

Access the latest version by visiting: [www.studexapp.com/partner-portal-guide](http://www.studexapp.com/partner-portal-guide)

# stuDex

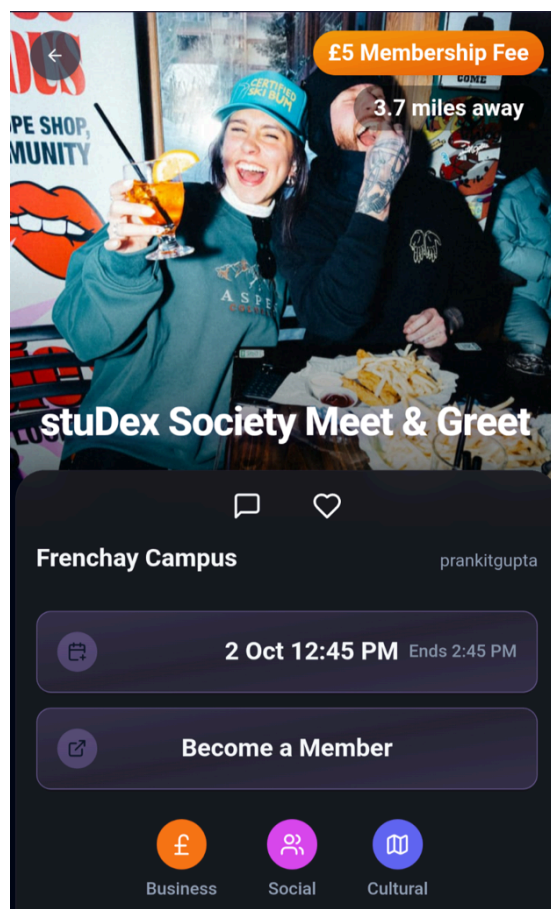
## Partner Portal Guide for Businesses

v1 6.04.26

Welcome to **stuDex**, we are excited for you to start sharing your events with our users. This guide will show you best practices to get started!

If you haven't already, apply for a partner account by visiting - [partner.studexapp.com](http://partner.studexapp.com)

