



BOWLS Website Application

A fully-updateable bowls-orientated website, administered by club officers by means of a password protected administration panel.

www.bowlsgroup.co.uk

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Website Configuration

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

This section provides the means for you to select your preferred website template and also its colour scheme.

When you're happy with the final result, email a large image or scan of your club's badge to the Bowls Group and we'll create your website logo for you, matching your header background colour selection. We can even create it from your club's metal lapel badge if you post it to us!

Club Configuration

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

A number of optional settings are made from within this section to perfectly tailor the website to your club's requirements.

Admin Configuration

Access to this section is only available to the Master Account Holder and those who have been granted access to it.

The Master Account Holder has access to ALL areas of administration and cannot be removed. Those with access to this section can set up an unlimited number of additional account holders' - here's how it works...

Let's say you wish to add a new account holder called 'Fixture Secretary' who you would like to maintain only the Fixtures section. Check the 'Fixtures' box and enter a password for the new account holder.

When the new account holder signs in, the administration area menu will provide a link to the Fixtures section only. Access to any other restricted areas will not be available.

Advertising

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

This section provides the opportunity for you to display advertising on your website. This can of course raise revenue, easily sufficient to cover the annual cost of your Bowls Group subscription and more!

Four advertising spaces are available. Three of the adverts measure 150 x 150px and are displayed beneath the website menu. The fourth is a larger banner advert, measuring 700 x 115px and displayed in the website footer.

You have the option of linking the adverts to the advertiser's own website by providing their website's URL if you so wish.

Begin by asking your membership if any are interested in taking out an advert. A good number will run a business themselves which may benefit from such an advert. Some such businesses are local bowls shops, florists, funeral directors, double glazing companies and investment brokers.

Once you agree an advertising fee, request a company logo (or download it from their own website) and customise it to the required size. The Bowls Group are happy to carry out this procedure for you if you wish.

Catering

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page; perhaps the Caterers themselves may control this section?

This section is optional and can be turned on or off from within the administration area's [Club Configuration](#) page. It is ON by default.

When this option is turned on, a 'Catering' link is made available on both the website's menu and administration area's menu. Up to 4000 characters may be added, providing information such as opening hours, staff details, available menu, pricing, forthcoming events, booking details etc.

You may also upload two pictures best display your club's catering facilities. Both images must be in JPEG format and have a **minimum width of 600px**. If an image is found to exceed the specified dimensions it will be automatically resized, but better still send in your picture to the Bowls Group who will happily cut, crop and enhance the image for you.

Club Calendar

This section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page; perhaps the club has a 'Social Activities Manager' who may control this section?

A simple form is provided in order for you to display your club's forthcoming events on the website. Enter unlimited events with each event displaying up to 1000 characters of text. ... AGM dates, Cabaret Nights, Bingo, Quiz Nights, important fixtures etc.

Club News

This section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

Keep your members fully up to date on the 'Club News' section. Enter unlimited news items – AGM details, club building works, open days, tournament champions, increase in prices etc.

You may also choose to complement your news item by adding a picture. The image must be in JPEG format and have a **minimum width of 600px**. If an image is found to exceed the specified dimensions it will be automatically resized, but better still send in your picture to the Bowls Group who will happily cut, crop and enhance the image for you.

Coaching

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page; perhaps the Coaches themselves may control this section?

This section is optional and can be turned on or off from within the administration area's [Club Configuration](#) page. It is ON by default.

When this option is turned on, a 'Coaching' link is made available on both the website's menu and administration area's menu. Up to 4000 characters may be added, providing information such as session times, session costs, information about the coaches themselves etc.

You may also upload two pictures, perhaps of the coaches and their pupils? Both images must be in JPEG format and have a **minimum width of 600px**. If an image is found to exceed the specified dimensions it will be automatically resized, but better still send in your picture to the Bowls Group who will happily cut, crop and enhance the image for you.

Competitions

This section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page; perhaps the club has a 'Competition Secretary' who may control this section?

