



Universität St.Gallen

HSG Alumni

HSG Alumni Platform Manual

St.Gallen, February 2022

Overview

1. Role of a President/Club Board
Admin VS Club Member



2. How to manage my community



3. How to create and manage events



4. Communication tools

Invitation, reminder, message to the club member, news...



5. HSG Alumni Presidents Club



6. FAQ



1. Role of a President/Club Board

Admin VS Club Member



👉 Welcome to our new platform : <https://hsgalumni.ch/en/>

Exclusive network, useful services

HSG Alumni is the alumni organization of the University of St.Gallen. With over 33,000 members, we are one of the most important alumni associations in Europe.

Login

For you as HSG Alumni Admin/President, the new platform offers possibilities to **manage your members and events** and to **communicate with your community**. The website is available in German and English. This manual will help you to find and use the most important functions.

As a president/admin, in addition to being a regular member, you can **create, manage events** and...



- Create event
- Manage my events
- Show all events
- My participations
- Online Sessions
- Deutschland Konferenz 2021
- Extraordinary General Meeting
- Africa Weeks 2021

- Show all
- Manage my communities
- Community of the Month



manage your community (club/chapter) and communicate with it.

Exclusive network, useful services

HSG Alumni is the alumni organization of the University of St.Gallen. With over 33,000 members, we are one of the most important alumni associations in Europe.

Login

Before we get started, you can [log in here](#) with your user email:

Login for alumni and companies

Welcome to the new login area of HSG Alumni. If you are visiting this page for the first time, please request a new password using the link below to log in. Not a member yet? [Register now](#).



Email

Password

Login

[Request password](#) 

If you have forgotten your password, you can request it here:
<https://hsgalumni.ch/en/authent/request-password/>

You also have the option to log in with your [LinkedIn login](#).

If you would like to log in with your LinkedIn login, then:

1. Please log in first with your HSG Alumni Login
2. Go to your profile
3. Link your profile with your LinkedIn login

After that you can log in with LinkedIn in the future.



Login with LinkedIn

[Home](#) / [Communities](#)**179 / 179**

Current Total

[Reset Filters](#)

Region



Country



Type



Membership

 My memberships

Filter here according to your search criteria.



Show all

Manage my communities

Community of the Month

Search



Germany

Alumni-communities of student clubs
AC Alumni Club

more →



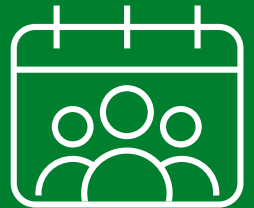
Switzerland

Academic Associations
AHV Amicitia San Gallensis

more →



2. How to manage my community



Search

Show all

Manage my communities

Community of the Month



Zukunft-Fabrik.2050 HSG Alumni Club

Show community

Edit community

Edit media

Manage members

Create new event

Manage events



EMBA-Stamm Zürich

Show community

Edit community

Edit media

Manage members

Create new event

Manage events



HSG Alumni Club Bangkok

Show community

Edit community

Edit media

Manage members

Create new event

Manage events

If you click on «**Manage my communities**», you will get to the administration view of your community.

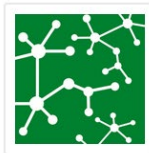
Here you have several options:

1. Edit club page
2. Add/edit media
3. Manage members & send messages
4. Create a new event
5. Manage events

Take a look at the club site from a member's point of view.

1. Edit club page

Start filling **your club page** with life to inform new or existing members about the activities and more.



International

HSG Alumni Club Shanghai

Edit

Logo

Background Image



Upload a **logo/background image** here.

Description before joining

Club for HSG Alumni living and working in and around Shanghai.



Edit

Description after joining

Welcome to HSG Alumni Club Shanghai!

Thank you for your interest in our community. If you are not yet a member, you are most welcome to join our lively community to exchange ideas with our members or participate in attractive events.

Warm regards from the Board
Xiaofei and David

Adjust the **description** before or after joining the club.



Edit

Contact

David Saudan
david.saudan@hsgalumni.ch

(Communication languages: French, German, English)

Xiaofei Shi xiaofei.shi@hsgalumni.ch

(Communication languages: Chinese, English)

Edit



Adjust the **contact details** here.

2. Add/edit media

Edit media (3)



HSG ALUMNI PARTICIPATE IN THE SWISSNEX ANNUAL GATHERING OF SWISS PUBLIC UNIVERSITIES

HSG Alumni Shanghai Chapter enjoyed a wonderful event organized by Swissnex Shanghai on June 4th

On June 4th, on Shanghai's Bund facing the fantastic Pudong



HSG ALUMNI SHANGHAI - MAY EVENT: WINE TASTING

HSG Alumni Shanghai's May Event took place on May 19th in one of Shanghai premium wine bar « Pudaow Wines ».

