



## **Portal Partner**

## **Clubs & Societies**

Click on Log In at the top of the Home Page.

Then click on the add Clubs. This will take you to the following page:

\* = required fields

Club Name \*

Venue

Junior Section?  Yes  
 No

Contact Name

Contact Address

Location(s) \*  Achurch  
 Ailsworth  
 Aldwinckle  
 Apethorpe  
 Armston  
 Ashton  
 Barnwell  
 Barnwell All Saints  
 Barnwell St Andrew  
 Blatherwicke

Category/ies \*  Arts  
 Arts & Crafts  
 Dance  
 Drama  
 Music & Local Bands  
 Needlecraft & Embroidery  
 Painting & Drawing  
 Photography

Please select the most appropriate location for your information. If your location is not listed it may mean that we do not cover your area and your submission may be rejected.

Then complete the template:

**Club Name:** Enter the name of the club

**Venue:** Enter the most common venue for club meetings

**Junior Section:** Select either Yes or No

**Contact Name:** Enter a contact name for the club. This name will be published to the web.

**Contact Address:** Enter the contact address for the club. This will be published to the web

**Location:** Select the actual location of the club. The club will then be listed within the village page which can be accessed by clicking on the village / town from the map on the home page of the portal

**Categories:** Select the top-level category for the club. Sports and Recreational, Arts or Community.  
If Sports and Recreational or Arts are chosen the page will then reappear with a 2<sup>nd</sup> level of category. Please select the most appropriate for your club.

- Contact Telephone:** Enter the contact telephone number for the club
- Website:** If the club already has a website, type the URL in this field and this will create a link from this module.
- Email:** Enter the contact email address for the club
- Meetings & Training Information:** Enter any details about club meetings or training schedules
- Membership Information:** Enter any details about membership. For example, costs, conditions, who to contact if interested in joining the club etc.
- Further details:** Add any extra information
- Map Link URL:** Using mapping software – i.e. Multimap or Streetmap, find the club venue location and then copy the URL into this field.
- Keywords:** Enter any words a surfer might type into the search field when trying to find your club.
- Logo:** Click on add picture if you would like to add a logo to the template. Follow the links

Once 1<sup>st</sup> and 2<sup>nd</sup> level categories have been selected, the advanced features of this module are available.

Scrolling down the template will produce the following screen:

\*\*= By publishing your email address your email address becomes public which may result in an increase of unwanted email. Please note that East Northants Online does not take responsibility for spam emails.

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**Facilities**

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**Newsletter**

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**Events & Fixtures**

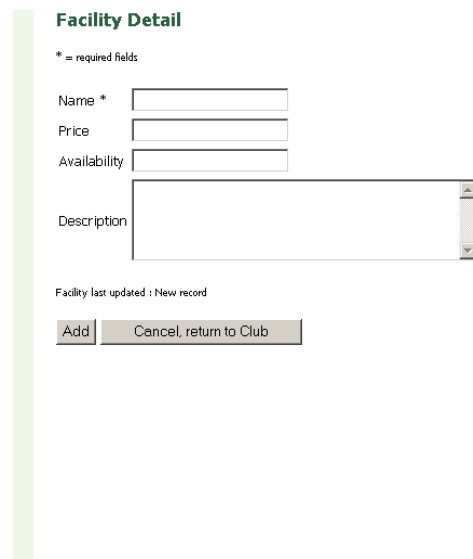
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**Members**

## Add Facility

Here clubs and societies can enter details about any equipment or expertise they are prepared to loan out to other clubs. For example, football kits, lighting equipment, drama costumes, music lessons.

To add a facility, click on Add Facility. This will produce the following screen:



The screenshot shows a web form titled "Facility Detail". At the top left, there is a green vertical bar. Below the title, a legend indicates that an asterisk (\*) denotes required fields. The form contains four input fields: "Name \*" (a short text box), "Price" (a short text box), "Availability" (a short text box), and "Description" (a larger text area with a vertical scrollbar). Below these fields, a status message reads "Facility last updated : New record". At the bottom of the form, there are two buttons: "Add" and "Cancel, return to Club".

