



TEAM WEBSITE INSTRUCTIONS / GUIDE

www.maryboroughtennis.com.au

1. Logging in to you club's site unique site

1a. In you web browsers address bar type the following:
[http://\(yourclubname\).maryboroughtennis.com.au/login](http://(yourclubname).maryboroughtennis.com.au/login)
(eg: <http://calgully.maryboroughtennis.com.au/login>)

1b. Here you will see the following login screen.
Enter your username and password and click login.

If you need your password reset at any time please send your request to me at daniel.regan@live.com

MDTA
MARYBOROUGH DISTRICT
TENNIS ASSOCIATION

HOME ABOUT OUR CLUB GALLERY CONTACT US LINKS PUBLICATIONS CLUBS

LADDERS & DRAWS
FIND OUT THE LATEST INFORMATION FOR AVOCA TENNIS CLUB

PHOTO GALLERY
VIEW IMAGES OF OUR TEAM AND PAST COMPETITIONS

FIND US
AVOCA TENNIS CLUB
LIEBIG ST
AVOCA
VICTORIA
[CLICK HERE FOR A MAP](#)

RESTRICTED AREA
LOGIN IS REQUIRED TO ACCESS THIS AREA

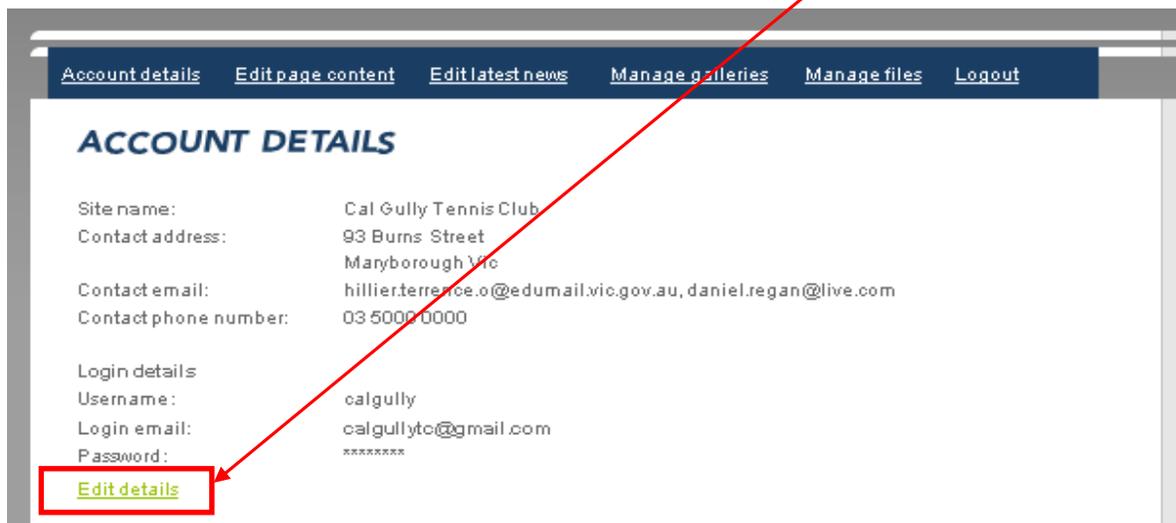
Username:
Password:
[Forgot your password?](#)

LATEST NEWS
This is the latest news for this site

2. Editing Your Clubs Account Details

2a. Once logged in, you will be taken to the following screen, where you can change any of your clubs contact and location details.

2b. If any details are not correct simply click on the "Edit Details" button toward the bottom of the page.

