DUSA Clubs

Rubric Guide

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DUSA Clubs Rubric Guide

Rubric is DUSA's online clubs' management platform. Here, you can see everything about your club, from memberships to grants to event approvals. There is also a mobile app where executives can scan tickets and do on the spot tap & pay transactions.

Accessing Rubric

To access Rubric, go to https://portal.hellorubric.com/ and log in with your main club email address.

If you are logging in for the first time, you will need to reset the password. If you are unsure which email address is connected to your club's Rubric account, please contact your Clubs Support Coordinator.

Once logged in, you will see a Home page, with several tabs along the top. Each section in this document covers one of these tabs.

All Executives should have access to the club's Rubric account via the main club login. You may choose to provide log in details to Committee members as well if they are responsible for planning events or submitting forms to DUSA.

Memberships

In the Memberships tab, you will be able to see all current club members and update a few details for your club.

IMPORTANT NOTES –

- Memberships purchased through DUSA's website are imported to Rubric once per day, on business days. Please wait 24 hours for memberships to be reflected in Rubric. For memberships purchased on a Friday/over the weekend, please wait until Tuesday. If you cannot see a new member in Rubric after this time, please contact your Clubs Support Coordinator.
- For members to access benefits such as deals and member-only tickets/events, they must create a Rubric account with the *same email address* they used when signing up as a member through the DUSA website.

Membership Overview
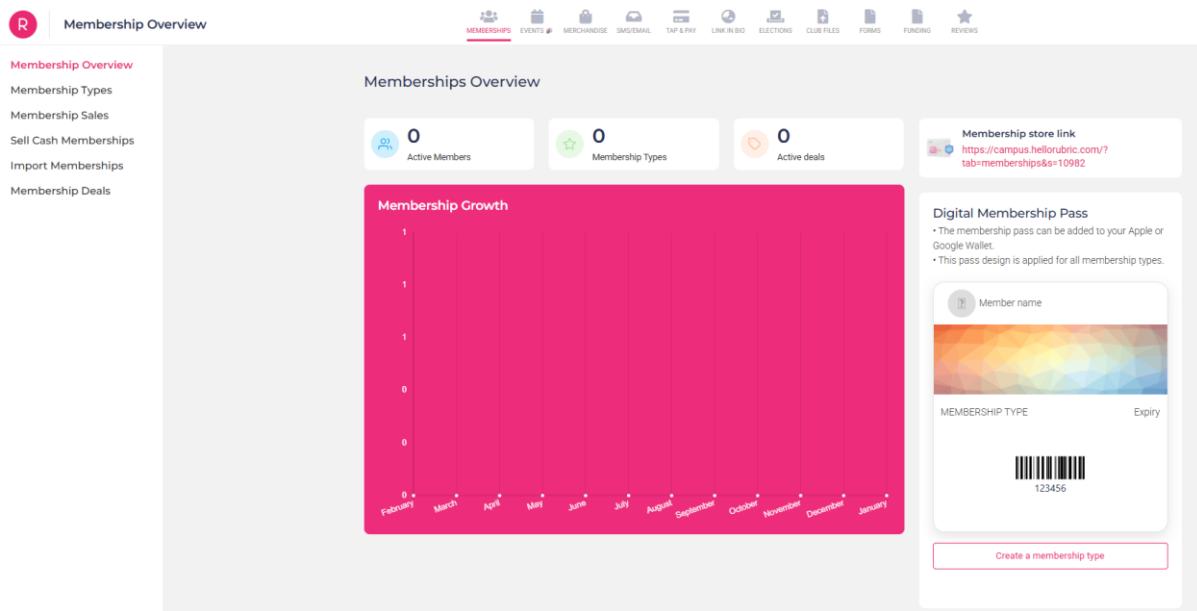
On this page, you can see your membership growth, and a few key stats (the club in the screenshot above is a test account with no members).