It was our pleasure to invite Feifei the Pudaow Store Manager & wine expert to spend her valuable time with us for more than 3 hours



OFFICIAL WE CHAT ACCOUNT - HSG ALUMNI SHANGHAI

Hi everyone! Please follow our Shanghai Alumni Chapter news, events announcements and reviews on our WeChat account. For all of you, with some connection to China, this is the most convenient way to keep yourselves updated. Warm

+ Document

+ Video



Would you like to inform you club member about a past event with pictures or a video?

Choose whether it is a **document** (jpg, png, pdf or ppt) or **video** (link to YouTube, Vimeo).

Add

Name *

Name

Select document *

Durchsuchen...

Keine Datei ausgewählt.

The selected file can not be uploaded. Images (gif, jpg or png), PDF files or Office documents (Word, Excel and PowerPoint) are allowed.

Description

Insert pl... B I abc Format Source

Add a title to the **document** and upload your media file. You can add also a description. *FYI, only 1 file can be uploaded.

Add

Here you can embed a video e.g. from Youtube or Vimeo. To do this, copy the link under embed"" or ""share"" on the appropriate platform and paste it below.

Name *

Name

Video URL *

Add a title to the **video** and copy the video URL into the box.

3. Manage members & send messages

Home > Communities > Manage my communities > Mitglieder verwalten

HSG Alumni Club Bangkok - Mitglieder verwalten

Members (60)

Open applications (0)



Communication & CVs

First name

First name

Last name

Last name

Company Name

Company Name

Study Programme

Selection

Major

Selection

Reset Filters


Selected members (0)

Select all pages


Select all on this page


Clear Selection


Your selection is empty.

**Sara Ackermann**
Universität St. Gallen (HSG) - Bachelor: Major Betriebswirtschaftslehre (01.01.2012)


Add to Selection

**Jochen Andritzky**
Universität St. Gallen (HSG) - Doktoratsstudium Betriebswirtschaftslehre (01.01.2006)

Add to Selection 

**Fabian Arnold**
Bachelor / Bachelor Major in Business Administration (2022)

Add to Selection

**Daniel Bargetze**
Universität St. Gallen (HSG) - Master of Arts in Internationalen Beziehungen und Governance (08.10.2016)

Add to Selection

Here you will find the members for whom the **application** (if closed community) is open.

If you want to send a message to specific members, you can select your recipients by ticking «**Add to Selection**». Your selection is displayed on the left-hand side.


You can create and send a message by clicking on «**Create a message**» in the top left-hand corner ([for more information, see Chapter 4](#)).

3. How to create and manage events



Create a new event

collection of events

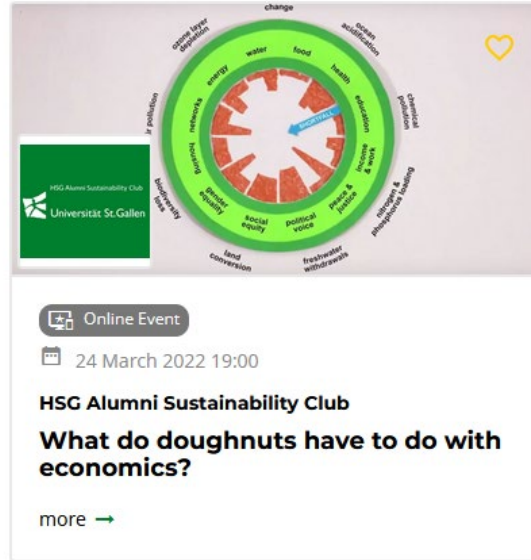


The event card features a photograph of three people in a modern, bright interior setting. A green molecular structure icon is overlaid on the left side. The text below the image indicates the event dates and location.

19 March - 03 September | Zurich

HSG Alumni
HSG Alumni Leadership Check-up Series 2022

more →



The event card features a circular diagram with various sustainability-related terms around its perimeter. A green banner at the top left identifies the organizing club. The text below the image provides event details.

