BRIDGE CLUB WEBSITES

MANAGEMENT PORTAL GUIDE

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INTRODUCTION

Altosoft provides template-driven web sites for bridge clubs. A full list of these clubs can be found on the Altosoft web site under User List here https://www.altosoftbridge.com.au/clubsusingcs3.asp.

Clubs have either a **Full** web site or a **Result Only** web site. Much of what is described in the manual will only apply to Full sites, except for the section on Results which applies to all clubs.

While the basic structure is standard, different club web sites can still have different looks (colours, fonts etc) based on different style-sheets. Further, there is enormous flexibility in what the clubs themselves can do as regards managing content.

Following is a list of sections available to clubs using a Full web site. Buttons to these pages appear at the top of all pages, but they can be in any sequence. This manual is sorted in the sequence below.

Home	Includes user-managed front page text and pictures, plus a Breaking News / Coming Events sidebar at right.
Results	Lists all event/session results, with full drilldown, and leads to Individual Lookup and "70 Percenters" list.
Calendar	Automatic, but clubs can manage events that appear in their calendar.
Events	Lists all coming events – manageable by clubs.
Sessions	Lists session times and other comments – manageable by clubs.
Lessons	A page on lessons – manageable by clubs.
Photos	Clubs can upload and delete JPGs which can be shown here.
Documents	Clubs can upload and delete PDFs which can be shown here.
Newsletter	A list of newsletters (PDFs) uploaded by clubs.
Contact	Provision for Club contact details, Management names etc, selected documents, plus list of related web sites – all manageable by clubs
Management Portal	A set of pages accessing by user name and password to allow management of the site content. This page is accessed from a link at the foot of the main front page.

If your site doesn't have some of the pages listed above and you would like them, contact Altosoft. They can be added to your site at no charge. Other customised pages can be added by Altosoft though a fee may apply.

ACCESSING THE MANAGEMENT PORTAL

At the foot of the main page of **Full** web sites is a link to the Management pages. **Results Only** clubs can access the Management pages by adding "/management.asp" to the basic URL e.g. myclub.bridgeaustralia.org/management.asp. This will take them straight to the Results Management page.
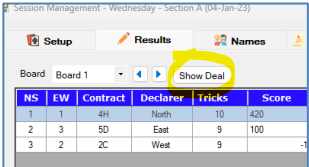
To access to the Management Portal you need to enter a name and password. The user name and password are case sensitive and will have been provided to you by Altosoft.

Category	Function	Meaning
Results	Results Management	This offers full management of results display, including deal files, head events, results uploading and deletion.
Congress Management	Congress Management	This offers full Congress entry management where you can record the names etc of entrants. The list appears automatically as a link on your Coming Events page, and can also be used by your Director to export the entries.
Calendar	Calendar and Coming Events Management	This offers full management of your calendar and coming events.
Front Page	Front Page Content Edit	Manage the text and images that appear on your front page.
	Breaking News Management	Manage special items that appear on the front page. (Note that Coming Events automatically appear - this function allows you to add any special items that aren't part of your Coming Events).
Contacts Page	Contact Management	Manage variable information the Contacts page, including contact details and office bearers.
	Useful Links Management	Add, edit or delete the Useful Links that appear on your Contacts page.
General Content	Session Times Management	Add to and edit items on the Session Times page.
	Lessons Page Content Edit	Manage the content of your lessons page.
	Sponsor Page Management	Manage the content of your Sponsors page.
	Member Page Management	Manage the content of your Members' page.
	Upload Document (PDFs only)	Upload PDF documents to your Documents folder. These will appear as links on your Documents page (if you have one) and can also be referenced on other pages on the site, like Breaking News.
	Photo Management (JPGs only)	Upload photos and other JPGs to your Pics folder. These will appear on your Photos page (if you have one) and can also be referenced on other pages on the site.

RESULTS MANAGEMENT

Most clubs using Altosoft web sites also use Compscore2 or Compscore3 scoring software, and the site's results display is tailored to that package. Compscore2/3 can be set up to automatically upload the session results after play, and access to the Results Management section would only be required on the odd occasion. The export format is the same for both versions.

Following is a list of options presented to you when you click **Results Management** from the Management Portal main page.

