



# The **Liverpool Students' Union** Guide to Mini-sites

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# What is a mini-site?

A mini-site is an area of the Liverpool Students' Union Website ([www.l-s-u.com](http://www.l-s-u.com)) that can be used to promote your Sports team, club or society. It allows groups to inform students what they are all about and what their intentions are for the year ahead.

Each mini-site can be administered by a member of the group, or by Liverpool Students' Union. If you have not already, please specify this in an email to **N.Selby@2009.ljmu.ac.uk**.

Each mini-site has the option for Group's to display news, information, training times, pricing, events and can also include a photo gallery to display work or events that have taken place. The more you can display to prospective members, the more likely you will be to actually gauge interest.

# Having your own mini-site

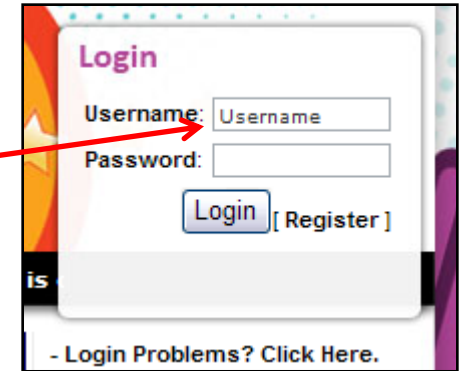
If your Sports team, club or society does not have a mini-site, then we can easily create one for you. If you wish for us to do this, please email [N.Selby@2009.ljmu.ac.uk](mailto:N.Selby@2009.ljmu.ac.uk).

In order to maximise mini-site potential, it is important that you regularly update as events happen or club details change (chair/president stands down, etc)

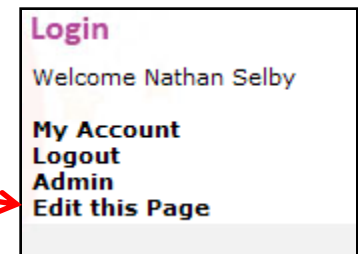
Each Group can have one admin to the mini-site. In order to manage, this person must be registered to the website ([www.l-s-u.com/index.php?page=signup](http://www.l-s-u.com/index.php?page=signup)). Once registered, please inform us of the username of the person to be in charge of updating. Alternatively, Liverpool Students' Union can maintain it for you if you supply them with the relevant information that you wish shown. If this is the option you choose, then it is still your responsibility to ensure that updated information is shown.

# Editing a mini-site

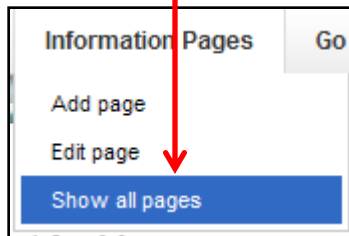
To edit a mini-site, you must first log in to the Liverpool Students' Union website. You will then be asked to enter two characters from your security password.



Once logged in, navigate to the mini-site you wish to edit. From there, click 'Edit this page'.

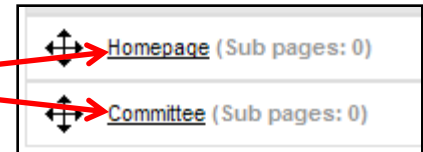


Click 'Show all pages' and then 'Archive'.

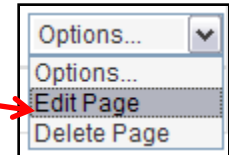


# Editing a mini-site continued...

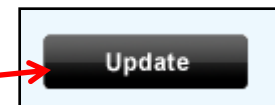
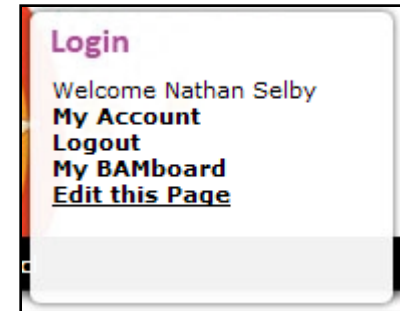
From there, find the page you want to edit and click 'Edit Page'.



Once the page has loaded, click 'Edit Page' and a new page will load. Through this page, you can edit the basics of the page – text, font, colour etc and also add pictures and links.



It's important that you remember to save your updated page when completed. Failing to do so regularly could result in all changes made being lost. It's recommended that you save your page every 10 minutes at the latest. The update button can be found at the bottom of the page.



In order for a page to be viewed on the website, it must be active. To activate a page, simple click the red stop sign, it will automatically change to green. Likewise, to deactivate a page, click the green tick and it will change to red.

