

## DNBC Website documentation: EDIT THE MEMBER AREA

The member area of the club website is designed to be a one-stop section where almost all day-to-day information for members can be found. There are two sections.

Main area on the left

- Pennant selection notices
- Notices for coming bowling events
- Notices for coming social events
- Results of bowling events
- Any other information that could be of use to members.

On the sidebar on the right there are links to:

- Pennant Fixtures
- Pennant selections
- Pennant results
- Maps to find other clubs
- Club Championship dates
- State title dates
- Club social event picture galleries
- Bowls WA full calendar for the current year

There are very different procedures to edit these two sections.

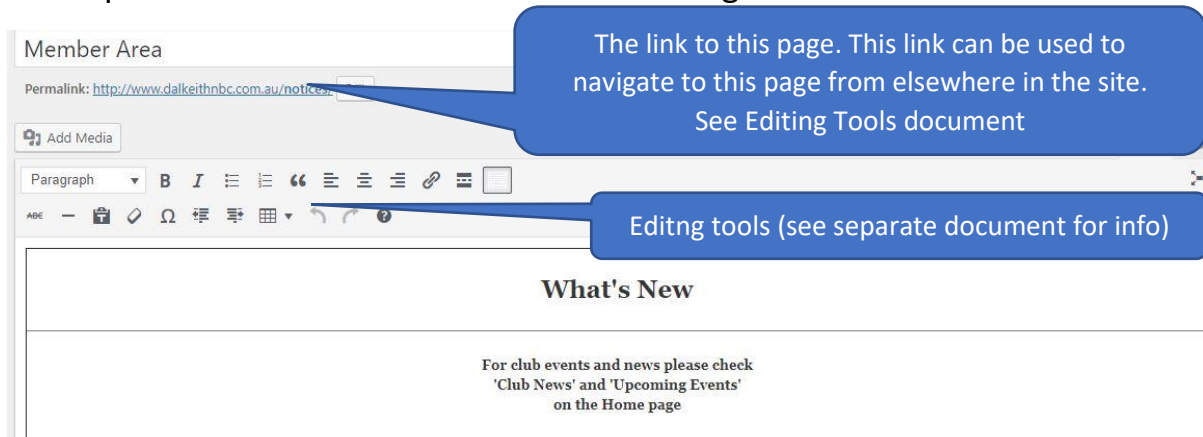
### Editing main area on left

The image shows a screenshot of a WordPress dashboard. On the left sidebar, the 'Pages' menu item is highlighted with a blue callout box that says 'Click Pages'. Below this, a search bar is visible with a blue callout box that says 'Find the 'Search pages' section on the right'. A second blue callout box points to the search bar with the text 'Enter 'member area' here then click 'Search Pages''. The search bar contains the text 'Search Pages' and '77 items' below it.

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The top of the member area will look something like this.

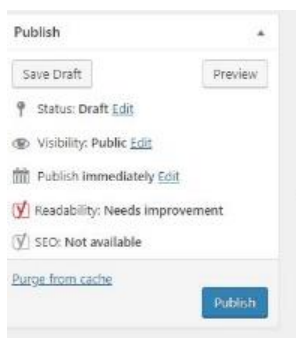


The frame is a *Table* with a single column and three cells, two of which are shown above.  
Most editing takes place in the third cell.

Generally, this space is used to:

- Inform players (men and women) when pennant selections have been updated (remember that members are relying on timely notices to plan their week).
- Add links to other pages that may be of current interest to members (Events, Posts, etc.)

### Preview and Publish



Click *Preview* to check that the page looks as expected and *Publish* to make the page visible on the website.

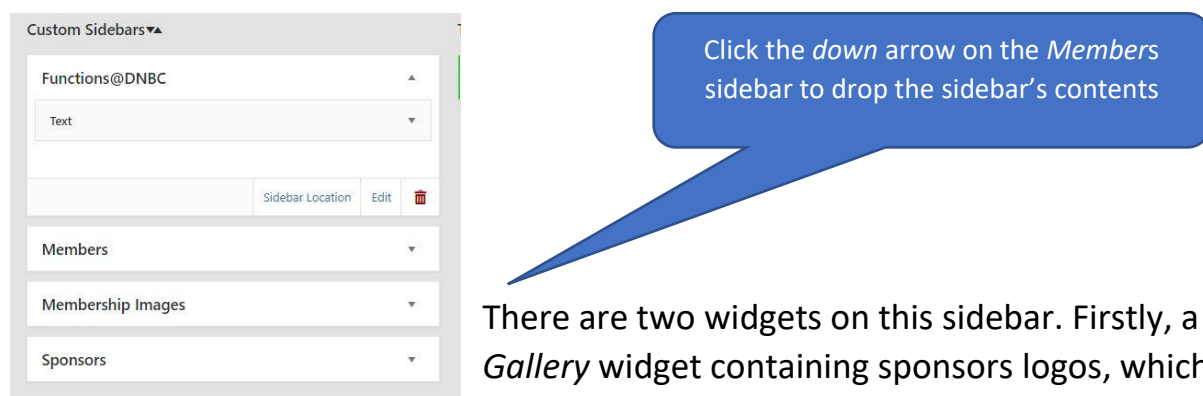
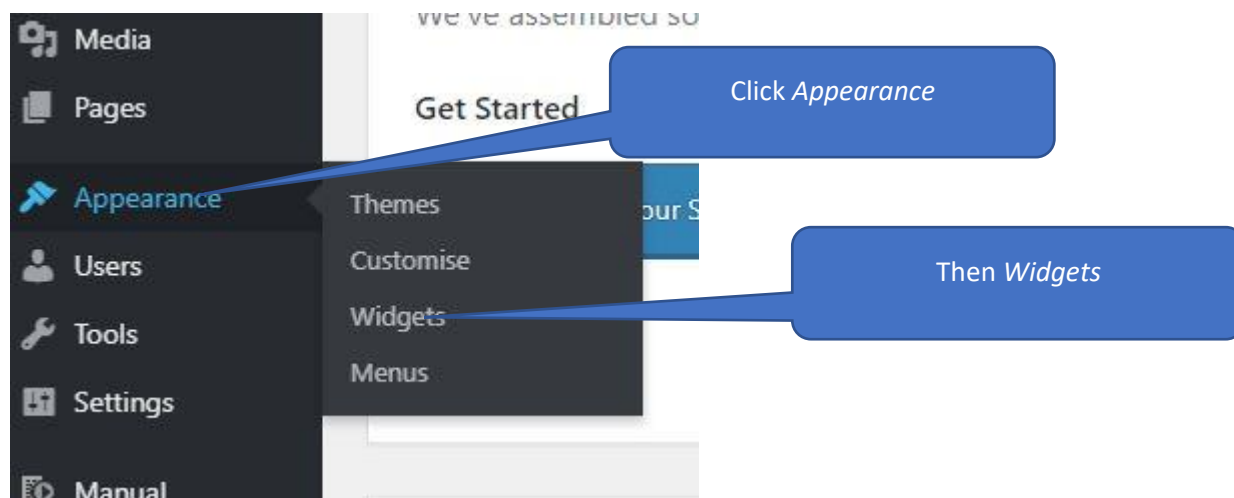


**IMPORTANT:** After a Preview, always click on the X on the Page tab at the top of the window, NOT on *Edit Page*.

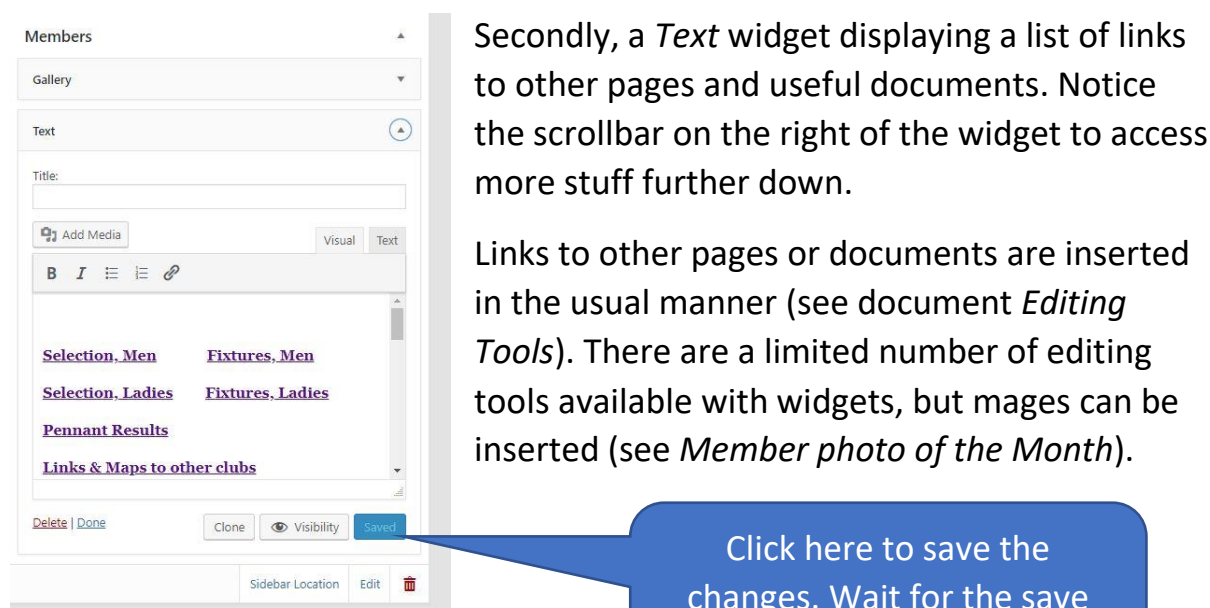
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### Editing the Sidebar on the right of the Member Area

Sidebars are not a site page and have a very different editing procedure. They are best suited to information that does not need continuous updating.



There are two widgets on this sidebar. Firstly, a *Gallery* widget containing sponsors logos, which will be covered elsewhere.



Secondly, a *Text* widget displaying a list of links to other pages and useful documents. Notice the scrollbar on the right of the widget to access more stuff further down.

Links to other pages or documents are inserted in the usual manner (see document *Editing Tools*). There are a limited number of editing tools available with widgets, but images can be inserted (see *Member photo of the Month*).