You may want to personalize your club's Digital Membership Pass, to include your club's logo and colours. When members create a Rubric account, they will be able to access their Digital Membership Pass for your club, and any other clubs they are members of.

Membership Types

DO NOT MAKE ANY CHANGES TO THIS PAGE.

Membership Types are used by DUSA's IT team to link memberships purchased through the DUSA website to Rubric. It is particularly important that you do not add, remove, or change these membership types in any way.

The status of these membership types will say 'Hidden.' **This is correct**. Please do not edit this, or any other setting on this page.

Membership Sales

Here, you will be able to see a list of all current club members and download the list if needed.

Do not edit this list in any way. If there is an issue with the members listed here, please contact your Clubs Support Coordinator. If a member needs to make a change to their details, please ask them to contact dusa-contact@deakin.edu.au or go to DUSA Reception for assistance.

Membership Deals
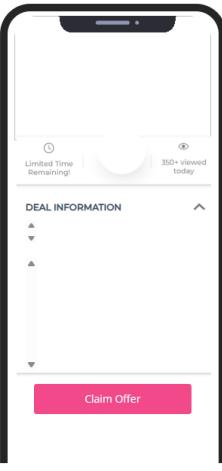

In this section, you can add and manage any deals that are available to your members. These are usually linked to a Sponsorship Agreement and may include things such as discount codes or free venue entry. By adding the details here, club members can access the details of the deal at any time, and you do not need to manually email through the details to all members.

IMPORTANT NOTE - All Sponsorship Agreements must be approved by DUSA before they can be added here.

Events
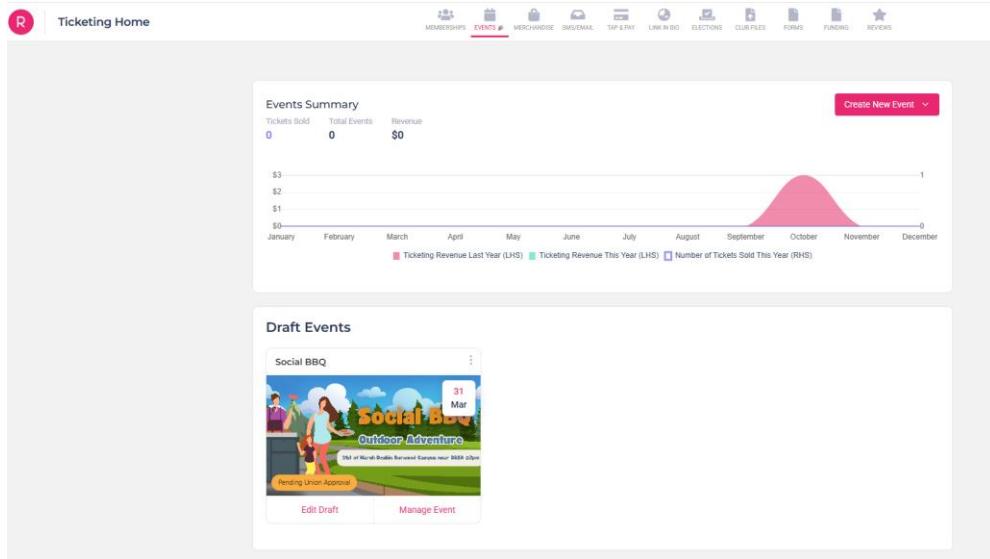
The Events tab is your one stop shop for everything event related. You can create new events, edit drafts, manage ticket sales, and review or duplicate previous events.

