Adding & Removing newly elected exec members on the SU Website

This guide will take you through the process of removing old exec from the website and system, and adding the newly elected exec.

Ordinarily, the old exec would need to do this as only they would have permissions on the SU website to make alterations.

But if they have now left and not done this for your Club/Society, please let us know and we will add the NEW PRESIDENT or SECRETARY.

That exec will then have permissions to make changes to the exec online, and can update the remaining exec.

Why is it important to update the exec online?

The exec needs to be updated online for a variety of reasons:

- The **finance reimbursement system (SGF)** is linked to this. So, it will only allow execs who are registered on the SU website to apply for reimbursements.
- HEAR records are also linked to this. Every year we send exec data to the University to update your HEAR report. If your exec position is not on the SU website or not accurate, your HEAR report will be affected and we can't make changes to it.
- We need to know who you are. If you're working with us, logically you'd need to register yourself as an exec so we can formally recognise you for a variety of activities throughout the year.

When do we need to update the SU website?

Ideally as soon as the new exec have been elected.

However, every year around the 31st August, the system resets in line with the University calendar. That means all memberships are wiped. You will then have to repurchase membership for the new academic year and update the SU website one more time, once your exec have purchased membership.

Who qualify as an Exec?

You can add as many exec positions as you like.

However, only those who were voted in democratically will be formally recognised as an exec. All other positions which are not democratically elected are technically not exec positions.

Step 1:

Log into the SU website, select the drop-down menu, and find your Society/Club under where it says 'organisations' and click on it



Step 2:

It will then take you to the admin tools, select the tool labelled 'groups'



Step 3:

Then it should take you to a list of exec roles and other active groups. Select the title of the role you are wishing to change

Back to admin tools	â warwicks	1.com 🛋) 🔿	
Active groups			
Name	Туре	Category	
1st XI Captain	Exec Membership	Exec Membership	
<u>2nd XI Captain</u>	Exec Membership	Exec Membership	
<u> 3rd XI Captain</u>	Exec Membership	Exec Membership	
4th XI Captain	Exec Membership	Exec Membership	
Charities Secretary	Exec Membership	Exec Membership	
<u>Club Captain</u>	Exec Membership	Exec Membership	
Comms	Exec Membership	Exec Membership	
Full Exec	Exec Membership	Exec Membership	
Match Secretary	Exec Membership	Exec Membership	
President	Exec Membership	President	
<u>Secretary</u>	Exec Membership	Secretary	
Social Sec	Exec Membership	Exec Membership	
Tour Secretary	Exec Membership	Exec Membership	
Treasurer	Exec Membership	Treasurer	
Vice President	Exec Membership	Exec Membership	
Welfare Officer	Exec Membership	Exec Membership	
<u>1st XI</u>	List	User Created Grouping	S (
2nd XI	List	User Created Grouping	S (
<u>3rd XI</u>	List	User Created Grouping	S (
Freshers	List	User Created Grouping	S (
Kit Secretary	Role	Exec Membership	S (

Step 4:

You will then be showed the current person in the role, and a list of all the members of the club you could select to fill this role. Press the 'remove members' button to remove the outgoing person from the role. (names blanked out for date protection)



Step 5:

Select the person who is now filling the role but ticking the white box next to their name and then confirm this by clicking the 'add members' button at the bottom, and you should see their name at the top under 'current members' now. And just repeat the process for each of your roles until they are all changed over.

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Add Members						
	About Warwick SU The Students' Union is the focal point of campu Wards but what exactly is it that makes your Find out more about the SU and what we do Concern the Student Student Student But exists to provide services for our memb ready is imported to us. Continue that your questions, comments an we'll get back to you within three working days.	a life here at Union so unique? ers, so your feedback d completing and ever 744. Chanty & Company Details	Useful Stuff Warwick University Joba at Warwick SU Grapowing Staff Intranet Advertise with Warwick SU Local Business Directory Varus Life Warwick SU Email Chub & Society Finance Tools	Technical Bits Terms and Conditions Members Code of Conduct Privacy Statement Cookies Policy	Follow Us Y G	

Step 6:

If your Society/Club has created an additional role on your exec this year you can also create this role in this section of the admin tools.

Scroll to the bottom where it says 'create new group'.

Name the role, in this case this was 'Kit Secretary'. Select the type from the drop-down menu, in this case it was a 'role' and it was given executive membership. It will then join the list and you can select the person in that role just like you did with the other roles.

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Vice President	Exec Membership	Exe	c Membership		
Welfare Officer	Exec Membership	Exe	c Membership		
<u>1st XI</u>	List	Use	er Created Grouping		S
2nd XI	List	Use	er Created Grouping		S
<u>3rd XI</u>	List	Us	er Created Grouping		S
Freshers	List	Use	er Created Grouping		S 😒
Kit Secretary	Role	Exe	ec Membership		S 🔇
Name Sponsorship, Publicity and Equal Opportunities		Type Categ	ory Membership	Deleted on 24 Sep 2005	Restore
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