Student Club System

User Manual

May 2025

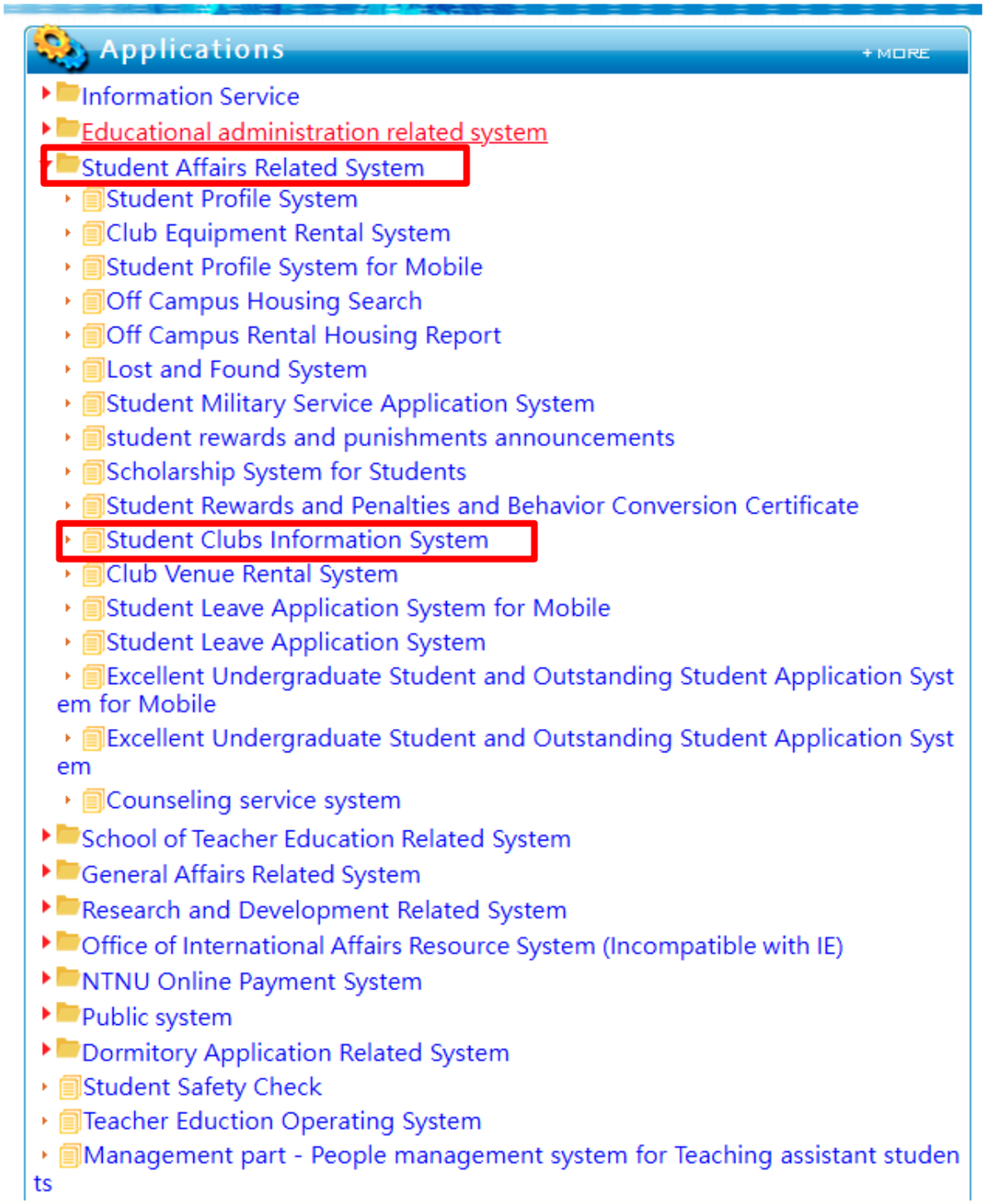
How to log in to the Student Club System?

https://iportal.ntnu.edu.tw/ntnu/



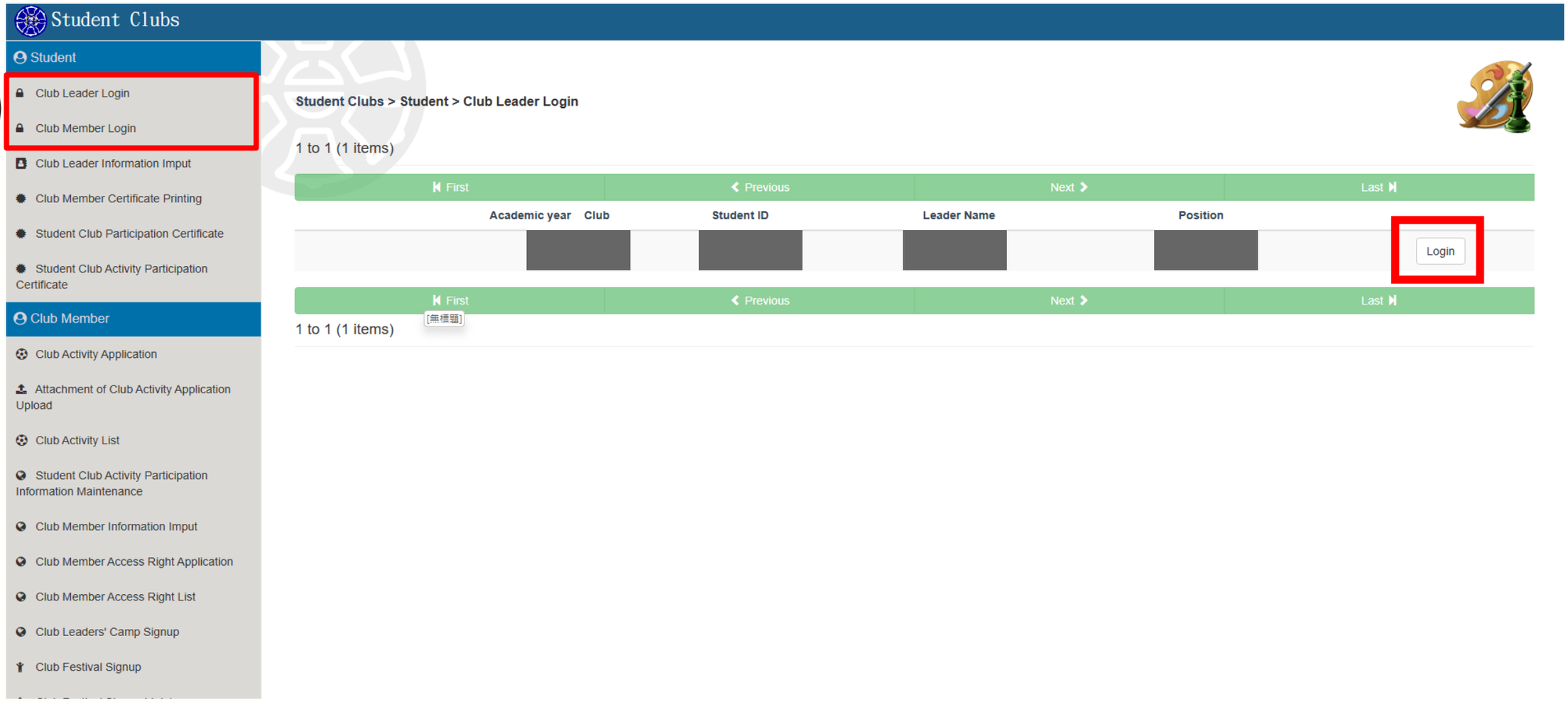
How to log in to the Student Club System?

Student Affairs Related System
↓
Student Clubs Information System



How to log in to the Student Club System?

Choose Club Leader Login/Club Officer Login



Types of System Users

Club Leader

- Club Advisor Infomation imput
- Club Advisor Infomation Maintenance
- Club Overview

Student

- Club Leader Login
- Club Member Login
- Club Leader Information Imput
- Club Member Certificate Printing
- Student Club Participation Certificate
- Student Club Activity Participation Certificate

Club Member

- Club Activity Application
- Attachment of Club Activity Application Upload
- Club Activity List
- Student Club Activity Participation Information Maintenance
- Club Member Information Imput
- Club Member Access Right Application
- Club Member Access Right List
- Club Leaders' Camp Signup
- Club Festival Signup
- Club Festival Signup Maintenance