Online Event

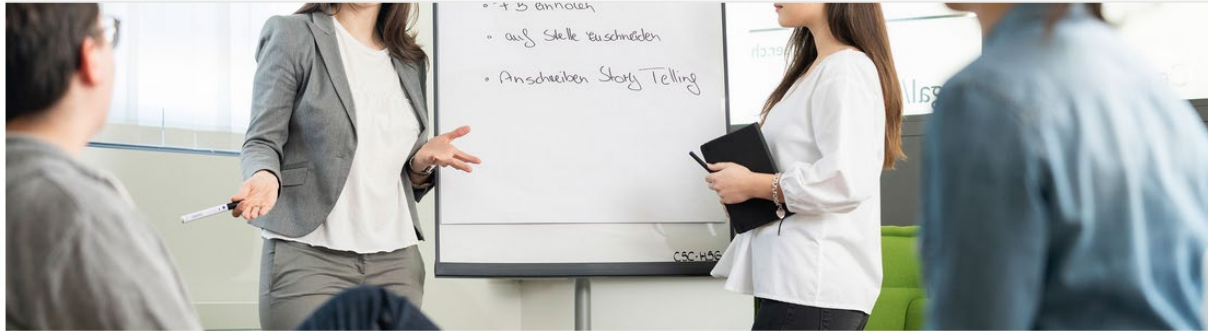
24 March 2022 19:00

HSG Alumni Sustainability Club
What do doughnuts have to do with economics?




more →

Here you will find the step-by-step instructions for [creating a new event](#).
Jump here directly to the instructions for a [on-site](#) or [virtual event](#) in this manual.

Create a new on-site event



Zukunft-Fabrik.2050 HSG Alumni Club

 Logo  Background Image 

Here you can customize the **logo** and **background image**.

*Our **recommendation** for the background image: choose one without text and most importantly a license-free picture with high resolution in landscape format, at best test it on your mobile phone to see how it looks in mobile view.

Basic Information

Event management



Start
February 9, 2022

End

Language

Cancellation period

Application deadline

 Edit 

Here you can edit the **basic information**.

Fill in the basic information

Fill in all ***mandatory fields.**

Edit

Title of the Event *

Host Name *

Event management

Language

Start * HH : MM

End * HH : MM

Publish on *

Online Event

Online Event

Participants Management

Registration via Platform *If members must register via the platform.*

Link for External Registration

Participants Management

Registration via Platform

Application Deadline * HH : MM

Date End Cancellation HH : MM

Max. Number of Participants

Application Yes, participants must apply for the event

Participants list visibility

Waiting list Yes, participants can put themselves on the waiting list.

Conditions of Participation

All those who wish to register must accept the **conditions of participation** by ticking a box.

If the registration runs via the platform, you can activate participation fees and questions.

Participation fees

Participation fees

By activating you can include a participation fee at registration.

Question and Documents

You can create questions for the participant or define here which documents a participant should make available.

E.g. do you want to ask the participants if they eat vegetarian/vegan? Insert a (mandatory) question.



Add question

Select the payment method whether to pay on site or by credit card and add the fee selection.

*Optional means that this option can be added (e.g. optional dinner).

Preview

Participation fee	Price
<input type="radio"/> Day ticket	
<input checked="" type="radio"/> Optional dinner	EUR 100.00
<input type="radio"/> Dinner	EUR 50.00

Ex. for optional fees

Participation fees

Participation fees

Payment method

- On site
 Invoice
 Credit card
 Prepayment required

Add charges selection

Add optional fees

Participation fee

Description

HSG Alumni special price with dinner

Description

100 . 00 EUR (Amount incl. VAT)

HSG Alumni special price w/o dinner

Description

150 . 00 EUR (Amount incl. VAT)

Add option

Preview

Participation fee	Price
<input type="radio"/> HSG Alumni special price with dinner	EUR 100.00
<input type="radio"/> HSG Alumni special price w/o dinner	EUR 150.00

Customize further information

Description

Edit

Conditions of Participation

PDF document

Select document

Host

Zukunft-Fabrik.2050 HSG Alumni Club

Select

Location

Edit

Media

+ Document

Here you can customize the **description**, **location** and upload **media**.

Event Visibility

Visible for members only

Event visible for all alumni

Is the event either only for your club members or can all alumni participate?

Please read our **GTC**.



I agree with the terms and conditions.

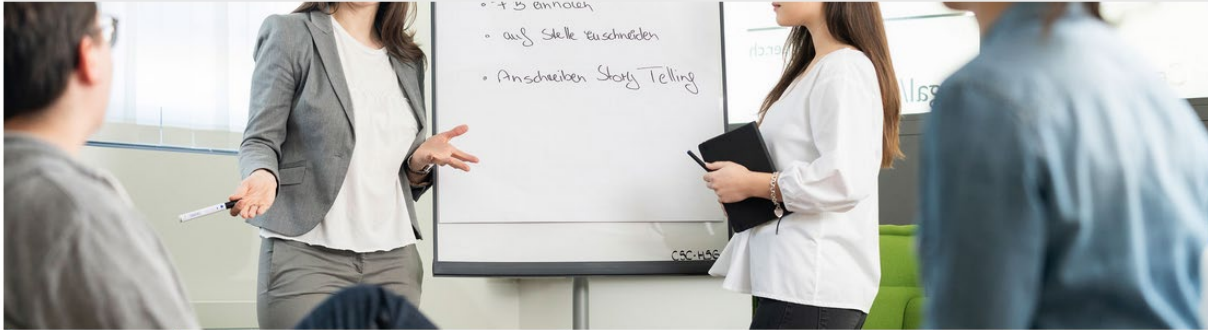


Create Event

Finally, accept the **terms and conditions** and create the event.

