

# 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 Event  
● View Members

● Create Poll  
● 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

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**Question**

**Options**

  
  
  


+ ADD OPTION

**CREATE POLL**

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● Click CREATE POLL → Publish poll to members

SCREEN 2C

### Create Event

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**Event Title**

**Description**

**Date**

 **Time**   

**Location**

**CREATE EVENT**

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● Click CREATE EVENT → Schedule new event

SCREEN 3A

### View RSVP List

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Select Event:

<b>Python Workshop</b> 34 RSVPs
<b>Hackathon 2026</b> 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

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● View all attendees and export list

SCREEN 3B

## 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

SCREEN 3C

## Edit Society Profile



Society Name

Category

Description

Contact Email

### TIPS

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

SAVE CHANGES

● Click SAVE → Update public society information