Guest

- News
- Activity Search

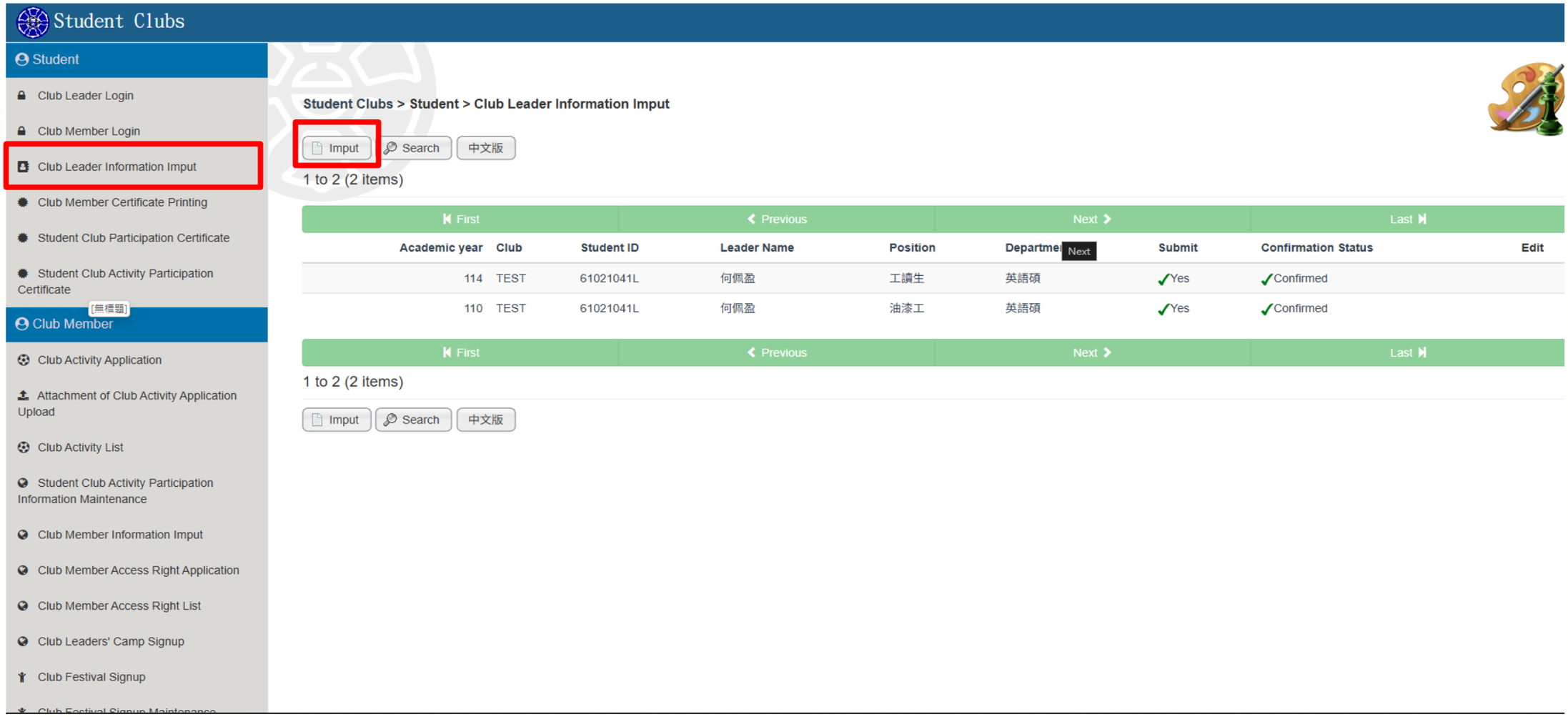
Club Member Function

Club Member

- Club Activity Application →Submit Event Application
- Attachment of Club Activity Application Upload
- Club Activity List
- Student Club Activity Participation Information Maintenance → Add Participation Certificate
- Club Member Information Imput →Add Membership Certificate
- Club Member Access Right Application
- Club Member Access Right List
- Club Leaders' Camp Signup
- Club Festival Signup
- Club Festival Signup Maintenance

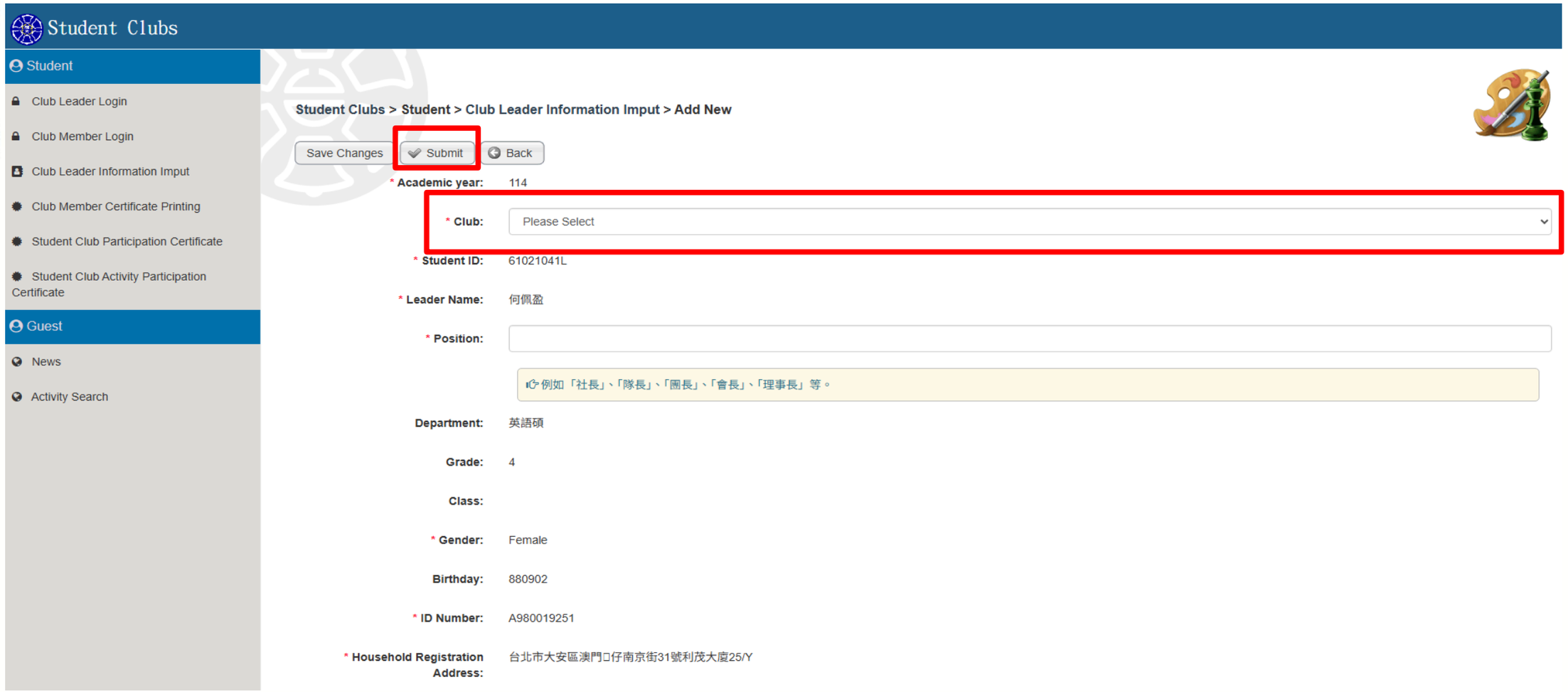
Club Leader Information Input

Click"**Club President Information**" → Input



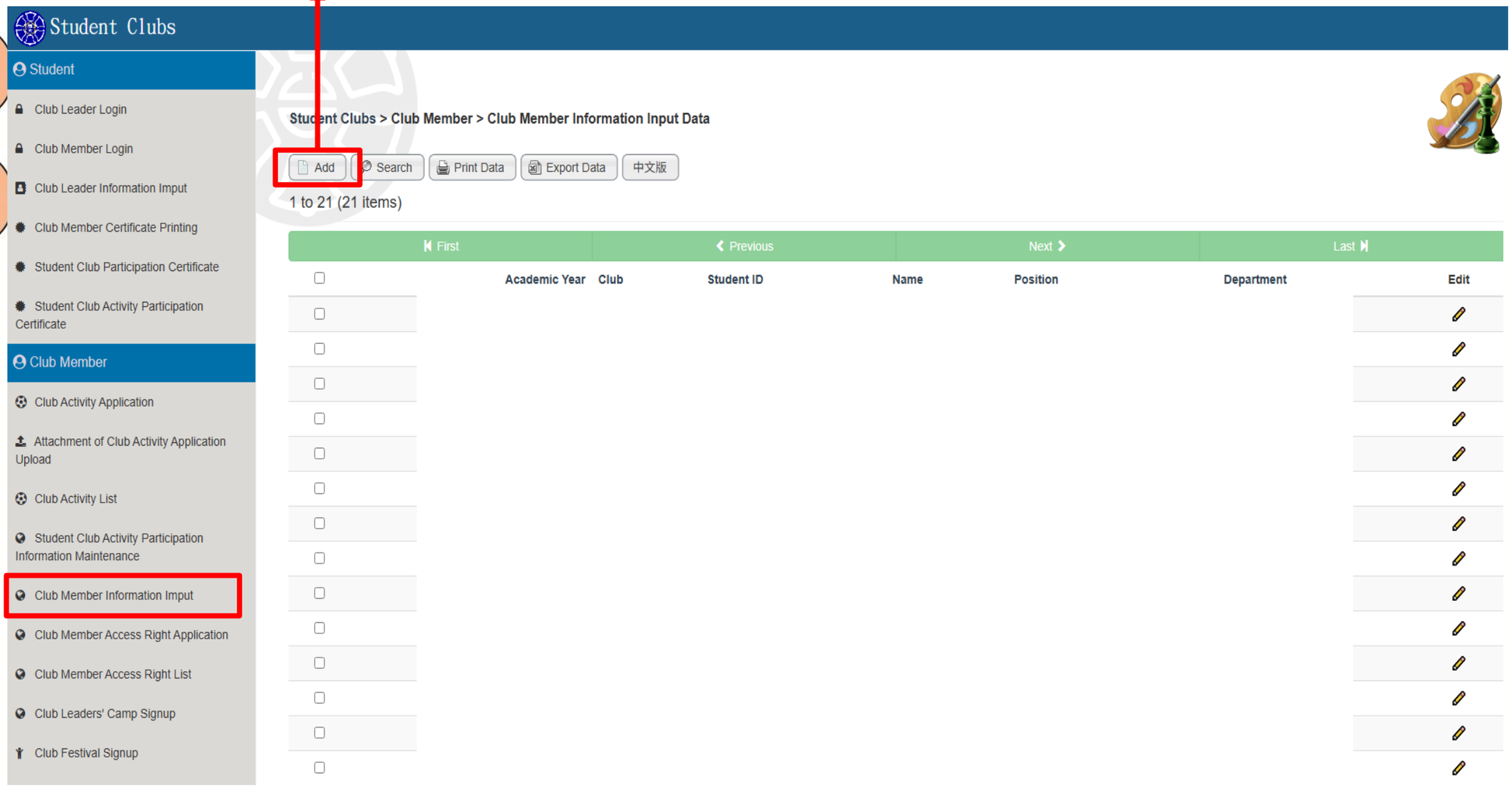
Club Leader Information Input

Select your club and click "**Submit**" after completing the form



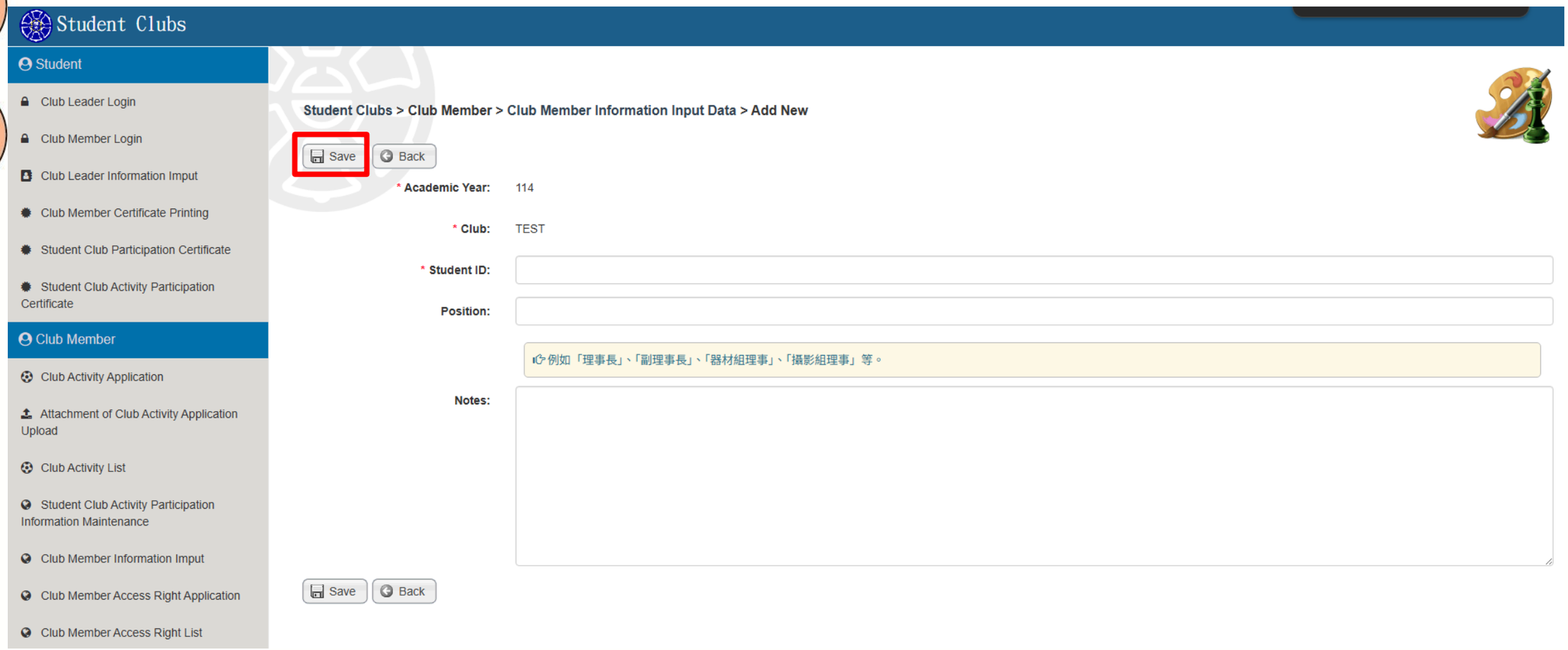
Club Member Information Input-Add Individually

Click "Club Member Information Input" → Add



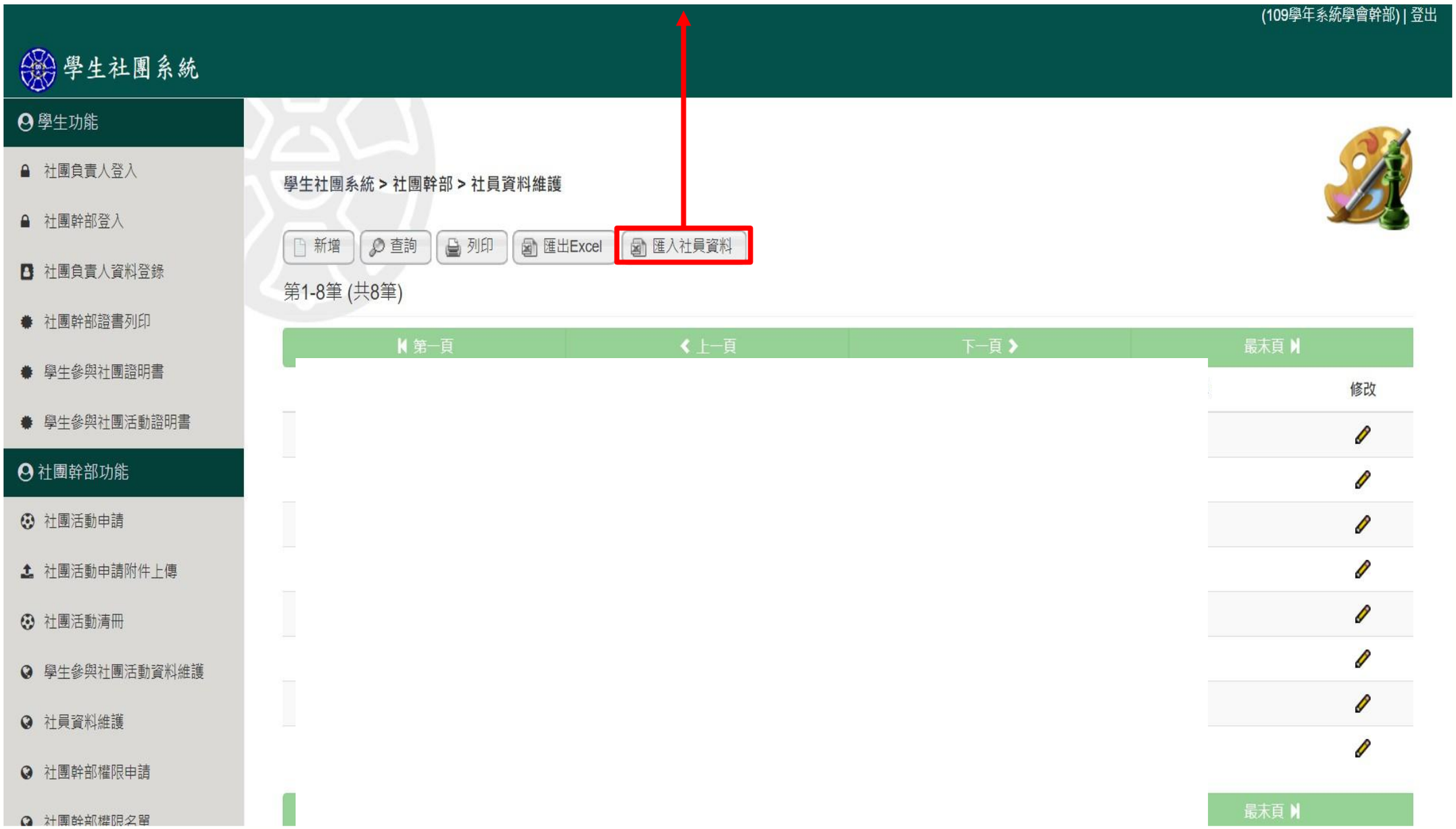
Club Member Information Input-Add Individually

Click "Save" after completing the form



Club Member Information Input-Batch Import

Batch Import Data



Club Member Information Input-Batch Import

Use the template to create the member file.