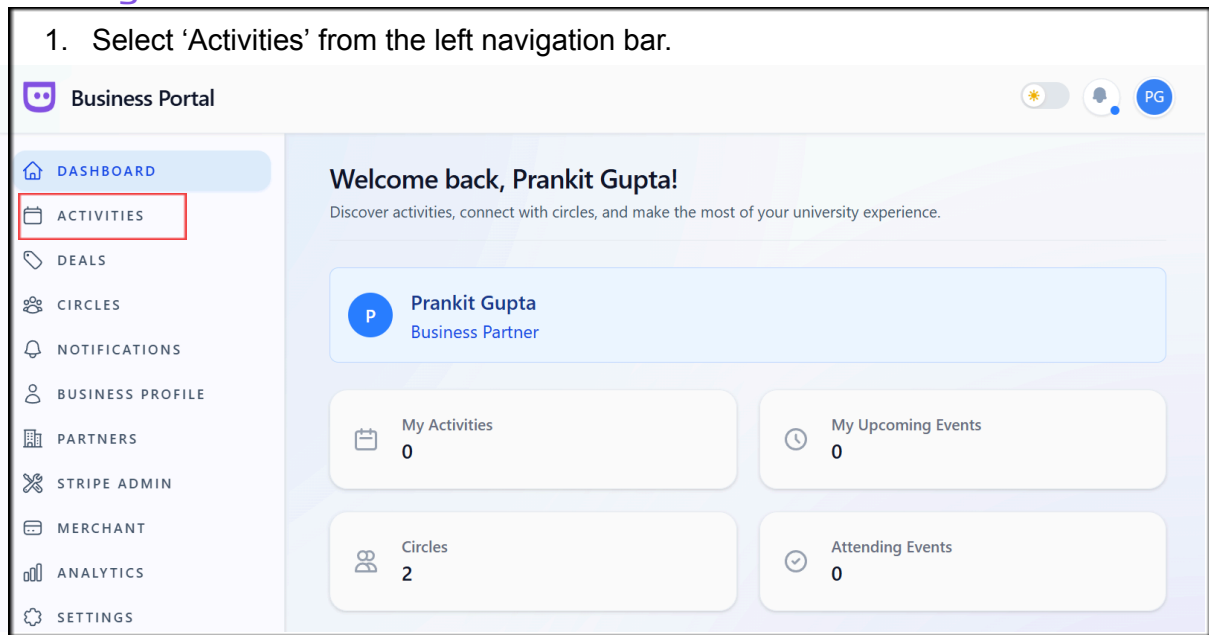
### Example Activity



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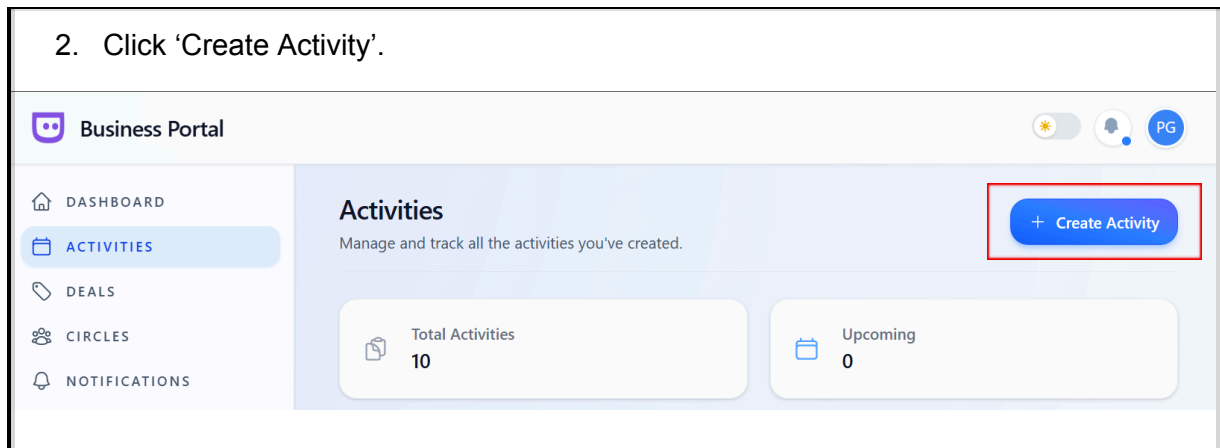
## Getting Started

1. Select 'Activities' from the left navigation bar.



The screenshot shows the Business Portal interface. The left navigation bar contains the following items: DASHBOARD, ACTIVITIES (highlighted with a red box), DEALS, CIRCLES, NOTIFICATIONS, BUSINESS PROFILE, PARTNERS, STRIPE ADMIN, MERCHANT, ANALYTICS, and SETTINGS. The main content area displays a welcome message for Prankit Gupta, Business Partner, and four summary cards: My Activities (0), My Upcoming Events (0), Circles (2), and Attending Events (0).

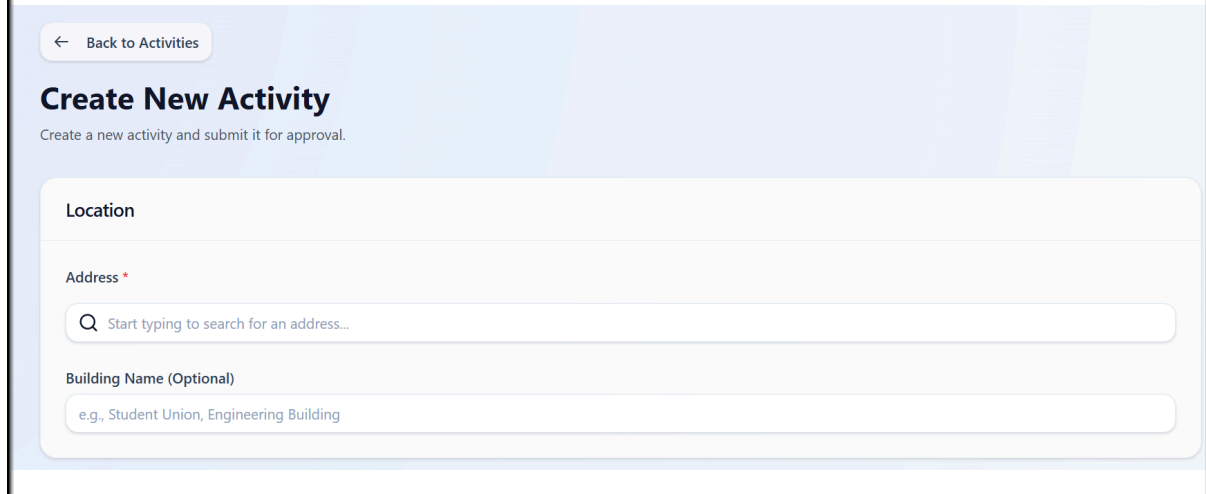
2. Click 'Create Activity'.



