<p style="text-align:center">**WEBMASTER ADMINISTRATORS' NOTES**</p>

Background

The Bunbury Bridge Club website is hosted by Peter Busch (Altosoft) and the club pays an annual fee in December for the ongoing hosting and support of the site. Peter's contact details are shown on the Altosoft website https://altosoft.com.au/contactus.asp.

The BBC website does not include a Help page and so support is available from Brian Wade or Peter Busch.

Management Login

The login facility for Administrators may be found at the bottom of the **Home** page titled "Click here for Management log-in"

The name field is **bunb** and the password field is **bun1440**. Please keep these details confidential.

General Layout

The site has a number of menu items. Additional menus are available but these must be added by Peter Busch on request. The menu items currently available have proved sufficient for Bunbury's needs.

The content of each menu item is self-explanatory and may be viewed by clicking on the respective menu. A general description of the available menu items is provided below.

Home

The website defaults to this page whenever the website is accessed. It contains general information about the club, a photo and importantly, two sections on the right hand side titled **"Breaking News"** and **"Coming Events"**. Items of special interest to members should be displayed in the Breaking News. Upcoming events will automatically appear in the Coming Events dependent on what has been preloaded into the calendar.

Sessions

This displays information about the sessions the club offers during a typical week and is self-explanatory.

Lessons

This is used to detail information about the lessons program and activities offered by the club. It is regularly reviewed to ensure the content is current. The section referring to **Systems Cards Tutorials** should remain as it will always be useful information.

Events

The information displayed here is linked to the content of the calendar and is automatically updated. The facility is available for providing more details for each event (done through the calendar setup) but Bunbury has not undertaken this as important details have always been provided on the club's notice board for specific events of interest to members.

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Calendar

This rolls from one month to the next to display events that have been set up in the calendar. The content is controlled by the information recorded in the calendar set up which is done through the Management Log-In facility.

Documents

This contains a listing of all documents that have been uploaded (excluding any deleted documents) to the website using the Management Log-In facility. All uploaded documents must be PDF format.

Photos

This page contains all photos and images (JPG format) that have been uploaded to the website using the Management Log-In facility. It is a good record of the recent history of the club in pictorial form and no doubt of interest to the members. As images consume electronic space, it is assumed that the club would be informed by Altosoft if disc space was becoming an issue.

Results

This would be the most visited page on the website and arguably the most important to members. The content displayed is a result of uploads from Compscore. As such, edits to the information displayed can only be undertaken by director. There is a section under Management Log-In that allows results to be edited but that should only be done with authority from a director.

Contact

This page contains a range of information that has been uploaded or edited through the Management Log-In facility. The listing of personnel should be updated following each AGM or whenever a change in circumstances occurs.

Management Log-In

Only administrators with the login information (see above) can make changes or edits to the content of the website. Having gained access to the website management area, the administrator has access to a number of sub-headings and these are explained below.

Results Management

This is the province of the directors only and in particular the senior director. All the sub headings relate to the editing of results displayed on the website, management of how results will be displayed and management of uploaded information.

Tournament Management

Not used by Bunbury

Calendar and Coming Events Management

This is where all calendar information is set up, edited or removed. Once the club's calendar for the coming year has been finalised, the calendar can be set up. As the year progresses, past events may be removed from the calendar so that they are no longer displayed. It is personal choice whether this occurs or not. The set up and deletion (if done) is undertaken in the **"Manage 20XX Calendar Events"** sub heading.

Front Page Content Edit

If you wish to make a change to the text or content or layout of the Home page, it is done under this sub heading. You will note the content is based on HTML coding and so the administrator will need to come to grips with the syntax required to achieve the result they want. It is usually a case of trial and error.

Breaking News Management

Under **'Add new entry'**, this is where you can add an item of importance such that it is displayed on the **Home** page. Space is a bit limited so keep the message concise. Out dated items are also deleted from this sub heading but note that items will no longer appear on the **Home** page once their end date has expired.

Contact Management

This is where all information related to club contacts as displayed on the **Contact** page can be edited to reflect current positions. This should be reviewed after each AGM or when there is a change of circumstances.

Useful Links Management

If you wish to add or remove a link that appears on the **Contact** page, that is done under this sub heading. Generally, this is not required very often but should be reviewed periodically.

Session Times Management

If an edit is required to the information displayed on the **Sessions** page, it is done under this sub heading. Should be self-explanatory.

Lessons Page Content Edit

For any new material to be placed on the **Lessons** page, that can be done under this sub heading. Self-explanatory.

Sponsor Page Management

Not used by Bunbury.

Member Page Management

Not used by Bunbury

Document Management

This is where any document (PDF format) can be uploaded. Read all the instructions and it is relatively straight forward. The uploaded content will be displayed on the **Documents** page.

Photo Management

This is where any photo or image (JPG format) can be uploaded. Read all the instructions and it is relatively straight forward. The uploaded content will be displayed on the **Photos** page.

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