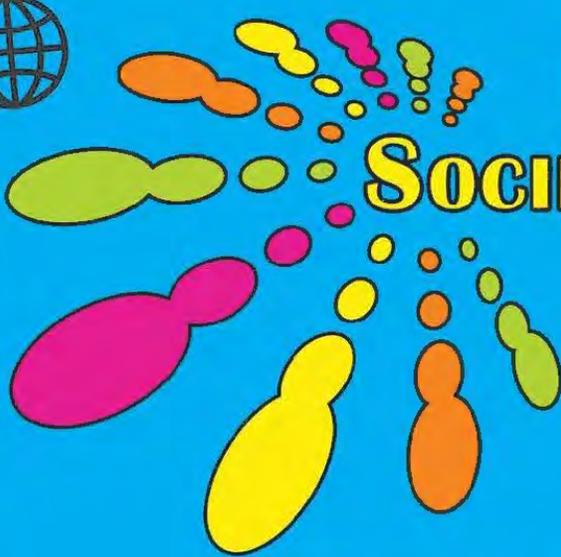


HOW TO USE INFOHUB

a step by step guide

**UCD
SOCIETIES**



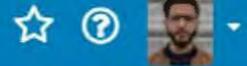
You will need InfoHub for 2 things

1 – ADDING MEMBERS

2 – EMAILING MEMBERS

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SISWeb

Student Information System

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EdTEC*x* in Action

19 workshops on UCD educational technologies from 28th-31st August

EdTEC*x* in action
University College Dublin 

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New Paternity Leave policy

Following the introduction of the Paternity Leave and Benefit Act in 2016, UCD Paternity Leave Policy and Guidelines documents have now been



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Campus



Your UCD Sport & Fitness membership will expire on 31-Aug-2017, please renew online now.

› [UCD Get in Gear Membership](#)

Register here for the UCD Get in Gear Get Active student exercise programme ☆

› [UCD Residences](#)

Book campus accommodation and pay residential fees ☆

› [My Student Health Account](#)

View transactions on your Student Health Account, make payments and download receipts ☆

› [My Electronic Payments](#)

› [My Clubs and Societies](#)

See what clubs and societies have recorded you as a member ☆

› [Alumni Association Membership](#)

Enter Alumni Association Membership page ☆

› [UCD Parking Permits](#)

View how to apply for a UCD parking permit along and access your unique Parking PIN ☆

› [UCD Notice Board](#)



Register here for the UCD Get in Gear Get Active student exercise programme ☆

› [UCD Residences](#)

Book campus accommodation and pay residential fees ☆

› [My Student](#)

View transactions on your student card, make payments and download receipts ☆

› [My Electronic Payments](#)

View details of electronic payments from UCD to you and update your bank account information ☆

› [UCD Sport & Fitness Membership](#)

Sign up for access to UCD Sport & Fitness ☆

› [My Email Archive](#)

View emails sent to you via UCD's Targeted Communications System in the past 12 months ☆

› [What's On at the UCD Cinema](#)

View listing of upcoming films in UCD Cinema and book tickets online ☆

See what clubs and societies have recorded you as a member ☆

› [Alumni Association Membership](#)

Enter Alumni Association Membership page ☆

› [UCD Parking Permits](#)

View how to apply for a UCD parking permit along and access your unique Parking PIN ☆

› [Notice Board](#)

Notice Board is a central location to post notices for all students and staff ☆

› [Events Calendar](#)

Calendar of events coming up in UCD ☆

› [Club & Society Management](#)

Manage your club or society membership, view club & societies ☆

› [My HR Forms](#)

My Hourly Paid Set-Up Forms ☆

› [Book Student Training](#)

Book Student Training ☆



Club & Society Management



› [Frequently Asked Questions](#)

Get information to know about the system ☆

› [Club & Society Membership](#)

Maintain membership of clubs & societies to which you have been granted access ☆

› [Club Document Upload](#)

Upload documents as part of your Club Grant Application ☆

› [Society Document Upload](#)

Upload documents as part of your Society Grant Application ☆



Club & Society Membership

This system allows you to manage the membership records of your club or society.

Click on the second column to see details of the existing members in your club/society. Alternatively, click on the options to add a new member or send an email to all members of the club.

New! You can click on the number of teams below to see a list of teams in your club. This provides the ability to email each team individually.

Description	Members		Teams	Click to	Click to
	2015	2016			
SOCIETY NAME	NUMBER OF MEMBERS	NUMBER OF MEMBERS	0	Add New Member	Email Members

The confidentiality of the contact information for students in your club is of the utmost importance. You should only divulge it to authorised people within your club.

For help with the above information, please email sport@ucd.ie



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Add a new Member

Member*

Check Name

Club/Society*

A152 - SOCIETY NAME

Team

Save

EMAILING MEMBERS



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SOCIETY NAME	NUMBER OF MEMBERS	NUMBER OF MEMBERS	0	Add New Member	Email Members

Targeted Communications System

Step 1 - Select Recipients

Members of Literary & Historical

Step 2 - Write your message

Method of Sending*

Email Only SMS Only Both Email and SMS

Mail Category

From Address*

James Alkayed <james.alkayed@ucdconnect.ie>

Email Header

School of Politics and International Relations

Also accepts an image URL or NONE for no header

Email Subject*

Greeting Type

Informal (e.g. Dear John)

Email Message*

HTML B / U       H² F AA A X

You have characters left

Click the HTML button to enter a HTML message.

If you are pasting a full HTML message you must include the open and close HTML tags at the top

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HTML B / U       H² F A⁺ A⁻ X

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If you are pasting a full HTML message you must include the open and close HTML tags at the top

MAKE SURE TO CHANGE THIS

Targeted Communications System

Step 1 - Select Recipients

Members of Literary & Historical

Step 2 - Write your message

Method of Sending*	Email Only <input checked="" type="radio"/> SMS Only <input type="radio"/> Both Email and SMS <input type="radio"/>
Mail Category	<input type="text"/>
From Address*	<input type="text" value="James Alkayed <james.alkayed@ucdconnect.ie>"/>
Email Header	<input type="text" value="School of Politics and International Relations"/> <small>Also accepts an image URL or NONE for no header</small>
Email Subject*	<input type="text"/>
Greeting Type	<input type="text" value="Informal (e.g. Dear John)"/>
Email Message*	<div><p>HTML B / U H¹ F^v AA^v A^v X</p><p>You have <input type="text" value="30000"/> characters left</p><p>Click the HTML button to enter a HTML message.</p></div>

EMAIL HEADER: SET TO NONE

Targeted Communications System

Step 1 - Select Recipients

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Step 2 - Write your message

Method of Sending*

Email Only SMS Only Both Email and SMS

Mail Category

From Address*

James Alkayed <james.alkayed@ucdconnect.ie>

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Email Subject*

Greeting Type

Informal (e.g. Dear John)

Email Message*

HTML B / U H³ F AA A X

You have characters left

Click the HTML button to enter a HTML message



Email Message*

HTML B / U       H¹ F AA A X

Empty text area for composing the email message.

You have characters left

Click the HTML button to enter a HTML message.

If you are pasting a full HTML message you must include the open and close HTML tags at the top and bottom

Step 3 - Preview Email & Confirm Recipients

Send a Test Email



BE PATIENT!

***DO NOT PRESS SEND
MUTLIPLLE TIMES**