You can set up an unlimited number of competitions, selecting from a playing format of Singles, Pairs, Triples or Fours. Enter up to 128 contestants/teams for each competition.

Your site visitors will be able to see the very latest competition results throughout the season and when the season ends, you have the option to archive any or all competitions for future reference.

Downloads

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

This section is optional and can be turned on or off from within the administration area's [Club Configuration](#) page. It is OFF by default.

When this option is turned on, a 'Downloads' link is made available on both the website's menu and administration area's menu.

Upload PDF, Word or Excel documents that you would like to make downloadable from the website's 'Downloads' page. Membership Forms, Minutes of AGM, Competition Entry Forms etc.

Email Forwarding Accounts

This section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

The Bowls Group 'parks' your domain name with an Internet Service Provider. As part of the service, the ISP offers ten free email forwarding accounts for your domain.

In simple terms, forwarding email accounts allow you to automatically direct incoming messages to another email address. It may be best used, for example, to display a professional enquiries mailto link on your homepage like enquiries@yourclubname.co.uk instead of, say, yourclubname@hotmail.com.

Or perhaps you may like to quote your personal club email address as director@yourclubname.co.uk in the safe knowledge that any emails sent to that address will be forwarded to your personal email address!

Fixtures

The Fixtures section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page; perhaps the club has a 'Fixtures Secretary' who may control this section?

Add unlimited fixtures for the current season and the forthcoming season too. You may optionally include the selected team for each fixture, prior to its start date and when the fixture has been played you can then add the individual rink scores.

When the season ends, you have the option to archive any or all fixtures for future reference. Remember, adding team information and rink scores is very important if you choose to archive the season's fixtures.

For Sale

The 'For Sale' section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

Offer your members the chance to advertise their unwanted bowls items on the website. The seller may choose to provide a telephone number and/or email address in order for prospective buyers to contact them directly, otherwise the club's telephone number is instead provided.

The seller also decides whether they wish the item is offered for sale on your website only or on all Bowls Group Associated websites.

Function Room

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

This section is optional and can be turned on or off from within the administration area's [Club Configuration](#) page. It is OFF by default.

When this option is turned on, a 'Function Room' link is made available on both the website's menu and administration area's menu.

Up to 4000 characters may be added. You may also upload two pictures that best displays the club's Function Room facilities. Both images must be in JPEG format and have a **minimum width of 600px**. If an image is found to exceed the specified dimensions it will be automatically resized, but better still send in your picture to the Bowls Group who will happily cut, crop and enhance the images for you.

Games Room

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page. This section is optional and can be turned on or off from within the administration area's [Club Configuration](#) page. It is OFF by default.

When this option is turned on, a 'Games Room' link is made available on both the website's menu and administration area's menu.

Up to 4000 characters may be added. You may also upload two pictures that best displays the club's Games Room facilities. Both images must be in JPEG format and have a **minimum width of 600px**. If an image is found to exceed the specified dimensions it will be automatically resized, but better still send in your picture to the Bowls Group who will happily cut, crop and enhance the images for you.

Greenkeeping Rota

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

This section is optional and can be turned on or off from within the administration area's [Club Configuration](#) page. It is OFF by default.

When this option is turned on, a 'Greenkeeping Rota' link is made available on both the website's menu and administration area's menu.

History

The History section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

Up to 4000 characters may be added. You may also upload two pictures that compliment your club's historical information. Both images must be in JPEG format and have a **minimum width of 600px**. If an image is found to exceed the specified dimensions it will be automatically resized, but better still send in your picture to the Bowls Group who will happily cut, crop and enhance the images for you.

Homepage

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

Up to 4000 characters may be added, together with two pictures that best display the club's facilities. Both images must be in JPEG format and have a **minimum width of 600px**. If an image is found to exceed the specified dimensions it will be automatically resized, but better still send in your picture to the Bowls Group who will happily cut, crop and enhance the images for you.

An added feature within this section is the opportunity to display important club announcements on the website's homepage.