學生社團系統 > 社員資料維護 > 匯入社員資料

操作說明

請下載範本，編輯後以該檔進行匯入。
匯入之「姓名」欄位系統將不進行處理，以教務學籍資料之姓名為準。

Excel檔格式檢查 | Excel檔匯入 | 返回

上傳Excel檔案: 選擇檔案 未選擇任何檔案

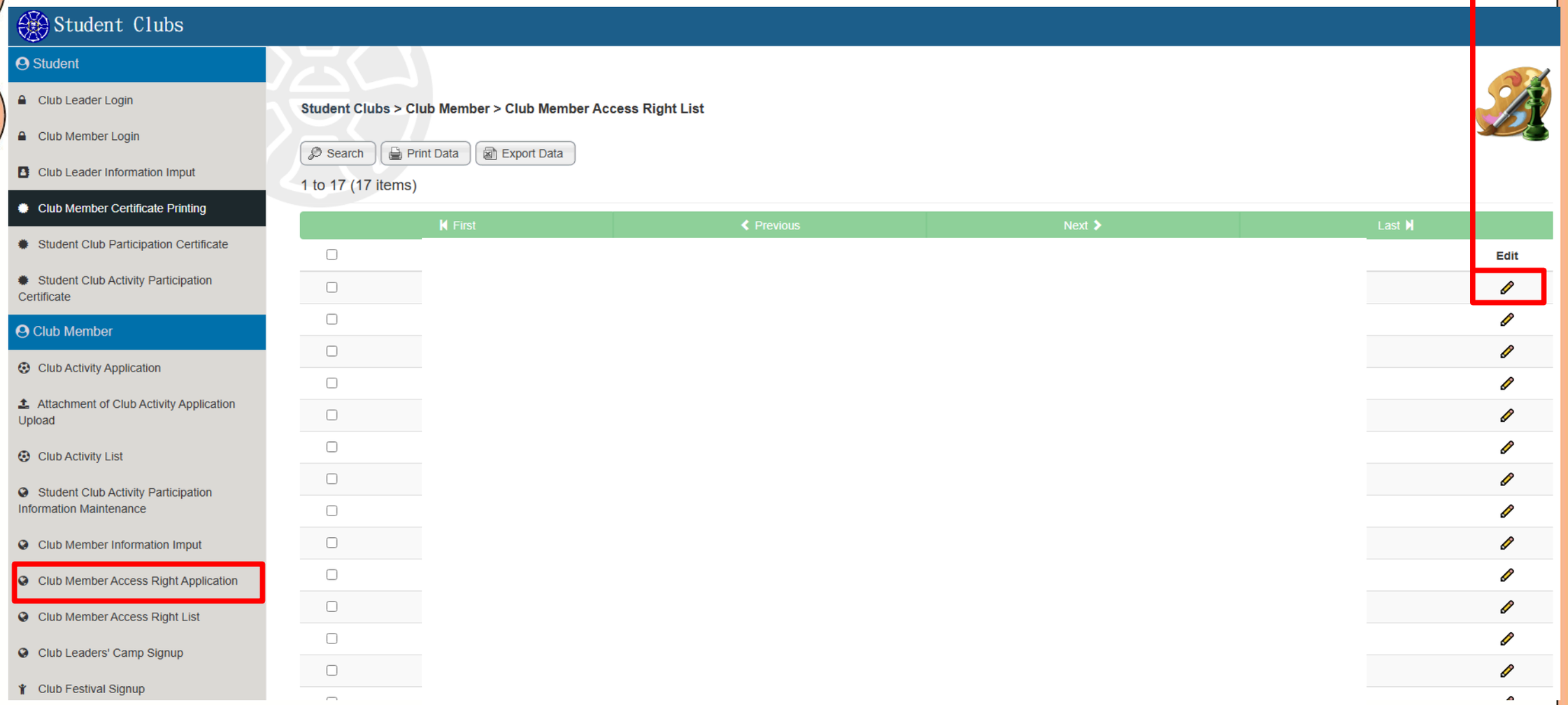
Excel檔格式檢查 | Excel檔匯入 | 返回

Upload the file after completing it according to the specified format.

Club Member Access Right Application

Before applying for officer permissions, the person must first be registered in the member data.

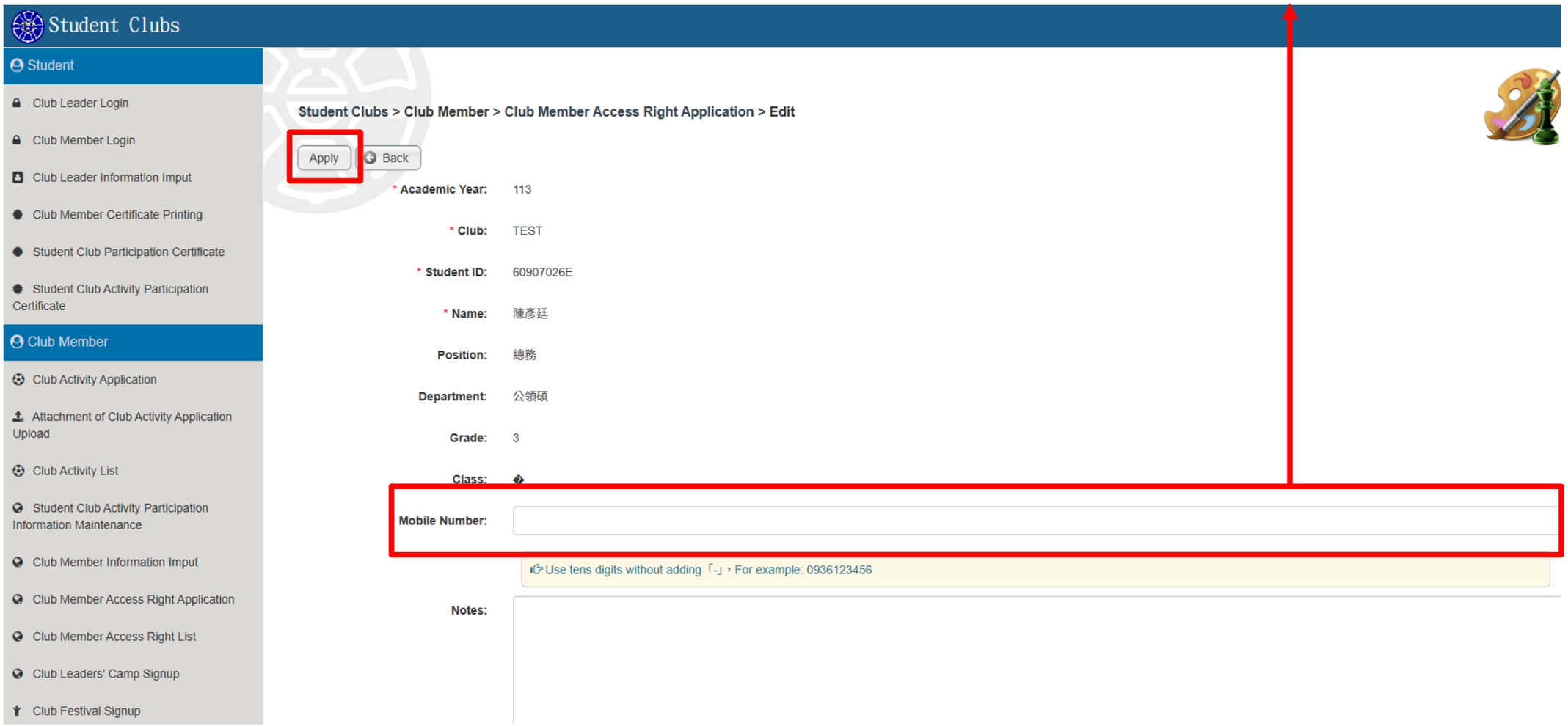
Click "**Edit**"



Club Member Access Right Application

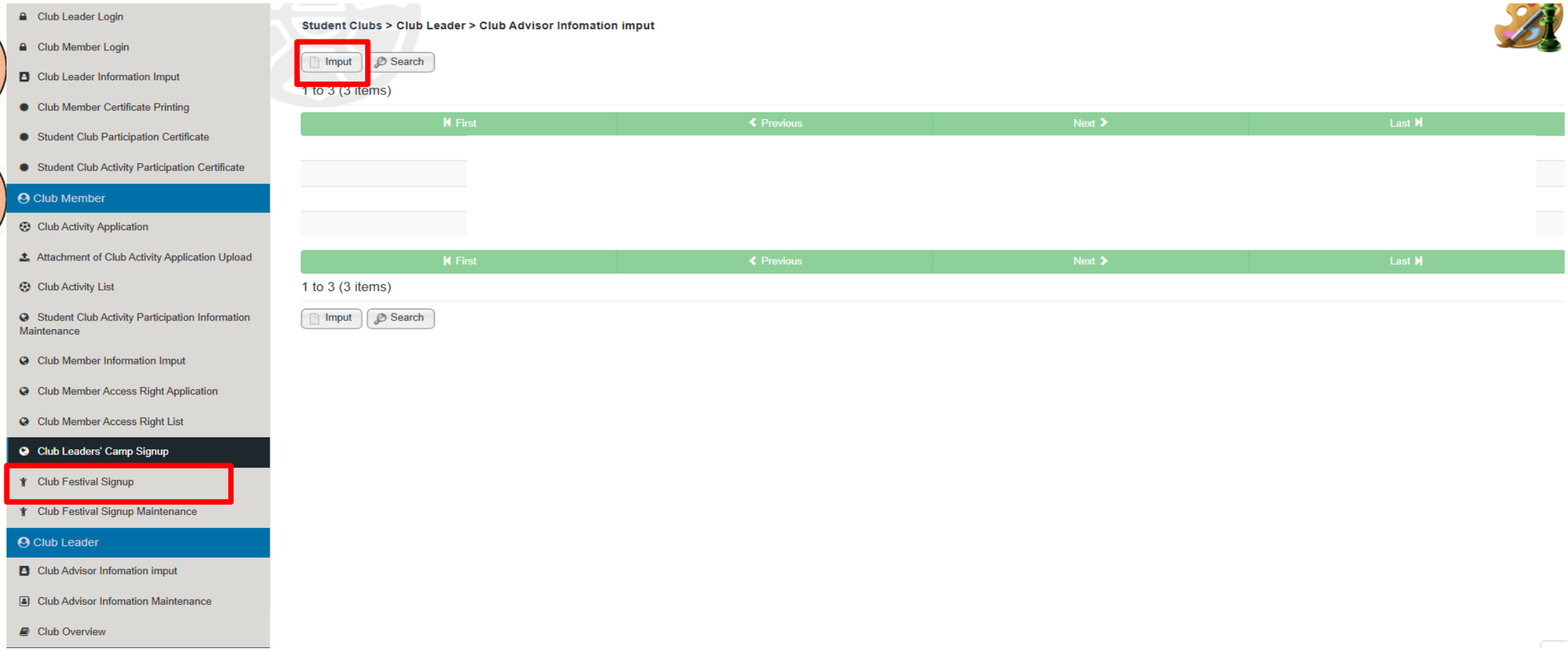
Click "Apply"，Notify the advisor to review and approve.

