Liberation Network

How to add an event & tickets to the website

As a Liberation Officer or Liberation Network Committee Member you can create events for the Network through the SUBU website. This is a great way to share the events you are running as well as keep track of tickets

Step 1: Login to the SUBU website and head to your Network area

Head to subu.org.uk and log in. Once logged in head to Page Admin across the top and select your Network admin tools

Step 2: Head to the event section of admin tools

Events

This event section will show any events already listed within your Network in date order. You can view add, edit or delete these events from here. By default it will only show events for the next month so if you have something further in the future you will need to change the filters.

Step 3: Add new event

The next step is to add your event with as much detail as you can. You will be able to do everything except add tickets at this point.

Event name *

What is your event called?

Date and time *

dd/MM/yy HH:m → dd/MM/yy HH:m

You'll need to add start and end dates and times for your event. If your event is happening across multiple days tick the 'Show on all days' box below this

Repeat Event

☐ Repeat for 1 ▾ Weeks ▾

If you have the same event happening mutiple times use this function to duplicate it

Location

For campus events provide the room and campus. For Off campus events include the full address and online events use 'Online/Zoom'

Online meeting URL

If it is happening online then add the Zoom or Teams link here. There is also a section below to add infomation on passcodes if needed.

External URL

If you need people to register on Zoom in advance then pop the link here and it will redirect students to your registration page

Event types

☐ AAEM Network   ☐ Faith   ☐ Old Fire Station
☐ Academic   ☐ Featured   ☐ On Campus
☐ Advice   ☐ Food   ☐ Online
☐ Arrival Event   ☐ Friday Night Takeover   ☐ Online & In Person
☐ Arts & Crafts   ☐ Friends   ☐ Online (Live)

Types can help people find your event or help pull it through to certain website pages. Always use your Network and Liberation as standard.

Add an event image

Event images are added by selecting an image from the library. You can either select something that is already in the library or upload a new image.

Event images are displayed in a square aspect ratio which is important when you are making event graphics