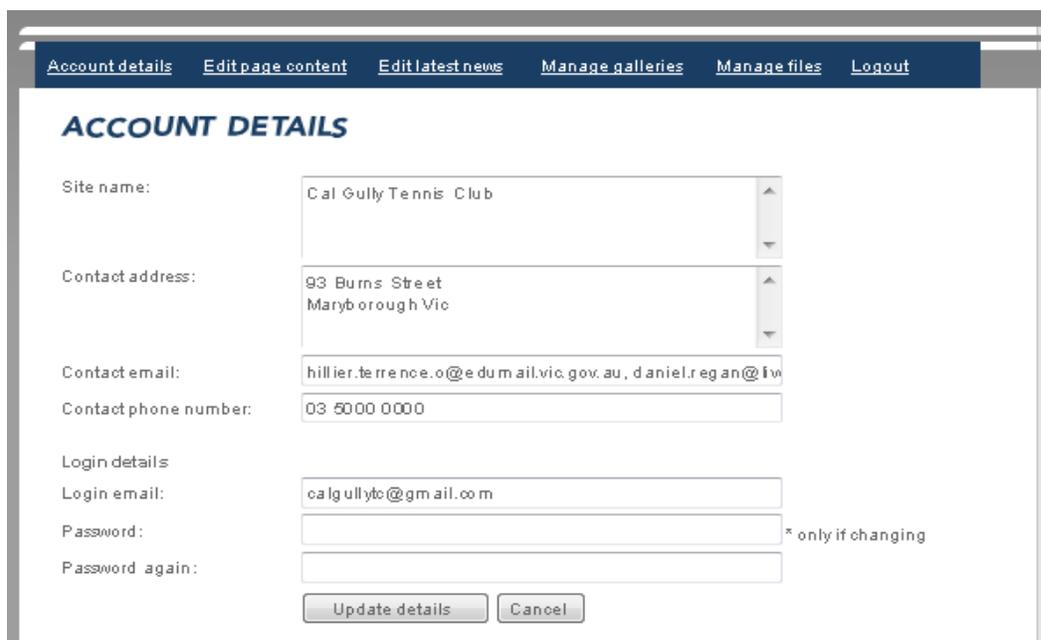


The screenshot shows the 'ACCOUNT DETAILS' page with a navigation bar at the top containing links for 'Account details', 'Edit page content', 'Edit latest news', 'Manage galleries', 'Manage files', and 'Logout'. The main content area lists the following details:

Site name:	Cal Gully Tennis Club
Contact address:	93 Burns Street Maryborough Vic
Contact email:	hillier.terrence.o@edumail.vic.gov.au, daniel.regan@live.com
Contact phone number:	03 5000 0000
Login details	
Username:	calgully
Login email:	calgullytc@gmail.com
Password:	*****

At the bottom left of the details section, there is a button labeled 'Edit details' which is highlighted with a red rectangular box. A red arrow points from the top right of the page towards this button.

2c. If you need multiple contact e-mail addresses, enter them as per below example.
email1@gmail.com, email2@gmail.com
Here you can also change your current password if required.



The screenshot shows the 'ACCOUNT DETAILS' page with the same navigation bar. The form fields are now interactive:

Site name:	<input type="text" value="Cal Gully Tennis Club"/>
Contact address:	<input type="text" value="93 Burns Street
Maryborough Vic"/>
Contact email:	<input type="text" value="hillier.terrence.o@edumail.vic.gov.au, daniel.regan@iw"/>
Contact phone number:	<input type="text" value="03 5000 0000"/>
Login details	
Login email:	<input type="text" value="calgullytc@gmail.com"/>
Password:	<input type="password"/>
Password again:	<input type="password"/>

At the bottom of the form, there are two buttons: 'Update details' and 'Cancel'. A note '* only if changing' is positioned to the right of the password fields.

2d. Once all changes have been made, click "Update Details" to save the updates.

