

The UCSA guide to posting on the website

There you are, in a committee board or team trying your hardest to let people know of your events, and begging friends to invite all their friends to your Facebook event after a while gets awkward. FEAR NOT! That is why the UCSA Board has devised an easy step by step guide to get all your events centralised in one place, for everyone to see!

If you have any questions after the reading of this document, do not hesitate to drop by the UCSA Office during office hours, everyone there will be more than happy to help you.

Good luck!

1. Logging in to the UCSA website

The first step is to open your favourite browser, and go to www.ucsa.nl (unless you use Internet Explorer, in that case the first step is to download a new browser, and install it). If all goes right you will find a website that looks kinda similar to the one below.

The screenshot shows the UCSA website interface with several sections and annotations:

- Navigation:** "the bubble", "the ucsa", "committees & teams", "calendar", "search →".
- UCSA Logo:** A large red logo with the letters "UCSA" in a stylized font.
- Introweek:** A section titled "Introweek" with a sub-section "Introweek Fall 2013 Aftermovie".
- UCSA Board:** A section titled "ucs board" with a photo of a large group of people.
- News:** A section titled "news" with a photo of a landscape.
- Calendar:** A section titled "calendar" with a list of events for September and October.
- Bulletin Board:** A section titled "bulletin board" with a notice about a lecture.

Annotations include:

- "Find your own committee page here! Updating goes via the UCSA board" pointing to "committees & teams".
- "Besides more info on the UCSA, you can find important downloads and policies here." pointing to "the ucsa".
- "For an overview of the events the coming months" pointing to "calendar".
- "A concise overview of the events for the coming 2 or 3 days" pointing to the "upcoming events" section.
- "This is what a post looks like!" pointing to a social media-style post in the "news" section.

Upcoming Events:

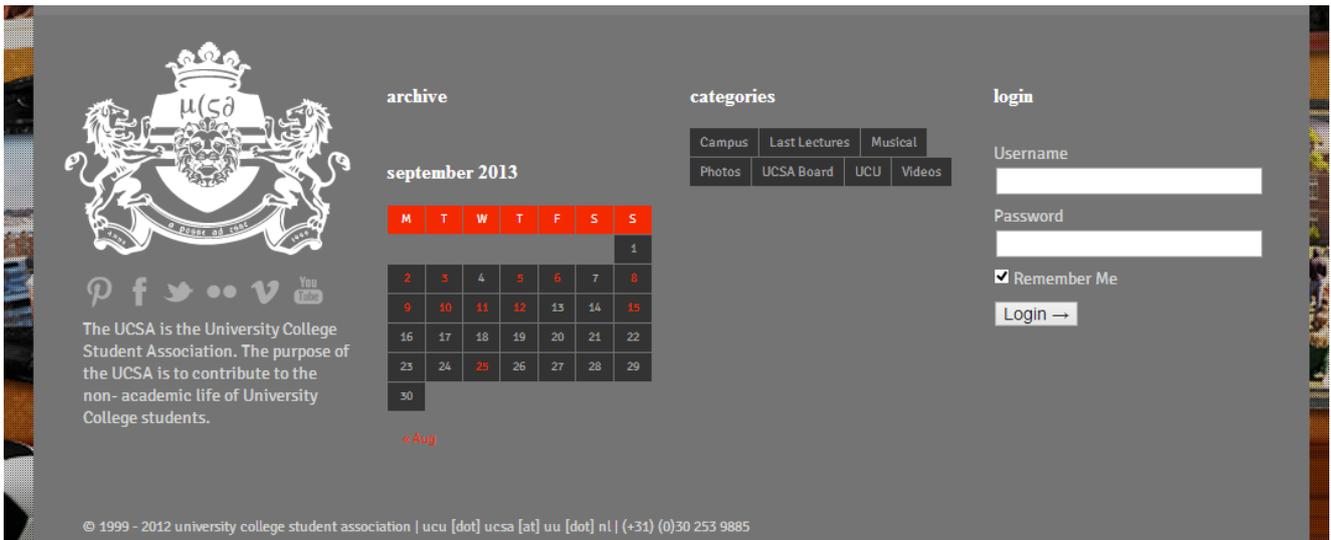
Month	Day	Time	Event
SEP	29 Sun	09:00	The Dutch Mountains
		21:30	Cinema Sol: Miller's Crossing @ Drama Room
SEP	30 Mon	17:00	Lyrical Class @ Drama Room
		17:30	DebateCo weekly meeting @ Locke A
		18:00	Hip Hop Class @ Drama Room
		18:00	Hip Hop Class @ Drama Room
		19:00	Dancehall Class @ Drama Room
		19:30	Tracks event @ Auditorium
		21:00	Boomerang Open Writers Meeting @ Locke C
OCT	1 Tue	13:30	Yoga class @ Meditation Room