Create a new virtual Event

Online Event



Zukunft-Fabrik.2050 HSG Alumni Club

[Logo](#) [Background Image](#)

Here you can customize the **logo** and **background** image.
*Our **recommendation** for the background image: choose one without text and most importantly a license-free picture with high resolution in landscape format, at best test it on your mobile phone to see how it looks in mobile view.

Basic Information

Event management

Start
February 9, 2022

End

Language

Cancellation period

Application deadline

[Edit](#)

Here you can edit the **basic information**.

Fill in the basic information

Fill in all ***mandatory fields**.

Edit

Title of the Event * !

Host Name * ✓

Event management

Language

Start * ! :

End * ! :

Publish on * ! :

Online Event

Online Event

Participants Management

Registration via Platform

Link for External Registration

Online Event Link/URL

Online Event Link/URL is public

Participants Management

Registration via Platform

Application Deadline * ! :

Date End Cancellation :

Max. Number of Participants

Application Yes, participants must apply for the event

Participants list visibility

Waiting list Yes, participants can put themselves on the waiting list.

Conditions of Participation


Annotations:

- Put a tick here. (points to Online Event checkbox)
- If members must register via the platform. (points to Registration via Platform checkbox)
- *Recommended if event link is directly the participation link (without external registration). (points to Link for External Registration field)
- Insert link for Zoom/ Teams/GotoMeeting here. It will be sent with the registration confirmation. (points to Online Event Link/URL field)
- All those who wish to register must accept the conditions of participation by ticking a box. (points to Conditions of Participation field)

If the registration runs via the platform, you can **add questions**.

Question and Documents

You can create questions for the participant or define here which documents a participant should make available.

 **Add question** ▾

Media

Event Visibility

Visible for members only


Event visible for all alumni

▮ Text field (single-row)

≡ Text field (multiline)

Single choice (radio)

Multiple selection (checkbox)

 Fileupload

E.g. do you want to ask the participants if they already have questions for the speaker?
Add a (mandatory) question.

Customize further information

Description

Edit

Conditions of Participation

PDF document

Select document

Host

Zukunft-Fabrik.2050 HSG Alumni Club

Select

Location

Edit

Media

+ Document

Here you can customize the **description**, **location** and upload **media**.

Event Visibility

Visible for members only

Event visible for all alumni

Is the event either only for your club members or can all alumni participate?

Please read our **GTC**.



I agree with the terms and conditions.



Create Event

Finally, accept the **terms and conditions** and create the event.

Manage events & participants

Startpage News ▾ Events ▾ Benefits ▾ Communities ▾ Who is who Career ▾ For companies ▾ About ▾

Home > Events > Manage my events

+ Create new event

✕ Remove selection

✎ Actions ▾

You have not selected any items.

Show all

Manage my communities

Community of the Month

Here you will find the function to manage your **current/ future and past events** and to send an invitation or reminder to your participants.

Past events

Online-Kommunalerinnung

Select



Wednesday, February 9, 2022, 7:00 PM -
Wednesday, March 30, 2022 8:00 PM
Online via Zoom
Registration period: 28.03.2022
Cancellation period: 28.03.2022

🗨 Show event

✎ Edit event

🗑 Delete event

✉ Send Invitation

🔔 Send reminder

👤 Manage participants

Do you want to make any **adjustments to the events** you have entered?

Available: **14**

51 Registrations
0 Cancellations
0 Waiting List

5504 Open Invitation
0 Open Applications

Manage the participants

Grenzen- und regellos? Die (Steuer-)Welt der IT-Konzerne, Influencer und Digital Nomads

Select



Thursday, February 17, 2022, 7:00 PM - 8:30 PM

Zoom Meeting

Registration period: 17.02.2022

Cancellation period: 17.02.2022

Show event

Edit event

Delete event

Available: **65**

35 Registrations

2 Cancellations

0 Waiting List

198 Open Invitation

0 Open Applications

Send Invitation

Send reminder

Manage participants

Keep track of the **participants**: how many places are still available, how many registrations and cancellations are there, who would still like to join (waiting list)?



