

## [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.

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 on 31<sup>st</sup> 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.

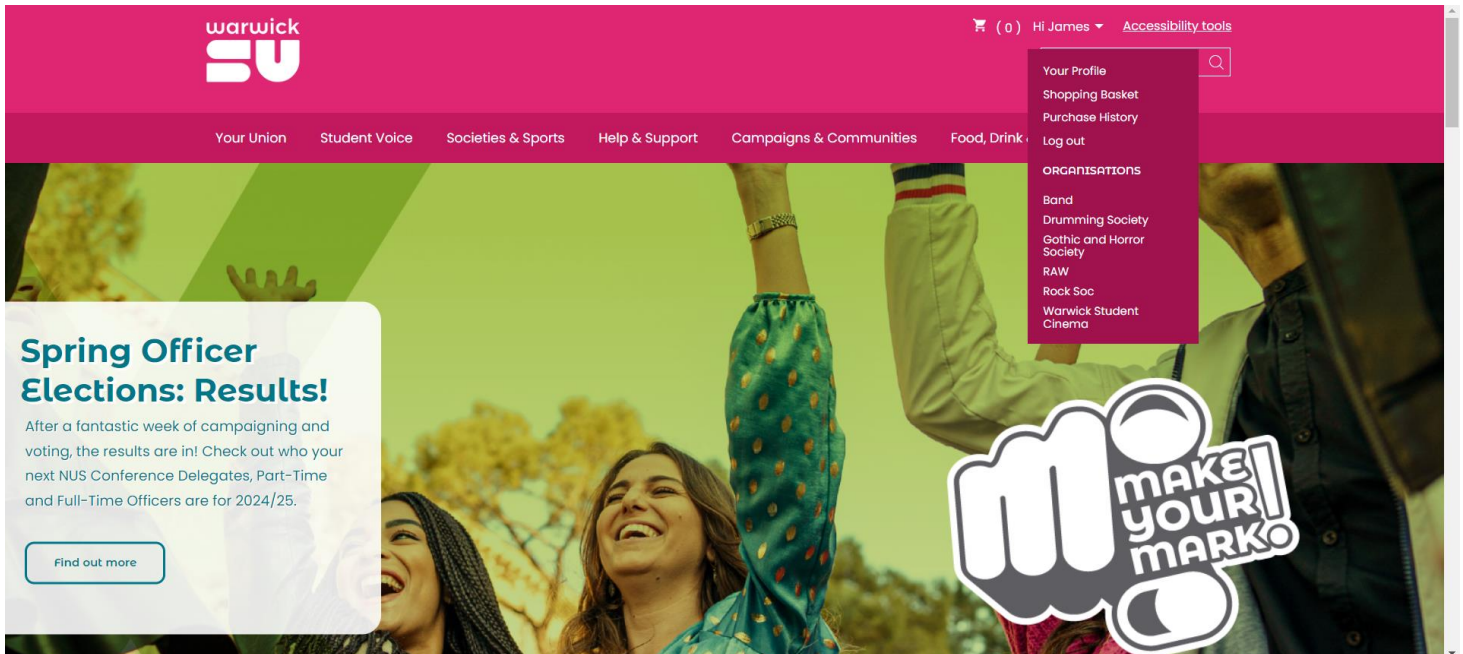
## [Who qualify as an Exec?](#)

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:

