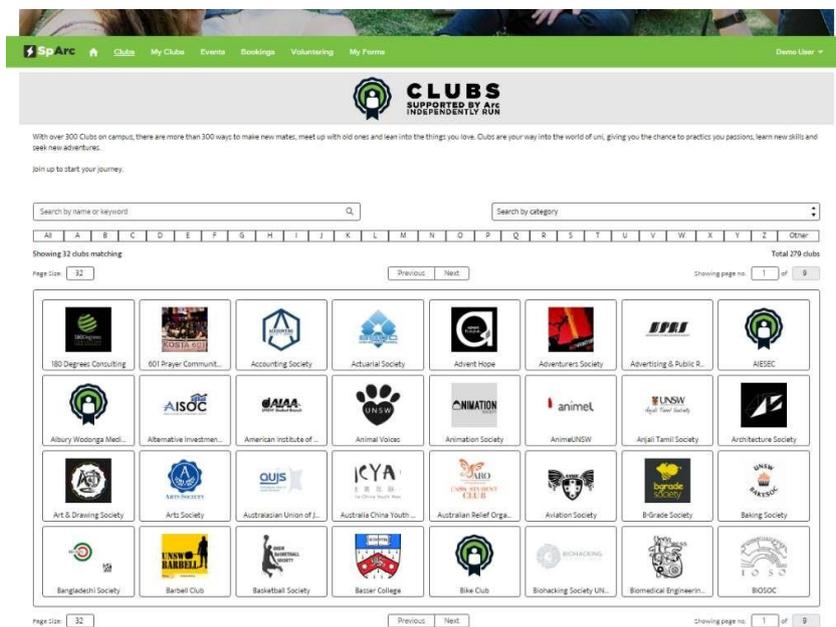


Section 6. Understanding SpArc

This guide provides detailed instructions of the various functionalities of the SpArc platform from the perspective of the two SpArc admins assigned to each Arc Club. If you would like to reassign your SpArc admins to other executive club members, please use [this](#) form to request an admin change.

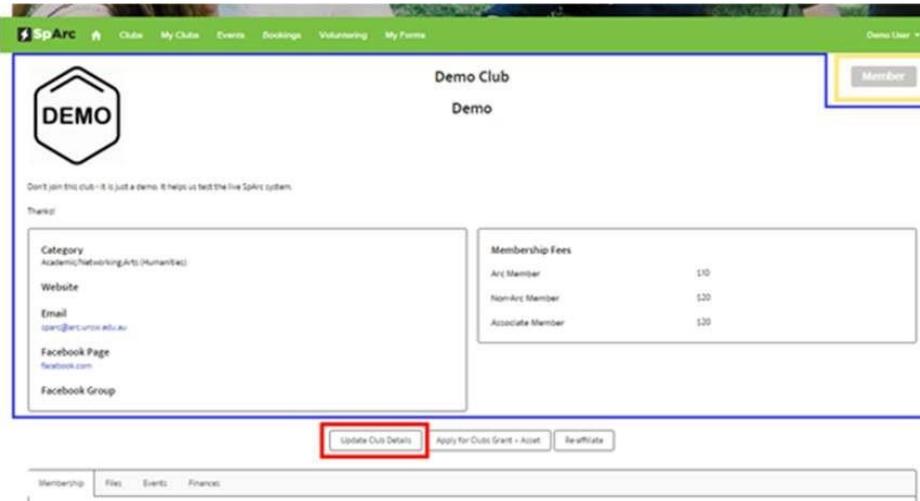
Your Club's Profile

Arc members can view your Club's profile by browsing, searching, or filtering the full list of Clubs.



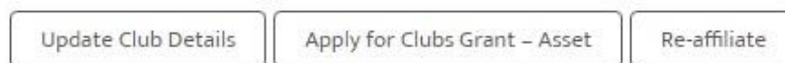
Go to My Clubs in the menu bar and select your Club to view its profile page. As the administrator you will see a lot more information than will be available to general users and non-admin Club Execs.

- The information that will be visible to all users is in the blue box below. Most of the information below this is only visible to the Club administrators.
- The yellow box in the top right is the user's membership status (or a join button if they are not a member).
- The button in the red box is used to update the information in your Club's profile.