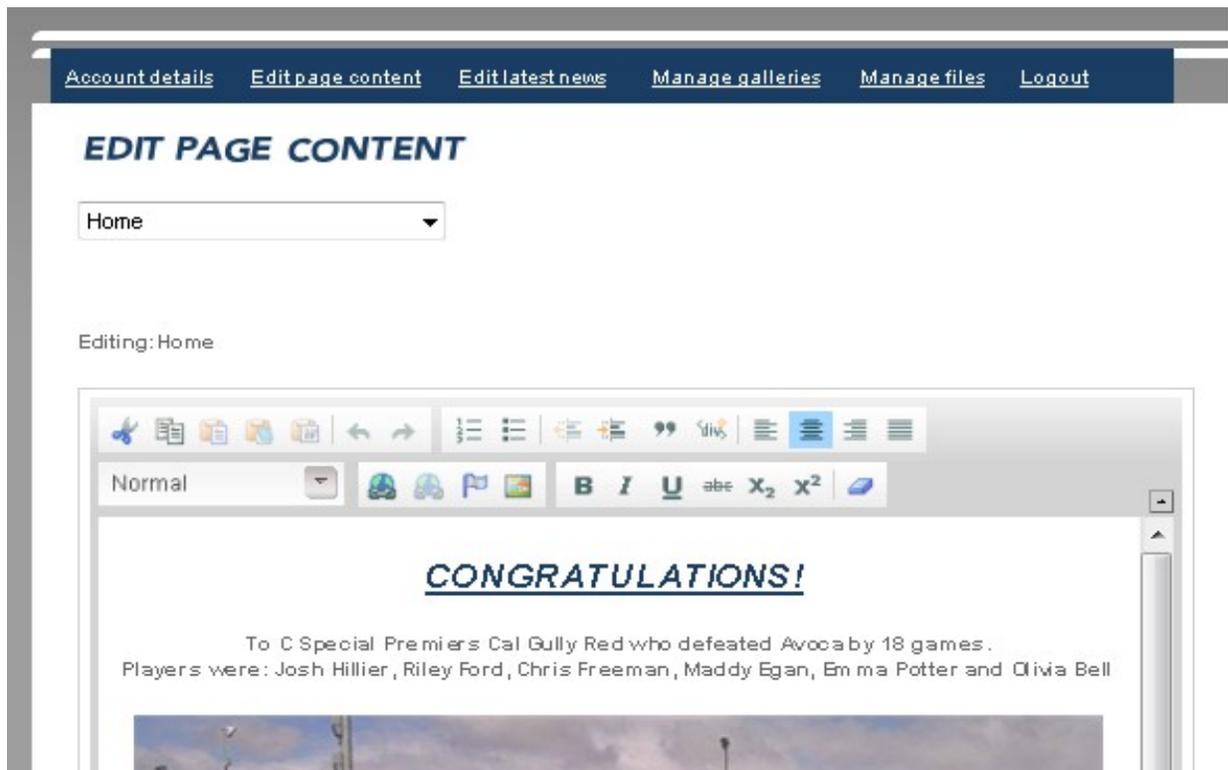
3. Editing Your Clubs Home / Welcome page

3a. To begin editing your clubs pages, click on the "Edit Pages Link" in the blue menu.

3b. And then select the page you wish to edit for the drop down menu.



