# 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

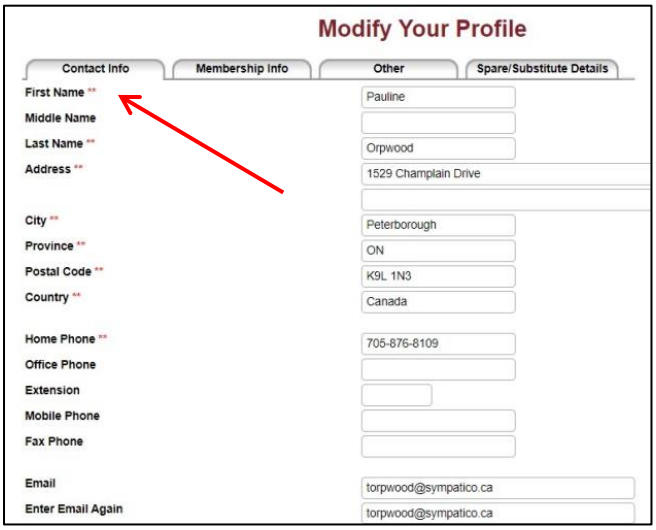
- NOTE: You must enter the email address that you used when you initially registered. You must be a paid member with an email address on file in order to use this generation function.

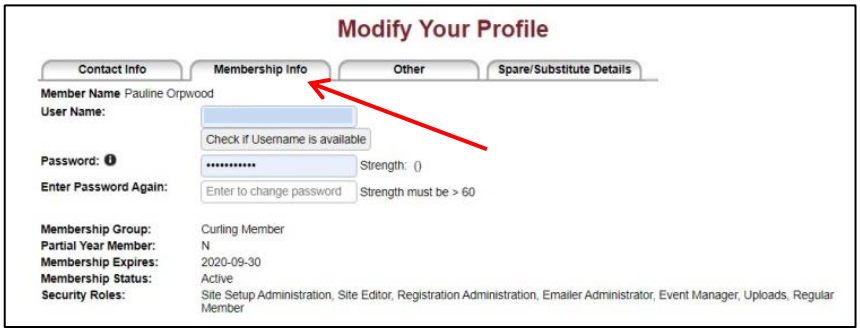
# Your Member Profile

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.



**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.

**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 |

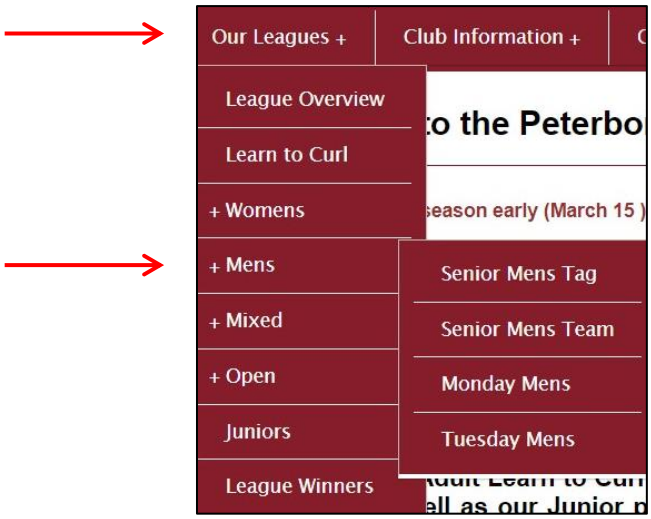
**My Teams**

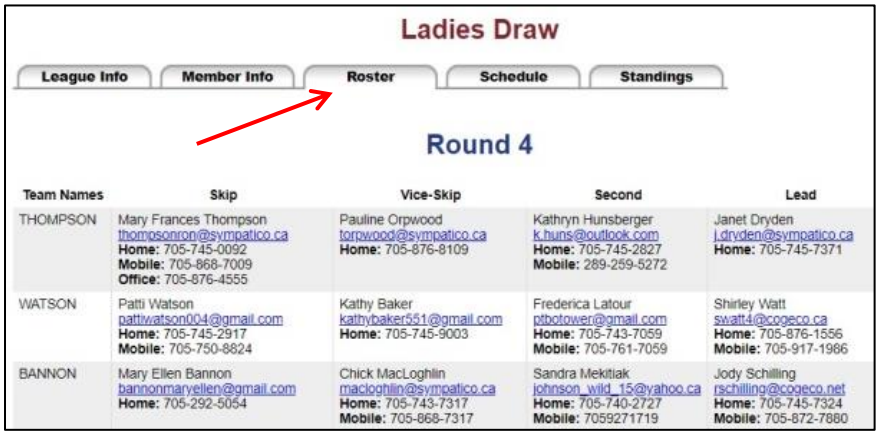
| LEAGUE | ROUND | TEAM NAME | SKIP | VICE-SKIP | SECOND | LEAD |
|---|---|---|---|---|---|---|
| Ladies Draw | 4 | THOMPSON | Mary Frances Thompson thompsonron@sympatico.ca **Home:** 705-745-0092 **Mobile:** 705-868-7009 **Office:** 705-876-4555 | Pauline Orpwood torpwood@sympatico.ca **Home:** 705-876-8109 | Kathryn Hunsberger k.huns@outlook.com **Home:** 705-745-2827 **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 mlcolquhoun2@gmail.com **Home:** 4167281019 **Mobile:** 4167281019 **Office:** 4167281019 | TBD | Susannah Mahaffy **Home:** 705-340-1420 **Mobile:** 7053401420 **Office:** 7058763176 |

