IT Workshop

Topics:

- IT Officers
- Systems
- Templates & Knowledge Retention
- Discounts
- ALSA App (optional)

IT Officer Role

- Do you have an IT Officer Role/pay for IT support?

- Are they elected or appointed?
  - If you pay for IT support, are you regularly getting quotes?

Systems: Website

Some options:

- Squarespace – from $192/yr
  - User friendly – no training required
  - No-code website
  - Very easy to maintain
  - Can also manage a domain name within Squarespace ($20/yr)
- Wordpress – free
- Custom website – $$$

Whatever you are using, make sure that your content is regularly updated.

Step up your website:

- Use Video to capture and engage
- Add a Messenger widget

Example: utslss.com

Next level:

- Consider the size of your content
- Make sure your website is mobile-friendly
  - Avoid using tables (not mobile friendly)
- Search Engine Optimisation

Systems: Communication

Why have a separate platform?

- Keep distinction between work and social
- Better archiving and search
  - Pin posts
  - Search across all channels
- Unique features
  - E.g. SlackBot can send automated reminder before Committee events, or when someone has commented on Google drive

Communications:

- Slack
  - Highly user friendly
  - Automatic access for those with your LSA domain (e.g. "@alsa.asn.au")
  - A 'ready to go' option
- Microsoft Teams
  - Requires more customisation
  - Tabs allow you to feature content (e.g. websites, Planner, etc.)
  - Fantastic option if you have Office 365 for your LSA/University
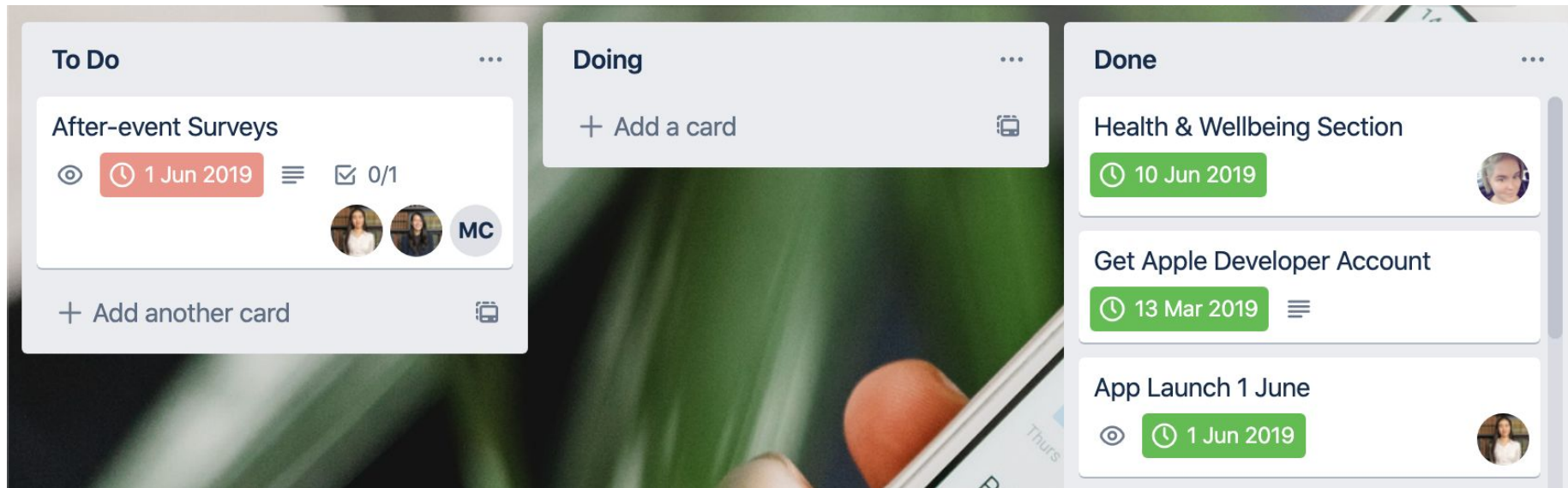
What are you using?

Systems: Event Planning

External:

- Trello (up 10 team boards, 1 powerup)
- Asana (up to 15 people)

Integrated:

- Google To-do's
- Microsoft Planner

Systems: Designs

For online content:

- Canva – for design
- Pixlr – online photo editing

For publications:

- Adobe InDesign
- Affinity Publisher
- Word (budget option)

Why not Canva? – file size, no master layouts, text flow, etc.

Can you have a nice-looking Word publication?

Yes! It's not ideal, but it's possible if you have a tight budget. Design is ultimately more important.

A lot of 'fancier' features are available on Word; e.g.

- Text wrapping – edit wrapping points
- 'Invisible' tables for formatting
- Using sections to have customised footers

Remember to PDF before publishing!

Using Templates

What is a template?

- Formatting for text (e.g. font, spacing, etc.)

Why use a design?

- Saves time
- Ensures consistency
- Available on all major platforms

Similar features available on other platforms (e.g. adding brand colours/fonts/logos on Canva)

Available for:

- Word → "Style Set" and "Colours" (Design Tab)
  - E.g. to set default font, spacing, colour and layout for headings, etc.
- Powerpoint/Google Slides → Master Slides
  - Create templates with different types of slides (e.g. layout, colour, etc.)

Title and two columns   One-column text   Section title and description

Title and Content   First Slide
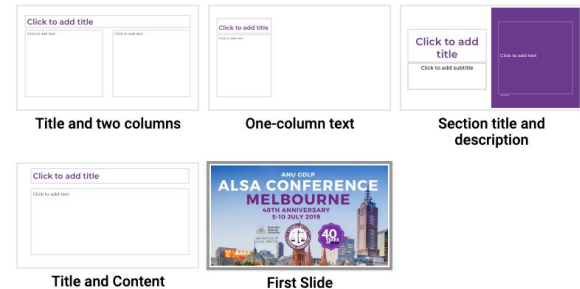
Sharing your template

Why this way? Avoid overwriting the template

Word:

File Format: Word Template (.dotx)

- Word (save as "Word Template" — .dotx)
  - Keeps content as well as theme used

Google Docs

- Templates available across your organisation

Naming Convention

- Makes it easier to find files when browsing/using the search functions
- This supports knowledge retention

Files should be stored in accordance with the following example:

Creation Year - Portfolio - Work Item - Status

	Year	Portfolio	Work Item	STATUS
Field Examples	2019	Competitions	Question Submission Template: Negotiation	Final
	2019	Executive	BPG: Sponsorship	v3

More on knowledge retention

- Are you using a shared drive?

- Whose responsibility is it that people are saving things?

Nonprofits and Charity Discounts

A lot of 'non-profit' discounts require that you are registered with:

- **Australian Charities and Nonprofits Commission**
- **ConnectingUp**
  - May require ACNC registration

However, some organisations only require that you can 'prove' you are a not-for-profit (e.g. by showing them your constitution)

What you can get:

- Adobe Suite products (individually)
- Google
  - Google Suite Basic
  - Youtube ad credit
- Office 365 Subscription
- Canva Premium

And more! Always ask if they offer charity/non-profit discounts.

Open discussion + questions

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