Upload Compscore3 CSV file	This is an alternative to auto-uploading from Compscore3. Click Browse to locate the CSV file (usually in your c:\Compscore3\Web\CSV Files) and click **Upload this Compscore3 Results File**. Keep doing this until you've upload all CSV results files, then click each one individually in the list below. This will process it, sending it to your Results page.
Upload PDF or TXT Result File	This lets you upload a text or PDF file displaying results of a session. For text files, the event name is taken from the first line of the text file and the session date will be the current date. For PDFs these details will not be updated during the upload process but can be edited later.
Edit Results	This page lists all sessions in the database, and you can edit details (Name, Session Date, Head Event ID, Embargo Date – see below for an explanation of Head Events) and you can also delete sessions. Note that uploading a session with the same name as an existing session will overwrite that earlier session, so uploading a changed result file shouldn't cause any unwanted duplicates.

You can attach a deal file (BRI or TXT) to the session from within Compscore3, but on this page there is an alternative method uploading a deal file. You can also detach a deal file from the session in the case of an error, and also edit the file n ame if the file is already on the web site.

Note that in Compscore3, if you import the deal into the session (as evidenced by a **Show Deal** button on the Results tab) you don't need to upload any deal files to the web site. |
Manage Head Events	Head Events are used to tie sessions and matches together under one "head" event. This is necessary for events like Swiss Pairs, or Swiss and Round Robin Teams, where Compscore2/3 treats each match as a "session" as far as the web site display is concerned. More details are available below.
Manage Umbrella Events	This can be used to group Head Events into an even higher level event. Head Events are allocated to an Umbrella Event.
Manage Uploaded Deal Files	This lists all BRI and TXT files on your web site. You can selectively delete files individually, or you can remove all BRI and TXT files older than 90 days, by clicking the link at the top of the page.
Edit Player Name	If a player name has been changed in Compscore2/3, the corrected name will appear in all subsequent result uploads. To change the way the name appears in previous results on the web site, select Edit Player Name, choose the old name and new name from the respective lists and click Merge These Names.

	Note that the name you wish to change to must exist in the database already, so this process can't be run until you've uploaded at least one session using the new player's name.
Show/Hide Player Names on Boards	Shows or hides player names on board results. This only applies to the PC you're working on and might be useful if you are making screenshots of particular boards but don't want player names to show.

DEAL FILES

Note: The below is relevant only if you haven't imported the Deal File into the Session in Compscore3 – if you have, the deal information forms part of the uploaded results upload file.

If you haven't imported the deal into the session or match, the web site can display the hand record as part of the Board display if you have uploaded BRI or TXT deal files. The uploading of deal files to the web site and the attaching of deal files to a session are two separate functions. Deal files can be uploaded and attached using Compscore3 or the web site Management Portal.

Using Compscore3

(a) Place all deal files into the c:\Compscore3\Web\Deal Files folder on your scoring computer. Then, either next time you upload some results, or on demand via Compscore2/3's Processes | Upload Deal Files, all files in that folder will be uploaded to the web site, awaiting a session to be attached.

(b) When creating a session, the deal file name should be entered to the Deal File Name box on the Edit Setup form. Once uploaded, this will tell the web site to look for a deal file of that name to display when a board from that session is displayed.

It is common for clubs to upload their deal files in advance, so as soon as the files have been created (perhaps not even dealt yet) the files can be uploaded and will wait on the web site till an uploaded session calls for it.

There are more details in the Compscore3 manual, and a one-page PDF is available on Altosoft's Compscore3 Help page (www.altosoftbridge.com.au/cs3resources.asp) titled **Displaying Hand Records on your Web Site** with more details on this process.

Using the web site

Use the web site's **Manage Deal Files Attached to Sessions** function to upload, attach and detach deal files linked to a particular sessions.

HEAD EVENTS

Results for your normal sessions appear on the web site's Results page session by session. Multi-session events (barometers, eclectics, across-the-field and other multi's) also appear in this listing.

Special events that are managed in Compscore2/3's Event Management area, like Swiss Pairs and multi-session or Swiss Teams, are posted to the web site using the Head Event feature. This uses a Head Event Number to group together all the matches in the event, rather than listing each match individually on the Results page. This involves creating a Web Site Head Event, then recording that Head Event Number in Compscore2/3.

