

# How to Join, Start or Run a UniLife club

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## How to join an existing club

If you wish to join a club, you need to go the UniLife website: [www.unisa.edu.au/unilife](http://www.unisa.edu.au/unilife) and click “Clubs”. Log in with your email address (if you’re a first time user you will be prompted through the process); and then select Sporting or Non-Sporting. When you see a club you wish to join, click on the link saying “Join now”. This will send your information on to the club organiser who will approve you. It’s that easy!

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## How to start a club with UniLife

Have you got 10 UniSA student friends who have similar interests and want to start a club?

It’s easy – just go to UniLife website ([www.unisa.edu.au/unilife](http://www.unisa.edu.au/unilife)) and click “Clubs”. Click on the section titled “how to start a club”.

Follow the easy steps listed on this page and submit your club for approval.

In order to be accepted as an affiliated UniSA/UniLife Club, clubs must meet the following 2 conditions:

- All clubs must have a **minimum of 10 UniSA students** as club members
- All club members must be **Premium Members of UniLife\***

Yes, that’s all! Once the following has been completed and submitted, you will be contacted by UniLife to confirm your clubs affiliation with UniSA/UniLife.

*\*Premium Membership of UniLife costs \$20 and can be purchased online at [www.unisa.edu.au/unilife](http://www.unisa.edu.au/unilife) or at any UniLife branch office. Premium Membership gets you a discount card with huge savings on restaurants, take-away, travel, accommodation and entertainment, Priority access to the UniLife Second Hand Books Service and 20% off ALL UniLife ticketed events. For more information go to <http://www.unisa.edu.au/unilife/members/memberships.asp>.*

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## How to run an existing clubs online

If your club was affiliated last year, it will already exist on the website; however the details will need to be updated.

To update the details of your club, you will need to nominate a club organiser. Please contact UniLife to confirm the details of this person, and we will elevate them to club organiser status. This will enable them to change details about the club, add photos, approve club members and send SMS to club members.

Please see an example below:

**Example:**

**Badminton Club**

[Club Home](#) - [Member List](#) - [Unsubscribe](#) - [View Website](#) - [Email Club](#)

**About Our Club...** [\[Edit Club Details\]](#)

The Badminton Club meets every Saturday for intensive training sessions, followed by a social hit.

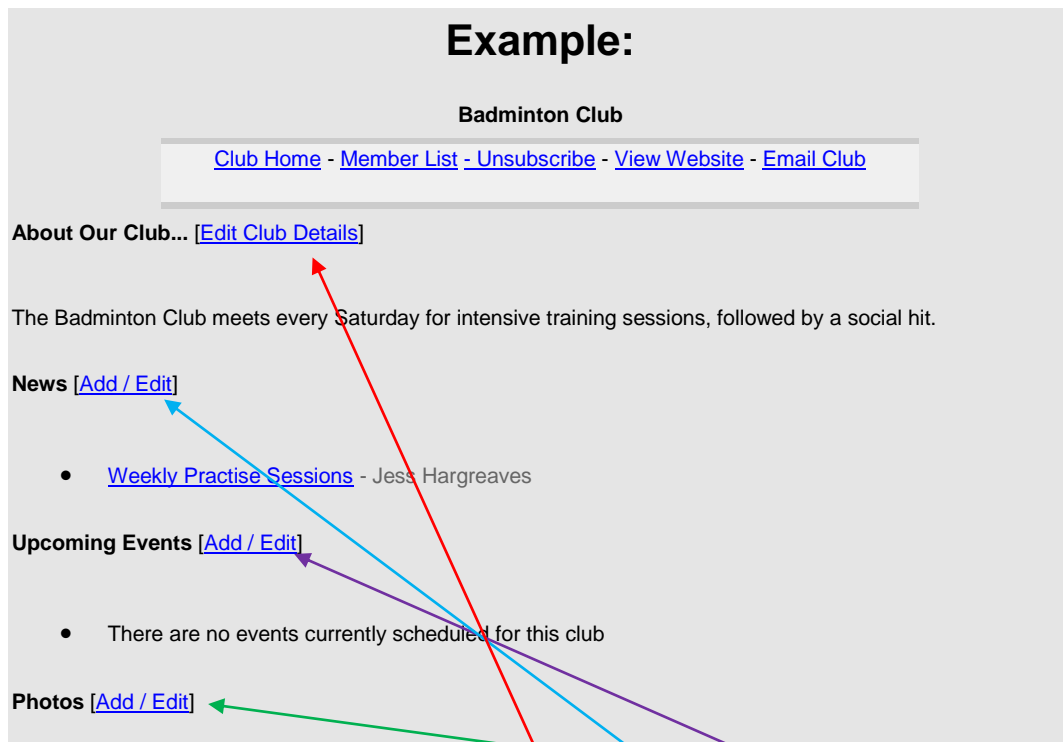
**News** [\[Add / Edit\]](#)

