

stuDex

University Society Guide v2.10.25

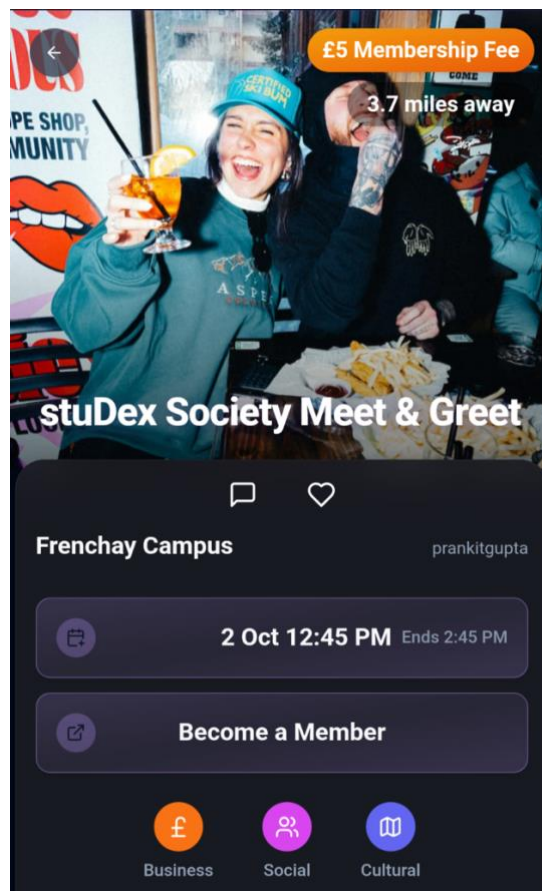
Make sure to access the latest version of this document at www.studexapp.com/society-guide

Welcome to **stuDex**, we are excited for you to start posting your society activities in our app. This guide will show you best practices to get started!

And stay tuned – we will be following up with a society portal shortly which will allow you to create a dedicated society page. For now, we suggest using your stuDex account to post activities.

If you haven't signed up yet, you can download the app here – www.studexapp.com and sign up with your uwe.ac.uk e-mail.

Example Activity



Activity Types

stuDex offers two types of activities – **Go Local** & **Find Your Vibe**.

1. **Go Local** is for paid events and features additional fields for pricing and external links.
2. **Find Your Vibe** is for informal gatherings & meet-ups organised by students.

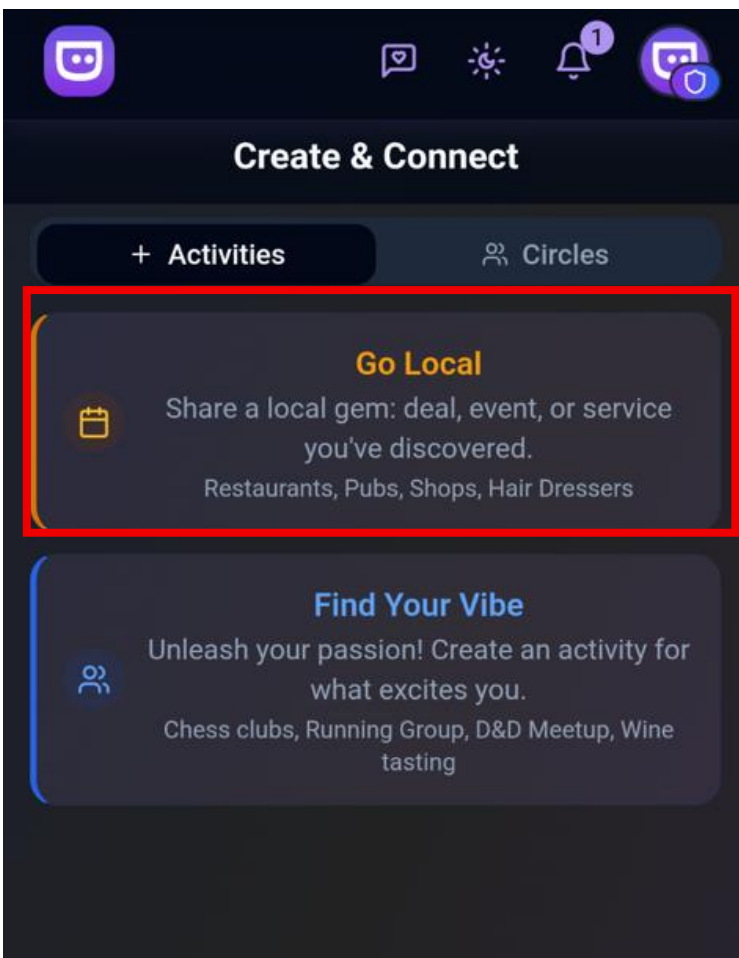
We encourage you to experiment with both types to find the best fit for your event. This guide will focus on **Go Local** activities, but you can follow the same instructions to create a **Find Your Vibe** activity as well.