Creating a new event

To create a new event, simply click the pink Create New Event button, and select the type of event you want to create.
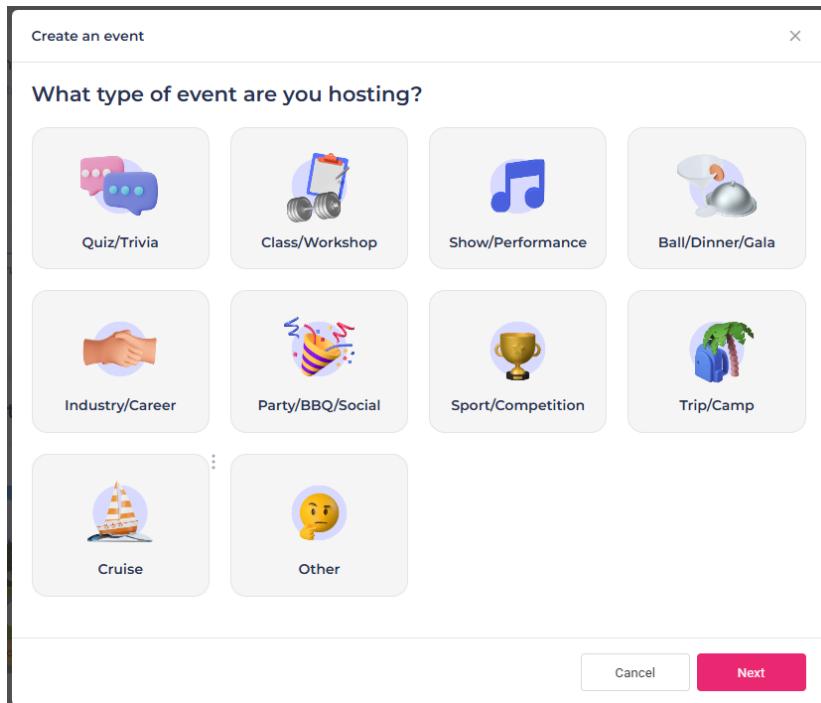
You will then be taken through the Event Creation wizard. The first page includes basic event information such as the event name, date and time, location, and description. Allis information is shown to students when they are viewing/purchasing a ticket for your event.

The next page has all settings related to ticket sales. You must have at least one ticket type to progress, even if it is a free event.

There are a number of settings here that you can use to manage the open and close times for ticket sales, the total number of tickets available, and any purchasing limits.

Click the pink Add Ticket button to create a ticket type.

If you are selling free tickets, type 0.00 in the Ticket Price box. There are several settings here that you can use to manage how this ticket type is purchased, and to collect additional information from purchasers.

If you turn on the setting to 'Allow only club members to buy this ticket,' then this ticket type will only be displayed to members who are logged in to their Rubric account and is unavailable to anyone else.

The next section includes several questions about your event that are submitted to DUSA for review. None of the information added here is visible to members once the event is published. This section covers all risk management processes, and other information required by DUSA to approve an event. Based on your answers, more questions will be asked.

You can save this as a draft and come back anytime.

Questions that are mandatory are marked with an *. You must provide an answer to these questions to progress to the next page.

Once you have completed all questions, you will be taken to a Summary page to review the information about your event.

When you click Publish, the event then comes to the DUSA Clubs Team for review and approval. You will receive a notification via email when there is a response to your event, or if a note has been added to the event. It can be easier to view notes in the Manage Event section of Rubric, rather than in the email notification.

Editing Events

If you need to make any changes to your event, you can do this under the Manage Event section. When changes are made to an event, the event will need to be reapproved by the DUSA Clubs team. Please add information to the last question about what details have been changed, as this makes it faster for us to review and approve.

In the Manage Event section, you can also see who has purchased a ticket, delete the event if needed, and several other actions.

Merchandise

Here, you can set up merchandise to sell to club members. You can also arrange a quote to purchase merchandise items through Rubric's supplier.

IMPORTANT NOTE – All merchandise must be approved by DUSA before it can be added here. Please submit the relevant form in the Forms section for this.

When you have merch set up, you can then manage the stock levels and other settings.

SMS/Email

In this tab, clubs can send out bulk communications to their members. Rubric have several email templates that you can use, or you can create your own.

Sending emails via Rubic is a straightforward way to communicate with club members and ensures member privacy is protected as club executives do not need to copy/paste email addresses or send bulk emails from Gmail or Outlook.