Image

Select image

When you press select image the below library will pop up and it is here you can either pick something already in there or upload a new image
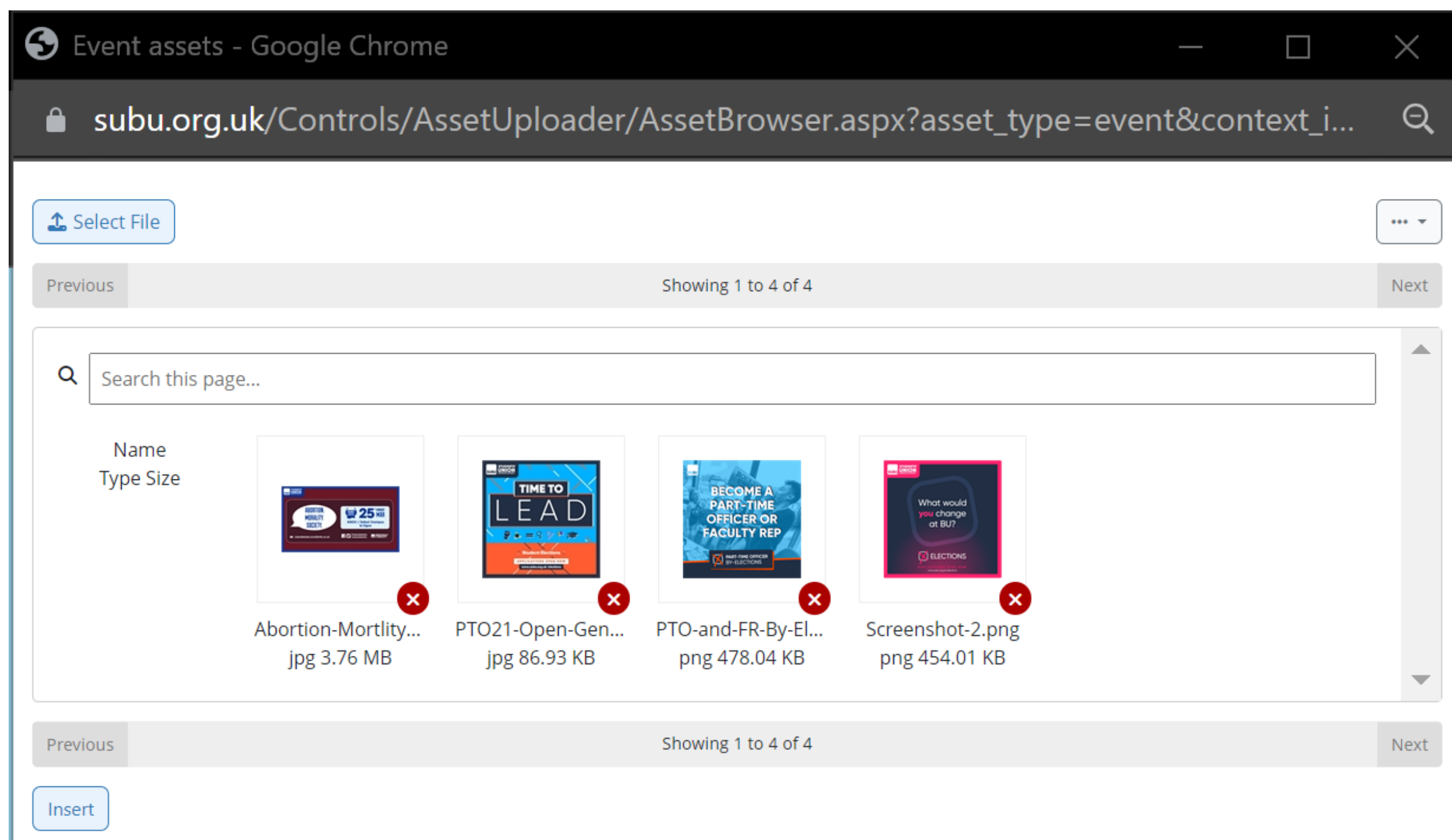
To select an image already in the library
Click the image you want and press insert

To upload a new image
Choose file, select which image you want to add, press upload and then insert

Image alt text

Adding alt text to your event graphic pprovides a description of your graphic to those who are unable to see and may use screen readers.
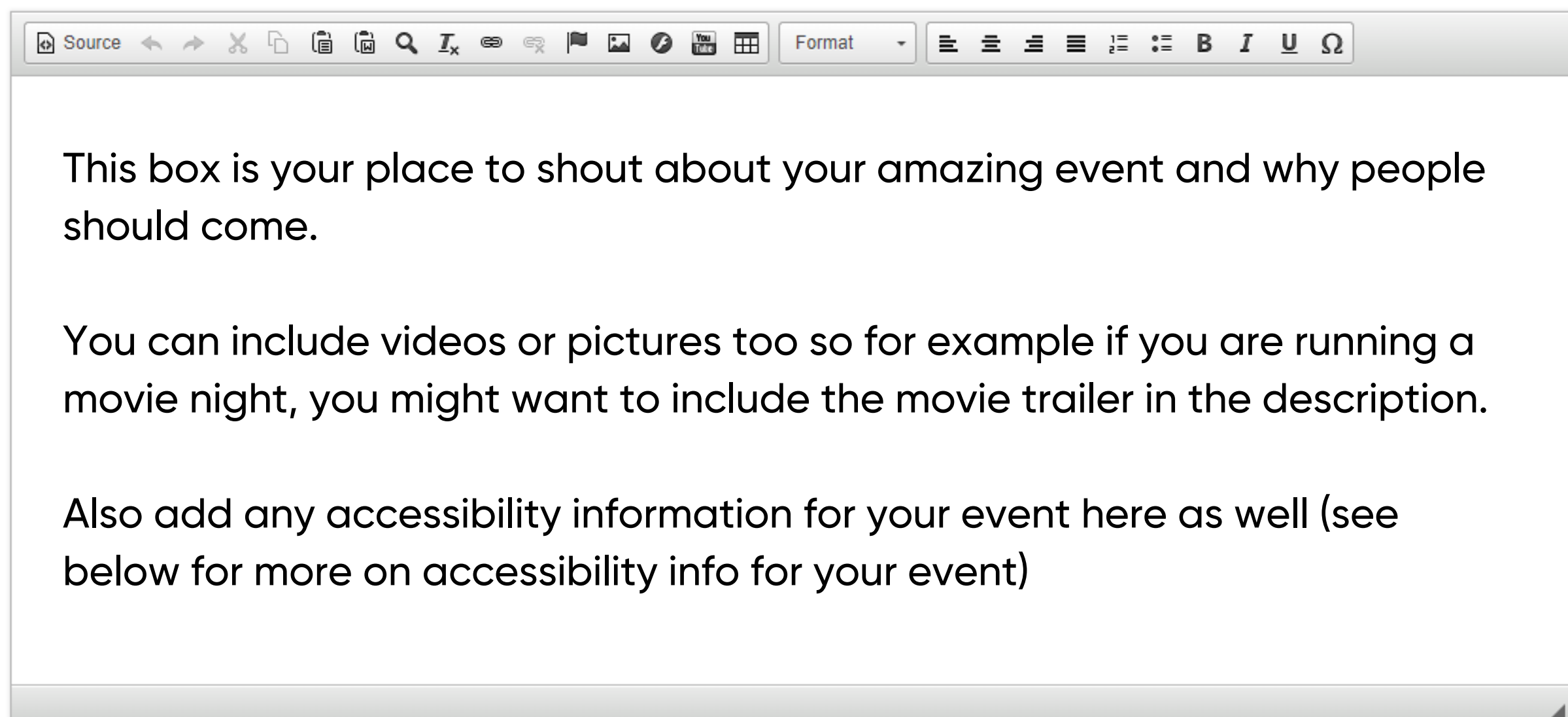
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Display dates

