

PETERBOROUGH CURLING CLUB



WEBSITE USER GUIDE

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PETERBOROUGH CURLING CLUB – WEBSITE USER GUIDE

The information provided here is intended to assist members of the Peterborough Curling Club. While it does not provide information about using all website features, it does provide information about some of the most popular areas of the website.

*All actions below will require you to **LOG IN** to the website using your username and password.*

User Names/Passwords

Forgotten User Names/Passwords

Forgotten User Names/Passwords can be automatically sent to members through the website. To retrieve a forgotten username or password:

- Select “LOGIN” from the top navigation of the website
- Select “Forgot your Username?” or “Forgot your Password?” link. If you have forgotten both your username & password, request your username first
- Enter your email address and click “Get Your...”
- NOTE: You must enter the email address that is associated with your account.
- NOTE: If you have issues & do not receive the username/password reset e-mail contact the club office for help.
- NOTE: The username allows these characters: You can only use letters a to z, numbers, or these characters (._-) in your username.
- NOTE: The password allows these characters: You can only use letters a to z, numbers, or these characters (._-!@#\$%^&*?~) in your password.



Retrieving your User Name/Password for the 1st Time:

For members who have not yet activated their PCC website account, follow the instructions below:

- Select “LOGIN” from the top navigation of the website
- Select “Forgot your Username?”
- Enter your email address and indicate using the check boxes which information you want sent to you

- NOTE: You must enter the email address that you used when you initially registered. You must be a paid member with an email address on file in order to use this generation function.

Your Member Profile

All members of the club are responsible for maintaining/updating their own contact information.

To update your personal information (address, phone, email, username, password):

- Login to the website
- Click on “Members” from the top navigation menu
- Click on “My Profile”
- Using the “Contact Info” and “Membership Info” tabs you will be able to update your contact information and **change your password**
- NOTE: The username allows these characters: You can only use letters a to z, numbers, or these characters (. _ -) in your username.
- NOTE: The password allows these characters: You can only use letters a to z, numbers, or these characters (. _ - ! @ # \$ % ^ & * ? ~) in your password.

The screenshot shows the 'Modify Your Profile' form with the 'Contact Info' tab selected. A red arrow points to the 'First Name' field. The form contains the following fields and values:

Field	Value
First Name **	Pauline
Middle Name	
Last Name **	Orpwood
Address **	1529 Champlain Drive
City **	Peterborough
Province **	ON
Postal Code **	K9L 1N3
Country **	Canada
Home Phone **	705-676-8109
Office Phone	
Extension	
Mobile Phone	
Fax Phone	
Email	torpwood@sympatico.ca
Enter Email Again	torpwood@sympatico.ca

The screenshot shows the 'Modify Your Profile' form with the 'Membership Info' tab selected. A red arrow points to the 'User Name' field. The form contains the following fields and values:

Field	Value
Member Name	Pauline Orpwood
User Name:	
Check if Username is available	<input type="checkbox"/>
Password: ⓘ	Strength: ()
Enter Password Again:	Strength must be > 60
Membership Group:	Curling Member
Partial Year Member:	N
Membership Expires:	2020-09-30
Membership Status:	Active
Security Roles:	Site Setup Administration, Site Editor, Registration Administration, Emailer Administrator, Event Manager, Uploads, Regular Member

To view your schedule of games or teams you are on – Option 1

- Login to the website
- Click on “Members” from the top navigation menu
- Click on "My Information"
- Click on “My Teams” or “My Schedule”
- NOTE: When you first log in, your Member Dashboard will appear. You may see Upcoming Games from this page.

Members +	Contact Us	Admin
My Profile		
+ My Information	My Teams	
Renew Membership	My Schedule	
Member Directory	My Events	
Enter My Scores		
Find A Spare		

My Schedule						
LEAGUE	ROUND	GAME DATE	FLIGHT	LOCATION	VERSUS	
Ladies Team	1	Thu, Oct 17, 2019, 1:00 am	A	Sheet 2	BYE	
Fri Evening Mixed	1	Fri, Oct 18, 2019, 7:00 pm	A	Sheet 1	Tarantino	
Business Women	1	Mon, Oct 21, 2019, 8:40 pm	A	Sheet 2	Lynne Cook	
Ladies Draw	1	Tue, Oct 22, 2019, 1:00 am	A	Sheet 2	BYE	
Ladies Team	1	Thu, Oct 24, 2019, 9:15 am	A	Sheet 4	SMITH	
Fri Evening Mixed	1	Fri, Oct 25, 2019, 9:15 pm	A	Sheet 6	Owers	
Business Women	1	Mon, Oct 28, 2019, 6:25 pm	A	Sheet 3	Sue Collins	
Ladies Draw	1	Tue, Oct 29, 2019, 9:15 am	A	Sheet 2	EPPING	
Ladies Team	1	Thu, Oct 31, 2019, 9:15 am	A	Sheet 1	BOLTON	