To utilise the Web Site Head Events facility:-

1. Before you make your web site export files in Comspcore2/3, create a new Web Site Head Event from the Results Management page. This will create a new Head Event, and allocate it a Head Event

Number which you can see on the list of Head Events. You can access this page from the usual Web Site Management page or there's a direct link in Compscore2/3 under Web that doesn't need a web site password.

2. On Compscore2/3's Teams or Pairs Event Management form, select the Web tab, enter the Web Site Head Event Number, and click the button to create the web site export files. This will create one file for each match, as well as an overall file.

3. Follow the usual process to upload these files using Compscore2/3 in the same way you upload normal session file (i.e. by clicking Upload to Web Site on the main form and following the prompts).

If you haven't imported the deal into Compscore2/3's session or nominated the appropriate deal file name in Compscore2/3's event, you can upload the file/s to the individual matches using the **Edit Results option** on the Results Management page. The deal files can be uploaded via this page, or can be uploaded from Compscore2/3 in the usual way. You will see from this page that there will be one entry per match, so you may need to attach the same deal file to several records.

TOURNAMENT MANAGEMENT

This facility offers full tournament entry management where you can record the names and other details of entrants. The list appears automatically as a clickable link on your Events page (List Entries) and eventually on the front page's Coming Events break-out, and can also be used by your Director and can be linked to the QBA web page.

Tournaments are a subset of Coming Events, which in turn are a subset of Calendar Events. See below for more details on this, but suffice to say at this point, all Tournaments are created from Coming Events and Coming Events are created from Calendar items – you can't have a Tournaments that isn't a Coming Event, and you can't have a Coming Event if it doesn't have an entry in either your Calendar.

Show current year		Log out from Congress Management					Return to Management page
ID	**NAME**	**EVENT START DATE**	**ENTRIES RECEIVED**	**PLAYERS PER ENTRY**	**ACTION**		
FUTURE EVENTS							
419	Sunshine Coast Novice Pairs	11-Nov-12	20	2	Manage Entries	Edit Congress Details	Delete Congress
413	Presidents Trophy - 3 week event	12-Nov-12	14	2	Manage Entries	Edit Congress Details	Delete Congress
568	Sunshine Coast Zone Graded Pairs	25-Nov-12	7	2	Manage Entries	Edit Congress Details	Delete Congress
594	QBA Senior Teams - Sunshine Coast	9-Feb-13		4	Manage Entries	Edit Congress Details	Delete Congress
595	Sunshine Coast Pairs	15-Jun-13		2	Manage Entries	Edit Congress Details	Delete Congress
596	Sunshine Coast Teams	16-Jun-13		4	Manage Entries	Edit Congress Details	Delete Congress
599	Sunshine Coast August Teams	4-Aug-13		2	Manage Entries	Edit Congress Details	Delete Congress
597	Sunshine Coast Graded Pairs	22-Sep-13		2	Manage Entries	Edit Congress Details	Delete Congress
600	Sunshine Coast Novice Pairs	10-Nov-13		2	Manage Entries	Edit Congress Details	Delete Congress
PAST EVENTS							
412	Restricted Pairs Champ - 3 week event	9-Oct-12	22	2	Manage Entries	Edit Congress Details	Delete Congress

When you click on Tournaments Management you are presented with a list of your Tournaments. From this screen you can

- Manage entries and payments (see below)
- Edit the Congress Details (event name, players per entry being 2,4 or 6, and a related Teams Event)
- Delete the congress

MANAGE TOURNAMENTS ENTRIES

From this screen, you can added and edit entries, and record payments. Player Names and ABF/NZ Bridge Numbers are visible on the public section of the web site (on the Events page) but all other details are only visible within the Management Portal.

At the top of the screen are several options, including:

Export to CSV – Directors – produces a CSV file of the entries that a director with Comspcore2 can import directly into the event in Compscore2

Export to CSV – Convenors – produces a CSV of names, payments, email address and other details of entries.

CALENDAR / COMING EVENTS MANAGEMENT

Calendar, Coming Events and Tournaments are all related. Congresses are a subset of Coming Events, which in turn are a subset of Calendar Events.

CALENDAR EVENTS

A calendar event is the basic unit, and all Calendar Events appear on your web site calendar.

Calendar events typically include tournaments, club championships, zone events as well as events like your AGM and Christmas party.

