

Organiser User Journey

SCREEN 1

Organiser Dashboard

Total Members

245

Events

3

Posts

5

RSVPs

67

Create Announcement

Create Poll

Create Event

View RSVP List

View Members

Edit Society Profile

Click any action card to navigate to that function:

Create Announcement

Create Poll

Create Event

View Members

View RSVP List

Edit Society Profile

SCREEN 2A

Create Announcement

Title

Content

Mark as Priority

POST

CANCEL

PREVIEW

Click POST → Publish announcement to all members

SCREEN 2B

Create Poll

Question

Options

+ ADD OPTION

CREATE POLL

PREVIEW

Click CREATE POLL → Publish poll to members

SCREEN 2C

Create Event

Event Title

Description

Date

Time

Location

CREATE EVENT

PREVIEW

Click CREATE EVENT → Schedule new event

SCREEN 3A

View RSVP List

Select Event:

Python Workshop

34 RSVPs

Hackathon 2026

67 RSVPs

34 attendees

EXPORT CSV

Name	Email	RSVP Date
Alex Johnson	alex.j@uni.edu	2026-02-15
Sarah Chen	sarah.c@uni.edu	2026-02-16
Michael Brown	michael.b@uni.edu	2026-02-17

View all attendees and export list

View Members

245 members

EMAIL ALL

EXPORT

Name	Email	Join Date	Role	Status
Alex Johnson	alex.j@uni.edu	2024-09-15	Member	Active
Sarah Chen	sarah.c@uni.edu	2024-09-20	Member	Active
Michael Brown	michael.b@uni.edu	2024-10-05	Member	Active

● View all members, search, and bulk actions

Edit Society Profile



Society Name

Category

Description

Contact Email

SAVE CHANGES

TIPS

- Use clear logo
- Engaging description
- Update contact info
- Link social media

● Click SAVE → Update public society information