How to Post

Press the Create Activity Button: + icon

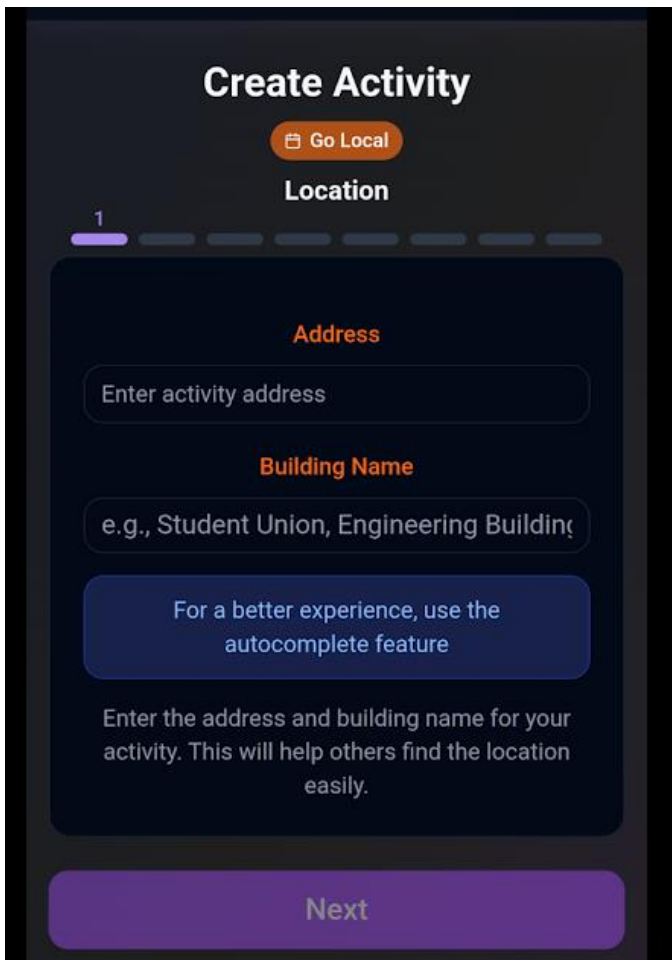


Select **Go Local**



Choose a Location

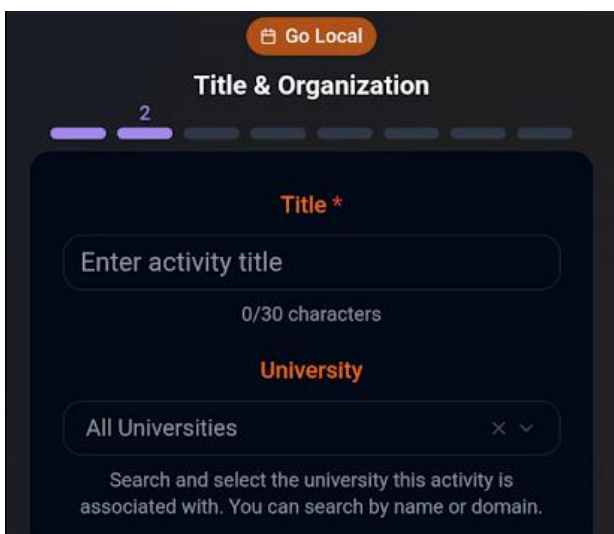
Enter the address, this should autofill as you start typing so you can select the address from the drop down.