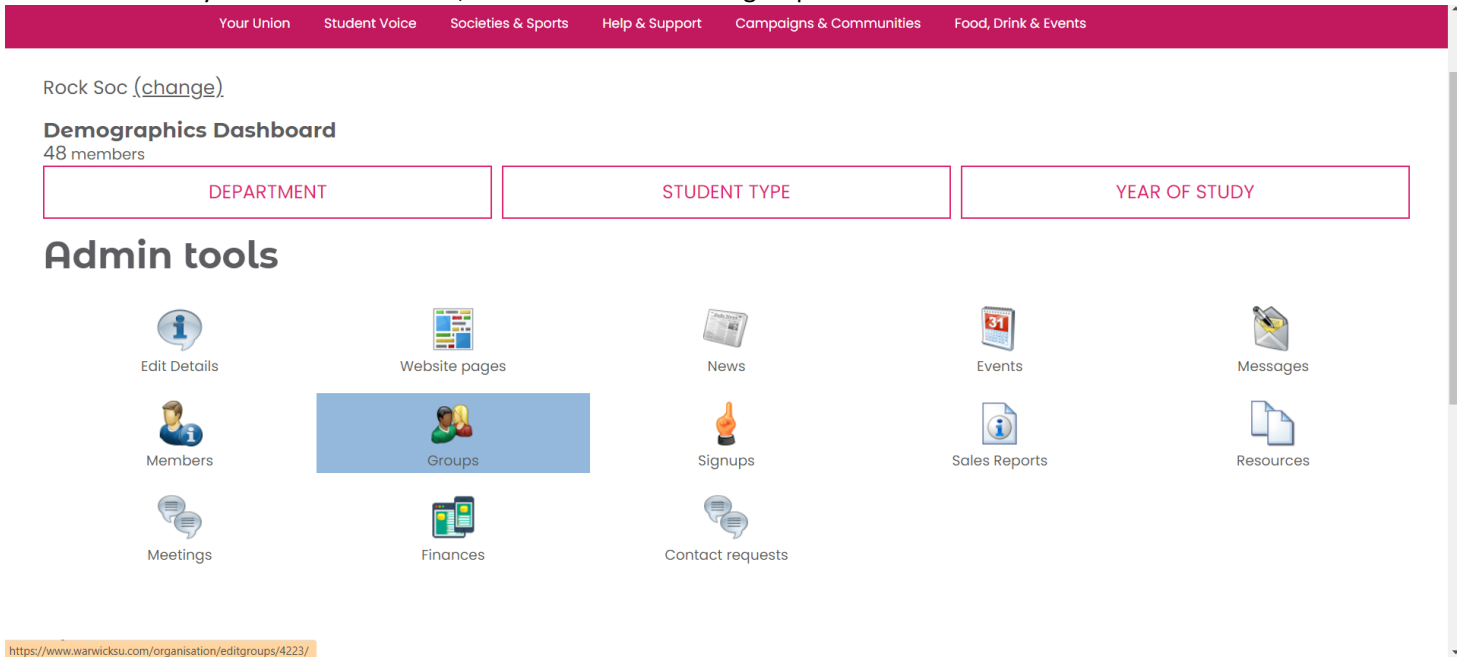
Log into the SU website, select the drop-down menu, and find your Society/Club under where it says 'organisations' and click on it.



The screenshot shows the Warwick Student Union website. The top navigation bar includes links for 'Your Union', 'Student Voice', 'Societies & Sports', 'Help & Support', 'Campaigns & Communities', and 'Food, Drink & Events'. A dropdown menu is open under 'Societies & Sports', listing various organisations: Band, Drumming Society, Gothic and Horror Society, RAW, Rock Soc, and Warwick Student Cinema. A banner for 'Spring Officer Elections: Results!' is visible on the left, and a 'MAKE YOUR MARKO' logo is on the right.

## Step 2:

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



The screenshot shows the admin tools page for the Rock Soc organisation. The page title is 'Rock Soc (change)'. Below the title is a 'Demographics Dashboard' showing 48 members. There are three filters: 'DEPARTMENT', 'STUDENT TYPE', and 'YEAR OF STUDY'. The 'Admin tools' section contains a grid of icons for various functions: Edit Details, Website pages, News, Events, Messages, Members, Groups (highlighted), Signups, Sales Reports, Resources, Meetings, Finances, and Contact requests. A URL bar at the bottom shows <https://www.warwicksu.com/organisation/editgroups/4223/>.

