

All you ever wanted to know about how to use...

The screenshot shows the Kenilworth Tangent website homepage. At the top, there are navigation links for 'Home', 'Contact us', and 'Members'. The main header features the 'KENILWORTH Tangent' logo and the tagline 'Let Friendship Continue' alongside the 'NATIONAL ASSOCIATION TANGENT CLUBS' logo. The main content area includes a paragraph about the organization, a 'Member Login' section with fields for 'Username', 'Password', and a 'Login' button, and a link for 'Forgotten? Get a reminder.'. Below this is a section for 'Kenilworth Ladies Circle' with a collage of photos and a text box stating: 'We're open to women aged 18-45, have no religious, political or other affiliations, and always on the lookout for new members! It's just about having fun. Find out more.' To the right of the Ladies Circle section are icons for a dartboard and a compass rose. At the bottom right, there is a 'Send us a message' section with an '@' icon in an envelope and the text: 'You can get in touch by using our online form'.

- ❖ **Please Note:** This guide uses images taken from the 41 Club website...but it's pretty much the same features on both, and the same ways to do things.

What the Website does...

- ❖ The site is primarily a resource for members.
- ❖ The home page has some **basic information for the general public**, and links to other clubs – but otherwise all the **real content is restricted** and can only be accessed by Logging in.
- ❖ Once logged in, content and features are available (ie visible) according to your **User level**, or which there are three categories -



Limited – only allows reading of content. Normally used for non members



Standard – read content and use core features such as sending bulletins. Usual level for members



Admin / Editor / Sub Editor – access to restricted features such as adding new users or site settings. Reserved for those managing the site

The screenshot shows the website's header with navigation links for Home, Contact us, and Members. The main title is 'KENILWORTH 41 Club' with a compass rose logo. Below the header is a 'Member Login' section with fields for Username and Password, and a Login button. A link for 'Forgotten? Get a reminder.' is also present. The main content area features a 'ROUNDTABLE Kenilworth No.820' banner with images of fireworks, a group of people, and a boat. Below the banner is a text block describing the club's activities and membership. To the right of the banner are logos for 'ladies circle' and 'NATIONAL ASSOCIATION TANGENT CLUBS'. At the bottom right, there is a 'Send us a message' section with an email icon and a text box for contact.

Logging in



Home Contact us Members

KENILWORTH 41 Club

Kenilworth 41 Club is part of the Round Table family. Youth has always been an important feature of Table, so at 45 it's time to move on...to 41 Club (don't ask!).

As retired Tablers, we maintain our own active fellowship diary and continue to lend a helping hand with local Table activities such as the Bonfire Gala and Santa float.

This website is really just for local 41 Club members to keep in touch. Information about the national network of 41 Clubs can be found at www.41club.org.

The Round Table family of clubs also includes Ladies Circle and the ex-Circlers club, Tangent. Both have active Kenilworth branches as well. Use the links on the logos below to find out more.

Member Login

Username

Password

Login

Forgotten? Get a [reminder](#).

- ❖ You can login from two places – the **home page** or the **members' page**
- ❖ You need a **Username** and **Password**
- ❖ Your **Username** is *usually* in the form **firstname.surname**
- ❖ You can retrieve your Login details by following the **reminder link**

ROUNDTABLE

Kenilworth No. 820

As well as running the annual fireworks display at the castle and other local events, Round Table runs a busy calendar of social events and activities for its members.

It's open to men aged 18-45, and has no religious, political or other affiliations. It's just about having fun, and giving something back to the local community - and is always on the lookout for new members!. [Find out more.](#)

Home Contact us Members

KENILWORTH 41 Club

Home > Member Access

Members' Area

[User Guide](#)

Please log in to access this area of the site.

Username

Password

Login

Forgotten your details ?
Have a [reminder](#) sent to you by email.

Find you Login details



Home Contact us Members

KENILWORTH 41 Club

Home > Member Access

Members' Area

[User Guide](#)

- ▶ Bulletins
- ▶ Directory
- ▶ Event Diary
- ▶ Library

Forgot you login details ?

Use the form below to have a login details reminder sent to your email address.
Any problems, then the webmaster using the [contact us](#) facility.

Please note - for security reasons you will get a message to say details have been sent, even if you don't get your username or password right. So check you email, and if you haven't received a mail in about 10 minutes, try again.

username OR email address

- ❖ To get a reminder, you must supply either you **Username** OR you **email address**
- ❖ Simply enter one or the other and click **Send my password**
- ❖ Your full login details (ie Username & Password) will be sent to the email address we hold for you – and should arrive almost immediately
- ❖ Please note: If the Username or email address you supply do not match with any records, you won't be sent a reminder – you will need to **contact the Secretary** instead to make sure you are set up on the system correctly

Viewing Bulletins



The first screenshot shows the 'Bulletin Listing' page. The header includes 'Home', 'Contact us', and 'Members'. The main content area displays a list of bulletins, with the most recent one titled 'Golf Reminder Region 15 Golf Thursday 23rd July'. A red arrow points to this title. The second screenshot shows the 'Details' page for the same bulletin. The header is identical. The main content area shows the full text of the bulletin, including the author's name 'Gerry Daykin' and the date '21/07/2015 21:33:43'. A red arrow points to the 'update' and 'delete' icons in the top right corner of the bulletin details.