**Name:** Enter the name of the facility for hire

**Price:** Enter any price associated with hiring this facility

**Availability:** Enter any details about the availability of the facility

**Description:** Enter a description of the facility.

Click on Add when complete.

## Add Newsletter

Here clubs and societies can enter their newsletters

To create a newsletter, click on Add Newsletter. This will produce the following screen:

**Web Page**

[update club](#) save changes first Save this item to preview

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Title

Subheading 1

Text box 1  [advanced edit](#)

Subheading 2

Text box 2  [advanced edit](#)

Subheading 3

Text box 3  [advanced edit](#)

Subheading 4

Text box 4

Give the newsletter a title. There are then 5 subheadings and 5 paragraphs for text and the ability to add 3 photographs.

A file can be attached to this section, by clicking on Add File at the very bottom of the Add Newsletter page.

Click on Submit when complete.

## Add Events

Here clubs and societies can enter information about any events they are holding.

To add an event, click on Add Event. This will produce the following screen:

The screenshot shows a web form for adding an event. It includes the following fields and options:

- Event Title \***: A text input field.
- Name of Venue**: A text input field.
- Start Date & Time \***: A date and time input field with the value "10/12/2008 10:37:10". Below the input is the text "dd/mm/yy hh:mm - time is 24hr clock but is optional".
- Stop Date & Time**: A text input field.
- Recurrence**: Radio button options: "Does not recur" (selected), "Recurrs on the same day every week", and "Recurrs on the same date every month".
- Recurs**: A text input field with "times" next to it.
- Private Event**: A checkbox labeled "Tick if you do not want this to appear in East Northants Online events. Otherwise, select East Northants Online locations and categories below".
- Location(s) \***: A list of locations with checkboxes: Achurch, Ailsworth, Aldwinckle, Apethorpe, Armston, Ashton, Barnwell, Barnwell All Saints, Barnwell St Andrew, Blatherwick, Art & Craft Exhibitions and Workshops, Charity Events, Christmas, and Church Services.

A note next to the location list states: "Please select the most appropriate location for your information. If your location is not listed it we do not cover your area and your submission may be rejected."

**Event Title:** Add the title of the event

**Name of Venue:** Enter details about the events venue

**Start Date & Time:** Enter the start date and time for the event

**Stop Date and Time:** Enter the stop date and time for the event. Once the stop date has passed the event will automatically drop of the website.

**Private Event:** If this event is only to appear within the clubs module, tick the private event box. If the event can appear in the general event listings on the portal, then please leave this tick box unchecked.

**Location:** Where possible enter the location of the event. If not possible because the location can't be selected from the list of locations on the website, please choose the location where the club resides and enter the location of the event in the description field.

**Category:** Select a category most suitable for the event.

**Description:** Enter any more information about the event.

- Website: Please enter the URL for any other website with more information regarding this event.
- Email: Enter an email address for surfers to contact for more information about the event where applicable.
- Pictures: Click on add picture if you wish to include pictures and follow the links.

A file can be attached to this section, by clicking on Add File at the very bottom of the Add Newsletter page.

Click on Submit when complete.

## Add Members

Here clubs and societies can enter information about their members / players

To add a member / player, click on Add Member. This will produce the following screen:

**Member Detail**

\* = required fields

Name \*

Date of Birth dd/mm/yyyy

Information

Picture

Member last updated : New record

**Name:** Enter the name of the player /member

**Date of Birth:** Enter the DOB of the player /member. If the player /member is under 18 years of age, a profile will not be allowed.