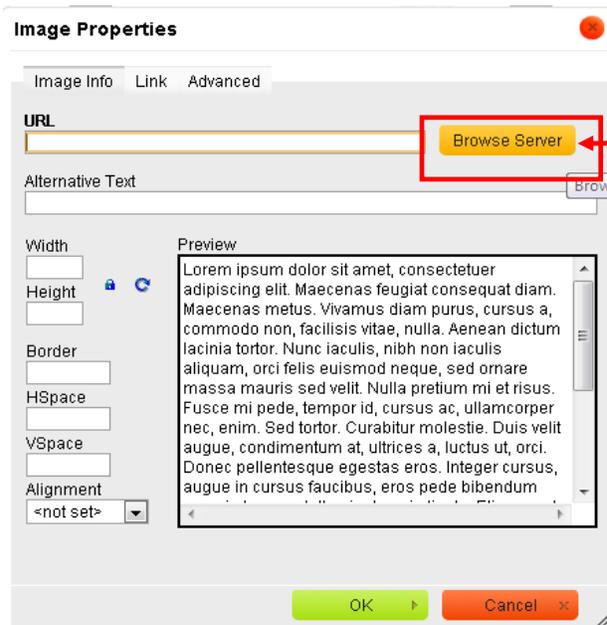
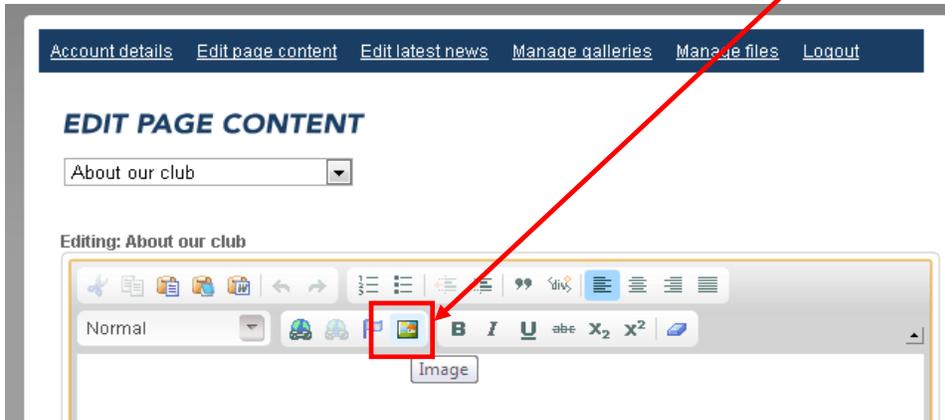
3c. This will then open a basic text editor, similar to Microsoft word, where you can type a greeting, or add information about you club to the Home or About The Club Pages, You can also add photos to either page. (see next page for details)



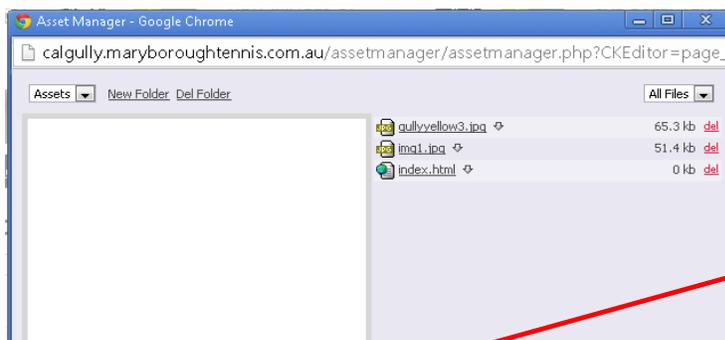
3d. Once all changes are complete make sure to click "SAVE" at the bottom of the page.

3. Uploading Photos To "Home" Or "About The Club" Pages (Page 1)

To Upload images to you pages, begin by clicking on the "Image" button in the lower toolbar



This will open a new window that looks like this. Here you want to click on the "Browse Server" button.



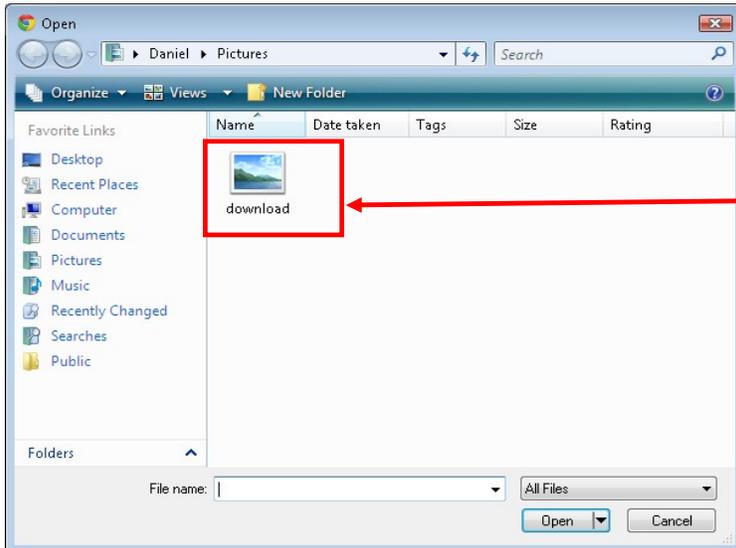
A new windows will open showing all photos in your clubs collection.