From 1 October each year, a menu option appears that allows clubs to create their new year calendar copying all events for the current year to the new year by adding 52 weeks. Once done, clubs should review all dates, delete those that don't apply, edit dates of those where the prior year one wasn't exactly 52 weeks and add any new one.

Once this is all correct, click the link to approve the new year calendar. Once this is done, the new year's calendar will be available to the public. However, note that if the new year starts and approval hasn't been granted, the calendar as presented will be visible, so clubs should check all Events before the new year. Once approval has been given, the Calendar / Coming Events Management page shows **20XX Calendar is approved**.

EDITING CALENDAR EVENTS

To add a Calendar Event, select **Manage 20XX Calendar** and click **Add New Calendar Event**. The screen that follows allows you to enter the event date, duration in days (1 day assumed), and event name, and there is also a facility to automatically create a Coming Event entry and Congress Management entry for the new event.

To edit an event, click **Edit Event** and follow the prompts.

COMING EVENTS

Any calendar item can be introduced as a Coming Event. A Coming Event appears on your Events page 90 days before the event date, and on your front page Coming Events list 45 days before. Introducing it as a Coming Event is done from the Calendar Events pages – click the link **Add** in the Coming Events column to add an item as a Coming Event, and **Remove** to remove it from Coming Events.

Once a coming event is created, it can be managed under **Manage Coming Events**. From this screen you can to

Calendar Management 2017

Private calendar events are those which are not offered to all clubs as standard events. (Standard events are typically QBA and other national events, and these are pre-loaded to all Queensland club calendars.) Clubs can manage their own private calendar events on this page. You can also click Add in the Coming Events column to have this event appear on your Coming Events page, and this will also give you the option of adding Congress/Tournament Management features to that event. Coming events also appear automatically on your front page as the event approachs. See the the Management Portal manual for more assistance.

ID	From Date	To Date	Event	Edit Event	Delete Event	<---Coming Events--->	
21125	Tue 17-Jan-17	only	Tuesday Afternoon Comp - January	Edit event	Delete event	In	Remove
20954	Sat 4-Feb-17	Sun 5-Feb-17	Qld Senior Teams	Edit event	Delete event	In	Remove
21126	Tue 7-Feb-17	only	Tuesday Afternoon Comp - February	Edit event	Delete event	In	Remove
20919	Fri 10-Mar-17	only	Friday Teams of 3	Edit event	Delete event	In	Remove
20955	Sun 26-Mar-17	only	Sunshine Coast Graded Teams	Edit event	Delete event	In	Remove
20920	Sat 1-Apr-17	Sun 2-Apr-17	GNOT Heats Sunshine Coast	Edit event	Delete event	In	Remove
20961	Sat 8-Apr-17	Sun 9-Apr-17	Caloundra Teams Congress	Edit event	Delete event	In	Remove
20923	Thu 20-Apr-17	only	Autumn Pro-Am	Edit event	Delete event	In	Remove
20925	Mon 15-May-17	only	Club Pairs Champ - 3 week event	Edit event	Delete event	In	Remove
20926	Mon 22-May-17	only	Club Pairs Champ Wk 2	Edit event	Delete event		Add
20928	Mon 29-May-17	only	Club Pairs Champ Wk 3	Edit event	Delete event		Add
20930	Sun 11-Jun-17	only	SC Zone GNOT Stage 2	Edit event	Delete event	In	Remove
20956	Sun 18-Jun-17	Mon 19-Jun-17	Sunshine Coast Congress	Edit event	Delete event	In	Remove
20932	Thu 13-Jul-17	only	Club Teams Champ - 3 week event	Edit event	Delete event	In	Remove
20933	Thu 20-Jul-17	only	Club Teams Champ Wk 2	Edit event	Delete event		Add
20934	Thu 27-Jul-17	only	Club Teams Champ Wk 3	Edit event	Delete event		Add
20957	Sun 6-Aug-17	only	Sunshine Coast August Teams	Edit event	Delete event	In	Remove

the following in respect of any Coming Event:

- Add optional details for the event location
- Add up to 4 separate comment lines
- Add an email address for entries. Note that entering an email address here will result in the following (for example) appearing on the Events page *Entries can be lodged on an entry form, or by emailing the convenor at info@suncoastbridge.com.au. (Note: it is your responsibility to ensure that confirmation is received.)*
- Add a web address where an entry form can be obtained (or just click the box if it's available on the QBA web site)