The screenshot shows the 'Create Activity' form at step 1, 'Location'. At the top, there is a 'Go Local' button with a location pin icon. Below it is the title 'Location' and a progress indicator with '1' highlighted. The form contains two input fields: 'Address' with the placeholder 'Enter activity address' and 'Building Name' with the placeholder 'e.g., Student Union, Engineering Building'. A blue callout box contains the text: 'For a better experience, use the autocomplete feature'. Below this is a paragraph: 'Enter the address and building name for your activity. This will help others find the location easily.' At the bottom is a large purple 'Next' button.

Create a Title

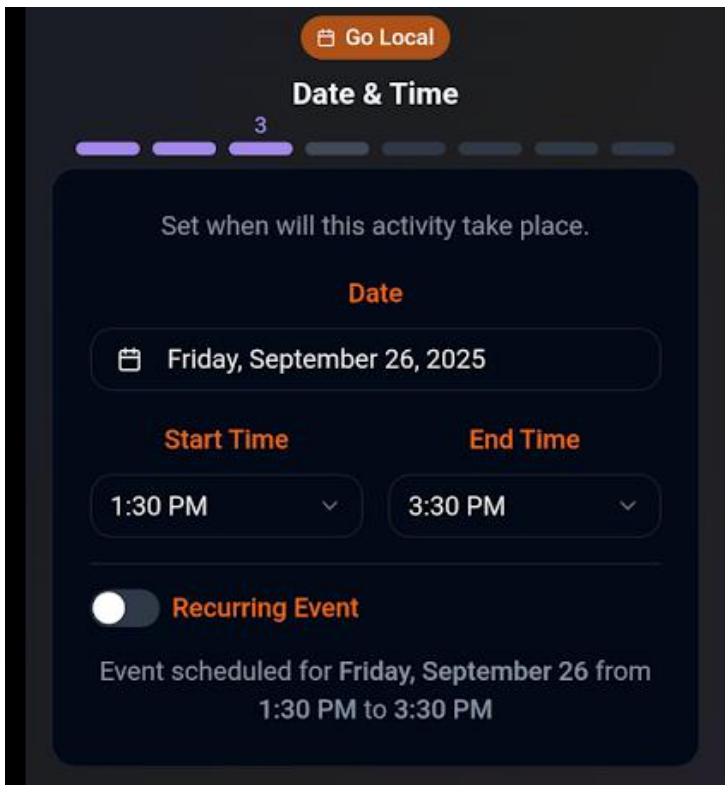
Create a Title for your activity. You can also click where it says All Universities and choose University of the West of England to make sure students are aware this activity is open only to UWE students.



The screenshot shows the 'Create Activity' form at step 2, 'Title & Organization'. At the top, there is a 'Go Local' button with a location pin icon. Below it is the title 'Title & Organization' and a progress indicator with '2' highlighted. The form contains two input fields: 'Title *' with the placeholder 'Enter activity title' and a character count '0/30 characters', and 'University' with a dropdown menu currently showing 'All Universities' and a close icon. Below the dropdown is a paragraph: 'Search and select the university this activity is associated with. You can search by name or domain.'

Select a Date & Time

Select the Date and Time this activity will occur at.



Go Local

Date & Time

3

Set when will this activity take place.