Note that mobile numbers are not a compulsory field, so you will not have this information for all members. You will always have the email address of all members.

Training

This section is not currently in use by DUSA – but watch this space!

Tap & Pay

In this tab, you can see more details on transactions taken via the Tap & Pay feature in the Rubric app. See the Rubric App section in this document for more information on how this works.

Link in Bio
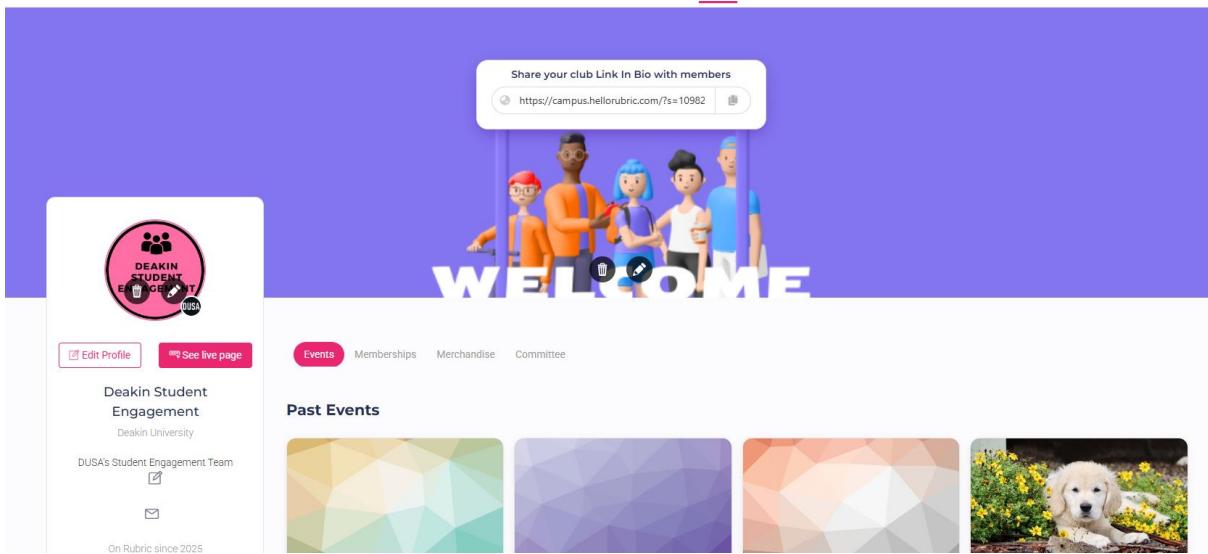
This is your clubs public Rubric page, seen by members and interested students when looking at your club, or purchasing tickets to an event.

Personalise this page to suit your club – add your logo, a banner image, and description. In the Memberships tab, you can add a link to your club's page on the DUSA website using the 'Add an existing link' option.

If the details under the Committee tab are incorrect, please contact your Clubs Support Coordinator to get this updated.

Elections

More info on how this will work coming soon!

Club Files

In this tab, you can see files uploaded to Rubric relating to your club. This includes Affiliation documents (Constitution, Affiliation Agreement, etc), submitted forms, and grant applications.

Clubs are welcome to use this to store any other important club related documents. Use the Create Folder or Upload buttons to get started. Any documents uploaded here can also be accessed by the DUSA Clubs team.

Forms

The Forms tab, you can submit a range of forms related to club activities. You can also view previous submissions and any notes added to submitted forms.

<u>Forms Overview</u>

In this section, you can see all available forms that you can submit.

Affiliation Processes – In Trimester 2, forms will be added here in relation to your club's affiliation with DUSA. This includes post-AGM documents, your Constitution, and your Affiliation Agreement.

Grouped Forms – Not currently being used, however if any forms include a multi-step process, they will be shown here.

Grant Forms – Club Grant Application form is found here. Note, you will be unable to submit this form unless you have grant funding available.

