



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

The screenshot displays the UniOne Student Life Portal interface. The browser's address bar indicates the URL is <https://studentlife.swinburne.edu.au/Account/Manage>. On the left-hand side, a dark navigation sidebar is visible, containing several menu items. The 'Account' option is highlighted with a red box, and a red arrow labeled '1' points to it. Below 'Account', the 'Clubs' option is circled in red, with a red arrow labeled '2' pointing to it. The main content area, titled 'My Account', contains a large QR code. At the bottom left of the page, the UniOne logo and 'Live Site' text are present. At the bottom right, the copyright notice reads 'Copyright © 2023, Jonas Leisure Pty Ltd.'

# 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 highlights the table, and a red arrow labeled '3' points to it. The table columns are: #, Name, Total Members, Filtered User Type, Reference, Status, and Actions. The clubs listed are:

#	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 navigation 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 also 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 'iView' action button. The second row shows ID 101056, Name 'List', and an 'iView' action button. The third row shows ID 101035, Name 'List', and an 'iView' action button. The fourth row shows ID 100871, Name 'List', and an 'iView' action button. The fifth row shows ID 100773, Name 'List', and an 'iView' action button. The sixth row shows ID 100772, Name 'List', and an 'iView' action button. The seventh row shows ID 100764, Name 'List', and an 'iView' action button. The eighth row shows ID 100696, Name 'List', and an 'iView' action button. The ninth row shows ID 100694, Name 'List', and an 'iView' action button. The tenth row shows ID 100694, Name 'List', and an 'iView' action button. The right sidebar contains sections for Status, Quick links, and Public site.

#	Name	Date Created	Status	Actions
101369	List			<a href="#">iView</a>
101056	List			<a href="#">iView</a>
101035	List			<a href="#">iView</a>
100871	List			<a href="#">iView</a>
100773	List			<a href="#">iView</a>
100772	List			<a href="#">iView</a>
100764	List			<a href="#">iView</a>
100696	List			<a href="#">iView</a>
100694	List			<a href="#">iView</a>
100694	List			<a href="#">iView</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 displays the 'New Event' creation interface in the Swinburne Student Life system. The page title is 'Clubs / Swinburne Pop Culture Club / Events / New Event'. The form includes 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' tab.
- Short Description\***: A text input field containing 'Test'.
- Description\***: A rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and a toolbar with options like Paragraph, Bold (B), Italic (I), and other formatting tools. The content area contains 'Test'.

On the right side, the 'Drafting options' panel is visible, containing the following buttons:

- Save (blue button)
- Save Draft (grey button, highlighted with a red box and a red arrow pointing to a large red number '3')
- Save Type Publish (grey button)
- Save Action (dropdown menu with 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"

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

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

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>

# 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*

A screenshot of the UniOne Events management interface. The interface is divided into a left sidebar, a main content area, and a right sidebar. The left sidebar contains navigation options like Dashboard, Email Templates, Events, Files, Mail, Market Day, News, Page Templates, Pages, Snippets, Tags, and Widgets. The main content area shows the 'Events / TEST' page with a tabbed interface. The 'Location' tab is selected and highlighted with a red box and a red number '2'. Below the tabs, there 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 for 'Please provide contact details for the venue' is also present. A red box with a red 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. The right sidebar contains a 'Save Action' dropdown menu with options like 'Save', 'View', 'Edit', 'Delete', 'Save Draft', 'Save &amp; Preview', 'Save Type Draft', 'Draft', and 'Set'. A red number '4' is placed near the 'Save' button.

# 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.

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](#)

[Save](#)  
[Edit](#)  
[Delete](#)

**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:**

**1**

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](#)

[Save](#)  
[Edit](#)  
[Delete](#)

**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

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

**2**

# 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 UniOne interface for editing an event. The left sidebar contains 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 tabbed interface with 'Funding' selected. The 'Funding' tab contains the following fields:

- Will you be requesting funding for the event?\***: A dropdown menu with 'Please Select' as the current selection.
- Total funds requested for event**: A text input field.
- What is the purpose of the funds requested?**: A text input field.
- By what date do you require the requested funds?**: A date picker field showing 'dd/mm/yyyy'.
- Please upload your quote or invoice**: A large text area with instructions: 'Drop files here or click to browse. File uploads will be processed when the page is saved. Max file size: 20 MB'. Below this is an 'Uploaded files:' section.

On the right side, there is a user profile for 'Diana' and a vertical toolbar with the following buttons: Save, View, Edit, Delete, Drafting options, Save Draft, Save & Preview, Save Type Draft, Save Action, Draft (with a dropdown arrow), and Set.

# 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.

A screenshot of a CMS interface showing the 'Licensing' tab for an event. The left sidebar contains navigation options like 'Content', 'Dashboard', 'Email Templates', 'Events', 'Files', 'Mail', 'Market Day', 'News', 'Page Templates', 'Pages', 'Snippets', 'Tags', and 'Widgets'. The main content area shows the 'Events / TEST' breadcrumb and a series of tabs: 'Main', 'Dates', 'Attendance Tracking', 'Location', 'Travel', 'Event Fields', 'Health And Safety', 'Funding', 'Licensing', and 'Notes 0'. The 'Licensing' tab is active. Below the tabs, there are two dropdown menus: 'Will you be serving alcohol at the event?' and 'Do you intend to screen a film or other copyrighted entertainment?'. Both dropdowns currently show 'Please Select'. On the right side, there is a vertical toolbar with buttons for 'Save', 'View', 'Edit', 'Delete', 'Drafting options' (Save Draft, Save &amp; Preview, Save Type Draft), and '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”

A screenshot of a web application interface for event management. On the left is a dark sidebar with a 'Content' menu containing options like Dashboard, Email Templates, Events, Files, Mail, Market Day, News, Page Templates, Pages, Snippets, Tags, and Widgets. The main area shows a breadcrumb 'Events / TEST' and a user profile 'Diana'. Below is a horizontal tab bar with 'Licensing' selected. Two dropdown menus are visible: 'Will you be serving alcohol at the event?' and 'Do you intend to screen a film or other copyrighted entertainment?'. On the right, a vertical toolbar contains buttons for 'Save', 'View', 'Edit', 'Delete', 'Drafting options', 'Save Draft', 'Save &amp; Preview', 'Save Type Draft', and 'Save Action' with a 'Draft' dropdown and 'Set' button.

# 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. **Reminder: If any changes are made to the ENF, club needs to re-submit the event for approval**

- Clubs
- Options
- Communication
- Dashboard
- Events**
- + New
- List
- Attendance Report
- Files
- Forms
- Groups
- Menu
- News
- Pages
- Public Site
- Reports

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

# 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)*