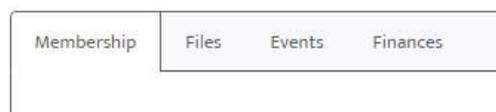
Admin Information & Tools on Your Club Profile

Below the main profile information on your Club's profile, you will find some additional information & tools for you to use as your Club's SpArc Administrator.



- An Update **Club Details button** – allows you to make changes to the public information on your Club's profile, as well as toggle the membership approval setting.
- An **Apply for Clubs Grant – Asset** button – use this to access the Clubs Grant form for equipment, merchandise, and publication purchases.
- A **Re-affiliate** button – this will be used during the reaffiliation period. In the initial period button is generally visible, however in future it will be hidden unless your Club is due to reaffiliate.

The next section down is a tabbed box where you can use the tabs to show specific information.



- **Membership** – view and manage members in SpArc
- **Files** – view documents you have uploaded directly to SpArc (through form submissions)
- **Events** – create and manage events posted on SpArc and apply for the Clubs Grant for these events.

- **Finances** – view your Club’s bank account details, funding details and secretarial allowance details
 - **Funding details** – your funding level is automatically calculated based on the number of active Arc members for the current year that are registered as active members of your Club on SpArc. Your grant funding accounts for your funding level at the time your application is submitted.
 - **Secretarial Allowance details** – this is the PAN ID and Password to access photocopying and printing services and other resources available in the Clubs Space.

Updating Your Club Profile

As your Club’s SpArc Administrator, you will be able to update your Club’s profile using the **Update Club Details** button on the profile page (this button is only visible to SpArc Admins of the relevant Club).

- **Logo** – If you are updating your Club’s logo, we recommend doing so by updating a file that is 150x150 px, with a maximum file size of 200kB. If no Club logo is supplied, a default image is shown.
- **Description** – use this to attract students to your Club. Make sure it is up to date - if you are not likely to update it regularly, make sure the information will still be relevant down the line (rather than just talking about specific upcoming activities). If you have a formal membership process, e.g., a membership form etc, include details here. E.g., Members must complete our membership form, available at <your Club website>.
- **Categories** – When browsing the list of Clubs, Students can select categories to see relevant Clubs. You can select up to 4 categories. If you have suggestions for new categories, please let us know! The categories must be applicable to a significant number of Clubs and be useful to students looking for Clubs that interest them.
- **Keywords** – Students can use keywords to search for relevant Clubs. A 255-character limit applies to your list of keywords.
- **Membership Fees** - Do not forget, Arc has requirements of how you structure your membership fees (if you charge any). Please refer to the [Clubs Handbook \(section 8\) for full details](#).
- **Membership Approval Setting** - You can decide whether membership is automatic or requires approval (all Clubs have been initially set up with approval required). For those that require approval, a one of your Club’s Administrator will need to log in and change each member’s status. Remember: for Regular Clubs, membership must be open to all UNSW students. Constituent Clubs’ student’s memberships must be open to students from the relevant Program/School/Faculty/Residence. Check your Constitution if you are unsure!

The option to change to automatic approvals is on the same page where you update your Club’s profile.

Managing Club Membership

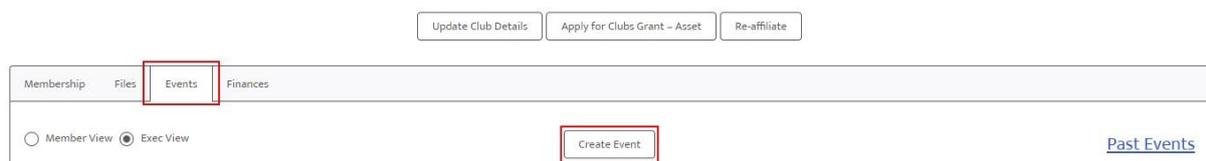
As your Club's SpArc Administrator, you can update your Club's setting regarding whether new members will need approval or not to join your Club. Upon initial setup, all Clubs have manual approval turned on. If your Club has removed the requirement to approve memberships on SpArc, you do not need to do much to maintain your Club's membership list on SpArc.

