

DBC WEB Site User Manual

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1. Purpose of this document

The purpose of this document is to provide all the information required to access and make complete use of the Website and all its features.

2. Website functionality

The Dunedin Boat Club Website functionality is contained in two sections. The first is the WordPress section that presents the Dunedin Boat Club to the world. The second is the Members Only section, which is secure and accessible to authorized members only.

3. User interface

The user interface starts on the homepage with the menu bar that is found directly under the marina picture and consists of the following sections:

3.1. Home

The home page is the first page you see when you first access the Dunedin Boat Club Website. It contains a brief description of the club and contains a message from the commodore and a list of the Bridge, Board and Committee chair persons.

3.2. Membership

This page contains information about membership and how to become a member. It also contains a link to the Bylaws page that displays a complete copy of the current bylaws. If you hold the mouse pointer over the Membership menu item, a sub menu will drop down containing a link to the Bylaws page.

3.3. Calendar

3.4. Book Club

3.5. Cruising

3.6. Racing

3.7. Fishing

3.8. Social

3.9. Blue gavel

3.10. Newsletter

3.11. Marketplace

3.12. Members Only

The **Members Only** option takes you to the secure section of the Website and displays the **Login** page.

3.12.1. Login page

On this page, you need to enter your current user ID and password.

The **User ID:** field can contain the characters **A-Z, a-z and the digits 0-9 and no spaces**. This field is not case sensitive.

The **Password:** field can contain any keyboard characters and is case sensitive.

If you enter a correct User ID and Password, the **User Menu** page will be displayed. If you enter an invalid **User ID** you get an “**Invalid User ID**” message. If you enter a valid **User ID** and an invalid **Password**, you get a “**Password is incorrect**” message.

3.12.2. User Menu page

The **User Menu** page welcomes the user by name and displays several buttons that can be clicked. How many buttons and their labels are controlled by what type of user has logged on. The possible buttons are:

Logout button - This button will return the user to the main website.

List Members - This button will display a list of all active members and their contact information.

Update Your Data - This button displays and allows the user to update most of the data that pertains to them in the database. Some fields have a format template to the right of the text box. Data must be entered in this format. Some fields are labeled READ ONLY and can only be changed by persons with specific permission. The **Paid thru** field is controlled by the **Purser**; the **Date joined** is controlled by the **Membership Chair**, etc. The user may modify any field that is not marked READ ONLY. This allows the members to keep all their personal data correct and current, including their picture. If the membership is a family membership there are fields for the first name, last name, the position they hold in the club, their email address, the type of emails they wish to receive, cell phone number and work phone number. The Update Your Data page also has a button that allows the user to change their password. **After making any changes you must click the Update button or all the changes will be lost.**

Event Menu – This button will take the user to another page that displays buttons related to event activities. **This is not operational yet.**

Reset User Password – If you see this button you have permission to reset another user’s password.

Renew Member – This button is for use by the **Purser** when a member renews their dues. It is used to update the information in the Paid thru field of the user’s data.

Send e-mail – This button will only appear if the person logged in is the person assigned to create and send e-mails on behalf of the club.

Add New Member – This button will only be displayed when the Membership Chair logs in and will allow them to add new members to the database.

Modify Member – This button will only be displayed if the logged in user is the Webmaster, Commodore, Membership chairperson.

3.12.3. Members List page

This button will display the Members List page. This page displays a list of all the active members, showing the first name 1, last name 1, position 1, home phone, cell phone number 1, work phone number 1 and email 1 address of the primary member and the first name, last name, cell phone number 2, work phone number 2 and the email 2 address for the secondary member. It also shows the street 1, street 2, city, state, zip of the membership and the member type of the primary member. Each column can be sorted by clicking on a column heading. By repeatedly clicking a column title the column can be sorted in both ascending and descending order. It also shows the membership type for each entry.

When you click on any member’s row it will turn red so you can follow it across. There will also be a box pop up telling you to Click OK to display member data. If you click OK the member’s data will be displayed on a full page, including their picture. If you click cancel the box will disappear and the line will remain red so you can scroll left and right without losing the line you’re were viewing.

3.12.4. Update Your Data page

This page contains fields to save the following user data:

- **User ID:** This field contains the User ID value that will be used to login. The user can enter 25 characters using the following characters to construct their user id: **A-Z a-z 0-9**. Spaces are not allowed.
- **Select your picture file:** This field has a browse button attached to it. When the user clicks the **Browse** button they are taken to the director/file viewer on their machine. From there, the user can select any file that ends in jpg or jpeg or gif. The file name and location will be saved and after the **Update** button is clicked, the picture will be displayed. The maximum character string length for the picture location and name must not exceed 75 characters.
- **First Name 1:** This field lets the user enter their first name up to 30 characters. The reason it is labeled **First Name 1**, is that with a family membership there are usually two names involved. There is a field named

First Name 2 lower in the form. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**

