

TITCHFIELD BOWLING CLUB WEB SITE.

USER -SUPPORT

Dear Member,

Please find listed below some simple guide lines to help finding your way around this web site.

1. You will notice that there are **Six Headings** on the main page.
2. Three of these headings have small arrow pointing down (v) and in the members area five arrows pointing towards the right hand side.> > >>>
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3. The five arrows one against each heading have **sub- headings attached.**
4. **The Members area is the most important** and the one that will be used the most ,it would be good to familiarise yourselves with this section.
This section will provide every thing that pertains to Titchfield Bowling Club on an ongoing basis.
5. To access the **Members Area** click on the heading and a password section will open up , type in your password and you will be ready to go.
6. The **Members Area** is a password protected site and is not available to anyone from an outside source to view.
7. Please raise your own password and record it and keep it safe , the password **should not be shared with anyone** this is solely for security reasons ,thank you for your understanding .
8. When you have accessed the members area section with the password , click on **Members Area** the first item that you should see is

Membership Application.

This carries two sub-headings with arrow pointing to the right just click to view to content of each sub-heading.

The sub headings will be > **Membership 2018.**

> **TBC Membership Tariffs.**

9. There are a total of 5 arrows in the Membership area pointing to the right these are

Membership Application > Two Sub Headings.

Data Protection > One Sub Heading.

News Letters > Four Sub Headings.

Events > Two Sub Headings.

Competition. > Three Sub Headings.

10. Regarding the **Three Main Headings** which do not have arrows pointing to the right all you need to do is click on the heading to view

These are the areas which the public will be able to view,

11. If you need further help regarding this web site please contact me through the comments section which is available on the site.

or e-mail mikedalzell41@sky.com this is a new venture for us and I hope you will find the site of benefit over the coming months.

Important. The Domain Name for the TBC web site is titchfieldbowl.co.uk please keep this in a safe place.

12. As mentioned at the committee meeting it is envisaged that this site will be administered every **Monday PM** with items that need to be posted.

if we can forward items each **Friday** for the following week it would be appreciated.

For example items received **On Friday 1st June** will be posted on **Monday 4th June** this will be an on going process.

Many thanks for your support.

Regards

Mike Dalzell

Web site Administrator for Titchfield Bowling Club.