If you are manually approving your Club Memberships, use the Membership admin tab on your Club Profile to manage your membership list.

- Memberships awaiting approval are marked as **Pending**.
- To change them to a member, change their status to **Active**. These members will be able to see events that you post that have their visibility set to Member-only.
- **Inactive/Past** – Currently both these statuses are used, however we will likely remove one. Use these to indicate people whose membership has expired.
- To decline membership, change the status to **Declined**. This should generally be used very infrequently – check the [Clubs Handbook](#) for information on Membership requirements. The main use for declined memberships will likely be for Constituent Clubs that only have members that are students in the relevant Program/School/Faculty/Residence (make sure you have confirmation of ineligibility before declining).

Creating Club Events

To create an event, go to the Events section of your Club Profile and click on the Create Event button.



For your events, you may use a Facebook event's image URL or upload an image directly.

In this section you will be able to put in the details for your event and what categories it falls into. Events can be sorted by category, so make sure you include applicable ones!

The description section can be used to provide a general summary or additional information about your event. If there are any specific requirements or things of note, make sure to put it at the top of the description section. A long description will be truncated!

If you are creating a regular, repeating event then select the **Repeating** dropdown option and select the appropriate option.

Editing an Event

To check the attendees of an event, click the **Attendees** button for the event. This will only appear after you have published the event so people can join.

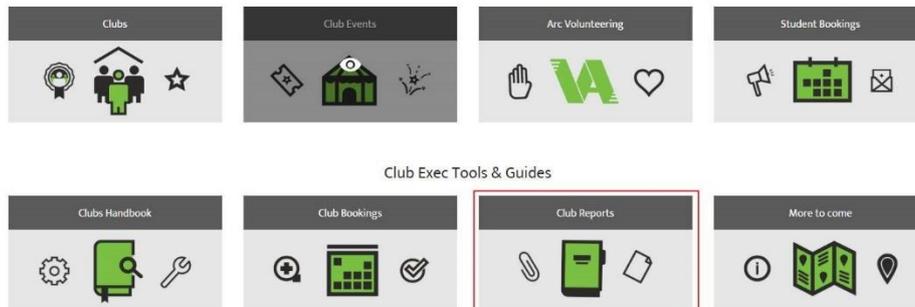


Be wary that any changes to the event you make (editing, cancelling, un-cancelling) will **NOT** be automatically sent to attendees! Although the information will update and the status of the event will show up on SpArc, attendees do not receive a notification. In cases where you do make important changes or updates, make sure to send out emails to notify everyone! You can download a list of the registered attendees through the Club Reports page.

Exporting Club Membership and Event Attendance

The Club Reports section is where you will be able to see your Club's membership list with contact details and Event reports that show the attendance to a particular event.

To access reports, go the Club Reports Section on the SpArc homepage under Club Exec Tools:



Uh oh! Found an issue on SpArc? Bear with us as we sort out bugs – email us with any issues at: sparc@arc.unsw.edu.au

UNI YOUR WAY!
arc.unsw.edu.au


After selecting if you want a club membership report or an event attendance report, you have the option to export the information (red box) to a spreadsheet. You also have options to display information in charts (blue box) and filter your selection (green box):



This can make tasks such as group mailings or creating contact lists MUCH easier. For general usage we would recommend the Details Only format:

Export

Export View

Formatted Report

Export the report as it appears in Salesforce, including the report header, groupings, and filter details.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format: Excel Format .xls

Encoding: ISO-8859-1 (General US & Western European, I)

Cancel
Export

Please note that these contact details must remain confidential and MUST NOT be provided any other parties without the permission of the individuals! For more details refer to the [Clubs Handbook](#) for information on Privacy (Section 13 – Legal Help).

TIP

Once you have the list of email addresses and names for your club’s members, you can use mail merging to send custom tailored emails to all your club members with minimal effort. See [this link](#) to learn how to mail merge using Microsoft word and outlook.

Applying for the Clubs Grant

The Arc Clubs grant has 4 streams – Activity, Equipment, Merchandise and Publications:



Activity refers to opportunities for students to engage with your Club through activities that align with its aims & objectives. For example, BBQs, workshops, meet & greets, cruises, camps, and parties.