dd/MM/yy HH:m → dd/MM/yy HH:m

You don't need to use this but there may be times you want to delay the launch or viewability of your event (similar to scheduling a social media post)

Full description

Source | Format | B I U Ω

This box is your place to shout about your amazing event and why people should come.

You can include videos or pictures too so for example if you are running a movie night, you might want to include the movie trailer in the description.

Also add any accessibility information for your event here as well (see below for more on accessibility info for your event)

Event accessibility

Adding accessibility information to your event can help disabled or neuro-diverse students or those with access needs get involved in your event or know what to expect. There are two way to do this:

Using AccessAble

If your event is on campus be sure to use AccessAble to explain the accessibility of the space. An example of what you might want to include is below:

Event Accessibility

You can find out more about the accessibility of Bournemouth Gateway Building via AccessAble. If you have any questions about the accessibility of any of our events or have any special requirements, please contact subu@bournemouth.ac.uk and title your email 'Accessibility Request'.

Writing an access statement

If your event is happening off campus or you wish to share more information, you can write an access statement similar to the below. If you aren't sure on how to do this then google 'Students Access Statement Generator' for the Cambridge generator.

Event Accessibility:

Queermas is taking place in Flirt Cafe & Bar at 21 The Triangle. The entrances to Flirt are at street level so are wheelchair accessible and step-free. The seating for the event will be basic chairs due to the layout for the dinner. There are gender neutral bathrooms, including a wheelchair accessible bathroom. There isn't a designated quiet space. If you have any questions about the accessibility of any of our events or have any special requirements, please contact subu@bournemouth.ac.uk and title your email 'Accessibility Request'.

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And save!
The final step is to save your event - if you don't do this you will have to start all over again!

Once it's saved, it should appear on the SUBU What's On page like the below

Mature Students Festive Cheese and Wine Night

📅 Tue 05 December 2023 18:00-20:00

📍 Second Floor Student Centre

Calling all Mature Students!
Want to meet other mature students and celebrate the festive season with like minded people? Then we've got you covered! Come along to our Festive Cheese and Wine Night in the Student Centre (non-alcoholic options available)

Please please please purchase a free ticket so we know how much cheese and wine to buy for you all!!