You will need to select

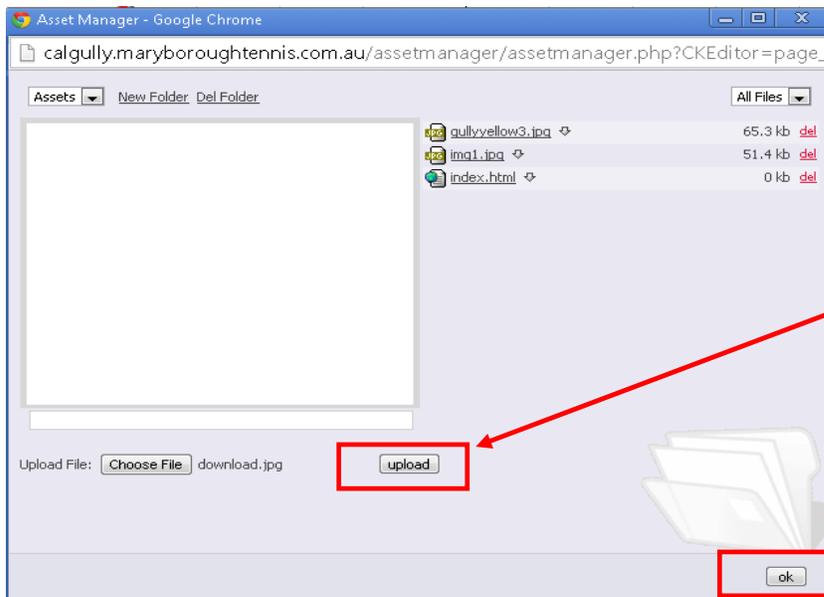


"Choose File"

3. Uploading Photos To "Home" Or "About The Club" Pages (Page 2)

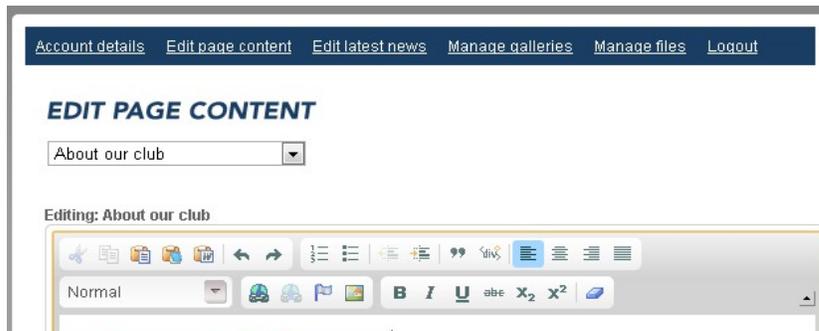


Now you can find any photo on your computer and click "Open"

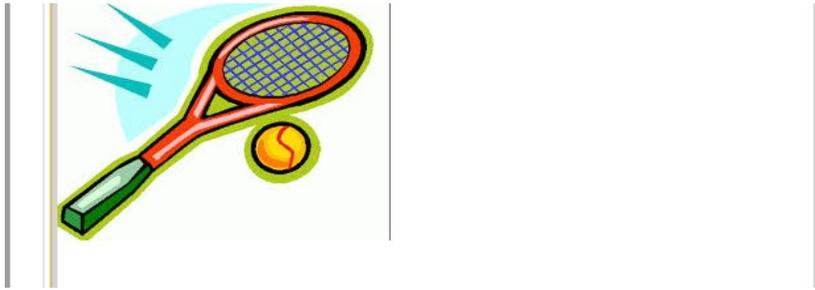


It will then return you to this page, where you will need to click on "upload".