Other Forms – All other forms, click View all to see the list. This list may change from time to time as forms are added or removed.
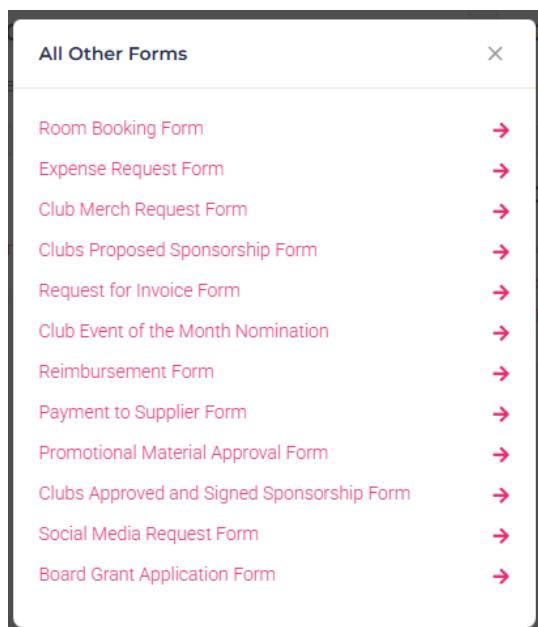
<u>Submissions</u>

Here you can view all forms the club has submitted, and their status.

To see any notes added to the form by the DUSA Clubs team, click the View Submission button, and then Notes on the left-hand side.

You will receive a notification via email when a form has been approved, or if a note has been added by the DUSA Clubs team.

Funding

In this tab, you can view your club's history of Club Grant funding.

You can see when your Club Grant has been added to your account, and each time the balance has reduced after an application has been successful.

IMPORTANT NOTE – Any balances shown here are **not** the club's current account balance. The Finance Report sent on Friday's will have your club's current balance, and all transactions relating to the club. The Funding section in Rubric only shows your Club Grant allocation and usage and does not include other transactions such as income from memberships and tickets, or specific expenses.

Reviews

This tab is not currently being used by DUSA Clubs.

Rubric App

As a Club Executive, you have access to a few extra features on the Rubric mobile app. To access them, ensure your account is created with the same email address listed in Rubric in the Exec Team section.

Only those listed as Executives in Rubric will have access to these features. This list is created from the Executive Team section in your Constitution. If there are other members of your team who are not executives who require access to these features, please contact your Clubs Support Coordinator to discuss.

Ticket Scanner

The Ticket Scanner tab allows executives to scan in tickets for events. Tickets can be scanned using your phones camera, or you can manually mark attendees as scanned.

The event must have at least one ticket sold to show up in this tab.
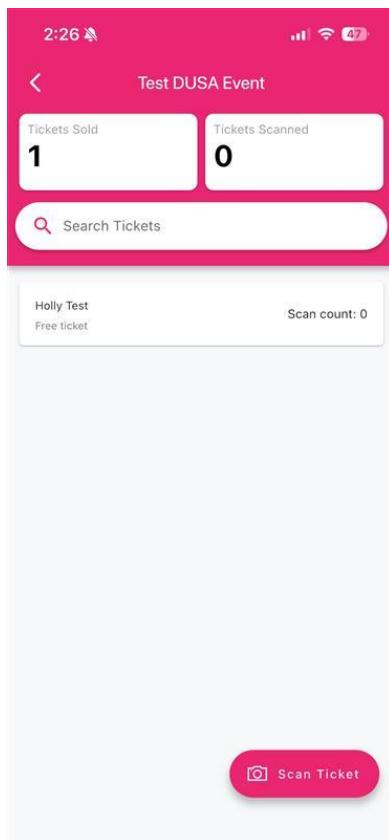
Collect Payments

This tab allows you to collect on the spot payments from students. This is especially helpful for at the door ticket sales or selling merchandise at a market day stall.

Once you have selected the type of payment and added the student's email address for a receipt, they will be able to tap their credit/debit card or device with Apple/Google Pay onto your phone screen, and the payment will be taken instantly.