Equipment refers to purchases made by the Club that are integral to the Club's aims or activities, are durable and for the long-term use of the Club.



Merchandise refers to items produced by the Club to promote the Club's aims or activities. For example, t-shirts, pens, and membership cards.



Publications refers to items published by the Club to promote the Club's aims or activities. For example, newsletters or websites.

TIP

The Grant form itself contains detailed information about the grant and application process.

You can also find further information in the [Clubs Handbook](#), section 19. We recommend reading through this information well in advance of your purchase/activity to ensure you get the most out of the grant.

Clubs are encouraged to contact Arc Clubs staff at clubs@arc.unsw.edu.au in advance to discuss their funding needs and ensure that they are operating under the scope of the Clubs Grant policy, particularly in situations where Clubs are relying on Arc funding for budgetary purposes.

Details regarding funding limits, events for Executive members, and a complete list of application requirements and conditions can be found in the Clubs Handbook. It is your responsibility to ensure that your application is submitted correctly.

Submitting a Grant

To submit a grant for an activity, create an Event listing on SpArc. Once the event has started, the Club Admin will be able to submit a grant for that event. The form is accessed by going to the event admin section of the Club profile, locating the relevant event, and selecting the **Apply for Grant - Activity** button.

To submit a grant application for **equipment, merchandise, or publications**, go to your Club's profile page and look for the Apply for **Clubs Grant - Asset** button below the main profile information.

Please note that the following conditions are only a guide for general grant requirements.

General Conditions

- Completed applications must be submitted within one calendar month* of:
- The commencement of the event or activity (for activity grants)
- The purchase or invoice date (equipment, merchandise, and publications grants).

*For example:

- If you hold an event on August 15, your grant application must be submitted by September 15.
- If you hold a three-day event from April 4-6, your grant application must be submitted by May 4.
- If you receive an invoice for an equipment purchase on February 2, your grant application must be submitted by March 2 - even if you do not pay the amount owed until a later date.

If you anticipate that you will not be able to meet this deadline, contact the Grants team in advance, otherwise your application will be denied.

The lodging of an application form does not guarantee that funds will be granted. The approval of grants and the amount that Arc pays out is subject to budgetary restrictions.

Clubs may only apply for one grant per event, for example:

- Merchandise or publications related to a specific event will not be eligible for Clubs Grant funding (they should be included as part of the cost of that activity)
- An activity that has already received other funding through Arc (e.g. the Student Community and Development Grant) will not be eligible for a Clubs Grant activity funding. Unsuccessful applications for other funding through Arc may receive an extension on the Clubs Grant for the same activity/purchase.

Activity Grants

Your grant application must contain:

- Attendance List: featuring the Club name, event name, and event date, showing who attended the event (including names, student numbers, Arc membership status, and a signature).
- Activity Photo: a photo of the event in-progress, showing that the Arc logo (in the form of a Club banner or A3 printout) was on display for the duration of the event. The photo should show the activity in-progress. Exceptions to showing the activity in progress include:
 - Attending events held by another organisation (e.g., attending an external conference).
 - Events held at a public venue where there are other patrons (such as a restaurant where a room has not been hired out for the event).

- Events where there is not a set, consistent location (e.g., kayaking trip, Amazing Race competition).
- Receipts: scanned copies of any receipts associated with purchases made for the event (if applicable).
- Budget Sheet: detailing all income and expenditure associated with the event (if applicable).

For events with non-alcohol expenses exceeding \$200, also attach:

- Event Marketing: featuring the Arc Clubs logo and in the context, it was marketed. For example, a screenshot of the Facebook event photo in the event itself; or a photo of the poster displayed on a poster board.

Activity funding calculation:

The grant is based on the addition of the following segments of funding (subject to budgetary restrictions) 35% of total activity expenses, up to break even; AND \$1 per Arc member that attends the activity, up to \$100, as proven by the attendance list.