### 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.

### Active groups

Name	Type	Category
<a href="#">Club Secretary</a>	Exec Membership	Exec Membership
<a href="#">Equal Opps</a>	Exec Membership	Exec Membership
<a href="#">Gig Organiser</a>	Exec Membership	Exec Membership
<a href="#">IT Officer</a>	Exec Membership	Exec Membership
<a href="#">Other Senior Exec</a>	Exec Membership	Exec Membership
<a href="#">President</a>	Exec Membership	President
<a href="#">Publicity</a>	Exec Membership	Exec Membership
<a href="#">Publicity &amp; Marketing Officer</a>	Exec Membership	Exec Membership
<a href="#">Safety</a>	Exec Membership	Exec Membership
<a href="#">Secretary</a>	Exec Membership	Secretary
<a href="#">Social Secretary</a>	Exec Membership	Exec Membership
<a href="#">Treasurer</a>	Exec Membership	Treasurer
<a href="#">Vice President</a>	Exec Membership	Exec Membership
<a href="#">Vice President &amp; Gig Organiser</a>	Exec Membership	Exec Membership
<a href="#">Welfare</a>	Exec Membership	Welfare

### Step 4:

You will then be shown 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 data protection).

### President

[Back to groups](#)

### Current members

1 member

Name	Card Number	Joined
<input type="checkbox"/>		

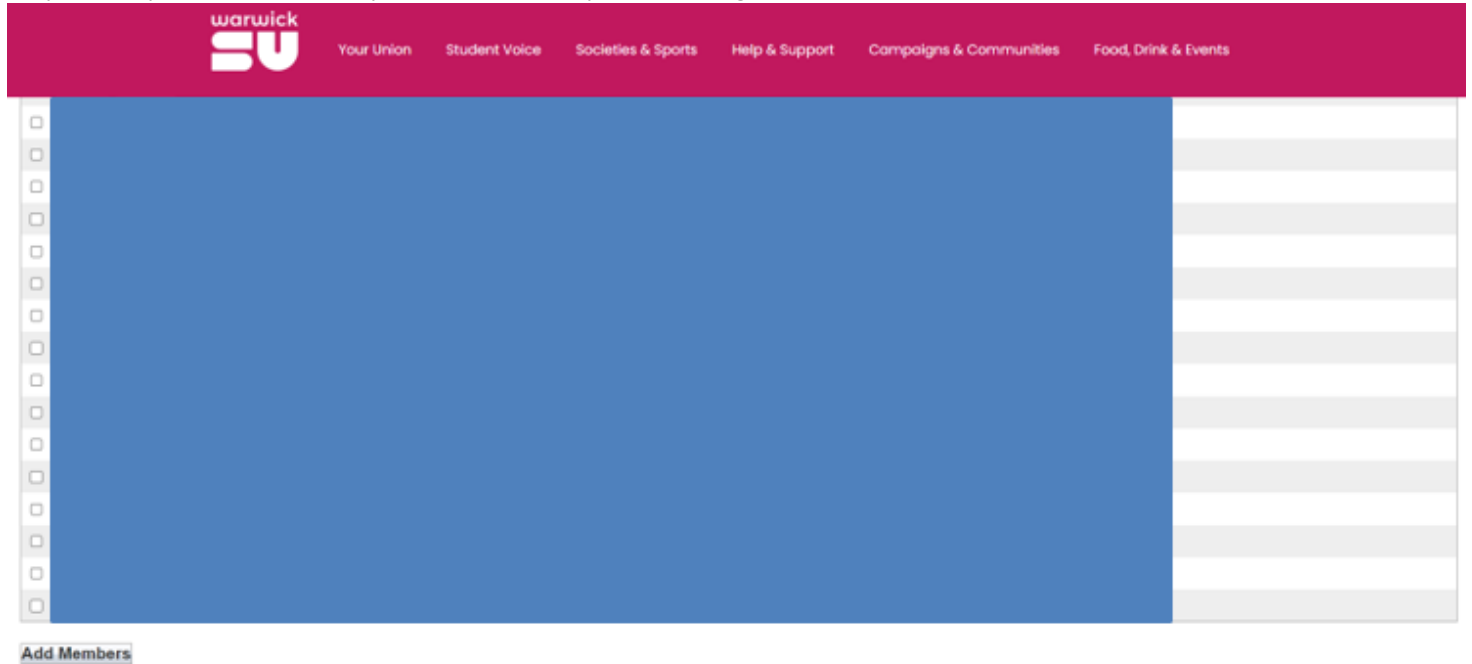
[Remove Members](#)

