

Interest Groups and the new Brand Centre

Frequently Asked Questions

How do I access the Brand Centre?

Visit <http://rsc.li/brand-centre> and log in using the details we sent to you.

I need to produce something that isn't on the Brand Centre, what should I do?

Please talk to our [Production Services team](#) who'll be happy to discuss your requirements.

I need help with using the Brand Centre, who should I contact?

Contact Just Digital – 01480 223838 or email rsc@justdigitaluk.com.

How does the payment process work for member networks?

When you've used up the credit in your Brand Centre account, you can continue to order items from the Brand Centre which should be covered by your annual grant. We will send you an invoice at the end of the year for the cost of printing editable templates, promotional items, and for delivery charges.

What period does the £400 credit cover?

It covers the calendar year, January to December. It cannot be accrued so any unspent credit will not be carried over to the following year.

I have forgotten my username/password, what do I do?

If you've forgotten your password please click the 'forgotten your password' link on the login screen and follow the steps to reset your password. Your username has been set by the Royal Society of Chemistry; please email your usual point of contact for a reminder.

My name or contact details are incorrect, what do I do?

The details used to create your login profiles are the most recent contact information that the Royal Society of Chemistry has for you. If you wish to change this on the Brand Centre, you can update and save your new details in your profile settings, which can be found at the top of the website. Please also contact the Member Networks team (networks@rsc.org) to notify us of the changes so that we can update our records.

Can we have a branded PowerPoint template?

Yes. Please contact networks@rsc.org for a copy of your PowerPoint template. We hope to include these on the Brand Centre in the future.

Can I use the Brand Centre to create a newsletter?

While there isn't a dedicated template for a newsletter you could use the multiple event flyer template to promote your group's past and future events.

Can I suggest other items to include on the Brand Centre?

Yes – we'd like members to tell us about other items they would like to see on the Brand Centre. We will be asking for people's feedback over the coming weeks and months.

We didn't use to pay for promotional items like branded pens...

We have given each committee £400 per year to use on the Brand Centre as they wish. In the past, we may have supplied you with pens and other promotional items. However, we needed to find a more efficient way of fulfilling requests and to make sure that you have access to the full range of materials when you need them. The Brand Centre gives you the autonomy to order the promotional items you require for your events. There is no charge for ordering pre-printed materials, like member recruitment literature for example.

Will we be charged for ordering pre-printed literature?

No, only for the cost of delivering the items, which will be deducted when you go to check out.

Will the templates on the Brand Centre have our new logo on them?

Yes. The editable templates (e.g. flyers, pop-up stands, certificates) already include your new logo.

Will we be able to use our logo in different colours?

The Royal Society of Chemistry logo and member networks logos are only available in one colour scheme, although the colour palette has been designed to give maximum flexibility across RSC materials. More information about the colour palette and other elements that make up the brand can be found in the [Brand Guidelines](#).

Will the events database link to the Brand Centre to avoid duplication of entering data?

We're not able to do this at the moment but we are looking into whether we can link the two systems.

I want to use a local printing company...

We have partnered with Just Digital Limited to create the Brand Centre. It is a free service and part of our agreement with them is that they will handle the printing of items ordered through the Brand Centre. Interest Groups (and Local Sections) based outside of the UK can download a print-ready PDF to enable them to print locally.

Will Local Sections and Divisions also have access to the Brand Centre?

Yes, the Brand Centre has been rolled-out to Local Sections and Division regions; we are in the process of defining the requirements for our Divisions.