





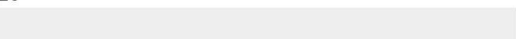
How to MSL

What is MSL?

MSL is our website and memberships provider. This is our website and the system behind your club memberships. As a committee member, you can edit your club page, upload documents (e.g. club constitutions & meeting minutes), review your membership numbers, create event and ticketed activities and send mass emails.















Getting Started

When you login (top right) to MSL you should see a button called “*Page Admin*” with your Club Admin tools below it. From here you can see your club admin tools:

Muay Thai (change)
48 members   £0 

Admin tools

[Go to home page](#)

 Edit Details	 Website pages	 News	 Events	 Tickets	 Messages	 Members	• Edit Surveys
 Groups	 Signups	 Polls	 Sales Reports	 Resources	 Activities	 Fundraising	

Login Issues

If you are not able to login after registering make sure you attempt your University email address in the following format s123456@sms.ed.ac.uk as well as s123456@ed.ac.uk.

Should that fail, get in touch with eusu@ed.ac.uk who will be able to reset your account username and password.

Edit Details

The “Edit Details” tool (top left) allows you to customize your club page to make it attractive to potential members. You can add images, text, YouTube videos, links to social media pages and a website if you have one.

Keep it simple, ensure information on there is up to date and clear for someone who may know nothing about sports clubs and show a clear path to get in touch or come along to a session.

Examples of information you may wish to include in the description section could be:

- Training days and times
- Number of teams, leagues, competitions etc
- Any recreational or participation offerings
- Committee details
- Club images
- Social events
- Opportunities within the club
- Club values
- Whether your club requires members to also purchase a Sport & Exercise membership.

Events & Tickets

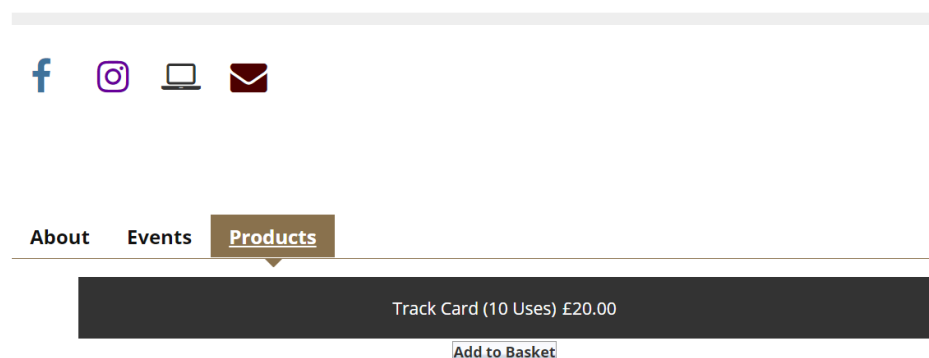
You can create events on MSL and add tickets to them, this can be an easy way for you to take in money without having to organise multiple bank transfers. You can choose to have the event be open to anyone or members only.

Select 'Events' on the admin tools page and select 'add new event'. From there you can populate the event details with the event name, timings, a description and further information. Once you have saved the event, you will then be able to make it ticketed meaning you can track sales and attendees.

Go back to the admin tools page, select 'tickets'. You will see the event you have created and will then be able to add details such as the cost, the times you would like the tickets to be on sale, a total sales limit and per person sales limit as well as add a description and receipt text if necessary. Once saved, the ticket will appear in the products section of your club page and any sales will go into the club's income and sales can be tracked via sales and purchasers reports.

Similar to tickets you can ask the Sports Union to add products onto your club page. These might be useful for additional costs a member may be charged for (travel, extra sessions, membership add ons, PlayerLayer kit purchases etc)

Athletics Club



Clubs should not take any cash for events or trips as this opens individuals up to unnecessary risk, please make use of the MSL system for secure transactions.



Memberships

Setting up Memberships

Clubs set their own membership prices and can change these or add new ones at any point by contacting esusu@ed.ac.uk

In addition to the price, you can add customisable fields to memberships to obtain further information about members such as coaching qualifications, ensure they have read policies etc. See an example below:

Non-Student Semester 2 Membership

Email Address: *

I have read and agreed to the EUGC Code of Conduct and signed the EUGC Waiver *

Other - specify below ▾

Who Has Purchased a Membership

You can see which members have purchased which membership options quickly through the “Sales Reports” tool (bottom middle of menu).

Ensure the date range is edited to begin from 1st August 2024, as this is when memberships went live, and then run the “Purchasers Report” to produce a full report of your paid members.

Membership Income

You will receive your membership income through the Sports Union in batches so you may see a delay between their purchase and the money appearing in your club accounts.

The breakdown of each club’s MSL income will be shared in the Sports Union Essentials newsletter. You can track expected income using the “Sales Report” tool, as above, which also details the total income of memberships sales.



Troubleshooting

If any of your members get the below message when trying to purchase a Sports Union membership get in touch with eusu@ed.ac.uk sending a screenshot of the issue and the name and student number of the person having the issue.

Sports Union Membership

1

 **This product has the following requirement(s):**
Membership of 'Website - Student Website Registrations'

 **Sorry, there are no qualifying products available.**

This typically for students who have been in the system longer than 4 years or non-students trying to purchase student memberships.

Adding Resources

Documents and resources can be added to your club's MSL page fairly straightforward. Select 'resources' on the admin tools menu, enter the mandatory fields and add and upload the file. You will also be able to view previous files uploaded by club committee members. This may be useful for referring back to old constitutions, meeting minutes and agendas.

Clubs are advised to upload their club constitutions, blues constitutions and AGM meeting minutes as a minimum for the club records.