Bulletin Board:

Lecture on Rijksmuseum in Auditorium
Next week, Thursday 19 September, Tim Zeedijk, Head of Exhibitions, Rijksmuseum, Amsterdam, will give a lecture on the New Rijksmuseum, at 19:30 in the UCU Auditorium. The

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The next step is to log in. You can find the login on the bottom of the page. It looks like this:

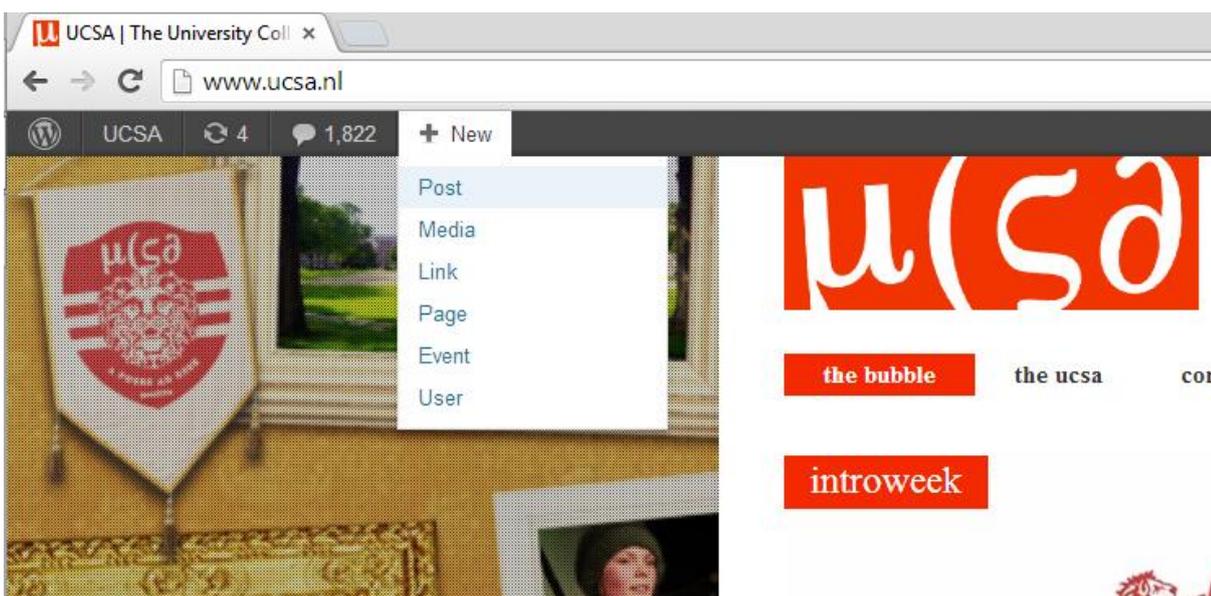


Your Username is the name of your committee, and the password was chosen by your board. If you don't know the password, ask your board or predecessor first. If they don't know it either, send an email to ucu.ucsa@uu.nl, and we will change it for you.

When you have logged in on the UCSA website, you can add to this online community very easily.