- [Weekly Practise Sessions](#) - Jess Hargreaves

**Upcoming Events** [\[Add / Edit\]](#)

- There are no events currently scheduled for this club

**Photos** [\[Add / Edit\]](#)



As you can see, as club organiser you are able to **edit club details, edit news and add events and photos for** your club. It is the club organiser's responsibility to keep all news and events up to date.

Any people who are interested in joining your club will be able to view your website and email the club simply by clicking the links in your page.

As club organiser, you will have access to an asset list. Please ensure this is kept up to date for your records, and also for the records of UniLife.

# How to Join, Start or Run a UniLife club

As club organiser, it is your responsibility to approve members to your club. You do this by clicking on the Member List link. It is as simple as clicking on Approve or Decline.

**Badminton Club - Members**

[Club Home](#) - [Club Details](#) - [Member List](#) - [Asset List](#) - [Approve/Activate](#)

Please manage your membership list below.  
Members Requesting to Join

Name	Paid Member	Address	Email	Phone	Type	Options
Hargreaves, Jess	No	UniLife	Jess.hargreaves@unisa.edu.au	8302 2889	Member	<a href="#">[Approve]</a> <a href="#">[Decline]</a>

As club organiser, you will also have access to a SMS service:

**Badminton Club - Members**

[Club Home](#) - [Club Details](#) - [Member List](#) - [Asset List](#) - [Approve/Activate](#)

Current Members [\[Send SMS\]](#)

Name	Paid Member	Address	Email	Phone	Type	Options
Rudkin, Keith	No	Adelaide SA 5000	keith.rudkin@unisa.edu.au	0419373444	Organiser	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
Hargreaves, Jess	No	Unilife	Jess.hargreaves@unisa.edu.au	8302 2889	Member	<a href="#">[Edit]</a> <a href="#">[Remove]</a>
						<a href="#">[Add]</a>

This will enable you to send out a group SMS to your current club members. This will be useful to remind of games or meeting times etc.

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### What can affiliated clubs expect from UniLife?

- \$15,000 will be available in April for clubs to share
- Our brand new 'Clubs Website' SMS capacity for club administrators to utilise
- Assistance in administration and establishment of clubs, events and fundraising
- A UniLife patch to put on your club uniforms both sporting and non sporting
- Collection of club membership fees and other money is available at all UniLife branch offices. We also have the facilities to hold this money on behalf of clubs.
- Free use of the '**Party Transformer\***' and UniLife vehicle
  - 1x year per club, subject to availability
- Annual awards evening for clubs

#### ***\*The Party Transformer***

*The Party Transformer is a single axle 8ft x 5ft heavy duty BBQ trailer fitted with:*

- *Larger 4 burner BBQ plate*
- *Wok burner & standard gas burner*
- *60L water tank*
- *Roof mounted Solar Battery Charger*
- *Internal lighting*
- *2 x Stainless Steel Fold out tables*
- *Sink*
- *2x 9kg Gas bottles*
- *Esky*
- *DJ Rig*
- *Umbrellas and holders*

*The Party Transformer is available to all clubs affiliated with UniLife.*



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## **Important Information:**

Please ensure that your club is affiliated **by Monday 7<sup>th</sup> April 2008**.

UniLife will be holding a Funding Meeting on the 8<sup>th</sup> April 2008 to discuss a way to fairly and justly distribute funds to our affiliated clubs.

The meeting will take place at the City East Campus, Playford Building, level 7 at 5.30pm.

If you wish to be involved in the funding distribution please **submit your proposal and confirm your attendance** to the email address below:

## **UniLife Contacts:**

[sports@unisa.edu.au](mailto:sports@unisa.edu.au) / 8302 2889 – Sporting Clubs

[clubs@unisa.edu.au](mailto:clubs@unisa.edu.au) / 8302 0833 - Non-Sporting Clubs