

# The Newhaven Archery Club website members area User Guide

<http://newhavenarcheryclub.co.uk/membersarea>

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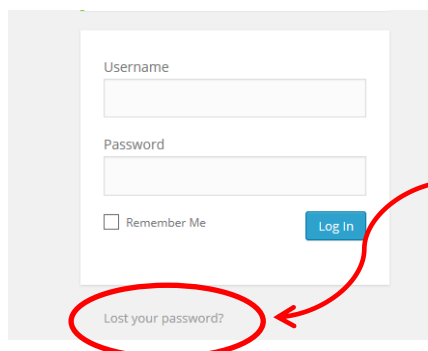
## Main features:

- The area is only accessible to current members of the club.
  - Each user has a unique logon and password (see the section 'Your user name' for more information).
  - You can reset your password if you forget it without having to involve anyone else.
- Club news
  - Current and back copies of NAC news.
- A copy of the Club Calendar
  - Can be downloaded to an Ipad/ Android device (or anything else that accepts an 'ICS feed').
- A For sale/ Wanted board
  - Members can add entries and respond to entries posted.
- Submit a score to the Club records officer
  - Sends you a copy of your submission
- A photo gallery
  - (if you have any photos you'd like to add then please send them to Nigel.Oxley@googlemail.com)
- Club information
  - Everything from archery etiquette to Committee meeting minutes and a list of committee members.

The site can be accessed from the main NAC website by clicking on 'Members area' (top right hand corner of the home page).



## Forgotten passwords



A screenshot of a login form. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me' and a blue 'Log in' button. At the bottom left of the form, there is a link that says 'Lost your password?'. This link is circled in red, and a red arrow points from it towards the text on the right.

If you forget your password, click the 'Lost your password' link on the logon page. An e-mail with details of how to create a new password will be sent to the e-mail address which is stored on the system for your username.

## Your user name

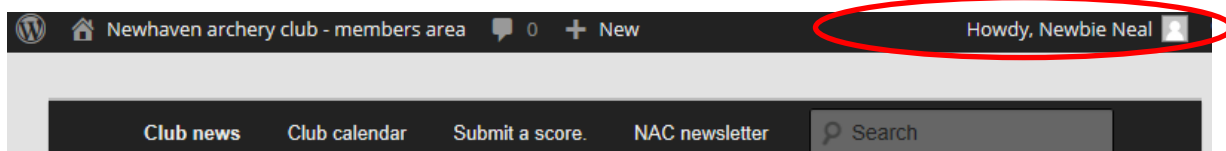
Your username is normally your Surname followed by the 1<sup>st</sup> letter of your Christian name e.g. John Smith would be 'SMITHJ' (not case sensitive). Where there is already a 'SMITHJ', the 2<sup>nd</sup> username gets a suffix of 2 making 'SMITHJ2'.

The system requires that each username must have an e-mail address held against it and that e-mail address needs to not be used by any other usernames on the system. This means if 2 family members share an e-mail address, they cannot each have a username on the system. In this case, they would share the use of one username of the format 'THESMITHS' or the 'THESMITHS2' for the 2<sup>nd</sup> Smith family etc.

Please don't share your username with anyone. Information in this area is for club members use only.

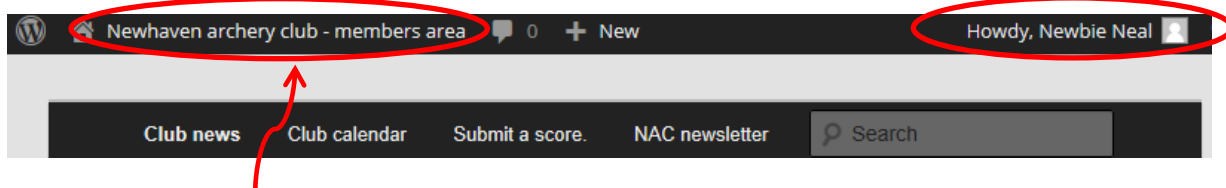
## To logoff from the members area.

Hover the mouse over your name in the top right corner and click on 'Logoff' when it appears.



## Changing your personal details including name and mail address.

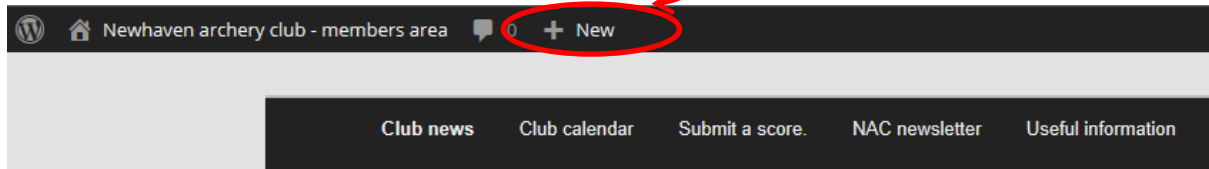
Hover the mouse over your name in the top right corner and click on 'Edit my profile' when it appears.



When you have finished editing your profile, click on 'Newhaven Archery Club' to return to the members area pages.