- ❖ Bulletins are listed in date order – most recent first.
- ❖ To view a Bulletin, simply click on it's title – a new page will appear with the full details.
- ❖ If the bulletin has attachments, you can view or download them by selecting the **paperclip** links in the header bar

Add a new Bulletin



Jamie Clark My Details Log out

Home > Bulletins > Add bulletin

Members' Area

[User Guide](#)

- ▶ **Bulletins**
- ▶ Directory
- ▶ Event Diary
- ▶ Library
- ▶ Site Admin

Add a Bulletin

Bulletin Content

Title for the bulletin

Text for the bulletin

Options

Related Event:

Priority:

Attachments

File 1:	<input type="text"/>	<input type="button" value="Browse..."/>
File 2:	<input type="text"/>	<input type="button" value="Browse..."/>
File 3:	<input type="text"/>	<input type="button" value="Browse..."/>

eMail copy to

Committee ONLY

Members ONLY

Members and Guest Users

Don't send email copy

- ❖ Select the **Add Bulletin** link from the top right of the Bulletins listing page
- ❖ Fill out the required details
- ❖ If the bulletin is related to an event in the diary you can select it here – it then appears under the event as well as an update
- ❖ Attach up to three files (optional). These will be sent via email as well as being available on the site
- ❖ The bulletin will appear in the site listing, but you can optionally **ALSO** end it as an email. Simply select the group you wish to send to.

Updating & Deleting



Home Contact us Members

KENILWORTH 41 Club

Jamie Clark My Details Log out

Home > Bulletins > Details

Members' Area Golf Reminder Region 15 Golf Thursday 23rd July

User Guide update delete

Posted : 21/07/2015 21:33:43

Author : Gerry Daykin

Region_15_Golf_Day_Entry_booking_form.doc Region_15__41_Club_Regional_Golf_Day_2015.dot

Gentlemen,
Not much time left, but if you want to join Clive for the Golf this Thursday, please contact him and make arrangements.
Clive is on (consulting nice new Directory)
01926 854553
cstone231@btinternet.com

Region 15 Golf day is on Thursday 23rd July.

Any entries need to be in by Monday (don't have sheet)

- ❖ **Admin Users** can **update** or **delete** Bulletins by following the links at the top of the Bulletin Detail view

View Members & Contacts details



Home Contact us Members

KENILWORTH 41 Club

Jamie Clark My Details Log out

Home > Directory > Members & Site Users

Members & Site Users

Hide mugshots Add New User

All Members Committee Guest Users

Update = Updated in last 7 days

David Ainsworth

The Mill House
Lindsey,
Warwick
CV35 8JL

(H) 01926 842427

Alan Ainsworth (Sam)

alan.ainsworth@barclaycard.co.uk
89 Clinton Lane
Kenilworth

(M) 07808 705772

Richard Baily (Maureen)

richardsbaily@aol.com

Members' Area

- User Guide
- Bulletins
- Directory
 - Members
 - Contacts
 - My Details
- Event Diary
- Library
- Site Admin

- ❖ View details of **Members, Guests** (site access but not club members), and **Contacts** (no site access)
- ❖ Use the tabs at the top to filter the names as required
- ❖ Admin users can access editing functions by clicking on the user's name, and **can add new users** by following the link at the top
- ❖ Access **contacts'** details by using the menu on the left
- ❖ You can also access your own details (and update them) by following the link in the menu list

Add a new user



Home > Contact us > Members

KENILWORTH 41 Club

Jamie Clark My Details

Home > Directory > Members > Add User

Members' Area

- User Guide
- Bulletins
- Directory
 - Members
 - Contacts
 - My Details
 - Event Diary
 - Library
 - Site Admin

Add New User

user name

password

Member Status

First name

Last name

Partner name

Role

Email

Tel home

Tel work

Tel mobile

Address 1

Address 2

Address 3

Address 4

- ❖ Usernames cannot be changed, so choose carefully. As a rule, **firstname.surname** works best
- ❖ Choices are General Member, Committee Member or Guest – which should be self-explanatory! This is used to drive the area of the directory they feature in. *NB: Committee members appear in general section too.*
- ❖ NB: All users when first added are afforded Standard access rights. To change this to limited or admin/editing you need to Edit User Details – see later
- ❖ The Role field is a user's Club role – e.g. Hon Sec

Editing Users



The screenshot shows the website's navigation and user management interface. At the top, there are links for Home, Contact us, and Members. The main header features the Kenilworth 41 Club logo and a compass icon. Below the header, the user is logged in as Jamie Clark, with links for My Details and Log out. A breadcrumb trail reads: Home > Directory > Site Users > Mike Clarke. The Members' Area contains links for delete member, edit details, and send login details. A red arrow points from the 'edit details' link to the 'Edit details' page below.