Event Accessibility

This Mature Mixer event is taking place on the 1st Floor of the Student Centre on Talbot Campus. The main entrance to the building is a revolving door and to the right is an accessible door which can be opened with a BU ID. There are two lifts near the Ground Up Cafe. While seating will not be arranged for the event there will be seating available on the floor which can be used if needed. There is a gender neutral bathroom and a wheelchair accessible disabled bathroom on the floor the event is taking place. There isn't a designated quiet space. You can find out more about the accessibility of Student Centre via AccessAble. If you have any questions about the accessibility of any of our events or have any special requirements, please contact subu@bournemouth.ac.uk with the subject 'Accessibility Request'.

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Adding tickets to events

Some events you might want free or paid tickets. Once you event is saved you can start adding tickets.

Step 1: Go to your Admin tools
Similar to setting up your event in the first place, you will need to head to your Network area to add tickets to your event.

Step 2: Head to the Tickets section of admin tools

Tickets

This ticket section will show any events already listed within your Network in date order. From here you will be able to add or delete tickets for your event. By default it will only show events for the next month so if you have something further in the future you will need to change the filters.

Step 3: Click add ticket under the relevant event
This will bring up a window where you can add your event ticket details.

Step 4: Fill in ticket details
Fill in the details as shown below

Ticket Type
You have the choice of 3 different ticket types to set:
Students - limit ticket purchase to only those using a student account on the website
Members - limits ticket purchase to those who are members of your network (self-defined members & allies)
General - open to anyone to purchase (this is what we recommend using for most events

Price
How much are tickets for your event? If they are free just use 0.00

On Sale Dates
When you would you like your tickets on sale from? It will automatically be set as today's date

Per person limit
For use on events where you need to collect individual names per ticket, or where you wish to ensure that individuals can only purchase a specific number and/or can't over purchase tickets in one go

Ticket details

Ticket type * (Select)

Price *

On sale from / until 02/01/2024 00:00 → dd/MM/yy

Sales limit

Per person limit

Description

Receipt / ticket text

Save   Cancel

Sales Limit
What is the total number of tickets available? Once reached people won't be able to buy tickets anymore. This is helpful if you event venue has a specific capacity or you are providing food for an event.

If you don't set a sales or per person limit, these will remain unlimited.

Step 5: Save!
Once your ticket is saved it will automatically go live. The on sale date will determine when it appears on the event page to purchase.
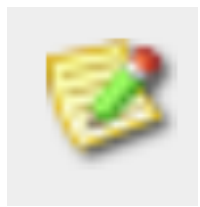
Adding questions to tickets

You can add questions you need to ask the purchaser upon check out once the ticket is listed.

Typical use of this feature includes:
- Asking for dietary requirements or meal choices
- Asking the names and/or details of additional ticket holders (where more than one tickets has been purchased)

Step 1: Click the customisation icon

From the ticket page. click the customisation button next to the ticket you wish to add a customisation to.

Step 2: Click 'Add new customisation'

Once on the customisation page, you will be able to see any pre-existing customisations on that ticket as well as adding new ones by clicking 'Add new customisation'.

Step 3: Add the details

Edit customisation

Details

Label * What question are you asking the purchaser?

Help text Any additional information the purchaser may need as to why you are asking for this info - this is optional

0/200

Tick this box is purchasers have to provide this info when buying a ticket

☐ Required

Customisation type Per product

Per Product: Question asked for every different kind of product in basket
Per Item: Question asked for every individual item in basket
Per Transaction: Only asked once per transaction regardless of different products or items in basket

Max length * 100

Values

Predefined values Use this space if you want to add a list of response in a dropdown(e.g. for selectable meal choices)

If you are using this each list item has to use a new line

☐ Limit to this list Tick this box if you want purchasers to only be able to pick from your list (if you don't tick this there will be an other (please specify) option)

Save Cancel

To see the answers applied to the purchased tickets see the SALES REPORTS section of Admin tools and choose 'Customisation Report'