



## Starting your Club and Club Account

Dear new club person,

When you start a club and affiliate it with the ECU Student Guild you receive IT and admin support from the Guild. These come in the form of:

- A web listing (including a club bio, provided by you)
- Email account
- Access to activist space (including computers and hang out area) in the Guild offices
- Club mailbox
- Free printing, photocopying, facsimile, and phone calls (monitored within the Guild)
- Some small storage at the Guild
- Financial guidance (from the Guild Finance Manager)
- Assistance with managing your event (from the Guild Activities Officers)

### **Web Listing:**

Each affiliated club will be listed on the Guild website under this address:

Please check that all details are correct and that you have provided a description of your club so that new students can easily find out information on the clubs and societies at ECU.

To change or update information email [communications@ecuguild.org.au](mailto:communications@ecuguild.org.au)

### **Guild Club Account and Webmail**

Each club receives a username and password. This information will be emailed to you as your affiliation forms are processed. An example of what will be emailed to you is below. The example club will be called 'test' club.

Username: test

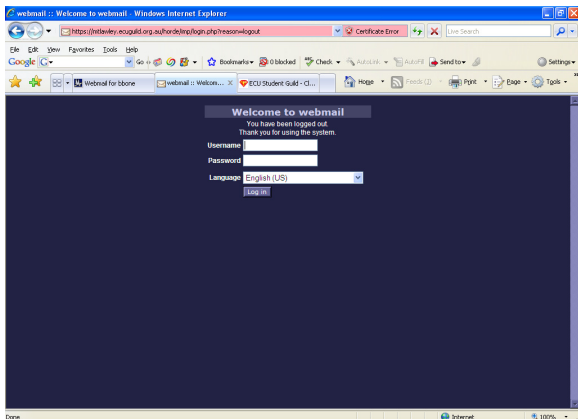
Default Password: ecuguildclubs08

Email Account: [test@ecuguild.org.au](mailto:test@ecuguild.org.au)



You can access your Webmail from the below site (on the internet)

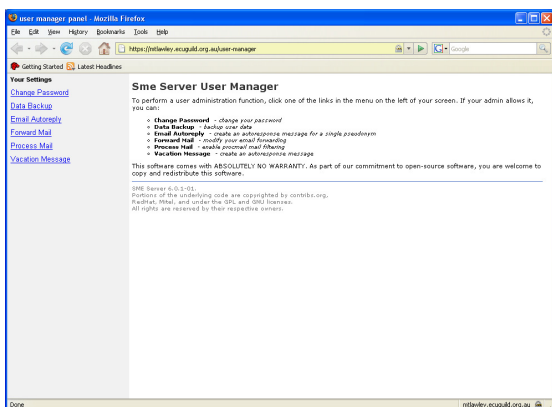
<https://mtlawley.ecuguild.org/webmail>



Your password can only be changed when you're on the Guild server (i.e. In the Guild buildings), unless you email your password to [communications@ecuguild.org.au](mailto:communications@ecuguild.org.au), who will change it for you.

Go to this site and follow the simple instructions on the webpage. The link is:

<https://mtlawley.ecuguild.org.au/user-manager>



If you forget your password, or you're taking over from last year's committee, contact [communications@ecuguild.org.au](mailto:communications@ecuguild.org.au) and we can reset your password to the default password.

If you have any problems with changing your data contact the Guild IT support at the below details.

Communication Officer Details

Antonella De Gregoriis

[communications@ecuguild.org.au](mailto:communications@ecuguild.org.au)

6304 6609



### **Using the Guild Offices/Activist Spaces**

At each campus there is a room allocated to Affiliated Clubs and other Guild members. In each room there will be computers and phones allocated to clubs during normal office hours. Use your club name and password to log on (you can also change your password at this point). Some computers have software for you to create any posters. Just ask the activities officers.

From here you will have access to the internet, printing, phone usage and a fax machine (permission to use phone and fax machine must be sought prior to use).

Your club mail can be directed to the Guild Office and stored in the Clubs pigeon hole. Just make sure that you check it regularly. Your postal address will be listed under your web listing on the Guild website.

When you use the Guild Offices, just make sure that you let a Guild staff member know that you are using the facilities, as it is important for the staff to monitor the usage. If we don't think that clubs are using the service then it will not be available in the future.

### **Support from the Guild Staff**

Some clubs are proficient enough that they do not need any support from the Guild Staff; other clubs are not as lucky. For clubs that require assistance with

- Organising events
- Or managing your clubs finances

#### **We Can Help**

Activities Officer JO: [activities.jo@ecuguild.org.au](mailto:activities.jo@ecuguild.org.au) or 6304 5142

Chair of Societies and Activities: [csa@ecuguild.org.au](mailto:csa@ecuguild.org.au) or 0409 295 698

**Enjoy Enhancing Student Life**