

West Wickham website - westwickhambc.com - User Guide

The website aims to serve several purposes...

To be informative, entertaining and inclusive and easy to use with a bit of exploration.

For Members

1. Keep the membership up-to-date with the latest club news
2. Know what fixtures are being played and what teams have been selected for each match
3. Let members book rinks for practice sessions or competition games
4. Know what social events are happening and to book a place
5. To peruse a catalogue of recent past news
6. Reference material showing who is who, how the club is run and additional information

For Non Members

1. A brief introduction to the club and who and how to get in touch
2. How to find the club
3. Open days - where non members are invited to visit to experience bowling

The website structure

There are five main sections that appear as a menu bar underneath the picture of the clubhouse, these are...

1. West Wickham tab

a. This is the home page of the website

- I. From here you can access any of the other four main sections:
Hot News, Club News, Member Area, Come Visit
- II. There are a number of "hot" (blue) buttons that whisk you off to...
e.g. **Book a rink, Club News, Social events**
- III. There is also a big **STAR** red button - see **Members for latest breaking news hit star...** this takes you straight to the **"HOT NEWS"** page
- IV. Under the **West Wickham** menu tab is a drop down sub menu
showing **"Top Tips"** and **"Website help"** - these pages should be explored on your first couple of visits the website.

2. Hot News tab

a. All the latest news appears here, you'll want to visit **Hot News** regularly

- I. **News Headlines** - most recent posts
 - i) From here select a post to view
 - a. See latest team sheets for up coming matches
 - b. View recent reports of **LXL** matches played - author team manger
 - c. View the **Captain's Log** to read reports of recent club matches played, from the Men's Captain
 - d. View the **PCL News letter** page - men's league competition
 - e. View forthcoming **Prestigious Fixtures** to be hosted by WWBC
 - f. Plus other recent news including latest **Social Events**.

b. Hot News drop down sub menus ...

1. **Social Events** - You can see what social events are on next and view past social event
2. **Social Booking** - You can complete a form to register for a social event - once completed this is sent to the Social Manager for review
3. **Prize Draw** - You can view details of the prize draw and see the latest monthly prize draw winners
4. **Catch Up** - You can view a complete back catalogue of news and updates for the season to-date. You can view all posts or choose to view the individual various categories:- Club News, Bowling News, Social News and Regrets

3. Club News tab

a. This will lead you to updates covering various sections of the club

1. **General Club News** - this is non bowling news on different topics
2. **General Bowling News** - from here you can view news updates that all playing members of the club will find of interest
3. **Men's Bowling News** - fast track to latest new updates (HOT NEWS),
Full Fixture list for the season, Latest team selections (Team Sheets)
Plus other news that men playing members of the club will find of interest.
4. **Men's Captain's Log** - shows matches due to be played in the next few weeks for both mixed games and men only games covering Friendlies and PCL games. There is also a great "Captain's Log" which shows reports of past matches played, scores and insights. Author Men's Captain.
5. **Men's LXL Report** - irreverent reports of recent LXL matches played (Men's League over 60s) plus forthcoming matches to be played - a great read for those involved and other members who like a light hearted view of bowling.
6. **Aggregates & Autumn Cup** - Those participating in these ever popular games pay for tea and biscuits and entry into a monthly prize - the winners are published here.
7. **Ladies Bowling News** - from here fast track to latest news updates (HOT NEWS), Full Fixture list for the season, Team sheets for mixed games (ladies team sheets are on the Ladies noticeboard in the ladies changing room.
8. **Internal club competitions** - see internal club competition draws and dates.

b. Club News has drop down sub menus...

1. Team Sheets - you can view latest team selections
2. Fixtures and league tables - you can view all fixtures and league positions
3. Committees - view the various committees and who sits on them plus the club representatives who are our delegates on various bowling associations
4. Member recognition - Highlighting special member contributions and awards
5. Need to know Admin - Documents showing club rules, the constitution, the GDPR policy, Financial control policy, Certificates of insurance etc
6. Useful external Links - access to various websites of interest
7. 2023 Finals Day - View the roll of honour of who participated in Finals Day

4. **Member Area** tab

a. **The first page offers a pathway to Bowlr - the club's rink booking function.**

1. **Let's Go** button takes you to the log in page for Bowlr

You will need your unique club membership number and password

2. **Admin** button takes those who have special administrative permissions to an alternative log in page - these sign on and password details are different from membership sign in details

b. **Member Area** has drop down sub menus... to access these you will need to use the **General Club Password - available from any club official**

1. **Member Menu** - contains a list of information that you may need to reference including member contact details, team captain, management committee, markers and coaches and club rotas plus much more.
2. **With Regret** - this provides information of members who have recently passed away

5. **Come Visit** tab

a. **This page is designed for non members who are considering visiting the club or making enquires regarding membership**

1. Send an enquiry email to the club - a form to be completed on-line
2. Visiting the club - how to find our location
3. The club secretaries contact details
4. Membership form to join the club - printable on-line
5. When we're open
6. The health benefits of playing bowls

b. **There is a sub menu tab - Open Days - showing recent visits from non members being introduced to bowls.**

Proposed

1. **All members**

Use **HOT NEWS** tab plus drop down menu **CATCH UP** to keep up to speed with all news

2. **Any member in club prize draw**

Use **HOT NEWS** tab / drop down menu **Prize Draw** to check latest monthly winners

3. **Social bowlers**

Who play in Aggregates but do not play in matches, who will likely be interested in social activities and general news updates - Use **HOT NEWS** tab plus sub menu **Social Events** also **Club News** tab then select **Aggregates and Autumn Cup** for monthly prize winner information

4. **Competitive bowlers**

Who play in matches and who book rinks for practice or matches...

- a. Use hot button on home page to **Book a rink**
- b. To check team selections use **Club News / Team Sheets**
- c. To read match reports use **Club News** tab then select **Men's Captain Log** for latest reports on friendlies and PCL plus **Men's LXL report** to read latest updates