Provide a contact Mobile number.



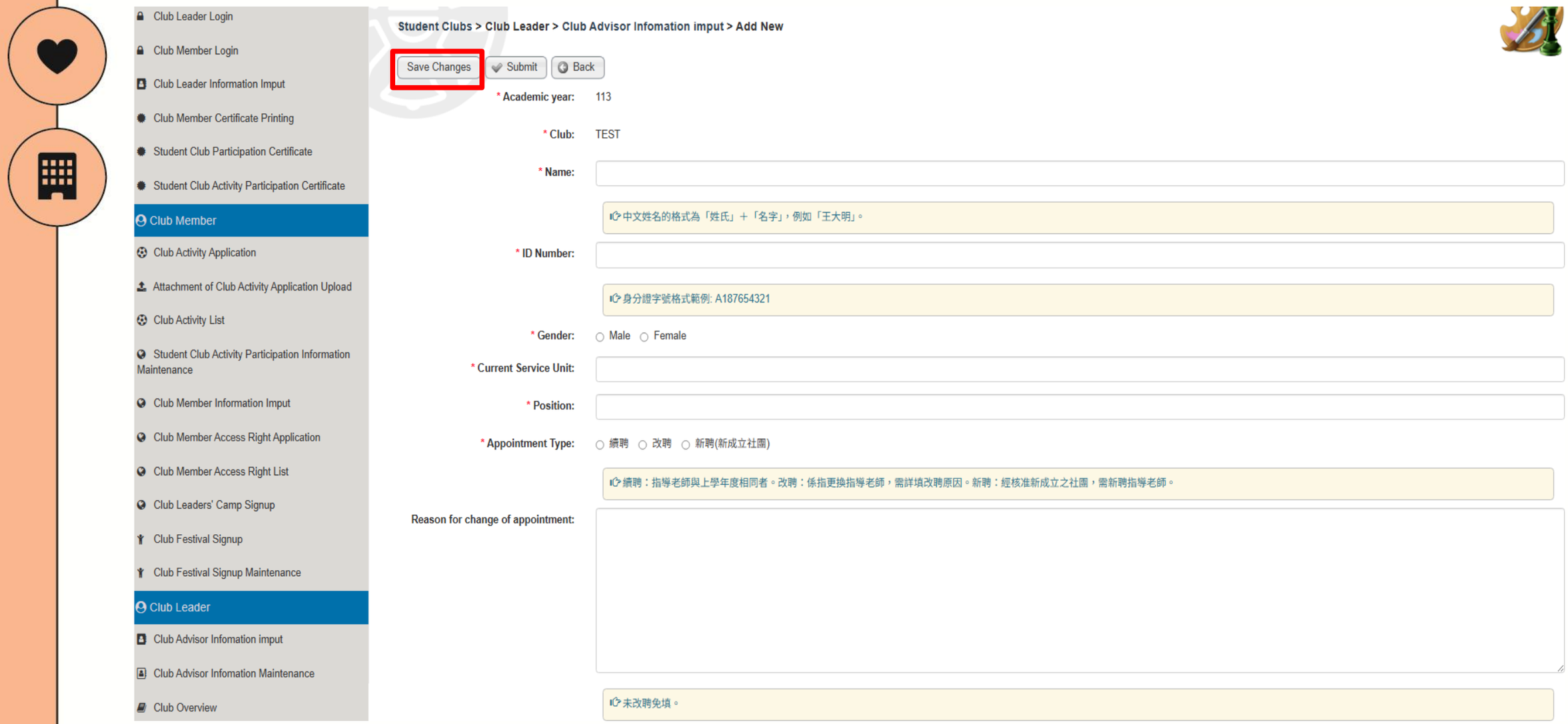
Club Advisor Information input

Click “Input"



Club Advisor Information input

Enter the actual information



Club Advisor Information input

Provide an email address that can successfully receive messages.

Activity Search

* Education:

* Experience:

* Main E-Mail:

請填寫指導老師的主要電子郵件信箱，格式範例: abc@pchome.com.tw ，由於社團活動審核等通知信將寄至此信箱, 請正確填寫!

Alternate E-Mail:

請填寫指導老師的備用電子郵件信箱，格式範例: abc@pchome.com.tw ，由於社團活動審核等通知信將寄至此信箱, 請正確填寫!

* Phone Number:

Use tens digits without adding「-」, For example: 0936123456

* Mailing Address:

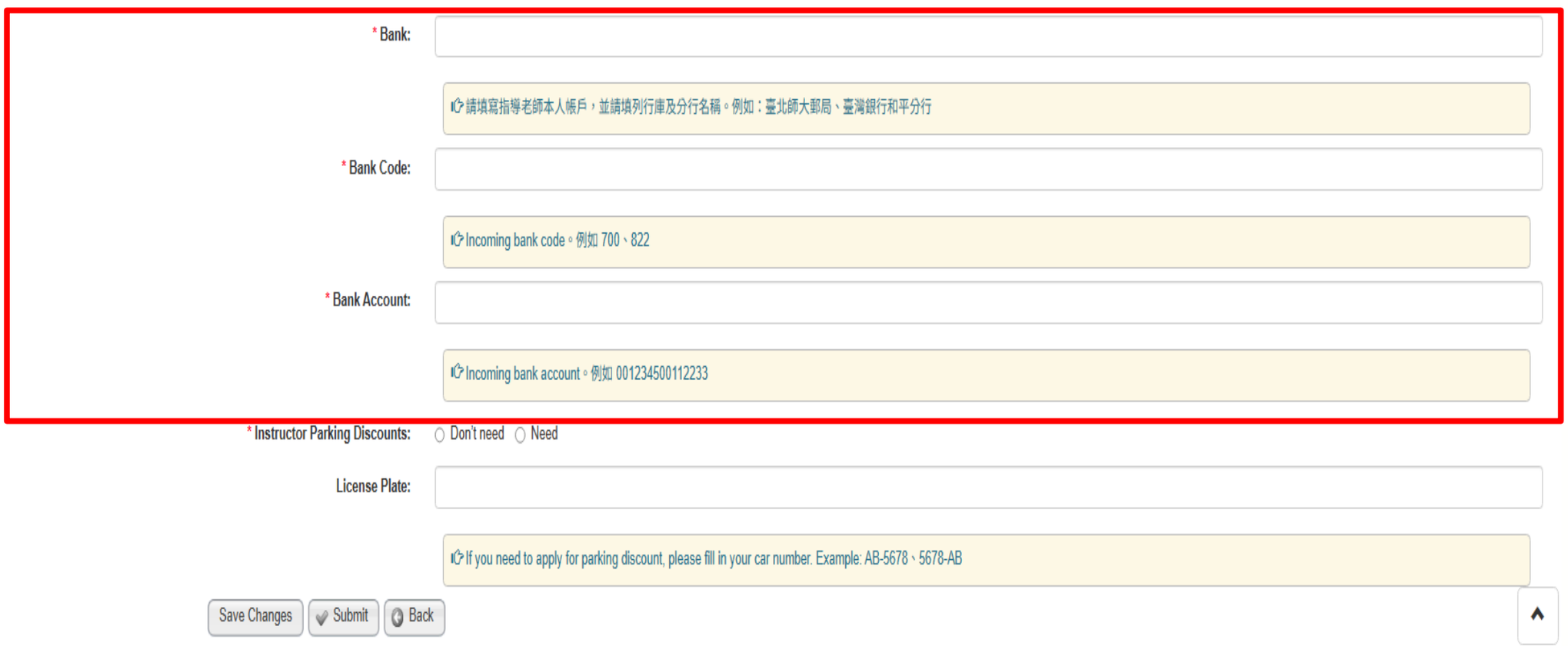
* Residence Address:

請詳填鄰里，例如「彰化縣鹿港鎮勝利里12鄰快樂路135 號」

* Bank:

Club Advisor Information input

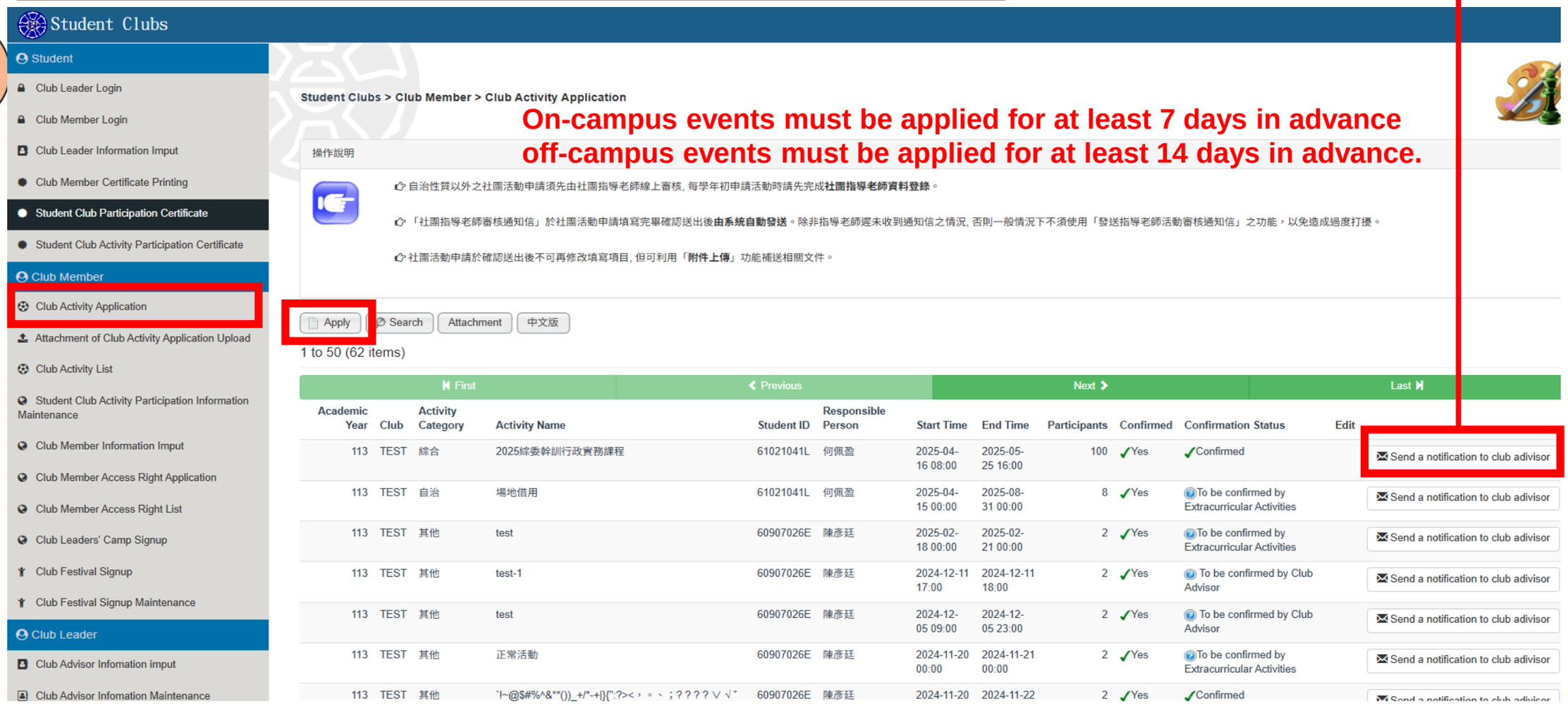
Make sure to enter the account information accurately.



Club Activity Application

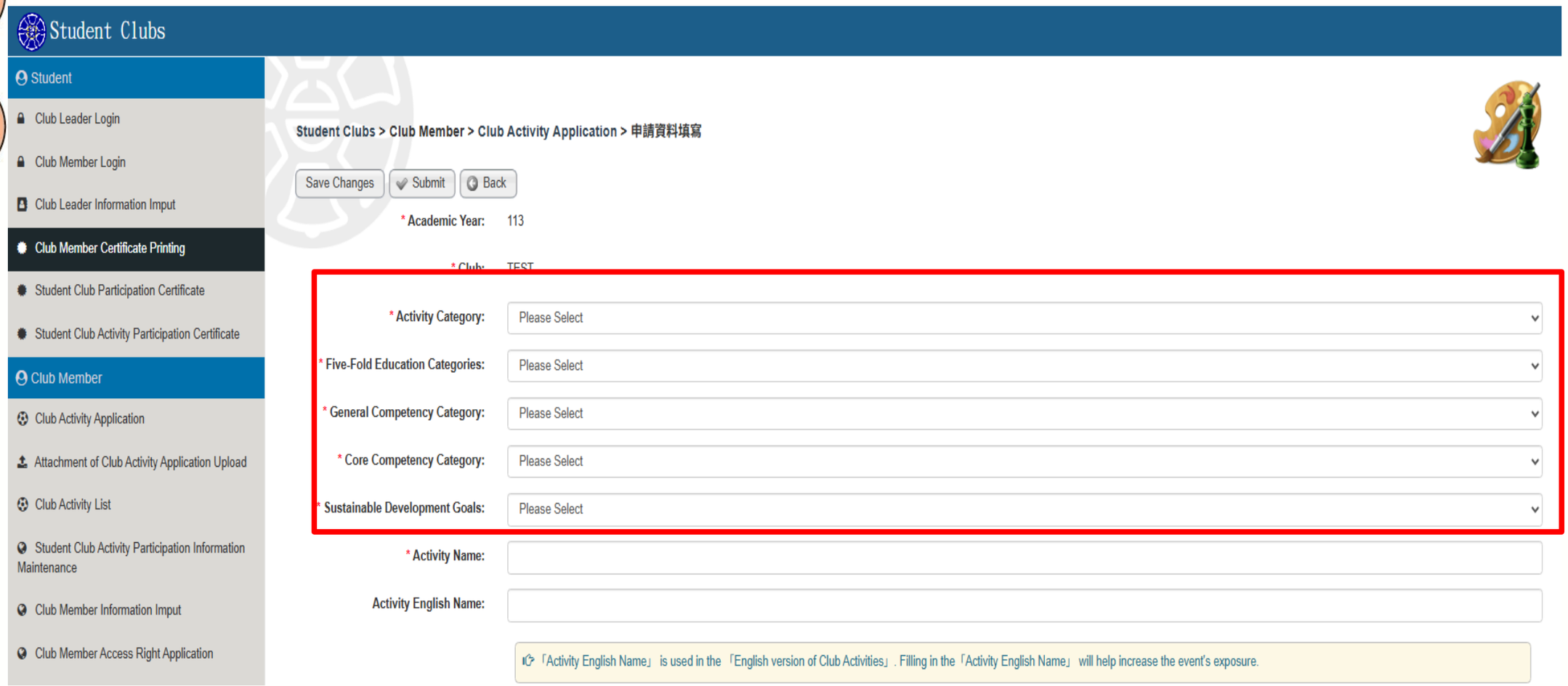
After submitting the event application, the system will automatically send an email to the club advisor. If the advisor does not receive the email, you can click the button to resend it(Please do not click it multiple times)

Click "**Club Activity Application**"→Apply



Club Activity Application

Choose and fill out the form according to the nature of the activity



Club Activity Application

Attach the required documents and upload them properly

Attachments:

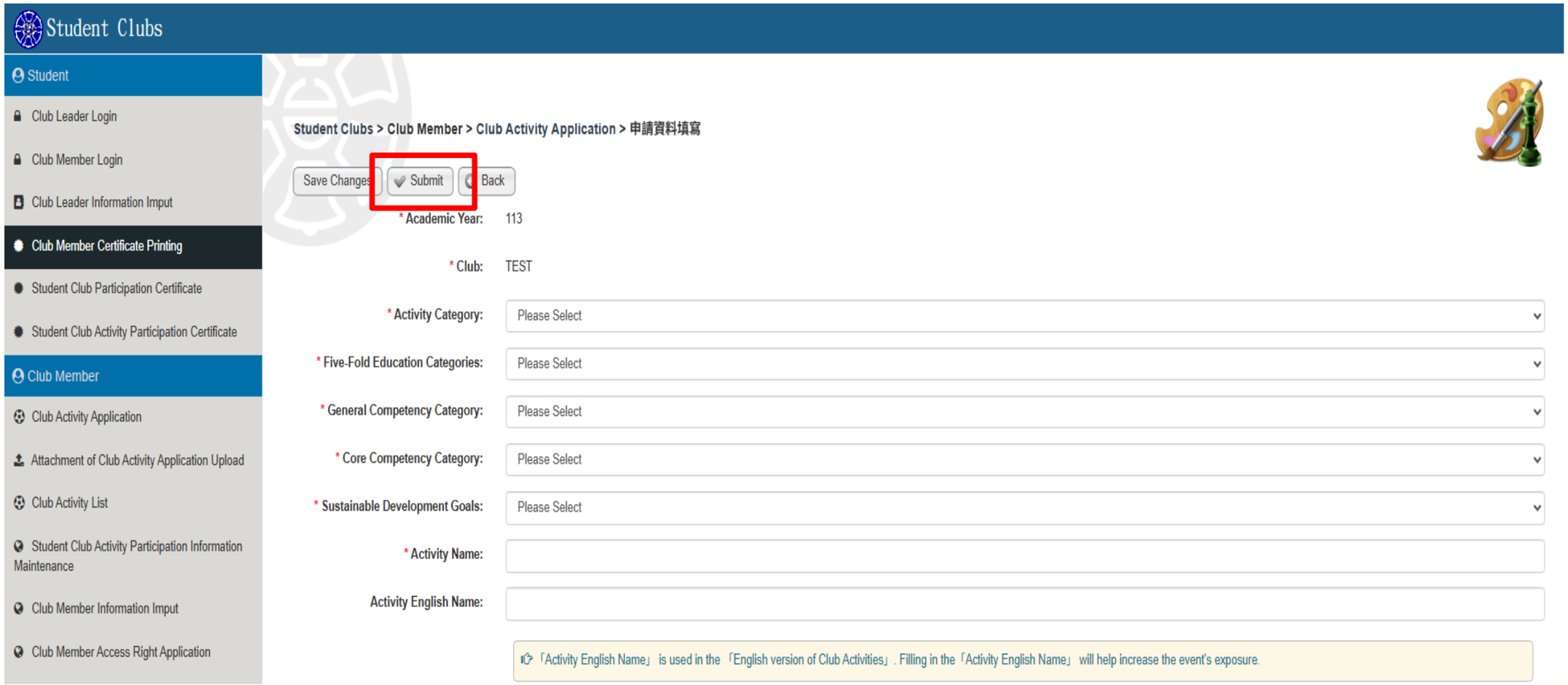
	* Activity Proposal
Activity Proposal:	Upload Attachment: 選擇檔案 未選擇任何檔案
	* Participant List
Participant List:	Upload Attachment: 選擇檔案 未選擇任何檔案
	* Insurance Certificate(Name List)
Insurance Certificate(Name List):	Upload Attachment: 選擇檔案 未選擇任何檔案
	* Parental Agreement for Underage Students
Parental Agreement for Underage Students:	Upload Attachment: 選擇檔案 未選擇任何檔案
	* Tour Bus Rental Contract
Tour Bus Rental Contract:	Upload Attachment: 選擇檔案 未選擇任何檔案
	* Certificate of Basic First Aid Training
Certificate of Basic First Aid Training:	Upload Attachment: 選擇檔案 未選擇任何檔案
	* Other
Other Attachments:	
Other Related Documents:	Upload Attachment: 選擇檔案 未選擇任何檔案

* I have read and agree to abide by the following terms: A.Pay attention to the safety of the event and ensure that the venue is restored after the event. B.This activity is indeed carried out in accordance with relevant regulations and activity plan content. C.Activities should be gender-friendly and comply with the Personal Data Protection Act.

Save Changes | Submit | Back

Club Activity Application

Click "Submit"



Club Activity Application for NTNU(SA)

★Submit it to the Extracurricular Activities★

Student Association Signature	Instructor Signature	Chair/Director Signature
Stamp 1	社團指導老師 已線上審核章 2025-04-16 21:00:45	Stamp 2

Management Unit Signature	Student Affairs
Stamp 3	Stamp 4

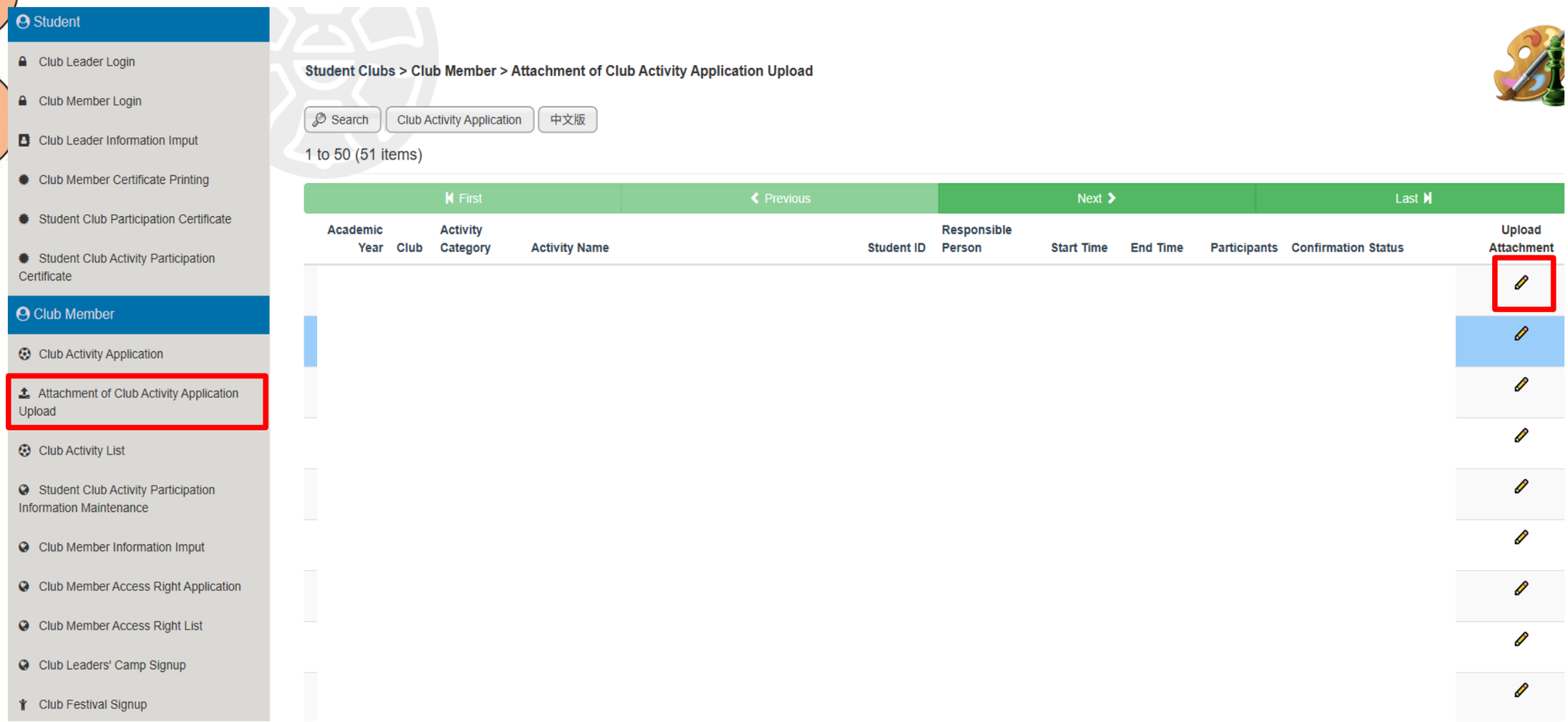
Club Activity Application for NTNU(Club)

★Submit it to the Extracurricular Activities★

Club Leader Signature	Club Advisor Signature	Management Unit Signature
Stamp 1	社團指導老師 已線上審核章 2025-05-13 12:31:07	Stamp 2
Counselor Signature	Stamp 3	
Director	Secretary of Student Affairs	Dean of Student Affairs

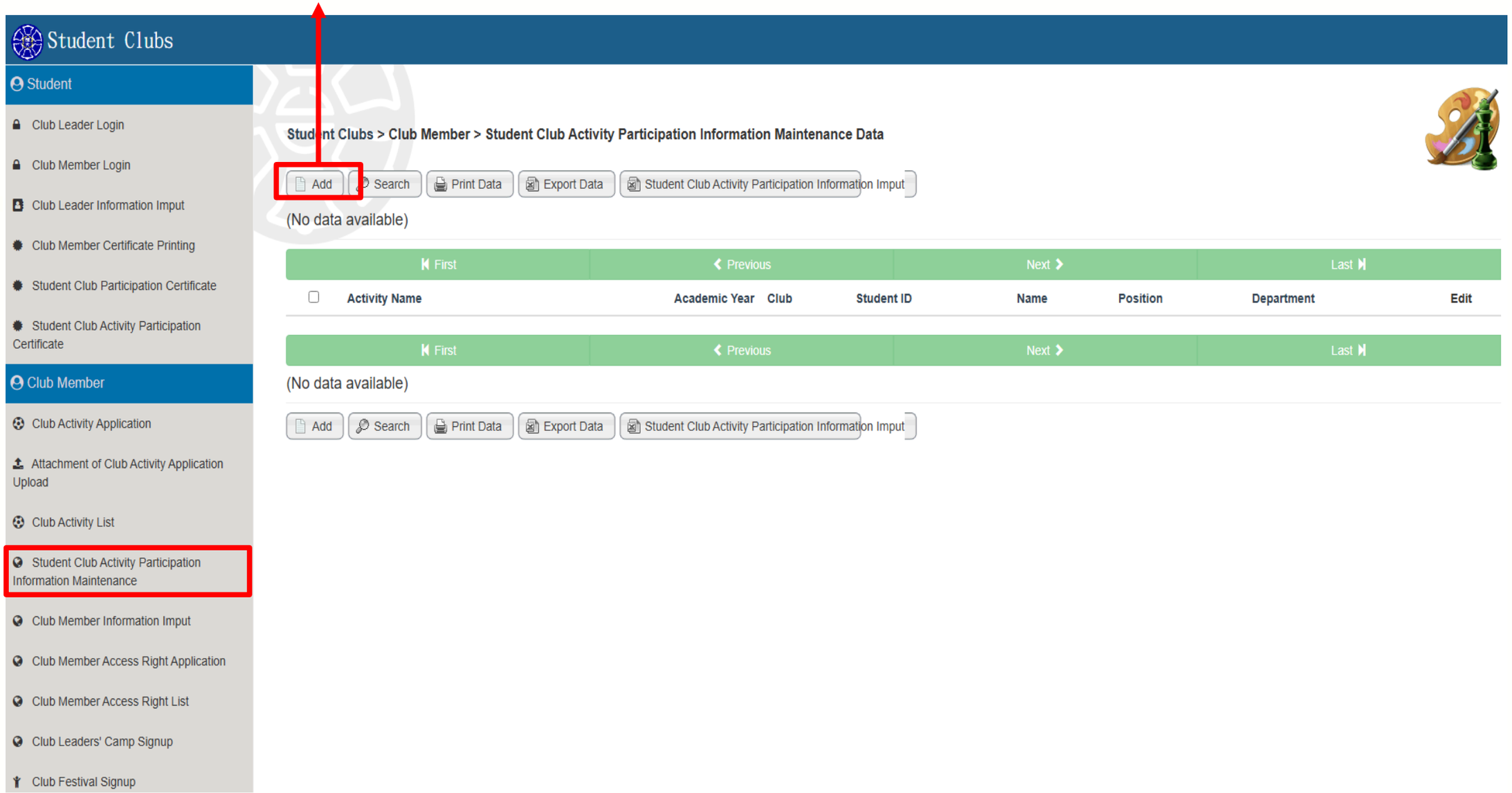
Attachment of Club Activity Application Upload