**Information:** Enter some information about the player /member

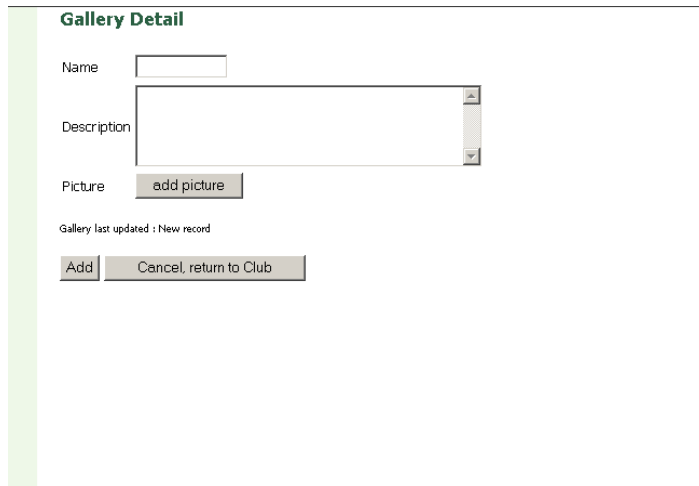
**Picture:** Click on Add Picture to add a photograph of the player /member

Click on Add when complete.

## Add Gallery

Here clubs and societies can enter photographs

To add photographs, click on Add Gallery. This will produce the following screen:



The screenshot shows a web form titled "Gallery Detail" with a light green vertical bar on the left. The form contains the following elements:

- Name:** A text input field.
- Description:** A larger text area with a vertical scrollbar on the right.
- Picture:** A button labeled "add picture".
- Status:** A text label "Gallery last updated : New record".
- Buttons:** Two buttons at the bottom: "Add" and "Cancel, return to Club".

**Name:** Enter the name of the photograph

**Description:** Enter a description of the photograph

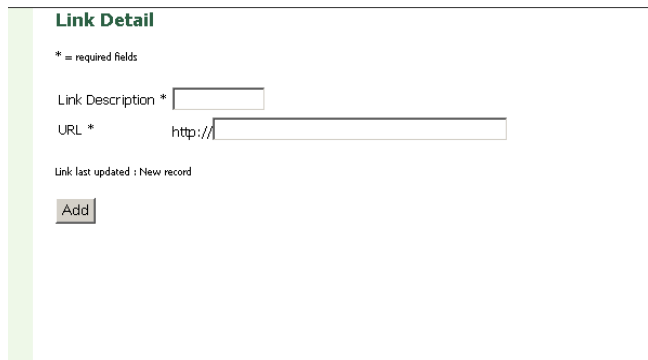
**Picture:** Click on Add picture and select it from its saved location.

Click on Add when completed.

## Add Link

Here clubs and societies can add links to any other sites of interest.

To add a link, click on Add Link. This will produce the following screen:



The screenshot shows a web form titled "Link Detail" with a light green vertical bar on the left. Below the title, it says "\* = required fields". There are two input fields: "Link Description \*" and "URL \*". The "URL \*" field has "http://" pre-filled. Below the fields, it says "Link last updated : New record". At the bottom, there is an "Add" button.

**Link Description:** Enter a description of the link

**URL:** Enter the actual URL for the website

Click on Add when complete

## Add Extra Pages

Here clubs and societies can add any extra information.

To add an extra page, click on Add Extra Pages. This will produce the same screen as for adding a newsletter. Please see instructions above.

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**Web Page**

[update club](#) save changes first Save this item to preview

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Title

Subheading 1

Text box 1  [advanced edit](#)

Subheading 2

Text box 2  [advanced edit](#)

Subheading 3

Text box 3  [advanced edit](#)

Subheading 4

Text box 4  [advanced edit](#)

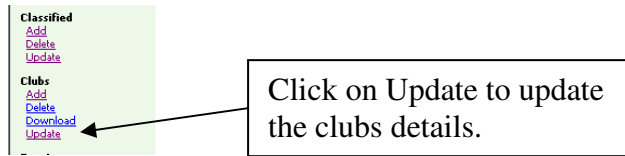
Subheading 5

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Click on Submit at the top of the Clubs Page when the site is ready for approval.

## Amending Details about a Club or Society:

Log in to Portal and the following screen will be displayed:



This then produces the clubs template. Amend details as required and click on submit when complete.