And then click "Ok" and and "Ok" again.



Your photo should now be on the page.



4. Adding photo galleries to your clubs page (Page 1)

To start editing your clubs galleries first click on the "Manage Galleries" menu button.

Account details Edit page content Edit latest news **Manage galleries** Manage files Logout

GALLERIES

[Add gallery](#)

Gallery name	Actions
Season 2012-13	Edit Delete Manage gallery images ↓
Pre 2012	Edit Delete Manage gallery images ↑ ↓
Premiership Flags	Edit Delete Manage gallery images ↑

Here you can create new galleries as well as change the order they appear by the buttons on the right hand side.

Account details Edit page content Edit latest news Manage galleries Manage files Logout

GALLERIES

[Add gallery](#)

Gallery name	Actions
Season 2012-13	Edit Delete Manage gallery images ↓
Pre 2012	Edit Delete Manage gallery images ↑ ↓
Premiership Flags	Edit Delete Manage gallery images ↑

To create a new gallery click on "Add Gallery"

Account details Edit page content Edit latest news Manage galleries Manage files Logout

GALLERY DETAILS

[Cancel](#)

.....

Enter a gallery name and

Gallery name:

Parent gallery:

Active:

click "Save" to create the gallery

4. Adding photo galleries to your clubs page (Page 2)

[Account details](#) [Edit page content](#) [Edit latest news](#) [Manage galleries](#) [Manage files](#) [Logout](#)

GALLERIES

[Add gallery](#)

Gallery name	Actions
Season 2012-13	Edit Delete Manage gallery images
Pre 2012	Edit Delete Manage gallery images
Premiership Flags	Edit Delete Manage gallery images

Once the gallery has been created, add photos by clicking on "Manage Gallery Images"

[Account details](#) [Edit page content](#) [Edit latest news](#) [Manage galleries](#) [Manage files](#) [Logout](#)

GALLERY - SEASON 2012-13

[Return to galleries](#) [Add images](#)

Name	Active	Actions	Image
Premiers5	Y	View Edit Delete	
Premiers1	Y	View Edit Delete	

You can add photos to your gallery, by clicking "Add Images"

[Account details](#) [Edit page content](#) [Edit latest news](#) [Manage galleries](#) [Manage files](#) [Logout](#)

[Cancel](#)

Image 1

Image name:

Description:

Image: No file chosen

Click "Choose File" and in this window find a photo on your computer and hit open.

Add a description

Account details Edit page content Edit latest news Manage galleries Manage files Logout

Cancel

Image 1

Image name

Description

and a name for your photo.

And click Save at the bottom of the screen

5. Adding Files And Documents (Page 1)

Account details Edit page content Edit latest news Manage galleries **Manage files** Logout

FILES

Add category:

REFERENCE	Edit		Add file to 'Reference' category	↓
MDTA Constitution	62kB	Edit file	Delete file	↓
ITF Rules of Tennis	6MB	Edit file	Delete file	↑ ↓
Guide To Umpiring Finals	24kB	Edit file	Delete file	↑

To start adding files to your clubs site, start by clicking on "Manage Files"

Account details Edit page content Edit latest news Manage galleries Manage files Logout

FILES

Add category:

REFERENCE	Edit		Add file to 'Reference' category	↓
MDTA Constitution	62kB	Edit file	Delete file	↓
ITF Rules of Tennis	6MB	Edit file	Delete file	↑ ↓
Guide To Umpiring Finals	24kB	Edit file	Delete file	↑

Here you can create file categories, to help sort your uploaded files.