Executive-specific Activities:

Where an activity is primarily for the benefit of the Executive in its design:

- Arc will only award an amount up to \$50 per Executive in attendance,
- Arc will only fund a maximum of one handover dinner and two training/bonding Executive-only events in the calendar year,
- Arc will only award up to \$500 total to each Club for Executive-specific events each calendar year.
- Club Executives must report to their members the amount of Club funds that were spent on the Executive through the Treasurer's report at the AGM.

For further information, please visit the [Clubs Handbook](#) sections 19 and 19.1.

8.3 - Equipment Grants

Your grant application must contain:

- the designs, draft designs or templates showing the position of the Arc Club logo. If Arc stickers are being used (available from the Arc Clubs Space, provide a photo of the equipment with the stickers attached (do not submit a photo of the equipment and a description of where the stickers will be located, as it will not be approved).
- If the previous options are impractical (that is, you cannot add the Arc Clubs logo to the design OR attach a sticker), provide a photo of the equipment or the design (including measurements).
- Receipts/Invoices: scanned copies of any receipts associated with the purchase

Equipment Funding calculation:

The grant is calculated as 50% of the cost of purchasing equipment up to \$500 per purchase.

For more details, consult the [Clubs Handbook](#), particularly Section 19.

8.4 - Merchandise Grants

Your grant application must contain:

- A photo or the design of the merchandise, featuring the Arc Clubs logo.
- Receipts/Invoices: scanned copies of any receipts associated with the purchase

Merchandise Funding calculation:

The grant is calculated as 50% of the cost of purchasing merchandise up to \$500 per purchase (including multiple print runs/purchases of the same item). The grant will only be paid up to the total reimbursement of the loss (i.e., \$0 profit). If you have not yet set prices, use this spreadsheet as a tool to optimise your grant amount and minimise costs for your members.

To find more information about grants please refer to Section 19 of the [Clubs Handbook](#).

8.5 - Publication

Your grant application must contain:

- A photo or the design of the publication, featuring the Arc Clubs logo.
- Receipts/Invoices: scanned copies of any receipts associated with the purchase

Publication Funding calculation:

The grant is calculated as 50% of the cost up to \$500 per purchase (including multiple print runs/purchases of the same item). The grant will only be paid up to the total reimbursement of the loss (i.e. \$0 profit).

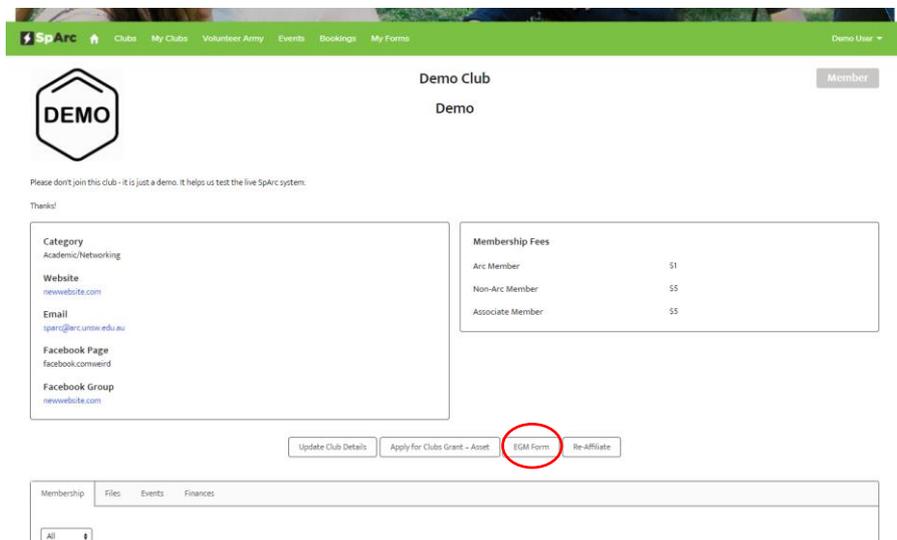
EGM Form

The EGM form is used to submit the details of any Extraordinary General Meetings (EGMs) that you hold to do the following but not limited to:

