MSL Welcome Week microsite template specification

MSL Welcome Week microsite template

A fully mobile friendly welcome week template to discover clubs and societies, events and get great deals and offers.

The template will be enabled on your site free of charge and includes:

Landing page

- Countdown to Welcome Week
- Space for a welcome video
- Links to a Virtual Fair page
- Link to a deals page
- Featured societies and events

Virtual Fair Page

- A list of clubs and societies, searchable by text or filterable by organisation category
- Showcase of videos that have been uploaded by clubs and societies

Welcome Week club/society template

- Organisation template includes:
    - Video
    - Social links
    - Join options
    - Committee
    - Upcoming events (including online events)
    - Products/merch
    - Facebook Messenger chat

Events page

- A list of events, searchable by text
- 'Join now' option for online events
- Showcase of next events coming up

Deals page

- Browsable list of companies offering deals

FAQs page

- List of FAQs

Registration

- Freshers' registration page link

MSL Welcome Week microsite template – setup service

If you require assistance setting up your microsite we are pleased to offer a setup service and will provide a quote to cover the following:

- Customisation of the colour palette:
    - Accent colour
    - Listings colour
    - Footer colour
- Branding:
    - Adding a background image
    - Adding a logo
    - Specifying a font
    - Adding terms and conditions link, main site link, and text (e.g. charity status statement) to the footer
- Homepage
    - Configuration of the widgets on the homepage to display the welcome video, countdown clock, featured events information and call to action button
- Virtual Fair Pages Setup
    - Configuration of script and widgets on the virtual fair page to display the required clubs and societies
    - Setup of additional (max 3 in total) virtual fair pages, if required
    - One import via spreadsheet of new club/society information (to show society featured videos and society Facebook messenger chat)
- Deals Page Setup
    - One import via spreadsheet of the company / deals information
- Event Page Setup
    - Configuration of the widgets on the event page to display welcome week events
- FAQs
    - Addition of FAQs question and answer text
- Registration Page
    - Application of the Welcome Week template of the Freshers' registration page (and setup of registration page, if required)

We will ask for the following information at setup (via a survey):

Branding

1. Logo (height 90px width 90-300px)
2. Page background image (as an svg if possible, otherwise as jpg or png 2000px x 900px)
3. Branding colours for accent, listings and footer (hex or RGB)
4. Font choice (must be available at https://fonts.google.com)
5. Footer terms and conditions link, union main site link and text

Content

1. A link to your welcome week YouTube video (optional)
2. Start date/time of Welcome Week
3. Grouping ID / grouping type code for the setup of the club and society virtual fair page(s)
4. Grouping ID for the setup of events
5. Text for the FAQs page
6. A link to your Freshers' registration page
7. A spreadsheet of new society information (Facebook Page ID and YouTube video links) (optional)
8. A spreadsheet of company information for deals (name, logo, description, url)

Not included in the set up service

The setup service **does not include** customisation of content, layout or images other than those described above, or the transfer of any existing styles or content from the current website to the Welcome Week microsite.