The screenshot shows the Business Portal 'Activities' page. The left navigation bar is updated to show DASHBOARD, ACTIVITIES (highlighted), CIRCLES, and NOTIFICATIONS. The main content area is titled 'Activities' and includes a sub-header 'Manage and track all the activities you've created.' A blue '+ Create Activity' button is highlighted with a red box. Below this, there are two summary cards: Total Activities (10) and Upcoming (0).

## Submitting activity details

3. Type your venue address/name to find it from the dropdown list and select. 'Building Name' should automatically populate based on the address.



← Back to Activities

### Create New Activity

Create a new activity and submit it for approval.

**Location**

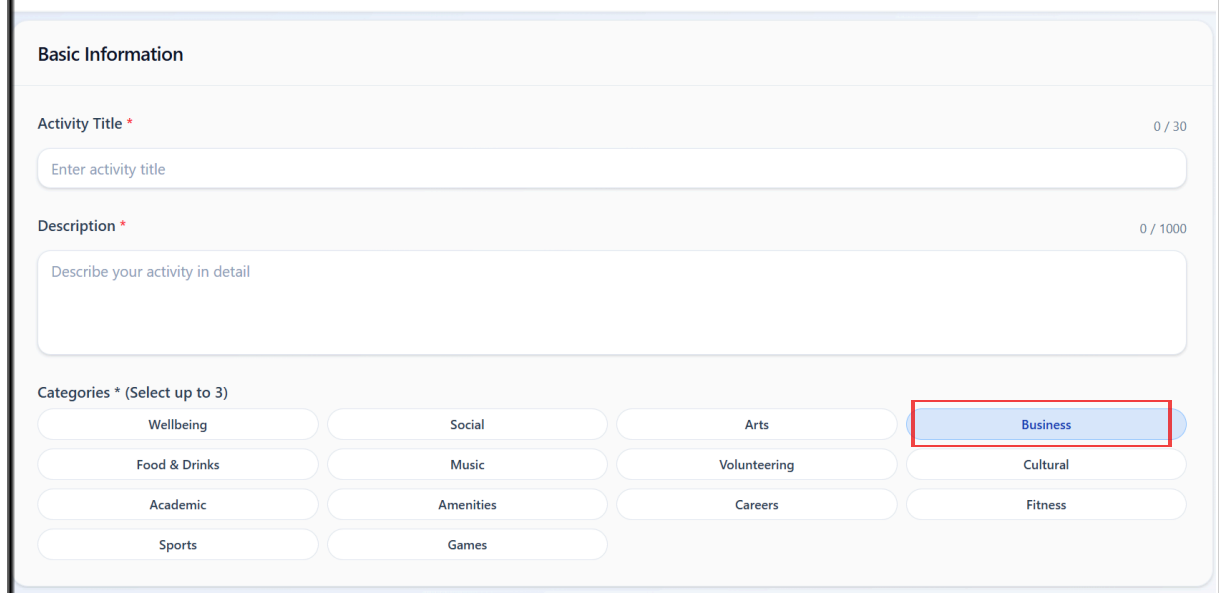
Address \*

Q Start typing to search for an address...

Building Name (Optional)

e.g., Student Union, Engineering Building

4. Enter the title/name of your event, and provide a brief description of what it's about.
5. **Make sure 'Business' is selected in Categories**, and select up to 2 additional categories.



**Basic Information**

Activity Title \* 0 / 30

Enter activity title

Description \* 0 / 1000

Describe your activity in detail

Categories \* (Select up to 3)

Wellbeing	Social	Arts	<b>Business</b>
Food & Drinks	Music	Volunteering	Cultural
Academic	Amenities	Careers	Fitness
Sports	Games		

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6. Selecting 'Business' in the previous step unlocks the 'Discounts or Special Offer' field. Enter the main commercial details of your event in this field (e.g. £5 entry).
7. Call-to-Action Button: here you can provide an external link for users to visit (e.g. 'More Details', 'Register Now', etc.)

### Additional Information

**Discount or Special Offer \***  
This field is required for Business activities

  
**Call-to-Action Button**  
**Button Text (Optional)**  **Button URL (Optional)**

8. Enter the date, start and end time for your event
9. Optionally, if your event repeats weekly click on the 'Recurring Event' toggle.

### Date & Time

**Date \***

**Start Time \***  **End Time**

Recurring Event

10. For Recurring Events, select the days of the week on which the event repeats. Select an 'End on' date (the date at which the event stops repeating).

Recurring Event

**Frequency**  
 Weekly  Biweekly

**Repeat on**  
S M T W Th F Sa

**Ends on \***

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11. If you would like to set a maximum capacity for your event, enter a number in 'Maximum Participants'. This is the total number of users that could attend the event. This option adds an additional RSVP button under your activity for users to confirm they would like to attend. If left empty, there is no RSVP button present.
12. If setting a maximum capacity, you can also enter the 'Initial Attendance Count', which indicates how many attendees may be joining the event from outside stuDex.