To create a category simply type a name in the add category field and click save

Account details Edit page content Edit latest news Manage galleries Manage files Logout

FILES

Once the category has

Add category:

been created, add files by clicking on "Add files to Category"

REFERENCE	Edit	Add file to 'Reference' category	
MDTA Constitution	62kB	Edit file	Delete file
ITF Rules of Tennis	6MB	Edit file	Delete file
Guide To Umpiring Finals	24kB	Edit file	Delete file

5. Adding Files And Documents (Page 2)

[Account details](#) [Edit page content](#) [Edit latest news](#) [Manage galleries](#) [Manage files](#) [Logout](#)

FILE DETAILS

[Cancel](#)

Name

Category

File No file chosen

Active

Find the file you want to upload by clicking "Choose File", select a category, type a name and "Save Details" Your file will now be on the publications page.

6. Editing Your Clubs Latest News Section

6a. To edit your clubs latest news section (on the right hand side of all pages), simply click on the "Edit Latest News" button in the top menu.

[Account details](#) [Edit page content](#) [Edit latest news](#) [Manage galleries](#) [Manage files](#) [Logout](#)

EDIT LATEST NEWS

CONGRATULATIONS ALSO:

To all Cal Gully Teams managing to reach the finals in the 2012-13 season.

A Grade: Cal Gully White
C Special: Cal Gully Red (Premiers)
C Grade: Cal Gully Yellow

[QUICK ACCESS FILES](#)

[2012-13 Season Photo Gallery](#)

6b. Here you can add any information in the same way as the home pages, just make sure to keep the text fairly short as there is not much space in the Latest News column.

6c. Once all changes are complete make sure to click "SAVE" at the bottom of the page.

7. Adding Links to External Pages

7a. In order to add hyperlinks / links to external pages or websites, start by typing the text you wish for people to click on, as per below "2012-13 Season Photo Gallery". Once typed, highlight the text and click on the "Link" button in the bottom toolbar.

The screenshot shows the 'EDIT LATEST NEWS' interface. At the top, there is a navigation bar with links: [Account details](#), [Edit page content](#), [Edit latest news](#), [Manage galleries](#), [Manage files](#), and [Logout](#). Below this is the title 'EDIT LATEST NEWS'. A toolbar contains various editing tools, with the 'Link' button (represented by a globe icon) highlighted by a red box and a red arrow. The main content area contains the following text:

CONGRATULATIONS ALSO:

To all Cal Gully Teams managing to reach the finals in the 2012-13 season.

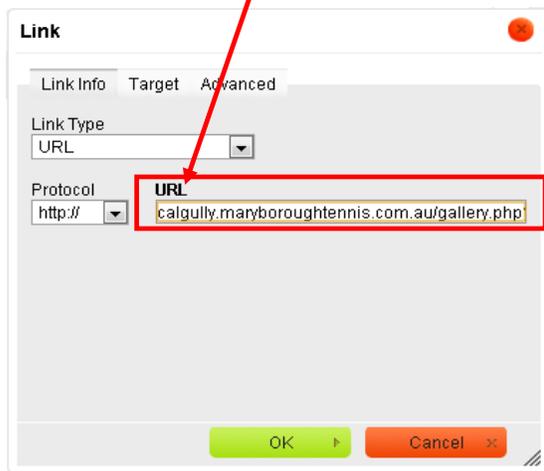
A Grade: Cal Gully White
C Special: Cal Gully Red (Premiers)
C Grade: Cal Gully Yellow

QUICK ACCESS FILES

- [2012-13 Season Photo Gallery](#)
- [2012-13 Season Draw](#)
- [2012-13 Season Results](#)
- [2012-13 Cal Gully Top Performers](#)
- [Player Application Form](#)
- [CGS Regional Tennis Squad](#)

7b. A little window will open, and in the "URL" cell, simply type or paste the address you wish to

link the button to and click ok to complete. The text will now show as a green colour to indicate link is present.



For further assistance on any part of the maryborough tennis website please contact me by email on daniel.regan@live.com and I'll get back to you as soon as I can.