- Add a web address where the results will appear after the event (or just click the box if it's going to be available on the QBA web site)

Coming Events Edit

Event Description	Sunshine Coast Graded Pairs
Date	18-Sep-16
Event duration in days	1
Location	
Starting time	9.00am for 9.30am start
Lunch	Lunch provided
Other Information	
Comments 1	
Comments 2	
Comments 3	
Comments 4	
Email address for entries (leave blank if not allowed)	entries@suncoastbridge.com.au
Online entries option (This on-line entries option displays an on-line form for the entrant to complete, which then sends a confirming email to them and a copy to your email address. It does NOT automatically post their entry to the Entries List.)	Allow on-line entries ☑
Entry form URL (Queensland clubs - tick if on QBA web site ☑)	
Results URL (Queensland clubs - tick if on QBA web site ☑)	

You can also remove an item from Coming Events.

TOURNAMENT MANAGEMENT FROM COMING EVENTS

Any Coming Event can be the source of a Tournament, allowing the full Tournament Management functions of the web site to be available (see above). To add Tournament Management to a Coming Event, click **Add Section** on the **Coming Events Management** page.

Each Coming Event can have multiple Tournaments attached – for example the club's 2-day congress might be a Coming Event but players will be entering the Pairs or the Teams or both, so 2 separate congress events will be necessary.
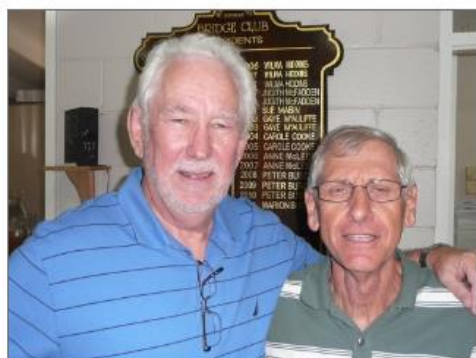
See Tournaments Management above for more details.

To manage the content of your front page, click **Edit Front Page Content** on the main Management page.

This loads a free-form text box where you can enter text to be displayed on the front page. This box can contain straight text, but can also contain HTML code, which can be used to vary how the text is displayed, and to also display images. Below is an example from one club – the Edit Front Page contents appear first, and below that is what the web page looks like.

```
<table cellpadding=3>

<tr>

<td valign=top><p>

<div style="float:left;margin-right:10px">

<p><IMG alt="" src="pics/p1020513.jpg" border="1" title='Winners - SCBC Restricted Pairs
Championship' width='400px' align=center>

<p align=left>

<font size=1>Winners of the 2012 SCBC<br>Restricted Pairs Championship'</font>

</DIV>

<p>The Sunshine Coast Contract Bridge Club is one of the top bridge clubs on Queensland's
Sunshine Coast, and is centrally located at Buderim (<a href=map.asp target=_blank>see
map</a>).

<p>Nestled amongst tall gums, adjacent to the sports complex in Elizabeth Daniels Park, it
is easily accessible from all parts of the Sunshine Coast, and has plenty of parking.

<p>We have a membership of over 400, and conduct <a href=sessiontimes.asp>six sessions a
week</a>.

<p><a href=lessons.asp>Beginners' and improvers' classes</a> are conducted throughout the
year, with beginners lessons followed up with supervised play sessions.

<p>We hold several open events through the year. Entry forms and other information can be
found in the <a href=comingevents.asp>Coming Events</a> section.

</td></tr>

</table>
```


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Laurie Bell and John Klingner - winners of the 2012 SCBC Restricted Pairs Championship'

Photos are uploaded using Upload Picture on the main management Page – see below.

There is also an alternative front page style that consists of a series of posts, each with a heading, start and end date, body, and an options photo and "more details" link. Contact Altosoft if you would like to use this style for your front page. An example of a site that uses this style is http://www.suncoastbridge.com.au.

Breaking News Management

Breaking News items are managed by selecting **Breaking News Management** from the main Management page.

The Breaking News items contain text, a start and end date and an optional URL to link to.

The initial screen lists all items in the database, and items that are not displaying on the front page (i.e. because the To Date has passed or the From Date hasn't arrived) are shaded.