**Capacity & Visibility**

**Maximum Participants**  
Leave empty for unlimited  
Maximum number of participants for RSVP-only activities

**Initial Attendance Count**  
0  
Preset the number of attendees for this activity

13. These options give you additional controls on visibility for your event. We recommend leaving these as default for maximum visibility.

**Circle Assignment (Optional)**  
Assign this activity to a specific circle to control visibility and capacity within that circle.  
No Circle

**University Visibility (Optional)**  
Select a specific university to make this activity visible only to students from that university.  
All Universities

**Student Audience (Optional)**

**All Students**   
Available to all students

**UK Students**   
Available to UK students only

**International Students**   
Available to international students only


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14. Add the main artwork for your activity in 'Main Image'.

15. You can also add additional pictures (e.g from photographs from past events) in the 'Additional Images' section. These help showcase your venue/event.

### Activity Images


**Main Image**  
Add a main image to help students quickly understand what this activity is about.



**Click to upload** or **drag and drop**  
Recommended 16:9 image. PNG, JPG, GIF up to 5MB.

Or generate an image with AI  
Describe your activity and we'll create an image for you. You can generate up to 3 images per activity.

**Additional Images**  
Upload extra images to showcase different views or moments from this activity. These will appear in the Gallery section of the activity page.



**Click to upload** or **drag and drop**  
You can select multiple images. PNG, JPG, GIF up to 5MB each.

16. You can also add additional contact information for users to get in touch with you if they have any queries regarding your event.

### Contact Information (Optional)

Contact Email (Optional)	Contact Number (Optional)
<input type="text" value="contact@example.com"/>	<input type="text" value="+1234567890"/>

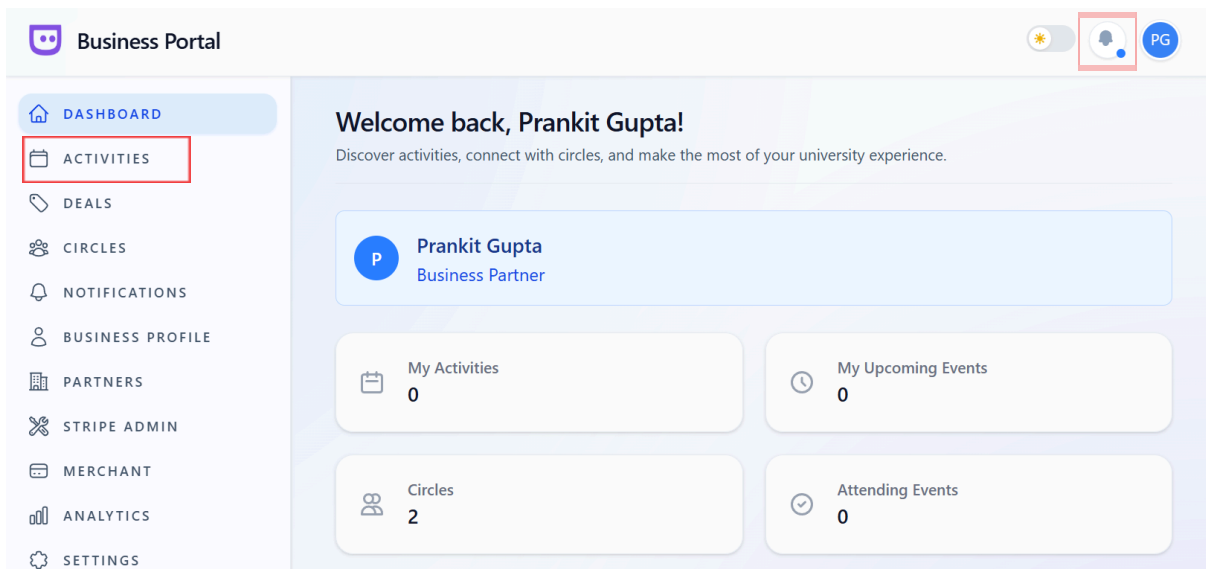
17. Click Create Activity. Congratulations, your event should now be live in stuDex!

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## Managing Activities

Once your activity has been created, you can go back and edit details at any time by visiting the Activities tab.

If users like or comment on your activity, you will be able to view them by clicking on your notifications, or by visiting the Activities tab, scrolling down to the activity, and clicking View Details. You can then also respond to user comments here.



After your event has ended, users can also leave feedback for your event using a 5-star rating format which appear in the app as per the below image. You can also view these in your partner portal once available.