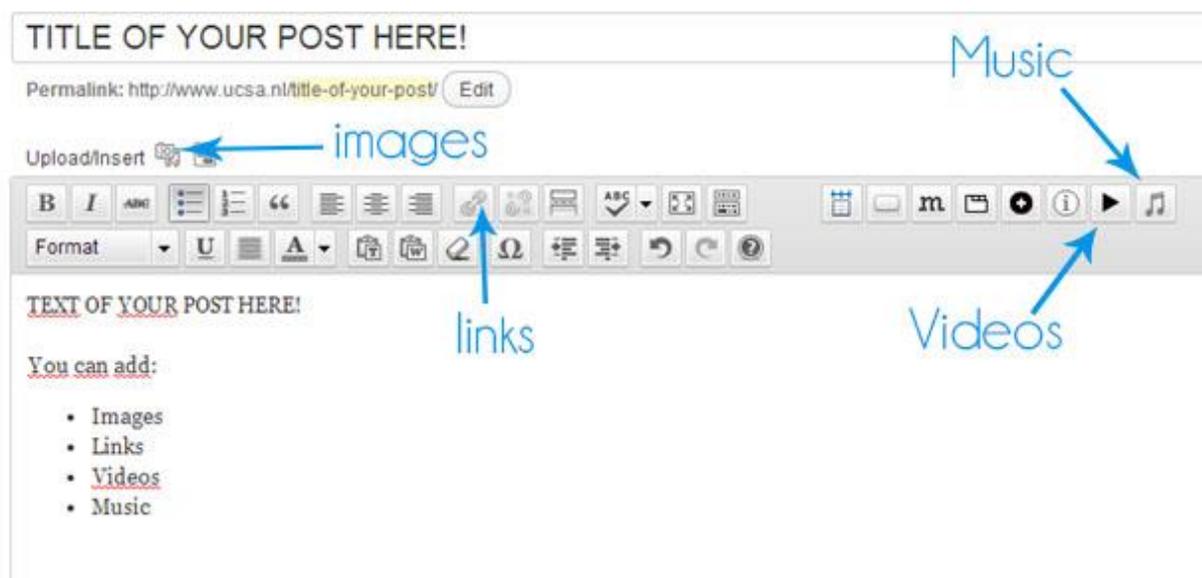
2. How to make a post

On the top of the page a new grey bar has appeared, this bar is your toolbar for the website. All the way in the right corner is your account, all the way to the right are the possibilities to update the website. The button you should be most interested in, is the + New button. When you click this a new menu rolls open. To make a post, click post.



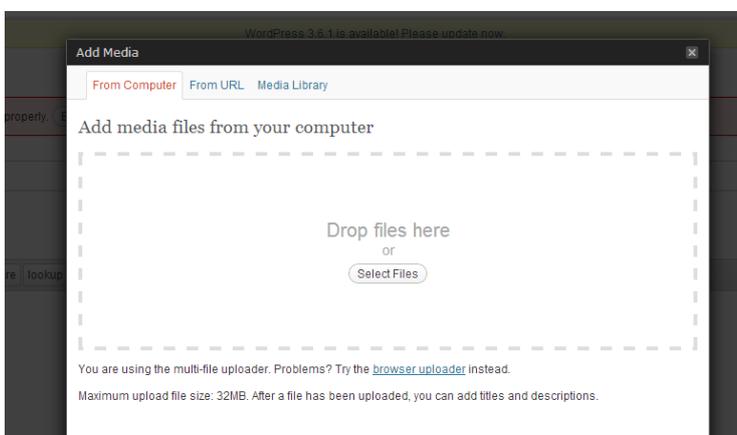
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You will now be directed to the make a post part of the “dashboard”. You will find a page that looks similar to this:



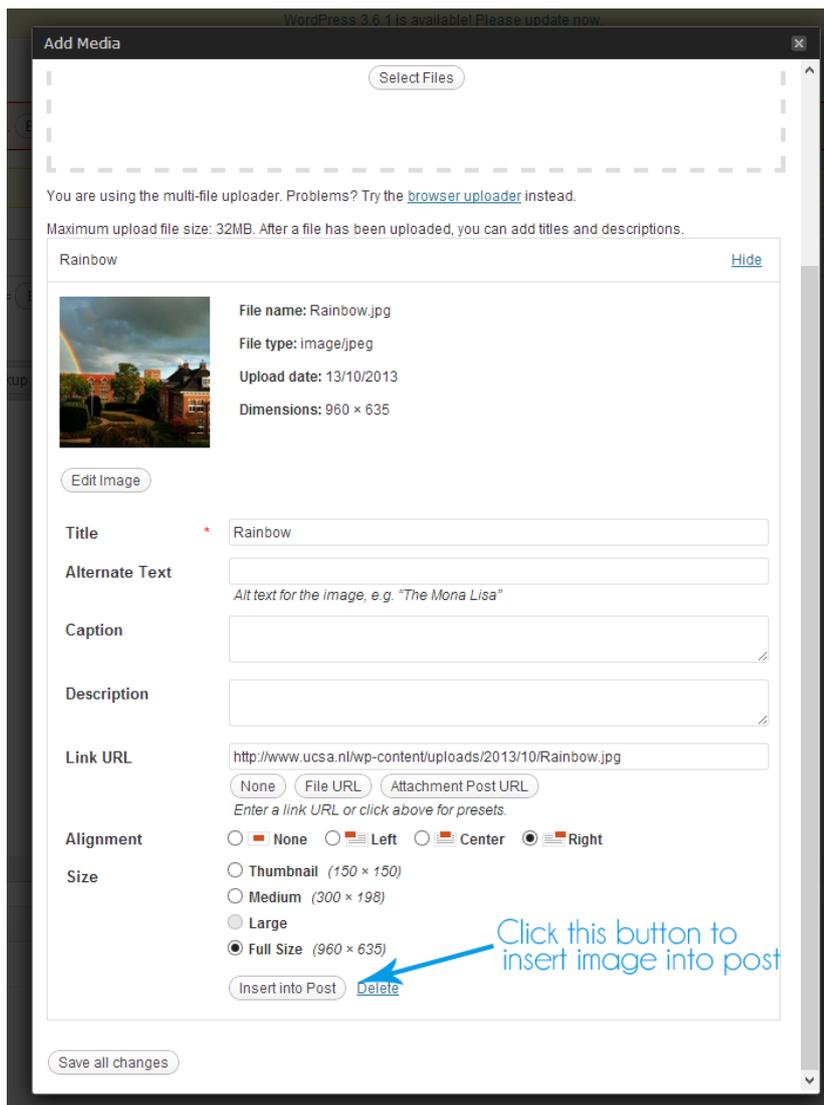
- To insert an image, click the button indicated, there you can add from your computer, from a link, or choose an already existent picture.
- To make a piece of text a link, select this piece of text, and click the link button. Here you can fill in the link that you want the text to link to. Give the text another colour to make it clear to other people it is a link too!
- To insert a video in a post, you can click the video button and add it. Another option is to look at the bar on the right, where it says format and select video there. (see next image).
- Music can be added with the last button on the right.