Date

Friday, September 26, 2025

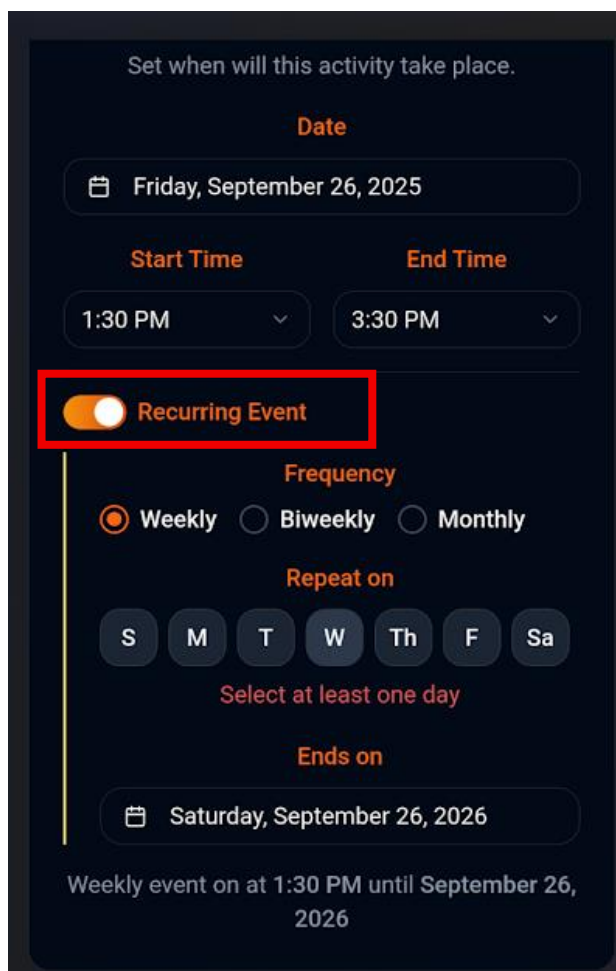
Start Time **End Time**

1:30 PM 3:30 PM

Recurring Event

Event scheduled for Friday, September 26 from 1:30 PM to 3:30 PM

You can also make this a recurring activity if this is a regular meetup to avoid having to post repeatedly. You can create weekly, bi-weekly (every 14 days), or monthly recurring activities like this.



Set when will this activity take place.

Date

Friday, September 26, 2025

Start Time **End Time**

1:30 PM 3:30 PM

Recurring Event

Frequency

Weekly Biweekly Monthly

Repeat on

S M T W Th F Sa

Select at least one day

Ends on

Saturday, September 26, 2026

Weekly event on at 1:30 PM until September 26, 2026

Provide Activity Details

Business or Pricing Details (only for Go Local)

- Here you can mention whether this activity is free to attend or requires a membership fee to be paid / ticket to be purchased

Call to Action - Optional Field (only for Go Local)

- You can provide a link to your society webpage/socials to learn more about your society, or alternatively you can forward them to a page where they can complete payment and become a member or purchase a ticket for the event if required.

Description

- Provide a description for your activity

Business or Pricing Details *
E.g. 25% off for students
0/100 characters

Call to Action
E.g. Book Now, Le <https://example.c>

Description *
Describe the activity in detail...
0/1000 characters

Back Next

£5 Membership Fee
3.7 miles away

stuDex Society Meet & Greet

Frenchay Campus prankitgupta

2 Oct 12:45 PM Ends 2:45 PM

Become a Member

Business Social Cultural

About

Offer: £5 Membership Fee

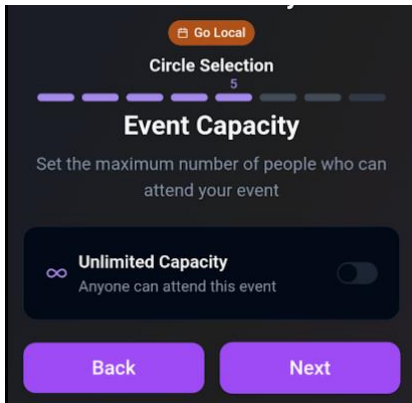
Come meet the new committee for 2026 and other fellow members. If you have not paid the membership fee yet, you can do so on the door or by using the link above.

Comment below with suggestions for future events!

