1. User Portal: <a href="https://www.pgsa.hku.hk/user">https://www.pgsa.hku.hk/user</a> (login required; experimental)

You can request to join the societies under "Affiliated Societies"; after Admin's approval, you will become "member" or "manager". (In the future, society admin will be added and also be able to approve join requests from other PGSA members).

After society renewal, each society can submit their desired list of managers (who are also full members of PGSA and have created accounts at PGSA website). If the society decide not to use the new feature, you may also authorize the officer of Recreation & Cultural Development Office of PGSA to help manage the society information.

Му	Groups/Societies +	
	Society/Group Name	Role
	Arts Society, HKUPGSA	manager

Operation

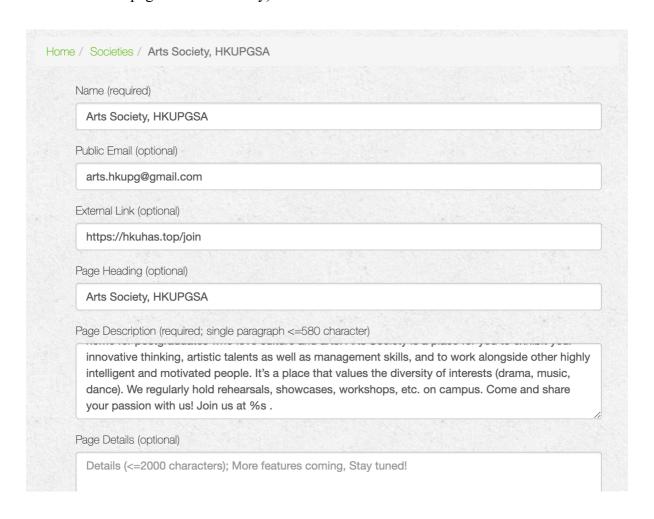
## Affiliated Societies -

**Group Name** 

Society Name	Operation
Arts Society, HKUPGSA	Cancel
Football Society	Join
Robotics Society HKU PGSA	Join
Civil Engineering Graduate Association	Join

## 2. Society Information Editing

If your role is "manager" for some society, then you can click the society name under "My Groups/Societies" in User Portal to enter the society information edit page. You may update your society email, external link, etc. and confirm by clicking the "Save" button. A green message will appear at the top of the page if the information is successfully stored. The heading and description will be shown at the society page <a href="https://www.pgsa.hku.hk/societies">https://www.pgsa.hku.hk/societies</a>. If you want your external link to appear in the description, just put %s at any place you want; then the link will be automatically inserted. In the future, you will also be able to edit the society photo and include more details (maybe in an individual page for each society).



Feel free to contact IT Office of PGSA ( <a href="mailto:cs.pgsa@gmail.com">cs.pgsa@gmail.com</a>) if you encounter any problems during trial of the new feature. You may request new features of PGSA website that suits your need or stay with your current approach.