Take a look at the **participants** in the overview here.

Manage the participants

Grenzen- und regellos? Die (Steuer-)Welt der IT-Konzerne, Influencer und Digital Nomads - Manage Participants

Registered (35) Open Applications (0) Open Invitations (198) Waiting List (0) Canceled (2)

Communication & CVs

Export List of Participants

Download profiles

Invite guest participant

Create a Message

Participation lottery

Selected Participants: 0

Change Status

Select all pages: Registered

Select all on page

Clear Selection

Your selection is empty.

First name Last name Rating Study Programs

Sort by Reset Filters

Jochen Andritzky Registration date: 21.1.2022 1:41 PM

Tobias U. Auchli Registration date: 26.1.2022 10:46 AM

Steffen Böhm Registration date: 25.1.2022 9:14 AM

Actions

Keep track of those who have registered, those who have cancelled, those for whom the invitation is open...

You have different **management options**:

1. Export a list of participants.
2. If you want to invite external participants (guest participants) (only possible if the event is free).
3. Send a message to (all) registered participants ([more info in chapter 4](#)).
4. If you have multiple ticket options, you can filter by them.

4. Communication tools

Invitation, reminder, message to the club member, news...



Send invitation

Grenzen- und regellos? Die (Steuer-)Welt der IT-Konzerne, Influencer und Digital Nomads

Select





Thursday, February 17, 2022, 7:00 PM - 8:30 PM

Zoom Meeting

Registration period: 17.02.2022

Cancellation period: 17.02.2022

 Show event

 Edit event

 Delete event

Available: **65**


35 Registrations


2 Cancellations


0 Waiting List

198 Open Invitation

0 Open Applications

 Send Invitation

 Send reminder

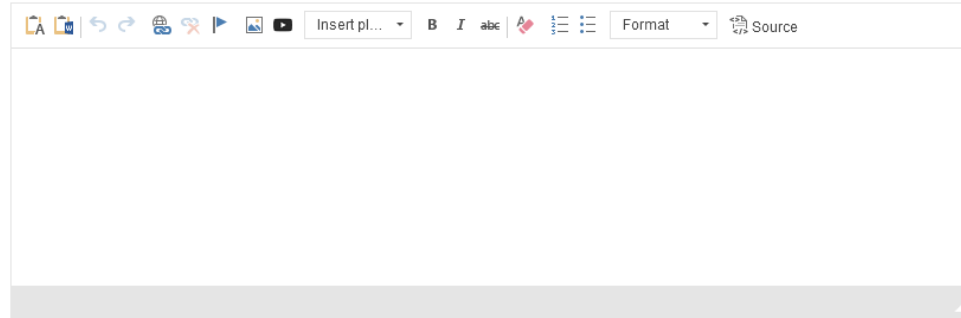
 Manage participants



After you have created your event, you can make your club members aware of it by sending out an **invitation** to all your club members.

Send invitation






Send Invitation



CANCEL

SEND MESSAGE


Tips & Tricks:

1. Paste the text with this symbol  so that it is formatted correctly.
2. Add here  a link.
3. You can embed a video or insert a video by copying a link. 
4. You can vary the size of the text between heading 2, heading 3 and normal. 
5. If you want to adjust the spacing between text passages, adjust the source code text `
` for small spacing and `<p>...</p>` for large spacing. 

```
Dear alumna  
Dear alumnus  
  
We would like to inform you about  
  
Best regards  
Your board members
```

```
<p>Dear alumna<br/>  
Dear alumnus</p>  
  
<p>We would like to inform  
  
<p>Best regards<br/>  
Your board members</p>
```

Send invitation



Universität St. Gallen
HSG Alumni

Einladung zur Veranstaltung

Guten Tag Katja Schmid

HSG Alumni Club MUG möchte dich gerne zu einer Veranstaltung einladen.

Veranstaltung:
Bowling-Apéro

Veranstalter:
HSG Alumni Club MUG

Datum:
18.02.2022 20:00

Ort:
Van der Merwe Center

Gewerbstrasse 30
4123 Allschwil

Nachricht von HSG Alumni Club MUG

Liebe MUG-Alumni

Wir hoffen ihr seid gut ins neue Jahr gestartet. Gerne möchten wir Euch auf den nächsten MUG Community Anlass aufmerksam machen. Und zwar organisieren wir am **18 Februar** ab 20 Uhr einen **gemütlichen Bowling Apéro in Basel**. Die Kosten betragen 35 CHF pro Person für 2 Stunden Bowling (inkl. Schuhmiete, Getränke à discrétion und salzige Snacks). Anmeldeschluss ist der 11 Februar 2022.