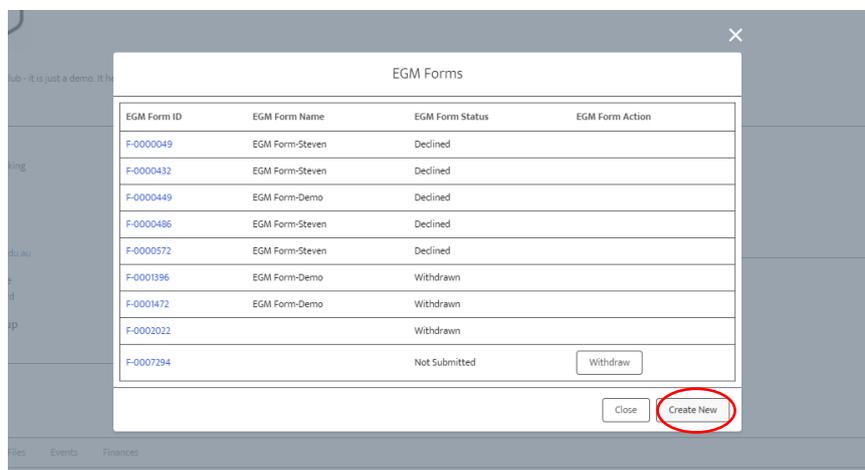
- Make constitutional Amendments
- Elect new club executives
- Dismiss club executives

Please read the Arc Clubs handbook Section 9.2 on EGMs to get a better understand for the cases in which your club will need to hold an EGM.

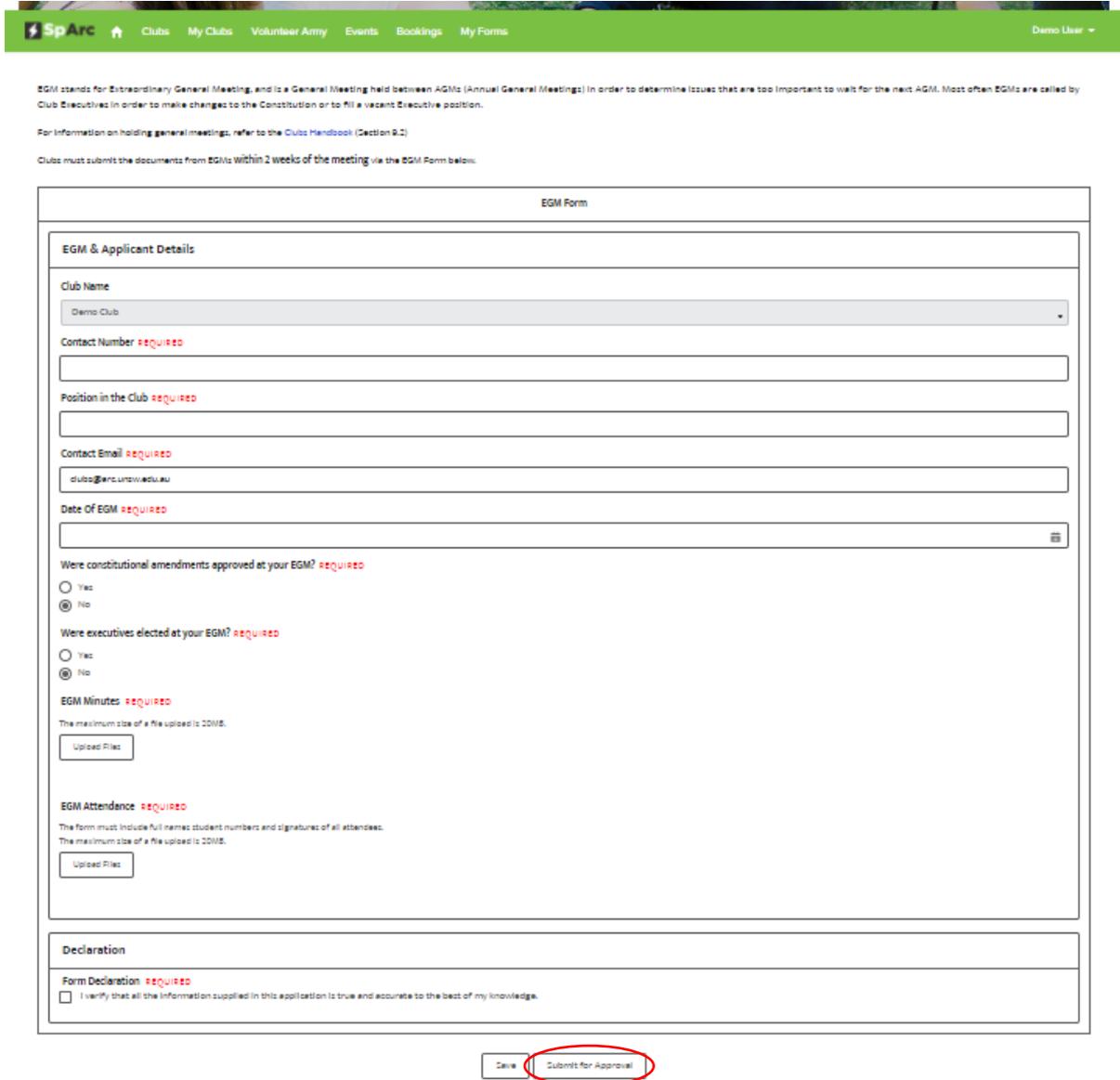
As a Sparc admin, the EGM Form button is displayed on your club's profile as shown below.



