, and a '3' next to the '+ New' button in the sidebar.

Step 2: 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. Ensure the "Save Action" is set as *Draft*
4. Click "Save"

The screenshot shows the UniOne 'New Event' form. The form includes fields for Name, URL, Short Description, Description, and Location. There are also sections for Event Image, Header Image, and Event Poster, each with a 'Choose file' button. The 'Save Action' dropdown is set to 'Draft', and the 'Save' button is highlighted. Red numbers 1 through 4 are overlaid on the form to indicate the steps: 1 points to the Name field, 2 points to the Event Image field, 3 points to the 'Draft' option in the Save Action dropdown, and 4 points to the Save button. A 'Drafting options' panel on the right contains 'Save Draft', 'Save Action' (set to Draft), and 'Save' buttons.

Step 3: Event Dates



1. Select event "Type", which can either be *Fixed* or *Recurring*
2. Fill in dates & times following available required fields
3. Click "Create"

A screenshot of the UniOne web application interface. The page title is "Test Event" with a red "1" next to it. The breadcrumb trail shows "Dashboard / Dates Event (ID: 1013)". The main navigation tabs include "Main", "Dates" (highlighted with a red box), "Location", "Travel", "Ticketing And Participation", "Health And Safety", "Funding", and "Licensing". A light blue banner states: "This event is still in draft. Please complete all tabs and save before submitting for approval." Below this is a "Create new Event Schedule" form. The form has a "Type *" dropdown menu with "Fixed" selected, a "Start Date *" field, and an "End Date *" field. A red "2" is next to the "Type" dropdown. A "Create" button is at the bottom right of the form, with a red "3" next to it. Below the form is a "Delete all future occurrences" button. The page also shows sections for "Ongoing", "Future Dates", and "Past Dates", each with "No results to display". The user's name "Emma" is visible in the top right corner.

Success
Event created

Step 5: 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. Click on "Save", ensuring the "Save Action" is still set as *Draft*

The screenshot shows the UniOne interface for editing a 'Test Event' (ID: 1013). The 'Location' tab is selected and highlighted with a red box and the number '1'. A blue banner at the top of the form states: 'This event is still in draft. Please complete all tabs and save before submitting for approval.' Below this, several form fields are visible, each with a 'Please Select' dropdown menu. The first dropdown menu is highlighted with a red box and the number '2'. To the right, there are three more dropdown menus, with the third one highlighted with a red box and the number '3'. At the bottom right, a 'Drafting options' panel contains buttons for 'Save Draft', 'Save & Preview', 'Save Action Draft' (circled in red), 'Save', 'Edit', and 'Delete'. A 'Submit Now' button is located in the top right corner of the form area. The left sidebar shows navigation options like 'Public Site', 'Dashboard', 'Groups', 'Users', 'Events', 'New', and 'List'. The top navigation bar includes 'Module: Clubs', 'Club: Swinburne Example Club', and the user name 'Emma'.

Step 6: Event Funds & Submitting



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)
3. Once all tabs filled out with event specific information, click on the "Save" button
4. To submit the event, click "Submit Now" at the top of the page

UniOne Module: Clubs Club: Swinburne Example Club Emma

Dashboard / Funding Event (ID: 1013)

Test Event

Main Dates Location Travel Ticketing And Participation Health And Safety **Funding** Licensing

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

2 Will you be requesting funding for the event?*

Please Select

What is the purpose of the funds requested?

Please upload your quote or invoice

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

Uploaded files:

Total funds requested for event

By what date do you require the requested funds? **3**

4 Save Draft Save & Preview Save Action Draft Save Edit Delete

Step 7: Event Status *(Submitted & Rejected)*



1. Once the event is submitted, the "Approval Status" will show as *Awaiting Approval*
2. If the event notification is rejected, the "Approval Status" will show as *Rejected*
3. The club will receive a notification email with the outcome and reason why
4. The club will need to amend the event notification page and resubmit

Dashboard / Events

Events

+ New

Advanced Filter

Showing 21 of 53 results

ID	Name	Start Date/Time	Publish Status	Approval Status	Actions
1013	Test Event	2020-05-26 12:00 AM	In draft	Awaiting Approval	Edit

ID	Name	Start Date/Time	Publish Status	Approval Status	Actions
1013	Test Event	2020-05-26 12:00 AM	In draft	Rejected	Edit

3 Your club event has been Rejected

1. Club: Swinburne Example Club
2. Event: ID: 1013, Name: Test Event, Location: online
3. Date Rejected: 5/25/2020 9:05:45 AM
4. Approver: Clubs & Sport Officer
5. Response: Rejected - Insufficient information provided

Step 8: Event Status (Approved & Published)



1. If the event notification is approved, the "Approval Status" will show as *Approved*
2. The club will receive a notification email confirming event notification approval
3. Once the event notification is approved, the C&S Team will publish the event by selecting *Publish* from the "Drafting Options" menu box. The Publish Status will show as *Published* (3b)
4. If the club re-enters the approved event notification page, a blue banner will appear asking to resubmit the event. The club will need to resubmit the event notification if any changes are made. Otherwise the club is not required to resubmit and the "Approval Status" will remain as *Draft*.

ID	Name	Start Date/Time	Publish Status	Approval Status	Actions
1015	Test Event	2020-05-27 12:00 AM	In draft	Approved	Edit

2 Your club event has been Approved

1. Club: Swinburne Example Club
2. Event: ID: 1013, Name: Test Event, Location: online
3. Date Approved: 5/25/2020 9:07:22 AM
4. Approver: Clubs & Sport Officer
5. Response: Approved

Test Event

Main | Dates | Location | Travel | Ticketing And Participation | Health And Safety | Funding | Licensing

4 This event has been approved. If you make changes now the event will be unpublished and need to be resubmitted for approval.

Name	Start Date/Time	Publish Status	Approval Status
Test Event	2020-05-27 12:00 AM	Published	In draft

3

Drafting options

- Save Draft
- Save & Preview
- A version of this item is published
- View
- Unpublish
- Save Action Publish
- Save
- Details
- Delete

Save Action Draft

- Save Draft
- Save & Preview
- Save
- Details
- Delete

Happy Event Planning!



Don't forget to tag Razor

Instagram: @razortherazorback

Facebook: Razor the Razorback

If you have any questions, let us know!

Email: clubs@swin.edu.au