**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.



# Finding a Spare/Signing Up to Spare

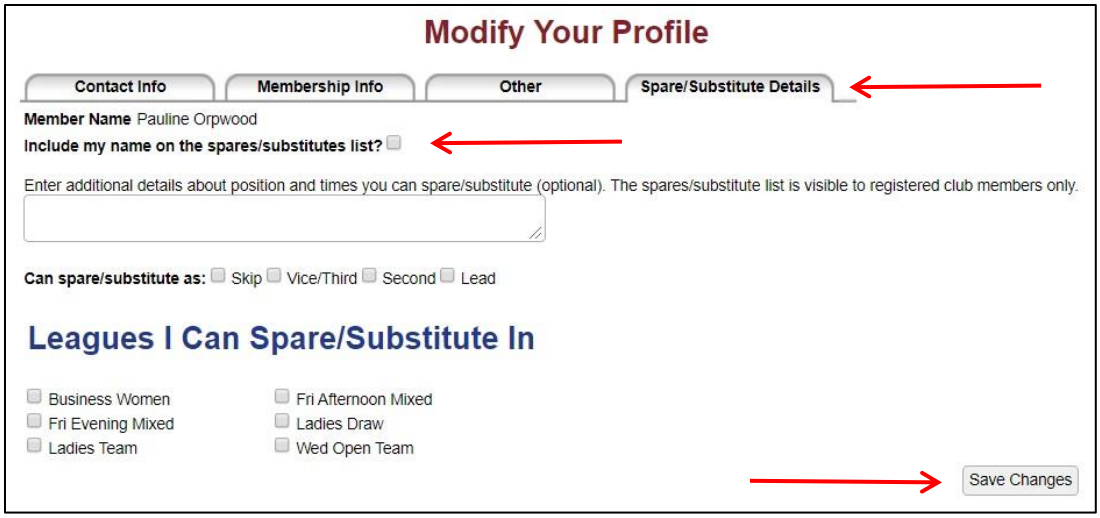
Members are responsible for adding their own names to spare lists and finding their own spares.

### 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”

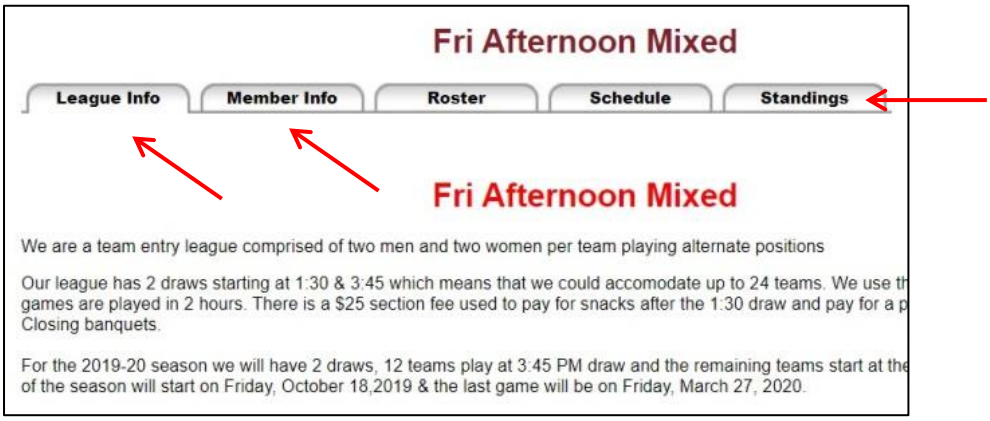



# League Information

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.

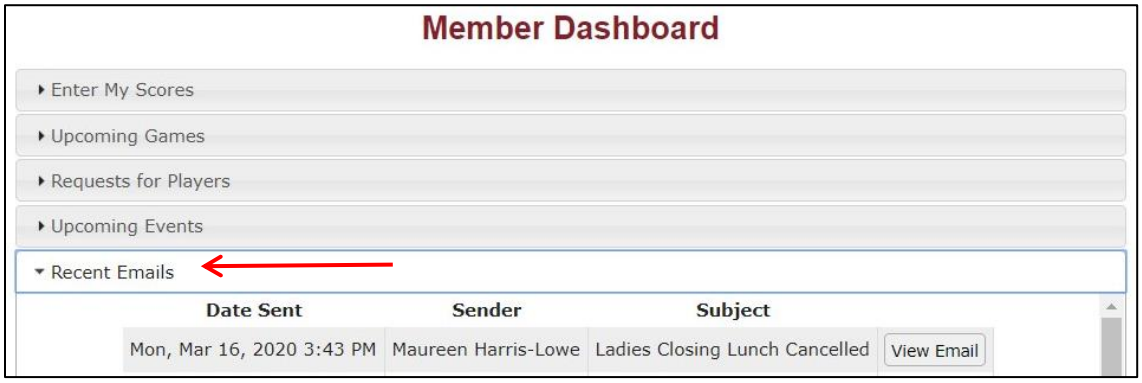
To view league information:

- 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



# E-mails

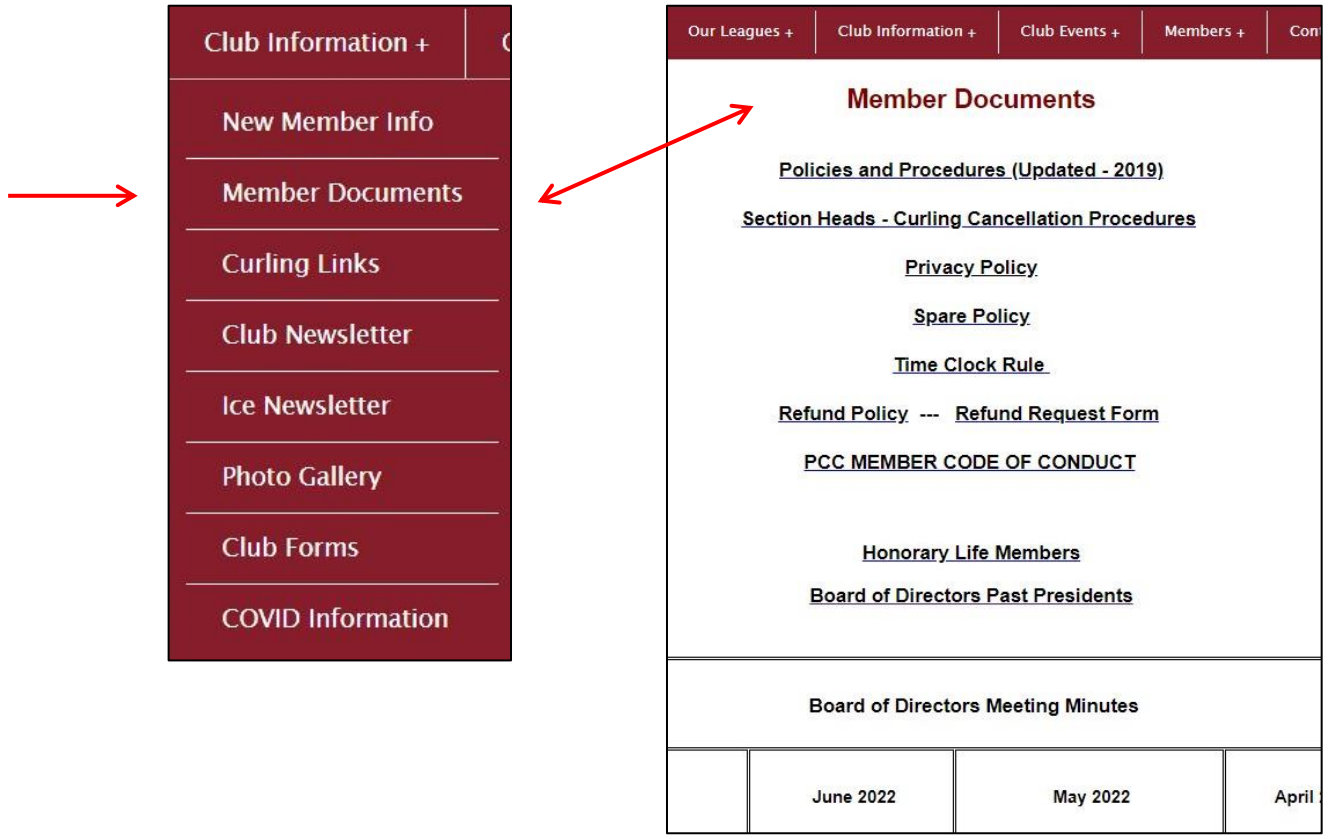
- The main communication method with members is through email. We encourage all members to "Opt in to receive email communications from your club". You can locate the check box in your "Member Profile" in the "Membership Info" tab.
- You can view "Recent Emails" sent to you in your "Member Dashboard"




# 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


Club Information +
New Member Info
Member Documents
Curling Links
Club Newsletter
Ice Newsletter
Photo Gallery
Club Forms
COVID Information
Our Leagues +
Club Information +
Club Events +
Members +
Member Documents
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
Board of Directors Past Presidents
Board of Directors Meeting Minutes
June 2022
May 2022