The dialogue box that appears, gives you a summary of all existing EGM forms. Use this to action an old form or to create a new EGM form as shown below



Fill in the EGM form with all required information and remember to click the “Submit for Approval” button as soon as possible, as shown below.



EGM Form

EGM stands for Extraordinary General Meeting, and is a General Meeting held between AGMs (Annual General Meetings) in order to determine issues that are too important to wait for the next AGM. Most often EGMs are called by Club Executives in order to make changes to the Constitution or to fill a vacant Executive position.

For information on holding general meetings, refer to the [Clubs Handbook](#) (Section 9.2)

Clubs must submit the documents from EGMs within 2 weeks of the meeting via the EGM Form below.

EGM & Applicant Details

Club Name
Demo Club

Contact Number **required**

Position in the Club **required**

Contact Email **required**
clubs@arc.unsw.edu.au

Date of EGM **required**

Were constitutional amendments approved at your EGM? **required**
 Yes
 No

Were executives elected at your EGM? **required**
 Yes
 No

EGM Minutes **required**
 The maximum size of a file upload is 20MB.
 Upload Files

EGM Attendance **required**
 The form must include full names, student numbers and signatures of all attendees.
 The maximum size of a file upload is 20MB.
 Upload Files

Declaration

Form Declaration **required**
 I verify that all the information supplied in this application is true and accurate to the best of my knowledge.

Save Submit for Approval

Still Stuck?

How do I find the SpArc Membership portal?

The link to SpArc is <https://member.arc.unsw.edu.au/>

How many SpArc Admin can my club have?

Each club is assigned two SpArc admins at time of reaffiliation or affiliation with Arc. Those two club executives need to log into SpArc with their personal logins and they will be able to access SpArc as an admin. If you'd like to change your club's SpArc admins outside of these times, please fill in the "SpArc Admin Change Form" in the [Clubs forms and files](#) page on our website.

Can my club manage our membership outside SpArc?

We recommend that you keep your SpArc membership accurate throughout the year. This will increase your club's grant limit and make it easier to contact your members for meetings and events. You are welcome to use other software to sign on members or edit the membership report exported from SpArc to email members within your club.

How can I create recurring events on SpArc?

Make sure you are the SpArc admin for your club. Then click on the 'Events' button on your club's page on SpArc. After clicking the 'Create Event' button, the event builder will allow you to specify details about your event. In the 'When and Where' section, you will be able to see a drop-down box that you can use to set the event, so it is repeating daily, weekly, or monthly.

Need Help?			
Call Us	Email Us	Visit us	Office Hours
02 9065 0930 <i>(during office hours)</i>	clubs@arc.unsw.edu.au	Level 2, Basser College <i>(just off the Basser steps past the Quadrangle)</i>	During Term: 10am - 4pm Outside Term: By appointment only
Files and Forms: www.arc.unsw.edu.au/clubforms		Clubs Handbook: www.arc.unsw.edu.au/clubs/clubshandbook	