If you didn’ t upload the attachments during the event application, you can upload them later using this function.



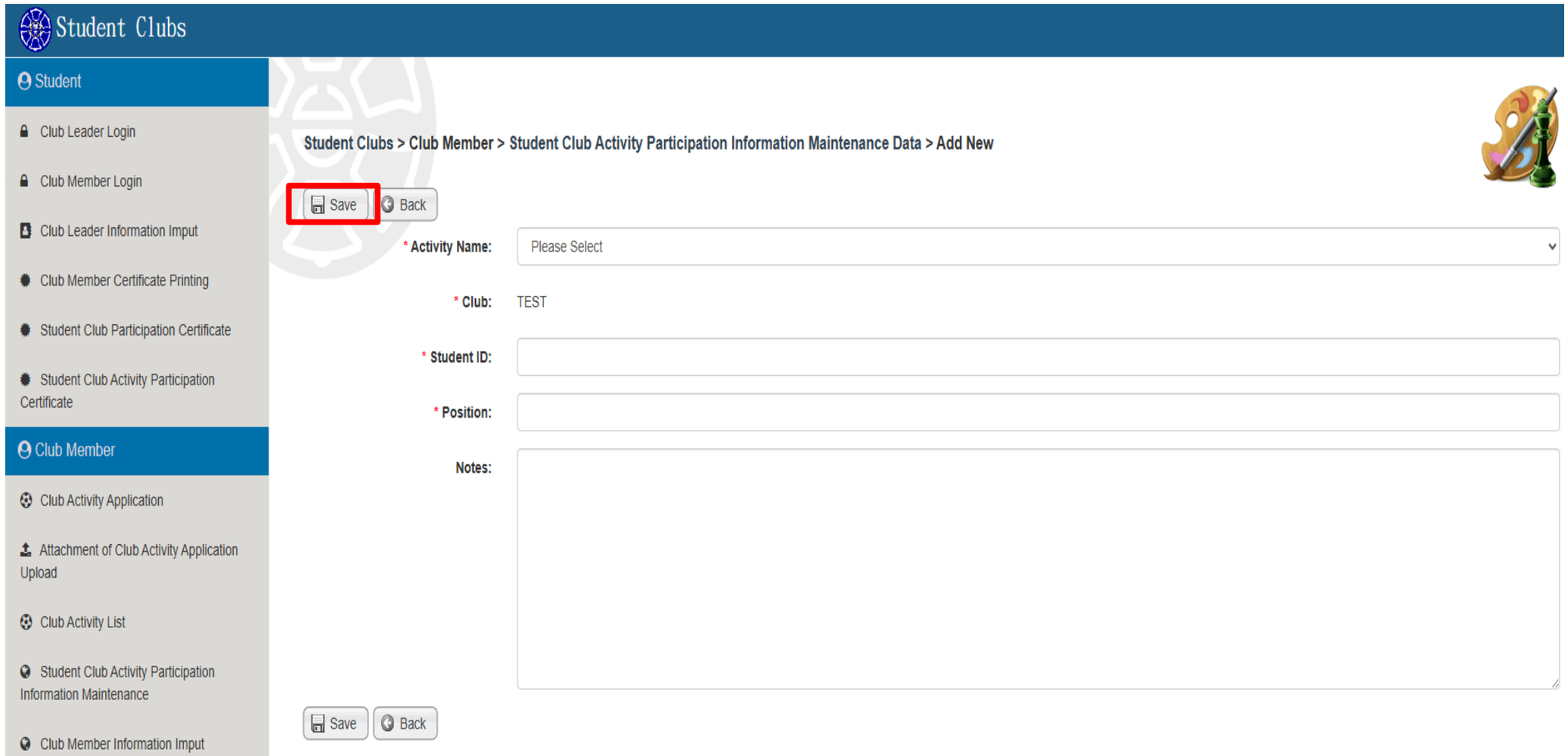
Student Club Activity Participation Information Maintenance Data

Click "Student Club Activity Participation Information Maintenance Data"→Add



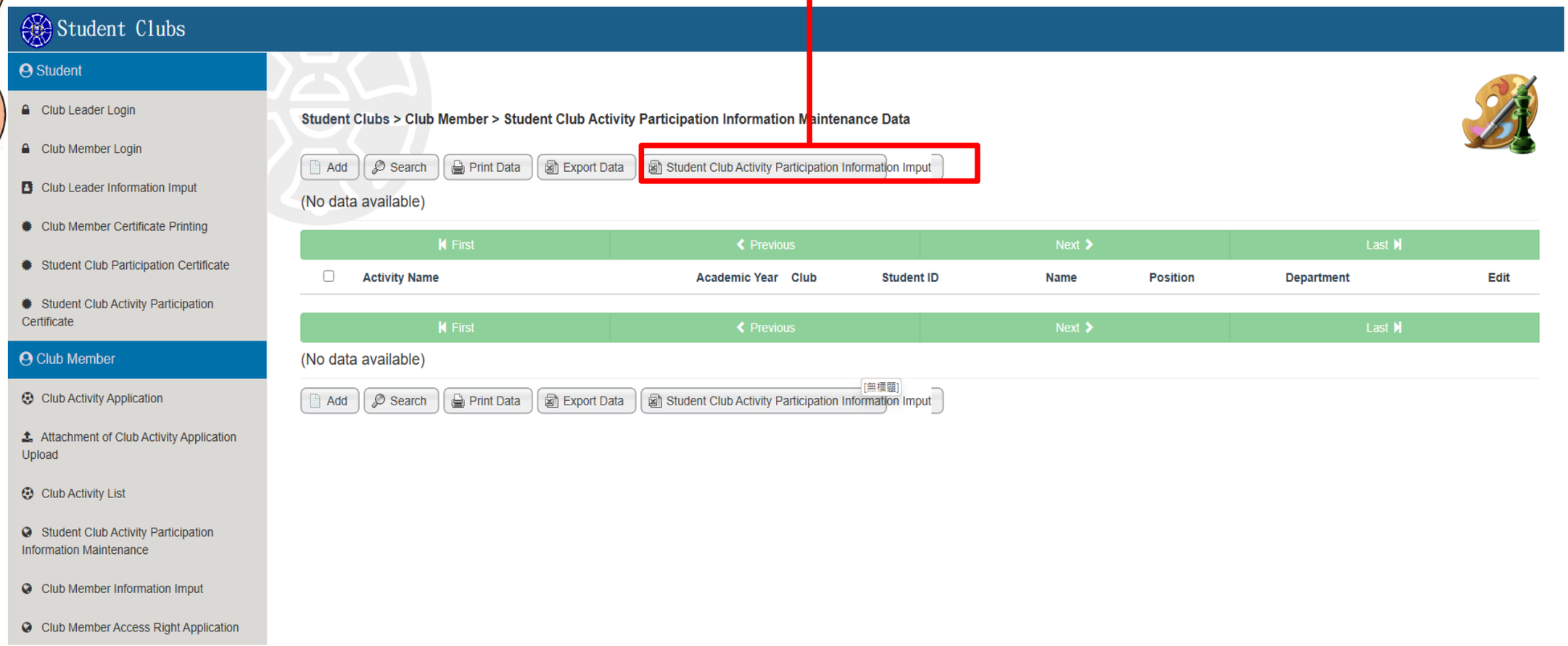
Student Club Activity Participation Information Maintenance Data

Click “Save"



Student Club Activity Participation Information Maintenance Data-Batch Import

Click “ Student Club Activity Participation Information Input “



Student Club Activity Participation Information Maintenance Data-Batch Import

Use the template to create the member file.



Upload the file after completing it according to the specified format.