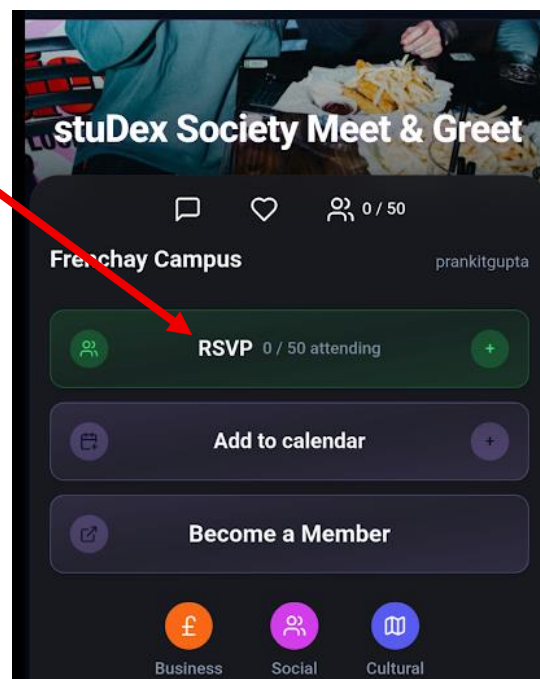
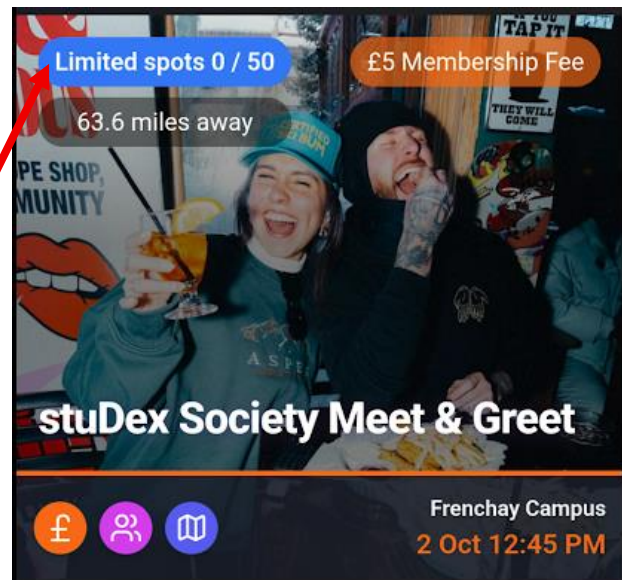
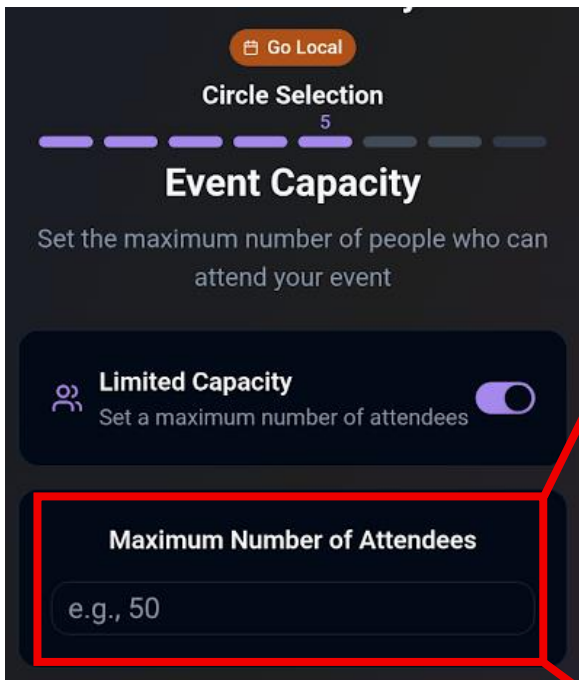
See you there soon!

Event Capacity

Choose **Unlimited Capacity** if you don't want to restrict the number of students attending



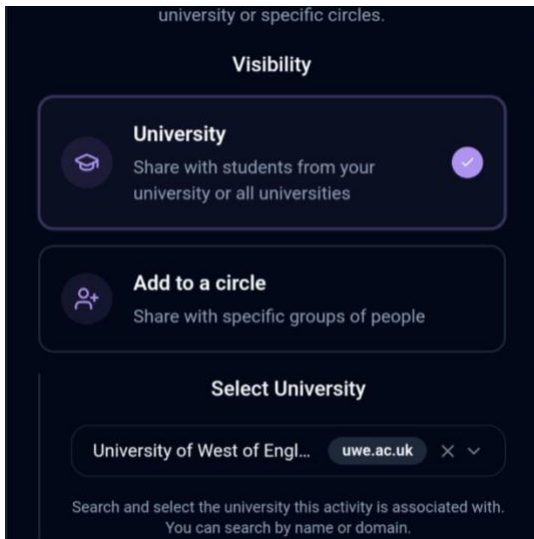
Choose **Limited Capacity** if you want to select a maximum number of attendees. Enabling this option adds an **RSVP button** to your event and makes it easier to track who will be attending your event.