Wir würden uns sehr freuen auch Dich beim Bowling Apéro anzutreffen.

Viele Grüsse
Alex & David

Bitte bestätige deine Teilnahme oder lehne die Einladung zeitnah ab.

[Einladung annehmen oder ablehnen](#)

Beste Grüsse
HSG Alumni



HSG Alumni
Dufourstrasse 50
9000 St. Gallen
alumni@unisg.ch

Here you can see an **example of an invitation** as it was sent by the platform.

Event title, organizer, date and location are automatically inserted.

*FYI, soon there will only be the option «accept invitation».

Send reminder

Grenzen- und regellos? Die (Steuer-)Welt der IT-Konzerne, Influencer und Digital Nomads

Select



Thursday, February 17, 2022, 7:00 PM - 8:30 PM
Zoom Meeting
Registration period: 17.02.2022
Cancellation period: 17.02.2022

Show event

Edit event

Delete event

Available: **65**
35 Registrations
2 Cancellations
0 Waiting List

198 Open Invitation
0 Open Applications

Send Invitation

Send reminder

Manage participants



Send reminder



Select the recipient list

Select the recipient list


Registered [51]

Invited [5504]



CANCEL

SEND MESSAGE



Universität St.Gallen
HSG Alumni

- ZUR ERINNERUNG - HEUTE!

Liebe Alumnae und Alumni des Frankfurter Clubs,
auf vielerlei Wunsch steht unser **weihnachtliches Glühwein-Treffen** wieder an!

Wir freuen uns auf Euch **HEUTE** ab **18 Uhr im Innenhof des Thurn und Taxis Palais**, Grosse Eschenheimer Str. 10, Frankfurt City. Damit ihr uns findet: wir sind von der Grossen Eschenheimer kommend hinten geraudeaus, links an der Treppe.
Wenn ihr uns nicht findet, ruft bitte Andreas an: 0172-6374479.

Es gilt **mindestens die 2G Regel** - wir fänden jedoch schön, wenn jeder sich vorab schnell zusätzlich zuhause oder im Büro testen würde. Danke für Euer Verständnis.

Wir freuen uns auf Euch nachher,
viele Grüße,
Corinna, Desi und Andreas


Nachricht von:
Corinna Egerer, ce@CorinnaEgerer.de

Veranstaltung:
[Xmas Glühwein im Thurn & Taxis](#)

Datum:
01.12.2021 18:00

Ort:
Innenhof des Thurn und Taxis Palais

Grosse Eschenheimer Str. 10
Frankfurt City



HSG Alumni
Dehofstrasse 50
9000 St. Gallen
alumni@unisg.ch

You must have sent an **invitation** before you can send a reminder.

You have the **option** of whether the **reminder** is directed at those who have registered (e.g. with additional information for the event) or those who have been invited (e.g. friendly reminder until when you can still register).

Here you can see an example of how the reminder is sent via the platform.
*Sender, event title, date and location are automatically added.

Send a message to your club members

Zukunft-Fabrik.2050 HSG Alumni Club - Mitglieder verwalten

Members (434)

Open applications (0)

Open invitations (1)

Communication & CVs

Create a Message

Remove members

Selected members (0)

Select all pages

Select all on this page

Clear Selection

Your selection is empty.

First name

First name

Last name

Last name

Company Name

Company Name

Study Programme

Selection

Major

Selection

Reset Filters



Add to Selection



Add to Selection



You can find the messaging function [here](#) under «Managing my community».

You can create and send a message by clicking on «Create a Message» in the top left-hand corner.

If you want to send a message to specific members, you can select your recipients by ticking «Add to Selection». Your selection/recipient list is displayed on the left-hand side.

Send a message

You have **two options**, either you send the message to your selection or to all members.

Create a Message

Select the recipient list

Select the recipient list

All Members [439]






Selected members [2]

Insert pl... B I abc Format Source

CANCEL SEND MESSAGE

Insert the subject and message and click on «Send message now».

Tips & Tricks:

1. Paste the text with this symbol  so that it is formatted correctly.
2. Add here  a link.
3. You can embed a video or insert a video by copying a link. 
4. You can vary the size of the text between heading 2, heading 3 and normal. 
5. If you want to adjust the spacing between text passages, adjust the source code text `
` for small spacing and `<p>...</p>` for large spacing. 