If you are struggling with adding a picture, here are some useful tips:



When you click add media, the following screen appears. Here you can add your files from your computer, a link, or add a picture that was already on the website (media library). Once you have selected your file, the following screen will appear. When adding from media library you will have to press “show”, to get the same screen.

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In this screen you can easily adjust your image. If it is a little too big for your post, you can adjust the size by clicking edit image, or by resizing at size. You can also adjust the alignment. When you are done, press "insert into Post". Always check what the image looks like by clicking "preview page" in the general post view.

When you have written your post, and added the media you wanted, you go into some moderating options for your post: the column to the right. (see next page)

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Format

Standard
 Video
 Gallery
 Audio

Categories

All Categories **Most Used**

- Applications
- Arts
- Bulletin Board
- Campus Life Forum
- Humanitarian
- IMPORTANT
- Introweek
- Lectures
- Literacy
- News

[+ Add New Category](#)

Tags

Separate tags with commas

[Choose from the most used tags](#)

AddThis

Remove AddThis:

Featured Image

[Set featured image](#)

The first thing is **format**: if you want a post centred about images, because of an amazing event you held and you want the pictures on the website, click gallery, and use the same steps as you did to add a picture to a post. For a video, you can select the video option. You can either use a link to the video (both Vimeo and Youtube are supported), or upload from your computer. Most of the time you will use Standard format.

Next is **Categories**. When you browse through all committees, you see that they all fall in different categories. To be able to quickly find a post, you select the category your committee falls under (e.g. ArtsCo = Arts, HumCo = Humanitarian, LitCo = Literacy).

The most important thing in this column is **Featured Image**. This is the image that will appear on the website as the image above your post. It can be added following the same system as putting an image in the post. **The size of a featured image should be 350 x 620 pixels!**

Once you have filled everything in, go to the top of the right side bar, to find the Publish section, as displayed below. Click preview to see if all images fit on the page, and to see what it looks like. If you are not happy, adjust until you are, then click **Publish**, and voila! Your own post!