- **Last Name 1:** This field lets the user enter their last name up to 30 characters. The reason it is labeled Last Name 1, is that there is a field to enter the second last name. With a family membership, it is quite common for the second member to go by a different last name. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **User Position:** This field is used to display a member's position within the club. It will display things like Social Chair, Commodore or Board member. This field can be modified only by the Webmaster, Commodore or Membership Chairperson.
- **Email Address 1:** This field contains the member's email address. This is the most important field the user has to enter. If this field is empty or incorrect, the user will not receive any emails generated for club members. This field will accept any valid email characters and format up to 50 characters.
- **Street 1:** This field contains the primary street name of the member's mailing address. The user can use the following characters to enter their street number and name: **A-Z a-z 0-9 ' - . and spaces** up to 50 characters.
- **Street 2:** This field contains the secondary street name of the member's mailing address. The user can use the following characters to enter their street number and name: **A-Z a-z 0-9 ' - . and spaces.** This would contain values like the apartment number or P.O. Box number up to 50 characters.
- **City:** This field contains the city name of the member's mailing address. The user can use the following characters to enter city's name: **A-Z a-z 0-9 ' - . and spaces** up to 25 characters.
- **State:** This field contains the 2 letter abbreviation for the state in the member's mailing address. It can be any of the following characters: **A-Z a-z.**
- **ZIP:** This field contains the 5 digit zip code in the members mailing address. It can be any of the following characters: **0-9.**
- **Home phone:** This field allows the user to store their home phone number in the format nnn-xxx-nnnn. The valid characters for this field are **0-9 and a dash.**
- **Cell phone:** This field allows the user to store their cell phone number in the format nnn-xxx-nnnn. The valid characters for this field are **0-9 and a dash.**
- **Work phone:** This field allows the user to store their work phone number in the format nnn-xxx-nnnn. The valid characters for this field are **0-9 and a dash.**

- **First Name 2:** This field lets the user enter the second first name for the membership, up to 30 characters. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **Last Name 2:** This field lets the user enter the second last name for the membership, up to 30 characters. This field is only needed and used if the second person in the membership has or wishes to use a different last name. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **Email Address 2:** This field contains the second member's email address. This is important if the second person in the membership wishes to receive club emails separately to their own email address. If this field is empty or incorrect the user will not receive any emails generated for club members. This field will accept any valid email characters and format up to 50 characters.
- **Cell phone 2:** This field allows the user to store the cell phone number of the second person in the membership. The format is nnn-xxx-nnnn. The valid characters for this field are **0-9 and a dash.**
- **Work phone 2:** This field allows the user to store the work phone number of the second person in the membership. The format is nnn-xxx-nnnn. The valid characters for this field are **0-9 and a dash.**

The next 7 fields pertain to the members primary boat (currently the user can only document one boat).

- **Boat Name:** This field lets the user enter the name of their boat up to 25 characters. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **Boat Type:** This consists of three radio buttons; Power, Sail and Paddle. Only one can be selected at a time. They identify the primary type of propulsion the boat uses.
- **Boat Make:** This field lets the user enter the make of their boat up to 25 characters. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **Boat Model:** This field lets the user enter the Model of their boat up to 25 characters. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **Boat Length:** This field lets the user enter the length of their boat up to 10 characters. The user can enter the following characters in this field: **0-9 "'-. and spaces.**

- **Boat Draft:** This field lets the user enter the draft of their boat up to 10 characters. The user can enter the following characters in this field: **0-9 "'- . and spaces.**
- **Boat Location:** This field lets the user enter the where their boat is stored up to 32 characters. The user can enter the following characters in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **Sponsors name:** This field displays the name of the member's sponsor and can be up to 25 characters. This field cannot be entered or modified by a member. It is originally entered when the Membership Chairperson adds a new member to the database. It can be modified by the Webmaster, Commodore or Membership Chairperson. The following characters can be used in this field: **A-Z a-z 0-9 ' - . and spaces.**
- **Date joined:** This field displays the date the member originally joined the club. This field cannot be entered or modified by a member. It is automatically set to the current date, when the Membership Chairperson adds a new member to the database. It can be modified by the Webmaster, Commodore or Membership Chairperson. The following characters can be used in this field: **0-9 - .** The entry format is **yyyy-mm-dd.**
- **Paid thru:** This field displays the year the members' dues have been paid thru. This field cannot be entered or modified by a member. It is automatically set to the current year when the Membership Chairperson adds a new member to the database. It can be modified by the Webmaster or Purser. The following characters can be used in this field: **0-9 .** The entry format is **yyyy.**
- **Membership type:** This field displays the type of membership the member holds. It can be Single, Family or Life. This field cannot be entered or modified by a member. It is set when the Membership Chairperson adds a new member to the database. It can be modified by the Webmaster or Purser. The following characters can be used in this field: **A-Z a-z and space.**
- **Membership status:** This field displays the status of the member's membership. It can be **Active** or **Inactive.** This field cannot be entered or modified by a member. It is automatically set to **Active** when the Membership Chairperson adds a new member to the database. It can be modified by the Webmaster or Purser. The following characters can be used in this field: **A-Z a-z and spaces.**
- **User type:** This field displays the type of member. The type controls the user's permission when interacting with the Website and database. It is automatically set to **Member** when the Membership Chairperson adds a new member to the database. It can be modified by the Webmaster or Commodore. The following characters can be used in this field: **A-Z a-z and spaces.**

- **Last modified:** This field displays the date and time that the members data was last modified. It is automatically set by the system every time the member's data is modified and saved. It cannot be modified by anyone.

The next 7 fields pertain to what category of club emails the user wishes to receive. The categories are: **Book Club, Cruising, Fishing, Racing, Social and All Emails**. Each is represented by a check box. If you want to receive emails of that category, check the box, otherwise clear the box.

There are three buttons on the top and bottom of the page. They are:

- **User Menu:** This button takes the user back to the **User Menu** page.
- **Update:** This button causes **Last modified:** field to be updated with the current date and time and the changes made to the user data on this page to be saved to the database.
- **Change My Password:** This button take the user to a page that lets them change their login password.

3.12.5. Event Menu

This is another page with only buttons on it. Some buttons will be displayed to all members and some will be displayed only to members with special privileges.

- **Event Menu** – This button will take the user back to the **Event Menu** page where they can select another Event option.
- **List Events** – This button will display a list of all the events that have been created. It displays the Event name, Event BC (Billing Code), Event location, Event time (Start time), Event date, event cost, Event status (Open, Closed or Canceled) and Attendees (how many peoples are register for each event).