Dear alumna
Dear alumnus

We would like to inform you about

Best regards
Your board members

```
<p>Dear alumna<br/>  
Dear alumnus</p>  
  
<p>We would like to inform  
  
<p>Best regards<br/>  
Your board members</p>
```


Send a message



EMBA-Stamm Zürich

Liebe Alumnae, lieber Alumni,

Der erste Advent ist vorüber - nun brennt die erste Kerze. Die Weihnachtsstimmung ist allüberall spürbar und das aktuelle Jahr ist angezählt. Bald schon werden wir das Jahr 2022 willkommen heissen. Was uns wohl erwarten wird? Viel Neues, aber auch viel Vertrautes, Angenehmes und weniger Angenehmes. Eines wollen wir nicht grundsätzlich ändern: die Anlässe unseres EMBA-Stamms Zürich. Auch im 2022 werden wir eine Hand voll Anlässe organisieren, um uns wieder zu sehen - hoffentlich meist vor Ort - und neue Leute und neue Dinge kennenzulernen.

Neben den üblichen Anlässen schlagen wir auch wieder einen Neujahrspéro vor - ohne grosses Brimborium und zeitsparend über Zoom.

Markiere doch in deiner Agenda 2022 schon mal folgende Daten für den EMBA-Stamm Zürich:

- 3.1. Neujahrspéro
- Di, 5.4.2022
- Mo, 27.8.2022
- Do, 15.9.2022
- Di, 8.11.2022

Eine wunderschöne Adventszeit und eine besinnliche Weihnacht wünschen euch
Ruedi & Peter



Here you can see an **example of a message** as it was sent through the platform.

*FYI, the subject is not displayed at the moment, we are in the process of changing this.

News feed on club page

News Events Members About Us

Start a new discussion in this group or recommend a job or event.

Start discussion Recommend a job Recommend an event

Subject / title of the discussion

Insert pl. B I uli Format Source

Publish

Search

Katja Schmid B.A. HSG
Bachelor / Bachelor Major in Business Administration
Events & Alumni Relations Manager, HSG Alumni (B.A. HSG BWL 2018) a month ago

Podiumsdiskussion zu den aktuellen Herausforderungen in der Modebranche

Im November 2021 fand ein weiterer physischer Event statt und dieser stand ganz im Zeichen der aktuellen Herausforderungen der Modebranche. Bei unserem Gastgeber PKZ in Zürich diskutierten die beiden HSG Alumni Manuela Beer (CEO PKZ) und Dr. Marcel Braun (CEO Holy Fashion Group) mit der Women's Chapter Präsidentin Sabina Furler (VR Canada Goose und Breuninger). Ein lebendiger Austausch mit den 50 anwesenden Alumnae zum veränderten Konsumverhalten, zu E-Commerce und zum viel diskutierten Thema Nachhaltigkeit folgte.

Bei diesem Event liessen die Women's Chapter Mitgliederinnen den Abend bei einem Apéro Riche und ausgiebigem Networking ausklingen.

Hier gelangst du zur Fotogalerie.

0 likes | 0 Comments

When a member visits the club page, the **news feed** is displayed first.

Every member of this club has the possibility to «**start a discussion**», to like or to comment.

Furthermore, a job or an event can be recommended with a link to the corresponding website.

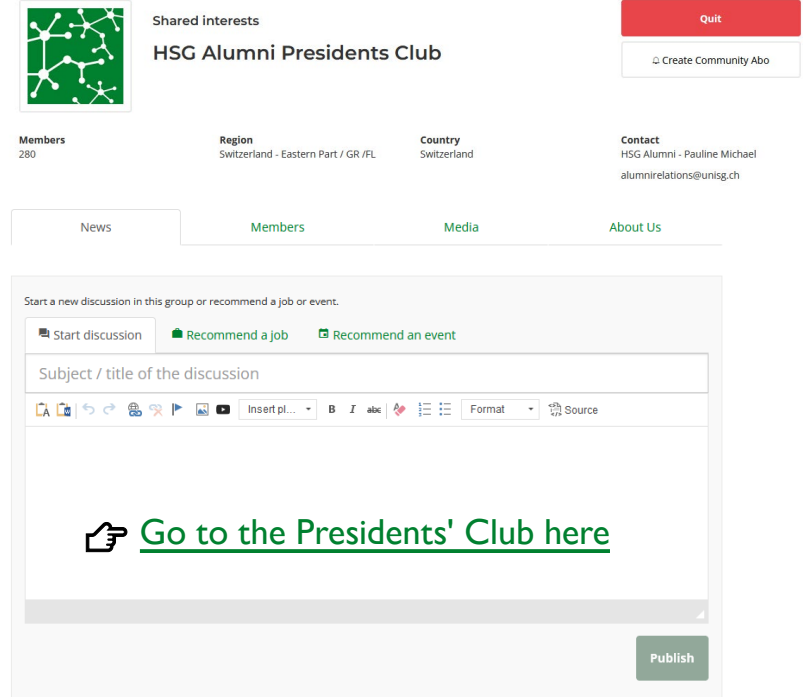
5. HSG Alumni Presidents Club



Recommendation: use the club newsfeed to share experiences and tips & tricks.