My Teams						
LEAGUE	ROUND	TEAM NAME	SKIP	VICE-SKIP	SECOND	LEAD
Ladies Draw	4	THOMPSON	Mary Frances Thompson thompsonron@sympatico.ca Home: 705-745-0092 Mobile: 705-868-7009 Office: 705-876-4555	Pauline Orpwood torpwood@sympatico.ca Home: 705-876-8109	Kathryn Hunsberger k.huns@outlook.com Home: 705-745-2627 Mobile: 289-259-5272	Janet Dryden j.dryden@sympatico.ca Home: 705-745-7371
LEAGUE	ROUND	SKIP	VICE-SKIP	SECOND	LEAD	
Business Women	3	Pauline Orpwood torpwood@sympatico.ca Home: 705-876-8109	MARY Louise COLQUHOUN mcolquhoun2@gmail.com Home: 4167281019 Mobile: 4167281019 Office: 4167281019	TBD	Susannah Mahaffy Home: 705-340-1420 Mobile: 7053401420 Office: 7058763176	

Member Dashboard

▶ Enter My Scores

▼ Upcoming Games

League	Round	Game Date	Flight	Location	Versus
Business Women	3	Mon, Mar 30, 2020, 6:25 pm	A	Sheet 4	Lynne Cook

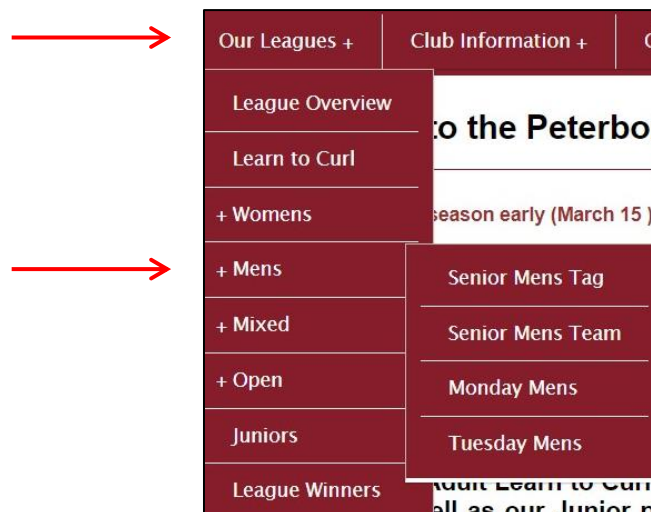
▶ Requests for Players

▶ Upcoming Events

▶ Recent Emails

To view your schedule of games or teams you are on – Option 2

- Login to the website
- Click on “Our Leagues” from the top navigation menu
- Click on the league you are playing in
- Click on the “Roster” tab or the “Schedule” tab
- NOTE: You can also see your individual/team standings.



Ladies Draw

League Info	Member Info	Roster	Schedule	Standings
Round 4				
Team Names	Skip	Vice-Skip	Second	Lead
THOMPSON	Mary Frances Thompson thompsonm@sympatico.ca Home: 705-745-0092 Mobile: 705-868-7009 Office: 705-876-4555	Pauline Orpwood orpwood@sympatico.ca Home: 705-876-8109	Kathryn Hunsberger k.huns@outlook.com Home: 705-745-2827 Mobile: 289-259-5272	Janet Dryden jdryden@sympatico.ca Home: 705-745-7371
WATSON	Patti Watson patti.watson004@gmail.com Home: 705-745-2917 Mobile: 705-750-8824	Kathy Baker kathybaker551@gmail.com Home: 705-745-9003	Frederica Latour rlatour@gmail.com Home: 705-743-7059 Mobile: 705-761-7059	Shirley Watt swatt4@cogeco.ca Home: 705-876-1556 Mobile: 705-917-1986
BANNON	Mary Ellen Bannon bannonmaryellen@gmail.com Home: 705-292-5054	Chick MacLoughlin macloghlin@sympatico.ca Home: 705-743-7317 Mobile: 705-868-7317	Sandra Mekitlak johnson_wild_15@yahoo.ca Home: 705-740-2727 Mobile: 705-927-1719	Jody Schilling rschilling@cogeco.net Home: 705-745-7324 Mobile: 705-872-7880