Breaking News Management

Add new entry   Back to Management page

ID	WORDS	FROM DATE	TO DATE	ACTION	
752	No bridge this Wednesday night. Wednesday morning Supervised Play session will of course be held as normal.	14/10/2012	18/10/2012	Edit	Delete
749	**The First 25 Years** is a publication written in 1998 about the first 25 years of the Sunshine Coast Bridge Club. We have scanned it here - it makes fascinating reading.	12/10/2012	31/12/2019	Edit	Delete
723	Read the 2012 President's Report tabled at the Club's AGM on 10 September 2012	10/09/2012	30/09/2012	Edit	Delete
248	September 2012 edition of the Tri-club newsletter now available.	3/09/2012	28/11/2012	Edit	Delete
230	SCBC June Congress Results here	17/06/2012	30/06/2012	Edit	Delete
621	Zone Teams-of-3 results	1/06/2012	30/06/2012	Edit	Delete
603	Additional notes from Steve Brookes' Finessing lesson	16/05/2012	31/05/2012	Edit	Delete
596	Butler scoring used for the first Monday of each month - click here for more details and tips	10/05/2012	30/09/2012	Edit	Delete
594	There have been comments lately about players being lax about some of the laws of bridge. Players are urged to become familiar with the "Tip of the Week" posters on the notice board (also available on the Bridge page) and to call the Director if you feel you've been damaged by an opponent's action.	9/05/2012	31/08/2012	Edit	Delete
550	The Memorial Service for Colin Swinfield will be held at 2.00pm on Friday 30th March at Gregson and Weight Funeral Directors, 34 National Park Road, Nambour.	22/03/2012	30/03/2012	Edit	Delete
70	Next Directors Meeting - Thursday 5 April 2012 at 10:30. Directors from all bridge clubs are welcome. See information from previous meetings on our Directors' page.	11/03/2012	4/04/2012	Edit	Delete
263	Results from 2012 Qld Senior Teams	12/02/2012	31/03/2012	Edit	Delete

CONTACT PAGE MANAGEMENT

There are 4 facets to this, and each section appears on your Contacts page if it contains any data.

CLUB DETAILS

Details can be entered using **Contact Management** option on the main Management page for Venue, Postal Address, Phone and Email. Any of these items with no data entered will not appear.

MANAGEMENT

Details can be entered using **Contact Management** option on the main Management page for President, Vice-President, Secretary, Treasurer, Office Manager, Committee members. Any of these items with no data entered will not appear.

CLUB AND MEMBERSHIP

For Clubs that like to show specific documents on the contacts page, this option is provided. Any documents named exactly as follows will appear on your Contacts page under this heading.

- !MembershipApplication.pdf
- !Constitution.pdf
- !ByLaws.pdf
- !MemberList.pdf
- !ClubRules.pdf

(Note the leading exclamation mark in the file name.)

Documents are uploaded as PDFs using the Upload Document facility on the main Management page – see below.

This section will not appear on your Contact page if there are no appropriately named documents to display.

USEFUL LINKS

Details can be entered using **Useful Links Management** function on the main Management page. Any number of links can be entered, and you can assign an arbitrary sort sequence to each one do determine where it appears in the list.

This section will not appear if there are no links.

SESSION TIMES MANAGEMENT

Here you control the data appearing on your Sessions page.

For each item, you can enter the Day of Week, Starting and optionally Finishing time, and a comment.

You can also add general comments which appear at the foot of the Session Times list to perhaps advise table fees, dress requirements, partner organisers and any other information. These are added by choosing **Comment for Footer** from the Day of Week dropdown.

Management - Session Times

Add new item   Back to Management page

Clubs can manage their own Session Times as they appear on the Session Times web page. Items with nothing in the Day column will appear as overall comments at the foot of the page.