Publish

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

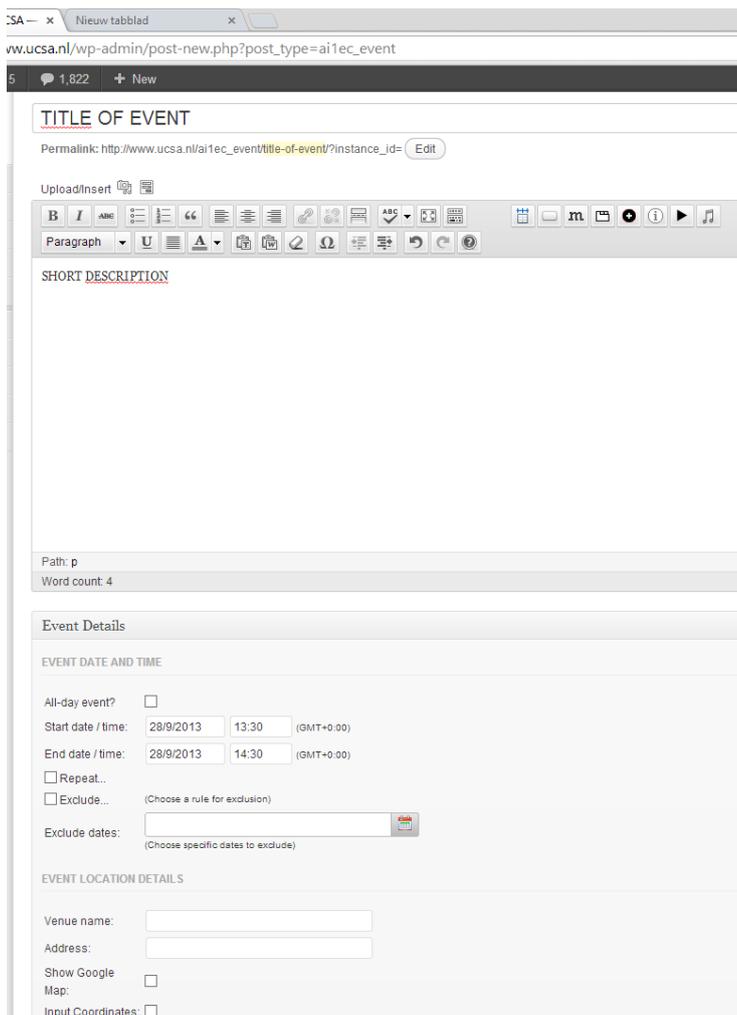
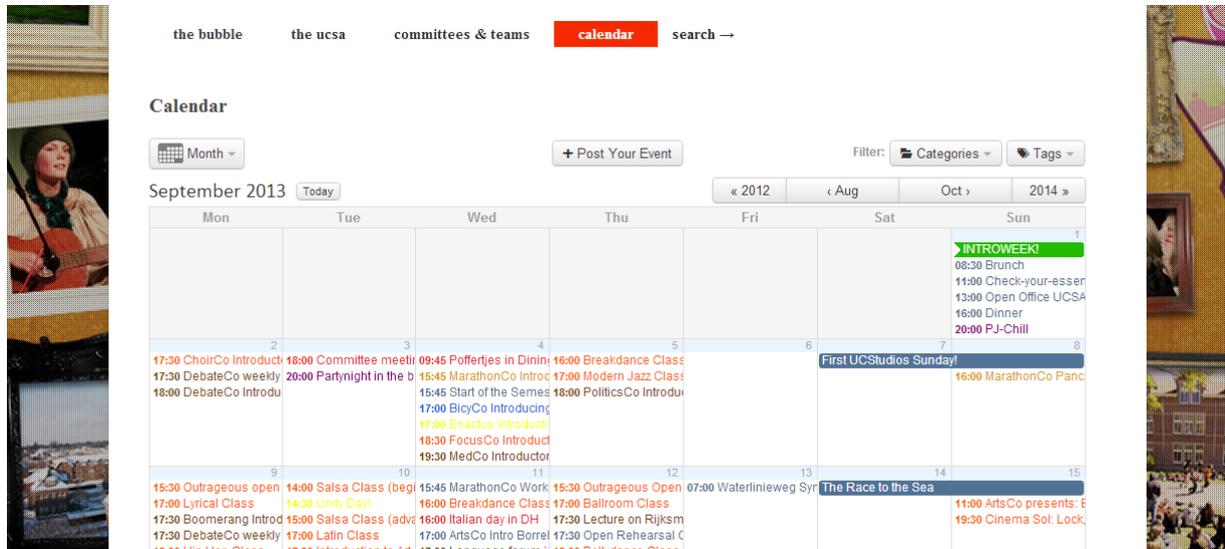
Publish immediately [Edit](#)

[Move to Trash](#)

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3. Creating an event

Creating an event is a breeze compared to making a post. To create an event you **go to calendar**, and **click post your event**.



Next step is to **give your event a title**. This should be a really short thing such as Improv Practice, or Workout Wednesday. In the Body you insert a short description (Join DramaCo at their weekly improv sessions, open for all levels).

Event Details you need to pay a little more attention to. **Make sure to select the right day and time your event takes place**. Use the repeat function if it is a weekly thing (ALWAYS put an end date if you use the repeat function!).

Lastly **fill in the Venue name**, such that the calendar will say Workout Wednesday @ Quad. If you have filled everything in, click **publish**, and voila! You created your very own event

All that rests now is to make the event happen: a posse ad esse.

With love, UCSA Board '13-'14