Ladies Draw

League Info

Member Info

Roster

Schedule

Standings

Round 4

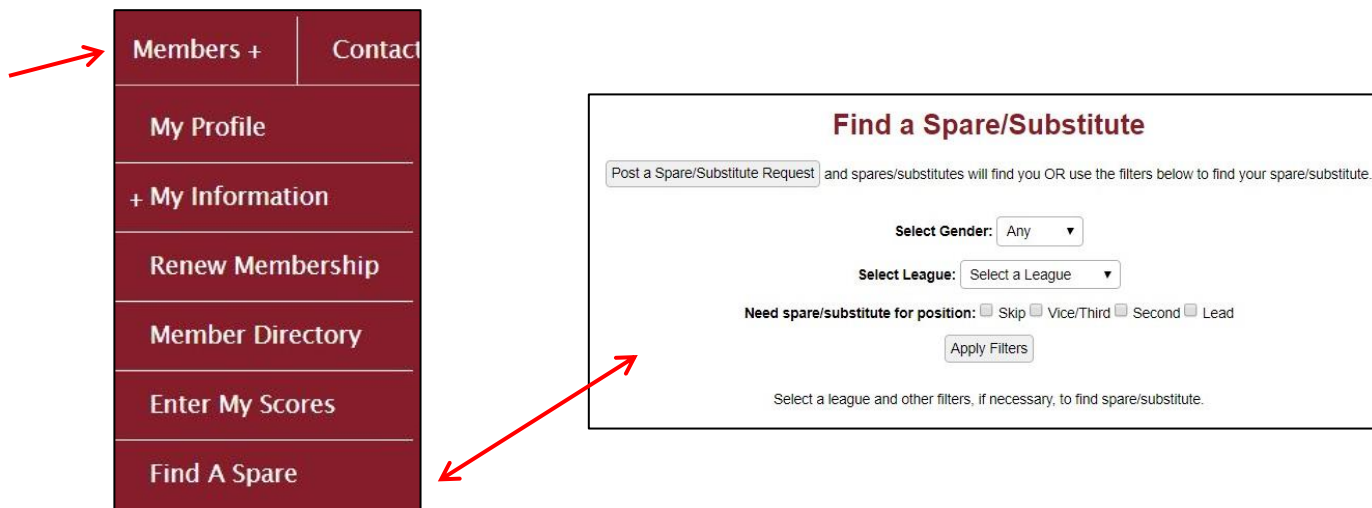
	Bye	Sheet 1	Sheet 2	Sheet 3	Sheet 4	Sheet 5	Sheet 6
Game 1 Tue, Feb 18, 2020 9:15 am	THOMPSON	MCNAMEE vs MOORE	BOLTON vs DIXON	WATSON vs HOGAN	LOVE vs ARMSTRONG	REID vs BARNARD	LITVIN vs SMITH
Game 1 Tue, Feb 18, 2020 1:00 am		BYE vs BANNON	BYE vs NICKSON				
Game 2 Tue, Feb 25, 2020 9:15 am	WATSON	BOLTON vs HOGAN	THOMPSON vs MOORE	ARMSTRONG vs LITVIN	SMITH vs LOVE	DIXON vs BANNON	NICKSON vs BARNARD
Game 2 Tue, Feb 25, 2020 1:00 am		BYE vs MCNAMEE	BYE vs REID				

Finding a Spare/Signing Up to Spare

Members are responsible for adding their own names to spare lists and finding their own spares.

To find a spare:

- Login to the website
- Option 1 - Click on “Members” from the top navigation menu; Select “Find a Spare”
- Option 2 – Click on “Find A Spare” at the bottom of the website.
- Using the pull-down menus and check boxes, indicate what type of spare you are looking for and click “Apply Filters”
- A list of people who have put themselves on the spare list meeting the criteria you indicated will appear (including contact information)



To add your name to the spare list:

- Login to the website
- Click on “Members” from the top navigation menu
- Click on “My Profile” then the “Spare/Substitute Details”
- Select the checkbox indicating “Include my name on the spare list?”
- Select only the positions you are willing to play when sparing
- Select only the leagues in which you are interested in sparing in
- Add any specific details in the comments box (can only play early games; please e-mail do not call)
- Select “Save Changes”

Modify Your Profile

Contact Info Membership Info Other **Spare/Substitute Details**

Member Name Pauline Orpwood

Include my name on the spares/substitutes list? ☐

Enter additional details about position and times you can spare/substitute (optional). The spares/substitute list is visible to registered club members only.