### Potential members

Name	Card Number
<input type="checkbox"/>	
<input type="checkbox"/>	

## Step 5:

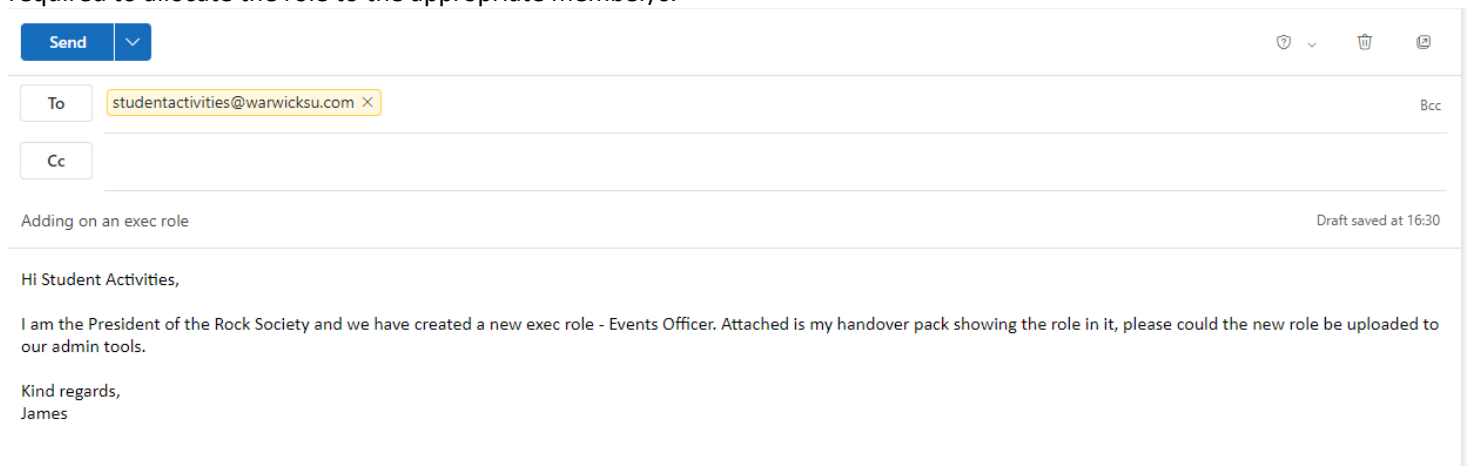
Select the person who is now filling the role but ticking the white box next to their name and then confirm this by clicking the 'add members' button at the bottom, and you should see their name at the top under 'current members' now. And just repeat the process for each of your roles until they are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



The screenshot shows a website header with the Warwick University logo and navigation links: 'Your Union', 'Student Voice', 'Societies & Sports', 'Help & Support', 'Campaigns & Communities', and 'Food, Drink & Events'. Below the header is a large blue rectangular area, likely a placeholder for a list of members. To the right of this area is a vertical list of small, light grey rectangular boxes, each with a small white square checkbox on its left side. At the bottom left of the page, there is a button labeled 'Add Members'.

## Step 6 (If applicable):

If your Society/Club has created an additional role on your exec this year, ensure that it is on your handover pack and email [studentactivities@warwicksu.com](mailto:studentactivities@warwicksu.com) to request that the role be added on. Once it has been created, you will be required to allocate the role to the appropriate member/s.



The screenshot shows an email draft interface. At the top left, there is a 'Send' button with a dropdown arrow. At the top right, there are icons for lock, trash, and share. Below the header, the 'To' field contains the email address 'studentactivities@warwicksu.com' with a close button (X). The 'Cc' field is empty. The subject line is 'Adding on an exec role'. On the right side of the subject line, it says 'Draft saved at 16:30'. The body of the email starts with 'Hi Student Activities,' followed by the text: 'I am the President of the Rock Society and we have created a new exec role - Events Officer. Attached is my handover pack showing the role in it, please could the new role be uploaded to our admin tools.' The email ends with 'Kind regards, James'.