The 'Edit details' page for Jamie Clark includes a 'User Picture' section with a 'Browse...' button and a 'Change' button. Below this is the 'Main Details' section with the following fields:

Username	jamie.clark
password	
User Status	Committee Member
access rights	admin
first name	Jamie
Last name	Clark
Partner name	Helene
Role	Committee Member
Main email	jamie@houseofclark.net
Tel home	01926 857730

A red arrow points from the 'access rights' dropdown menu to the 'Limited' option in the list on the right.

- ❖ Select a User's name from the directory to access admin functions – **delete, edit, or send login details.**
- ❖ Sending **login details** will automatically send an email out to the user with a reminder.
- ❖ When editing you can change an of the original details PLUS manage the **picture** of the user and the **Access Rights**
- ❖ **Access Rights** control the user's ability to access site features. For most users the default of **Standard** will be fine. **Guest** users should always be set to **Limited**.

Editing your own details



Home Contact us Members

KENILWORTH 41 Club

Jamie Clark My Details

Home > Directory > Update own details

Members' Area

User Guide

- Bulletins
- Directory
 - Members
 - Contacts
 - My Details
 - Event Diary
 - Library
 - Site Admin

Update your own details

Your picture



Select a new picture and press **Change**. Maximum picture file size is 200 k.

Main Details

User name	<input type="text" value="jamie.clark"/>
password	<input type="text" value="krt820"/>
Partner's name	<input type="text" value="Helene"/>
Main email	<input type="text" value="jamie@houseofclark.net"/>
Tel home	<input type="text" value="01926 857730"/>
Tel work	<input type="text"/>
Tel mobile	<input type="text" value="07825 377530"/>
Address	<input type="text" value="19 Beehive Hill"/>
	<input type="text" value="Kenilworth"/>
	<input type="text" value="CV8 1BY"/>
	<input type="text"/>

- ❖ You can **edit your own details** by clicking on the links at the top of the page or in the left hand menu
- ❖ You won't be able to change some information, but all core contact details are available for editing, including **password**
- ❖ And you can **upload a picture** (optional) to use on the directory page
- ❖ Please **keep your details up to date** as we rely on these for communication

Viewing event details



The top screenshot shows the 'Events Diary' page with a list of events. The bottom screenshot shows the 'Beer Tasting' event details page, including the event date (30 April 2015), organiser (Glenn Walker), and an update posted on 13/04/2015 by Ian Macafee.

- ❖ **Events** are listed in date order (what else?). To access details of each, simply **click the event title**
- ❖ **Core details** are provided, plus any details that have been posted via **bulletins** or directly in the events area as an **update**
- ❖ These details are provided in date order – most recent first. As for bulletins, these updates may have **attachments** that you can access from the links at the top of the update.
- ❖ All updates are also **uplicated as bulletins** so that users have the best chance to see them, and you don't have to send out a bulletin separately.

Adding a new event



The top screenshot shows the 'Events Diary' page with the following content:

- Home > Event Diary
- Members' Area
- User Guide
- Bulletins
- Directory
- Event Diary
- Library
- Site Admin
- Any new details added for events are also posted to the bulletins section.
- Update = more details added in last 7 days
- add new event
- delete
- Beer Tasting
- 30 April 2015
- Organiser(s): Glenn Walker

The bottom screenshot shows the 'Add Event' form with the following content:

- Home > Diary > Add event
- Members' Area
- User Guide
- Bulletins
- Directory
- Event Diary
- Library
- Site Admin
- Title
- Day 1
- Month 1
- Year 2015
- Organisers
- Add Event

- ❖ Click the **add event** link at the top of the events listing page
- ❖ Provide core details, and **click add event**. The event will be posted, ready for people to submit updates.
- ❖ It will now also appear in the **add bulletin** options as an event that a bulletin can be referencing

Editing core details and deleting



The top screenshot shows the 'Events Diary' page. It features a navigation bar with 'Home', 'Contact us', and 'Members'. The main header displays 'KENILWORTH 41 Club' and a compass icon. Below the header, there are links for 'Jamie Clark', 'My Details', and 'Log out'. The page content includes a 'Members' Area with a 'User Guide' link and a list of categories: 'Bulletins', 'Directory', 'Event Diary', 'Library', and 'Site Admin'. The 'Event Diary' section shows a message: 'Any new details added for events are also posted to the bulletins section.' Below this, there is an 'Update' button and a note: '= more details added in last 7 days'. At the bottom of the event list, there is a 'delete' button.