Can spare/substitute as: ☐ Skip ☐ Vice/Third ☐ Second ☐ Lead

Leagues I Can Spare/Substitute In

☐ Business Women ☐ Fri Afternoon Mixed
☐ Fri Evening Mixed ☐ Ladies Draw
☐ Ladies Team ☐ Wed Open Team

Save Changes

League Information

Information about all PCC leagues is posted on the “Our Leagues” page. This can include general league information, rosters, draw schedules, and team/individual standings.

To view league information:

- Login to the website
- Click on “Our Leagues” from the top navigation menu
- Select the type of league (Womens, Mens), then the specific league you wish to find information about
- Use the information tabs to scroll through available information
- NOTE: Not all leagues will share the same information

Fri Afternoon Mixed

League Info Member Info Roster Schedule Standings

Fri Afternoon Mixed

We are a team entry league comprised of two men and two women per team playing alternate positions

Our league has 2 draws starting at 1:30 & 3:45 which means that we could accomodate up to 24 teams. We use th games are played in 2 hours. There is a \$25 section fee used to pay for snacks after the 1:30 draw and pay for a p Closing banquets.

For the 2019-20 season we will have 2 draws, 12 teams play at 3:45 PM draw and the remaining teams start at the of the season will start on Friday, October 18, 2019 & the last game will be on Friday, March 27, 2020.

E-mails

- The main communication method with members is through email. We encourage all members to “Opt in to receive email communications from your club”. You can locate the check box in your “Member Profile” in the “Membership Info” tab.
- You can view “Recent Emails” sent to you in your “Member Dashboard”

Email Opt In:	<input checked="" type="checkbox"/> Opt In to receive email communications from your club
Share Email:	<input checked="" type="checkbox"/> Share email with members (on website and in website reports)
<input type="button" value="Save Changes"/>	

Member Dashboard

▶ Enter My Scores

▶ Upcoming Games

▶ Requests for Players

▶ Upcoming Events

▼ Recent Emails

Date Sent	Sender	Subject	
Mon, Mar 16, 2020 3:43 PM	Maureen Harris-Lowe	Ladies Closing Lunch Cancelled	<input type="button" value="View Email"/>

Member Documents

The “Member Documents” page has links to a great deal of information pertaining to the operation of the club, including the club’s Policies and Procedures, and Board meeting minutes.

- Login to the website
- Option 1 – Click on link to the information you require in the “Members” area at the bottom of the website.
- Option 2 - Click on “Club Information” from the top navigation menu; then click on “Members Documents”
- Click on the document name to activate the link and open the document

THE CLUB	FIND OUT MORE	MEMBERS	MEMBERS
Our History	Leagues	Find A Spare	Club Forms
Rock Talk Newsletter	Club Bonspiels	Sparing Policy	Curling Cancellation Procedure
On the Ice Newsletter	Ice Rental	Time Clock Rule	Refund Policy & Submission Form
New Member Information	Banquet Hall & Meeting Room	Board Meeting Minutes	Club Policies & Procedures
Welcome Package	Rentals	Website User Guide	Concussion Information
COVID-19 Information	Facebook	Rowan's Law Concussion Info & Policy	

The diagram illustrates the navigation path for accessing member documents on the Peterborough Curling Club website. On the left, a vertical sidebar menu contains several options: 'Club Information +', 'New Member Info', 'Member Documents', 'Curling Links', 'Club Newsletter', 'Ice Newsletter', 'Photo Gallery', 'Club Forms', and 'COVID Information'. A red arrow points from the 'Member Documents' link in this sidebar to the main content area on the right. The main content area features a top navigation bar with links: 'Our Leagues +', 'Club Information +', 'Club Events +', 'Members +', and 'Contact Us'. Below this bar, the 'Member Documents' page is displayed, containing a list of links: 'Policies and Procedures (Updated - 2019)', 'Section Heads - Curling Cancellation Procedures', 'Privacy Policy', 'Spare Policy', 'Time Clock Rule', 'Refund Policy --- Refund Request Form', 'PCC MEMBER CODE OF CONDUCT', 'Honorary Life Members', and 'Board of Directors Past Presidents'. At the bottom of the page, there is a section titled 'Board of Directors Meeting Minutes' which includes a table with columns for different months.

Board of Directors Meeting Minutes			
	June 2022	May 2022	April