



Website Support Document.

2018-2019

1. You will notice that there are seven headings on the main front page.

Welcome.

2. This carries no sub headings so everything is in one place starting with Membership 2018 & concluding with Website support document.

About Us.

3. If you click on this heading the history of the club will be revealed click on the link as shown to view full content.

This section also carries eight headings with no sub headings attached , starting with Titchfield Bowling Club Mission & Values & concluding with Titchfield in Bloom.

4. **Calendar.** involves no change and is automatically updated.

5. **Contact.**

This has been updated to include photos of members who have agreed to serve on the Committee during 2018/2019 including their area of responsibility.

- 6, **Members Area.**

This section covers the main aspects of the clubs activities . It has five headings commencing with competitions & concluding with TBC Tea Rota .

In addition there are five sub headings you will see two arrows pointing to the right > > within this area you will find the heading commencing with Honours Board & concluding with Incident Report Form .

7. **Comments.**

This section is available to post any comments or information that you may wish the membership to receive, and to view membership comments which come in frequently. An automated notice will be sent when there is something new to view.

8. **Picture Gallery.**

This section is now formed of a grid layout which is preferred to the stacked images which we originally had , thus making it less time consuming to add new photos .

MEMBERS AREA INFORMATION.

- 9.. On subscribing to the site for the first time you will be sent a message giving you a password you can either keep and record it, or change it to something more simple for example like this (**A??//x p 9 %%66**) for subscription only.

Refer to (**website access instructions**)which can be found under the **welcome heading**.

10. **Members Area.**

The Members Area is the most important and the one that will provide all of the working administration practices of the club, please familiarise yourselves with this section.

11. **Website Access to Members Area**

To access this area just click on the heading and a password section will open up, type in a password and please remember, keep it in a safe place ,you will then be ready to go.

12. **Protected Site.**

The Members Area is password protected site and is not available to anyone from an outside source to view.

13. If you need further help please contact me by e-mail

mikedalzell41@sky.com or by telephone 01329-480-632

