

# ***Washtenaw Sportsman's Club***



## ***Website & Newsletter User Guide***

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### **Changing Your Newsletter Preferences**

If you decide that the newsletter delivery method that you currently are using to receive your newsletter needs to be changed this is the process you **must** follow to insure that you receive your newsletter without interruption.

Log into your forum account go to your profile and change the newsletter option.

You **MUST** send an email to news@wsclub.org with your complete name, address, city, state, zip code, email address and phone number stating the method of delivery that you want and a reason for the change. Failure to follow this process may result in you not receiving a newsletter.

Any and all questions or comments regarding the newsletter should be directed to the Publishing Committee Chairperson at news@wsclub.org or consult the committee list for the Publishing Chairpersons phone number.

## **Your Forum Profile**

Your forum profile contains all of the information that you entered when you registered for an account. To access your forum profile, first log into the forum. In the upper left box look for the words **My Account**. Click on My Account and several tabs will be across the top of the forum content area. Look for the word **Profile** and click on it to see your account settings. This will be valuable if you change your email address, physical address, work notice or newsletter settings.

## **Selecting Newsletter Delivery Method**

You have 3 options for receiving your monthly newsletter. They are Email, US Mail or both. When you register for your forum account you will have the option of choosing how you want to receive it. Electing to receive your newsletter by Email means that you will be sent a notice by email that the newsletter is available for download in the forum.

Choosing this method saves money, paper and time. The electronic version of the newsletter comes out about a week before the printed version is delivered by the post office. The electronic version will be available normally by the Tuesday evening following the board of directors meeting and in many cases sooner than that Tuesday evening.

Electing to receive your newsletter electronically saves the club about \$1.25 per member per month. We can then spend the savings on other needed projects around the club to make this a better club for everyone.

## **WSC Website Address**

There are 2 acceptable website addresses that will take you to the WSC Website and they are:

<http://www.washtenawsportsmansclub.org>

Or

<http://www.wsclub.org>

Either of these addresses will take you to the club website home page. From this page you will be able to navigate through the various areas of the website.

## **Website Navigation**

The website contains a panel on the left hand side that has links to the various areas in the website.



There are various links through out the pages in our website that you click on to go to that area of interest. An example of this would be the links in the NEWS column on the right hand side of the page.

Within the separate areas of the website there will be

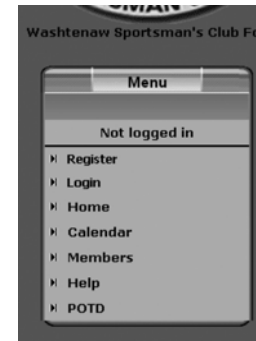
additional navigation links at the top of the content portion of the webpage just below the header.



From the navigation panel you can access all of the discipline and program areas.

### Club Scheduling System and Calendar

We have a centralized scheduling and calendar system. By clicking on the **Events Schedule** in the navigation panel will display the main club events calendar. This calendar will have the most current information on events conducted at WSC. Although this calendar is displayed on the website, it is solely under the control of the programs committee and its chairperson.



A page will display with several fields that you will need to complete containing information such as username, password, email address, name, address, city, state, zip code, phone number, etc.

All fields in the registration questioner are mandatory and you will not be able to register if any of these fields are left blank.

When you have completed the registration form be sure to click the send button at the bottom of the page to save your information.

### Forum Account Validation

Each and every account created in the WSC Forum is manually validated. This means that at the time you register, you will not be automatically moved into the user group that will allow you to see the members area. This is a manual process preformed by a person that checks your registration information against the master membership list. Depending on the time the person delegated to this task has, it may take a day or two to move you into the WSC Members user group so you can have full access to the forum.

calendar you contact the Publishing Committee Chairperson at [news@wsclub.org](mailto:news@wsclub.org)

Issues with the calendar need to be directed to the Programs Committee Chairperson at [programs@wsclub.org](mailto:programs@wsclub.org)

You may also consult the current committee list for the phone number of the chairperson you need to reach.