In the news feed, anyone can start a discussion and others can like, comment. Use this to...

- share your experiences with the platform
- share your ideas for events to get first feedback on them
- network with the presidents and organize an event together
- benefit from synergies: common members of nearby clubs or similar interests
- make the other club presidents aware of your events
- share questions with each other so that everyone can benefit from the answer
-



The screenshot shows the user interface for the 'HSG Alumni Presidents Club'. At the top, there is a green icon representing a network of people. Below the icon, the club name 'HSG Alumni Presidents Club' is displayed. To the right, there is a red 'Quit' button and a 'Create Community Abo' link. Below this, there are statistics: 'Members 280', 'Region Switzerland - Eastern Part / GR / FL', 'Country Switzerland', and 'Contact HSG Alumni - Pauline Michael, alumnirelations@unisg.ch'. A navigation bar includes 'News', 'Members', 'Media', and 'About Us'. The main content area has a header 'Start a new discussion in this group or recommend a job or event.' with buttons for 'Start discussion', 'Recommend a job', and 'Recommend an event'. Below this is a text input field for the 'Subject / title of the discussion' and a rich text editor with various icons and a 'Source' button. A large green link with a hand icon says 'Go to the Presidents' Club here'. At the bottom right, there is a 'Publish' button.

6. FAQ



General questions

How can I change the slogan or address in my profile?

Click on the arrow pointing downwards at the top right next to your name «My profile». You can change your profile data here.

What can I do if I have forgotten my user email and can no longer log in?

Contact us [here](#), we will be happy to help you.

I am a new president/board member. I can't manage Events & Community yet, because these two pages are not displayed for me. What do I do now?

Get in touch with us [here](#), you don't seem to have shared the role correctly. You must have administrator rights to use these two functions.

I would like to have a logo for our club. What do I have to consider?

We can create a logo for you free of charge (see for example the logo of the Seniors Chapter or Women's Chapter). Please let us know if you would like us to create one for you.

Who do I contact if I need more information about my members than is shown in the download excel?

Please let us know [here](#) which data you are missing. We will be happy to help you and compile such a list.

I have sent a message to my club and I am not sure if it has reached all members. How can I check that it has arrived?

In the event administration you can see how many invitations have been sent. However, messages to club members or reminders cannot be tracked. If you suspect a problem with the message delivery, please contact us [here](#). We will be happy to check whether the message was sent correctly.

Events

How can a participant deregister before the deregistration deadline and claim their participation fee back?

When a participant deregisters, the link to the [refund form](#) is sent to the participant.

Why is the member shown that they are not eligible to participate in my event?

It may be that the member has not paid the membership fee yet. Only active alumni can register for events. If the member has paid the membership fee and still cannot register, please contact us [here](#).

Why can't I find the newly registered event in the overview?

Something seems to have gone wrong with the assignment of the visibility role. Please contact us [here](#). Don't forget, if you have selected the event to be visible only to your members, only they can register for the event.

What do I do if a member wants to participate in the event after the registration deadline?

Make sure that you select the registration deadline as late as possible. Late registrations will be recorded manually by us and an invoice will be issued manually. This extra work can easily be avoided and it is also easier for the member to register via the platform as they can pay directly by credit card.

What does the status provisional registration mean?

The registration of this member was not successful. There could be three reasons for this. Firstly, the member interrupted the registration process, the payment was not successful or there was a problem with the registration. This member will immediately receive an automatic mail that his registration was not successful and that he should contact us. You don't have to do anything, we'll take care of it. This member is also not taking away anyone else's place.

How can a member see the list of participants?

When creating an event, you choose whether the registered participants, all alumni or nobody can see the list of participants. This is displayed at the bottom of an event page.

Questions?
Feedback?



We are happy to answer your questions.

Sascha Bianchi

Head of Events und Communitys

+41 71 224 3016

sascha.bianchi@unisg.ch

Jana Weise

Event & Alumni Relations Manager

+41 71 224 3066

janalea.weise@unisg.ch

Pauline Michael

Stud. Mitarbeiterin Alumni Relations

+41 71 224 30 28

alumnirelations@unisg.ch

Universität St.Gallen (HSG)

HSG Alumni

Dufourstrasse 50

9000 St.Gallen

hsgalumni.ch



Universität St.Gallen

HSG Alumni