

DNBC website: CLUB CONTACTS list

Club Contacts Listing

The club contacts list should be updated each year after the AGM, or any other time if office holders change, with the incoming office bearers etc. You will need their names and phone numbers.

1. Log on to the site as administrator in the usual manner.
2. On the main menu, click **CONTACTS & INFO**, then **Club Contacts Listing** from the sub-folders.
3. At the top of the window, click **Edit Page** to show the editable version of the listing. The club details are at the top, with the member responsible for venue bookings immediately below.
4. Club positions and their current holders are in the table below. Notice that the table outline is a broken line – this indicates that it will not be visible in the displayed page.
5. Click in each cell of the table to be edited and make the changes. The font used to date is *Heading 6*.
6. Table rows can be removed, or new rows inserted if required.
 - a. INSERT ROW: Click the table where the new row is to be inserted. On the toolbar, click the *Table* icon, then select *Row*, then select *Insert row before*.
 - b. DELETE ROW: Click the table row to be deleted. On the toolbar, click the *Table* icon, then select *Row*, then select *Delete row*.

The other way to access this page:

