



Student Life Portal Event Notification

Clubs & Sport

Updated Clubs Event Notification Process Guidelines on UniOne

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 account management interface. The browser's address bar indicates the URL is <https://studentlife.swinburne.edu.au/Account/Manage>. On the left, a dark sidebar menu is visible, with the 'Account' option highlighted by a red box and labeled with a red '1'. Below it, the 'Clubs' option is circled in red and labeled with a red '2'. The main content area, titled 'My Account', features a large QR code and two empty input fields. 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 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	View
567	Swinburne Coding and Robotics Society	60	0	SCARS	Approved	View
362	Swinburne Sustainability Society	165	0	SwinSustainability	Approved	View
302	Swinburne Pop Culture Club	427	0	SwinPCC	Approved	View
299	Swinburne Engineering Student Society	305	0	SESS	Approved	View

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 'Actions' column contains 'iView' buttons for each row. A 'List' tooltip is visible over the first row. The right sidebar contains sections for Status and Quick links, with a 'Public site' link visible.

#	Name	Date Created	Status	Actions
101369				iView
101056				iView
101035				iView
100871				iView
100773				iView
100772				iView
100764				iView
100696				iView
100694				iView

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 various formatting options. The content area contains 'Test'.

On the right side, there is a 'Drafting options' panel with the following buttons:

- Save
- Save Draft (highlighted with a red box and a red arrow pointing to the number '3')
- Save Type Publish
- Save Action (with a dropdown arrow and a 'Set' button)

A sidebar on the left contains navigation options: Clubs, Options, Communication, Dashboard, Events, New, List, Attendance Report, Files, Forms, Groups, Menu, News, Pages, Public Site, and Reports.

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

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	Create Ticket	Edit

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 'Draft' and 'Set', and a 'Drafting options' section with buttons for 'Save Draft', 'Save & Preview', and 'Save Type Draft'. A red number '4' is placed near the top right of the main content area.

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.

The screenshot shows the UniOne interface for the 'Health And Safety' tab. The 'Upload risk assessment' section is highlighted with a red box. It displays a file upload area with a '0.2 MB' indicator and a 'Risk Assess...' label. Below the upload area, the 'Uploaded files:' section is empty. A large red number '1' is positioned below the upload area.

The screenshot shows the UniOne interface for the 'Health And Safety' tab after the file upload. The 'Upload risk assessment' section is highlighted with a red box. It displays the same file upload area, but now the 'Uploaded files:' section contains the file 'Risk Assessment - Social Get Together.pdf'. A large red number '2' is positioned below the upload area.

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.

A screenshot of the UniOne web application interface showing the 'Funding' tab for an event. The interface includes a dark sidebar with navigation options like 'Dashboard', 'Events', and 'Files'. The main content area has a breadcrumb 'Events / TEST' and a series of tabs: 'Main', 'Dates', 'Attendance Tracking', 'Location', 'Travel', 'Event Fields', 'Health And Safety', 'Funding' (active), 'Licensing', and 'Notes 0'. The 'Funding' section contains several form fields: a dropdown menu for 'Will you be requesting funding for the event?', a text input for 'What is the purpose of the funds requested?', 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 a date input for 'By what date do you require the requested funds?'. On the right side, there is a vertical toolbar with buttons for 'Save', 'View', 'Edit', 'Delete', 'Drafting options', 'Save Draft', 'Save & Preview', 'Save Type Draft', and 'Save Action'.

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 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 'Events / TEST' with a breadcrumb trail: Main > Dates > Attendance Tracking > Location > Travel > Event Fields > Health And Safety > Funding > Licensing > Notes (0). The 'Licensing' tab is active. 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 side, there is a vertical toolbar with buttons for 'Save', 'View', 'Edit', 'Delete', 'Drafting options' (Save Draft, Save & 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. On the left is a dark sidebar with a 'Content' menu containing items 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 tabbed interface with tabs for Main, Dates, Attendance Tracking, Location, Travel, Event Fields, Health And Safety, Funding, Licensing (active), and Notes (0). 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?', both currently set to 'Please Select'. On the right, a vertical toolbar contains buttons for Save, View, Edit, Delete, Drafting options (Save Draft, Save & Preview, Save Type Draft), and 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. **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