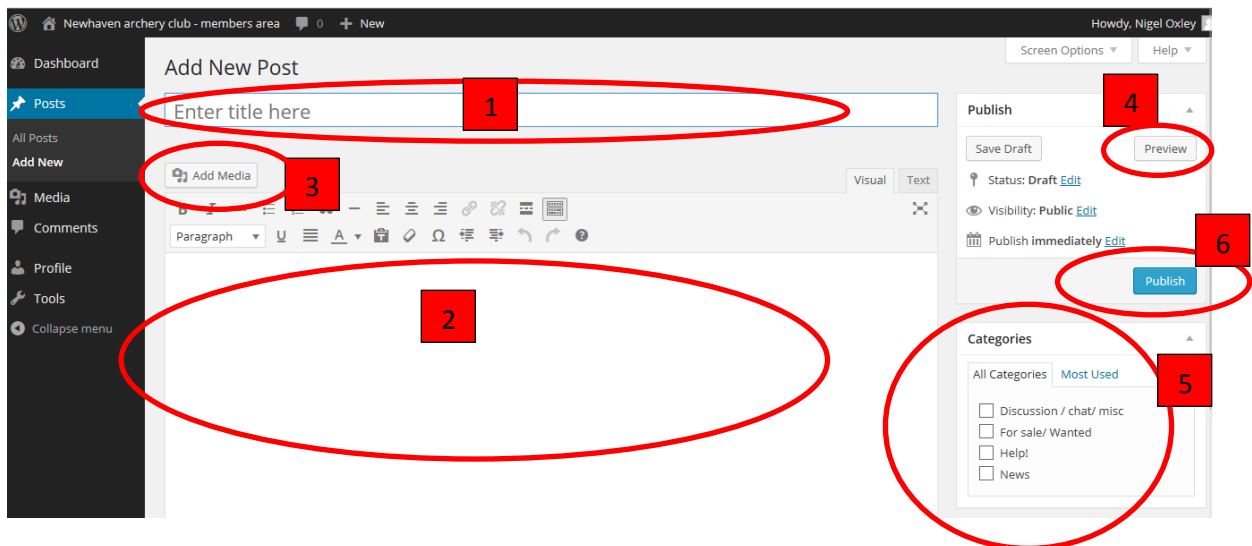
## Adding something to the 'For sale/ Wanted', 'Discussion' or 'News' areas.

To add an item to any of these area, hover the mouse over 'New' visible at the very top of the screen and click on 'Post'.

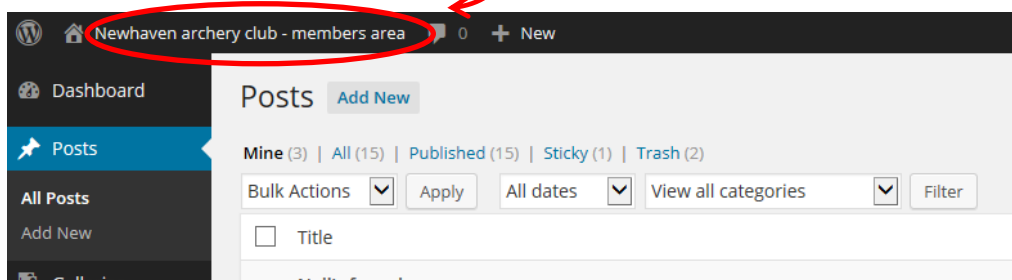


On the Post screen (see screenshot below):

1. Add a title.
2. Add the detail (using bold/ underline and coloured fonts etc. as required).
3. You can upload an image (e.g. a photo) to the website and include it in your post by clicking on 'Add media' .
4. You can preview your post in a separate window by clicking 'Preview'.
5. Tick one of the 'Categories' boxes as required. <<Important<<< Unless you chose a category, your 'Post' will display in the 'Discussion/ chat/ misc' area and not be visible elsewhere. Once published you can't change this categorisation. Let me know if you need me to change the category on a posting that you have made.
6. When complete click 'Publish' (button visible on right hand side of screen).



To return to the members area pages, click on 'Newhaven Archery Club – members area' visible in the top left hand corner of the screen.



## Responding to someone else's comment/ 'For sale' item etc.

You can add a comment to any 'Post' left by another member. To do so, click on 'Leave a reply' under the comment. You can respond to other people's replies by clicking 'Reply' under the reply in question. And so on and so on.

## The calendar and events

A list of events organised by the club in is available on the site. Each event is tagged with the following tags as appropriate. You can filter the visible events on these tags by clicking on them at the top of the event listing.

Junior only	For members of the junior club only.
Social	Usually involves food and drink (optional) as well as archery.
Competition	A competitive event (friendly though).
Wood shoot	Shooting 3D animals/ pictures of animals.
Field shoot	Targets in the woods.

You can add a comment (e.g. to ask a question or suggest something) by 'Replying' to any event in the calendar.

## More help?

There are some more Help hints and tips on the website itself.  
The last item on the main menu is - 'Help'.

If all else fails to answer your question then send me ([nigel.oxley@googlemail.com](mailto:nigel.oxley@googlemail.com)) a mail.  
I'd like people to succeed in using the site rather than fail.

A copy of this document is available under the 'Help' section of the website.

## Change log

Version	Date	Author	Description
3.0	22/5/14	Nigel O	Initial version.
4.0	26/6/14	Nigel O	Added 'Add media' (for uploading photos etc.) to a post. Changed categories: Added News, removed 'Uncategorised', default is now 'Discussion board'.