Honours

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

Set up an unlimited number of both men's and ladies' honours boards. If your club does not boast a ladies section, this can be turned off from within the administration area's [Club Configuration](#) page.

Humour

The Humour section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

This section is optional and can be turned on or off from within the administration area's [Club Configuration](#) page. It is ON by default.

A simple form is provided in order for you to enter your jokes/anecdotes. The webpage displays jokes/anecdotes submitted by ALL Bowls Group websites. You can only edit/remove those submitted by your own club.

League Tables & Sheets

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page; perhaps the club's League Secretary may control this section?

League Tables

This section is provided by default when you first begin configuring your website and it provides the opportunity to set up an unlimited number of league tables.

League Sheets

As an alternative to league tables, we offer a League Sheet option which not only provides league tables but also league sheets.

The Bowls Group application uses its own built-in dynamic algorithm to automatically create league sheets based on the number of teams and number of times they play each other (alternatively, you can send us your current league sheets and we can copy your own format instead).

It's simple and easy to use and when you update the league sheet, the respective league table is automatically updated as well.

When a site visitor selects a league on the website 'Leagues' page, a 'Print this League Sheet' link is provided.

Because league sheets can display sensitive contact information, it is a password-protected page on the website. This requires you to enter a website password on the administration area's [Club Configuration](#) page. A simple password is recommended that your membership can easily remember.

Monday Fours Division 1														Start 10:30		
		Rink1		Rink2		Rink3		Rink4		Rink5		Rink6		Team Name	Team Captain	Telephone
Date	Teams	Score	Teams	Score	Teams	Score	Teams	Score	Teams	Score	Teams	Score				
Nov-18			E C	21 11			B D	14 14			A F	8 26	A	Pandas	D. Smith	12345678937
Nov-25	A B				C D				F E				B	Lions	T. Evans	15265345224
Dec-02			B F						C A				C	Tigers	W. Winterbottom	64524354632
Dec-09													D	Leopards	D. Hughes	76342534541
Dec-16			D A		B E		F C						E	Badgers	S. Newnham	25453674863
Dec-23	D F						E A						F	Cheetahs	T. Fuggle	35242645355

The League Secretary David Hughes can be contacted on 05425 372876.