Visibility

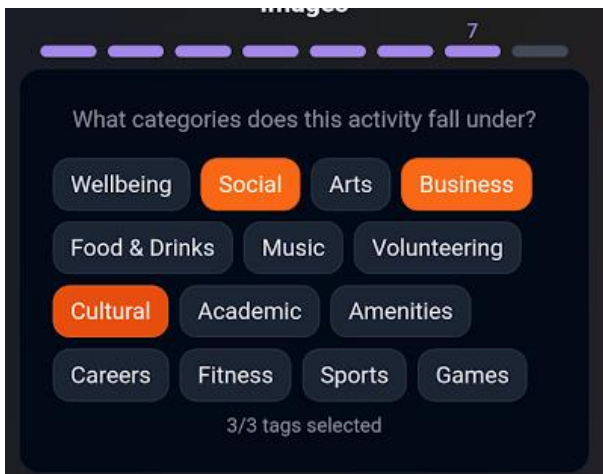
University (**recommended**) – visible to all students at your university. You can also **select your university** from the drop down.

Add to Circle – you can create a private circle to share the event with only selected users (e.g. members only event). If you select this option, you must have created a circle first with the relevant users. Activity will only be visible to circle members.

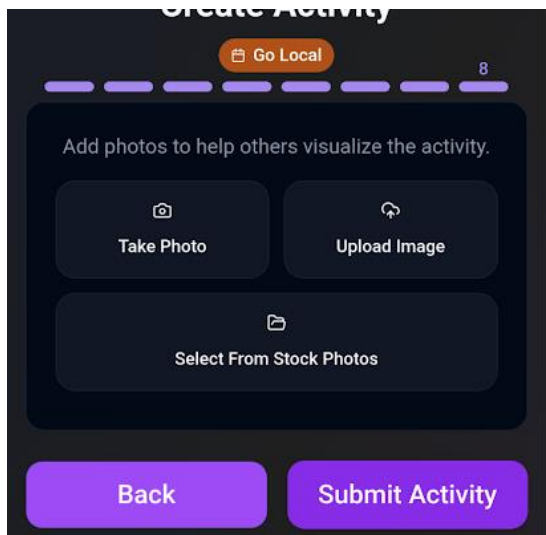


Categories

Select up to 3 categories based on your activity. For Go Local activities business is pre-selected so you can select two more categories.

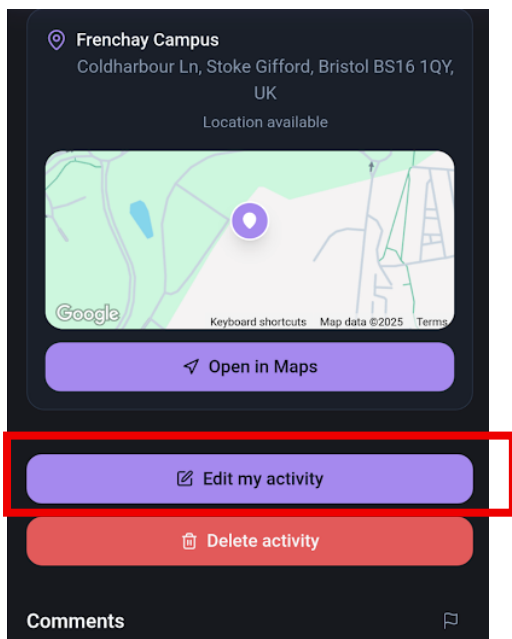


Upload a Picture & Submit



That's it! Your activity has been posted in stuDex.

If you made a mistake, you can go back in and **edit your activity** at any time.



If you have any questions or issues, please contact us at team@studexapp.com

Thanks,

stuDex Team