The bottom screenshot shows the 'Beer Tasting' event details page. It has the same navigation and header as the top screenshot. The event title is 'Beer Tasting'. The event date is '30 April 2015' and the organizer is 'Glenn Walker'. A note states: 'Core details last updated by David Offer.' Below this, there is an 'Update posted' section: 'Update posted : 13/04/2015 21:59:17 by Ian Macafee'. The main content area is titled 'HomeBrew Challenge' and addressed to 'Dear 41 Club Member'. It describes the '2015 Homebrew Challenge' and mentions that 'Your three intrepid brewing teams will soon be ready for you to sample their efforts and to vote for your favourite brew.' It also states 'The details are as follows:' and 'When: Thursday 30th April 7.30pm start'. On the right side of the event details, there are three buttons: 'change event title', 'update event core details', and 'add to this event's details'.

- ❖ Events can be **deleted** from the main listing
- ❖ **Core details** can be **updated** from the event detail page

Adding event updates



The screenshot shows two pages from the Kenilworth 41 Club website. The top page is the 'Beer Tasting' event details page, with a breadcrumb trail 'Home > Diary > Event details'. It lists the event date as 30 April 2015 and the organiser as Glenn Walker. Three links are visible: 'change event title', 'update event core details', and 'add to this event's details'. Red arrows point from these links to the list of bullet points on the right. The bottom page is the 'Add to Event Details' form, with a breadcrumb trail 'Home > Diary > Beer Tasting > Add details'. It contains a text input for 'Title for the update', a large text area for 'Text of the update', a 'Priority' dropdown menu set to 'Standard', and two 'Attachments' fields with 'Browse...' buttons.

- ❖ Although only admins / editors can change core details (dates etc.), a standard user can **change the event title**
- ❖ If you are organising the event, **provide updates** by clicking on the link top right.
- ❖ This opens up a whole page, similar to Bulletins, where you can **add information and load attachments**
- ❖ Once submitted, these updates are shown on the recent details page, and are also **included in Bulletins**
- ❖ When you add an update you may also chose to have it **emailed out**, just like a bulletin

Contact Us management



Jamie Clark My Details Log out

Home > Site Admin > Contact Us Admin

Members' Area

[User Guide](#)

- ▶ Bulletins
- ▶ Directory
- ▶ Event Diary
- ▶ Library
- ▶ **Site Admin**

Contact Us Settings

Use this page to specify the categories that should be available to the public to send messages regarding, and who they get routed to. The text you specify will be displayed in the drop down list in the contact us area. New categories can be added further down the page.

Where there is a blank, the value has not been specified.

Category: General	Delete
text to be displayed in list: General Enquiries	
Allocate To: Gerry Daykin	
CC To: Glenn Walker	
CC To:	
CC To:	

Add a Contact Us Routing Category

Category Name

Text to display in list

Allocate To

CC To

CC To

CC To

CC To

- ❖ Use this area to set the available **contact categories** a member of the public will see when using the **contact us** feature
- ❖ For each new category you can define who will receive the enquiry (via email), and who will be copied. Choose from the list of site users
- ❖ You can also **delete** categories no longer required
- ❖ You **cannot edit** a category. Simply delete it and replace.

Admin View



Home Contact us Members

KENILWORTH 41 Club

Jamie Clark My Details Log out

Home > Site Admin > Admin Mode Change

Admin Mode Change

Temporarily changes an administrator's site usage mode so they can see how it looks or behaves as other users.

Current Mode: **admin**

New Mode:

Members' Area

- User Guide
- Bulletins
- Directory
- Event Diary
- Library
- Site Admin

- ❖ Sometimes it can be useful to see what the site looks like **to different user levels**
- ❖ If you are an **Admin**, you can do this here. Simply select the user level and **click change**.
- ❖ Then **browse the site** as required to see how that level of user would be able to view and access features
- ❖ Don't forget to **change back** when done – you will still be able to access this feature for that purpose.

Logging out



The screenshot shows the Kenilworth 41 Club website interface. At the top, there are navigation links for 'Home', 'Contact us', and 'Members'. The main header features the club's name 'KENILWORTH 41 Club' in a stylized font, with a compass rose icon to the right. Below the header, the user's name 'Jamie Clark' is displayed, along with links for 'My Details' and 'Log out'. A red arrow points to the 'Log out' link. The main content area shows the breadcrumb 'Home > Diary > Event details' and the event title 'Beer Tasting'. The event date is '30 April 2015'. There are also links for 'change event title' and 'update event core details'. On the left side, there are links for 'Members' Area' and 'User Guide'.

- ❖ Please **don't forget** to **Log out** when you're done!