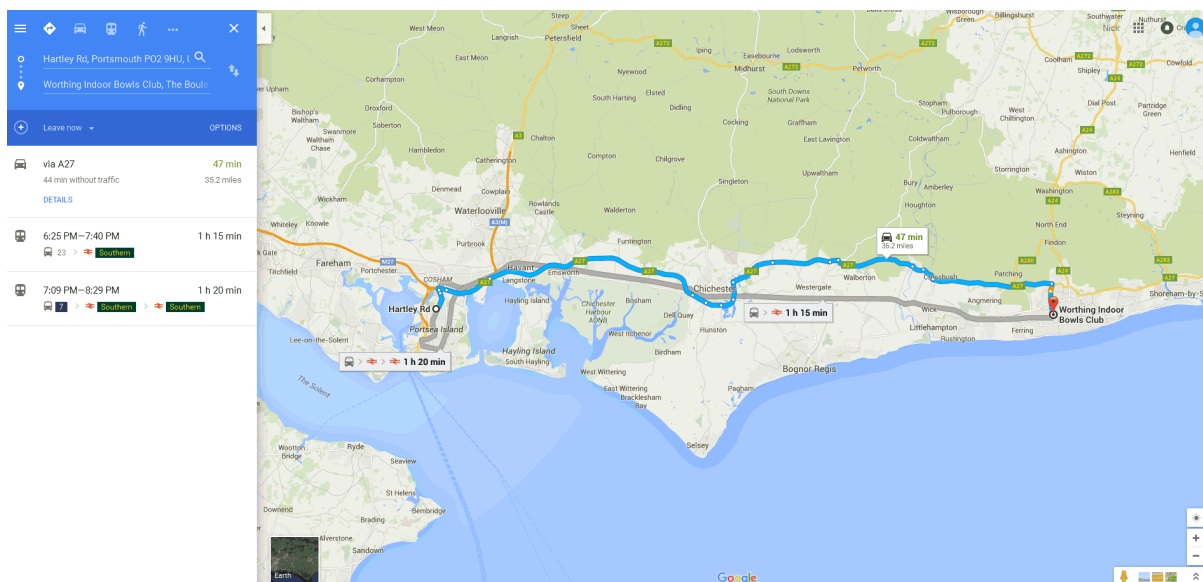
Links

The Links section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

A simple form is provided in order for you to enter links to those websites relevant to the game of Bowls and 'friends' of your club. Perhaps you could ask some websites for a reciprocal link?

Location

This section automatically displays the latest Google Map using your club postcode as the destination coordinates.



Members Contact Info

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

Use of the Members Contact Info facility is optional and can be turned on or off from within the [Club Configuration](#) section in the administration area. It is turned on by entering a password for your members to access the website page. It is OFF by default.

When this option is turned on, a 'Members Contact Info' link is made available on both the website's menu and administration area's menu.

This feature provides the means for you to add your members contact information (either or both telephone number and email address). The details are displayed on your website in a password-protected page. This requires you to enter a website password on the administration area's [Club Configuration](#) page. A simple password is recommended that your membership can easily remember.

Officers

The Officers section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

An unlimited number of Officers Boards may be set up.

Picture Gallery

This section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

There is no restriction placed on the number of albums you can create and the number of pictures that can be uploaded, which can be sorted into your preferred timeline using the latest 'drag and drop' technology.

The Bowls Group provides an optional facility allowing site visitors to send in their own pictures from the website's Picture Gallery page to a nominated Picture Administrator, who can then decide upon their inclusion in the website's Picture Gallery.

Use of this facility is optional and can be turned on or off from within the [Club Configuration](#) section in the administration area. It is turned on by entering the email address of the club officer who will be responsible for dealing with website picture submissions. It is OFF by default.

Pictures can be sorted into your preferred timeline using the latest 'drag and drop' technology.

Prices

The Prices section is only accessible to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

An unlimited number of Price Categories may be set up, if required.

Rink Bookings

Access to this section is only available to the Master Account Holder and those who have been granted permission from within the administration area's [Admin Configuration](#) page.

Use of the Rink Booking facility is optional and can be turned on or off from within the [Club Configuration](#) section in the administration area. It is turned on by entering the email address of the club officer who will be responsible for dealing with website Rink Booking requests. It is OFF by default.

When this option is turned on, a 'Rink Bookings' link is made available on both the website's menu and administration area's menu.

You begin by creating a booking season using forms provided. Once completed, your Rink Bookings website page will display a form, similar to the example below, that displays current booking information and available bookings spaces for any selected day throughout the season.

	R1	R2	R3	R4	R5	R6
08:00	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00	X	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A member signs in and selects the appropriate day, session and rink he or she would like to book. After providing name and telephone number, the booking is made.

In real-time, the administration area Rink Bookings page displays the requested booking and telephone number, highlighted in yellow.

Session	Rink 1	Rink 2	Rink 3	Rink 4	Rink 5	Rink 6
08:00	<input checked="" type="checkbox"/> Club Use	<input checked="" type="checkbox"/> Club Use	<input checked="" type="checkbox"/> Club Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09:30	<input checked="" type="checkbox"/> Club Use	<input checked="" type="checkbox"/> Club Use	<input checked="" type="checkbox"/> Club Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11:00	<input checked="" type="checkbox"/> Club Use	<input checked="" type="checkbox"/> Club Use	<input checked="" type="checkbox"/> Club Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Nick Fairall 01234567890	<input type="checkbox"/>	<input type="checkbox"/>
15:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can now simply action the request by adding it to your in-house booking sheet and marking the booking as 'dealt with' (turns off yellow highlighting) or contacting the member and making alternative arrangements.