### **WSC Forum**

The WSC Forum is where the WSC Members Area is located. The members area is where you may download a copy of the monthly newsletter that contains the gate code (members only) or a copy of the newsletter that does not contain the gate code (non-members / member candidates)

The address for the forum is <http://www.washtenawsportsmansclub.org/forum>

You may also access the forum though the link at the bottom of the navigation panel on the left of the main club website.

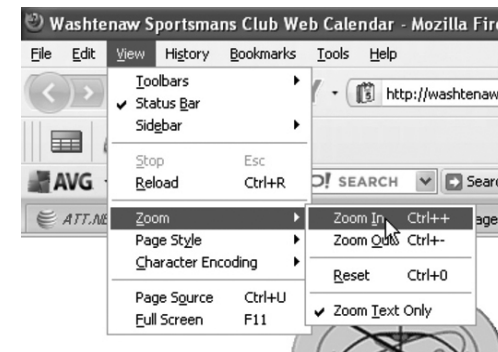
In order for you to be able to see the WSC Members area you will need to register for an account.

### **Forum Registration**

To register for an account in the forum to access the members only area go to the club forum and click on the word register in the upper left box.

You may print out a copy of this calendar by clicking on the print icon in the menu bar of the calendar. You can alter the magnification in your web browser settings to make it easier to read when printed. Caution must be observed to insure you print all of the information on one page otherwise it may run into multiple pages.

In your browser at the top look for the word **View**, when the view dialog box is displayed look for Zoom and adjust to your liking. How clear it will print depends on your particular computer / printer equipment.



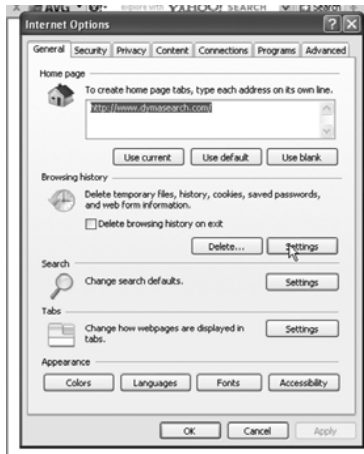
Another issue you may encounter in your browser is a thing called page cache. This is the browsers way of making you think that it is loading the page quickly. This is done by computing the number of times a page has been loaded and only pulls new information from a web page on an average of times viewed. Although this is great for looking at a page that does not change often, it may cause you to get inaccurate information from the website. This is easily corrected with a simple change to your browser settings.

## Internet Explorer

Open your web browser and at the top of the page look for the word **Tools** and left click on it. When the dialog box for tools appears look for the word **Internet Options**.

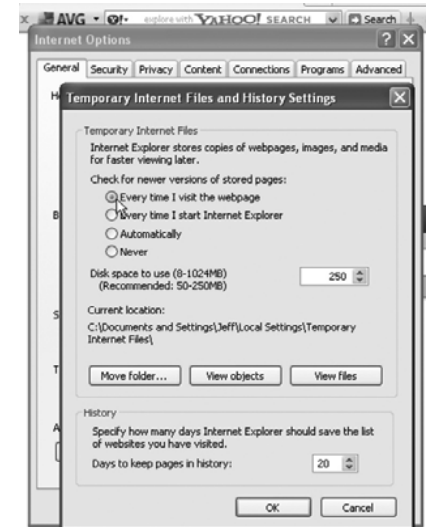


This will open a dialog box that will default to the General tab.



In the middle of the General tab look for the portion that reads **Browsing History** and left click on the **Settings** button. The dialog box will open and near the top look for **Temporary Internet Files**.

Below this will be radio buttons and if yours is set to **Automatically**. You will need to change it to **Every Time I Visit The Webpage**. This will cause your browser to load a webpage every time you visit a website giving you the most current information.



## Error Reporting

In order to get you the best service possible you need to know who to contact in the event of an error or missed information on the website.

For all website issues other than an issue with the