ID	Day	Starting Time	Finishing Time	Comments	Action
1	Monday	12:15pm to 12:30pm start	4:00pm to 4:30pm		Edit Delete
2	Tuesday	8:45am for 9:00am start	12:30pm to 1:00pm		Edit Delete
5	Wednesday	8:45am to 9:00am start	12:00pm to 12:30pm	Supervised Play - no partner required.	Edit Delete
12	Wednesday	6:45pm for 7:00pm start	10:15pm	Evening session - mixture of new and experienced players	Edit Delete
6	Thursday	12:15pm for 12:30pm start	4:00pm to 4:30pm		Edit Delete
7	Friday	8:45am to 9:00am start	12:30pm to 1:pm		Edit Delete
8	Saturday	12:15pm for 12:30pm start	4:00pm to 4:30pm		Edit Delete
4				Our most popular sessions are Monday and Thursday afternoons, and Tuesday mornings, where we usually have over 20 tables.	Edit Delete
9				Strongest games are Monday and Thursday afternoons. Beginners generally start with Supervised Play on Wednesday mornings, and the smaller Friday morning session.	Edit Delete
10				Table fees for members are $4.00 for members and $6.00 for visitors.	Edit Delete
11				Need a partner? Call Susie on (07) 5493 5576 for the Tuesday morning session, or Dot on (07) 5444 2761 for all other sessions, or call the club on (07) 5444 7574.	Edit Delete

Session Times Managememt

Day of Week	Wednesday ▼
	For comments to appear at the foot of the page, choose 'Comment for Footer' from this dropdown. Starting and finishing times do not apply for Comments entries.
Starting Time	8:45am to 9:00am start
Finishing Time	12:00pm to 12:30pm
Comments	Supervised Play - no partner required.

Save Changes

LESSONS PAGE CONTENT

The lessons page content works exactly the same way as the basic Front Page Content Edit page. It can contain straight text, and it can also contain HTML code including links to other pages and to images for display.

Lessons Page Content

Return to Management page

Edit your Lessons page content. HTML code including links to JPGs and other pages can be included. Click Save Changes when done.

```
<H3>Beginners' Lessons</H3>

The next series of lessons will be held in in March, 2013. Wendy O'Brien, an experienced teacher and bridge player, will be the presenter.

Lessons will start at 8:45 am for 9.00 am and finish around 12 noon They will consist of an introductory talk and PowerPoint presentation, followed by some play, and then discussion on the play. No need to bring your partner.

The lessons run for 10 weeks, and are followed by supervised play.

Cost is $30 for the course, which includes detailed course notes.

Interested? Phone Phone Dot on (07) 5444 2761 or the clubhouse on (07) 5444 7574, or email us at  <a href="mailto:info@suncoastbridge.com.au">info@suncoastbridge.com.au</a>.

Lessons are offered during the same period on a Tuesday morning by <a href="http://www.caloundrabridgeclub.com.au/lessons.asp">Caloundra Bridge Club</a> - more details on their web site.
```

Save Changes

UPLOAD DOCUMENTS AND UPLOAD PICTURES

Both these functions appear on the main Management page. They both work in similar way –

- **Upload Document** lets you upload a PDF and places it in your \Documents folder where it can be referenced on other pages.
- **Upload Picture** lets you upload a JPG and places it in your \Pics folder where it can be referenced on other pages.

The primary purpose of these repositories it to let you access documents and images on other pages on the site, but you may also elect to have a special Photos page with its own menu button at the top of all pages, and similarly a Documents page and button.

Your Photos page (if you have one) will show all JPGs in your \pics folder except for files whose name starts with an exclamation mark. (This functionality is provided so you could upload a photo for another page but not have it appearing on your general Photos page.) It creates mouse-over tooltips for each picture based on the file name, but it will exclude the .jpg extension and will convert an underscore to a space, so for example a file called "Winners_of_2012_Pairs.jpg" will have a mouse-over text of "Winners of 2012 Pairs".

Your Documents page (if you have one) will show all PDFs in your \documents folder except for files whose name starts with an exclamation mark. (This functionality is provided so you could upload a document for another page but not have it appearing on your general Documents page.) It creates a hyperlink based on the file name including extension.

The Upload Document and Upload Picture pages list all existing files in the folder, with an option to view and delete each one.

When uploading photos, be mindful of the image size. Photos straight from a digital camera are usually very large, resulting in slow display time especially when your Photos page contains many large JPGs. It is recommended you use some sort of sizing program to reduce uploaded photos to 800px wide at the most. Having all JPGs the same width makes the page look more professional.

NEWSLETTERS

Newsletters are a special kind of PDF document. Any PDF file with the name starting with News_ is considered as a newsletter and (a) will not appear on a general Documents page and (b) will appear on your special Newsletters page. The Newsletters page can be added as a menu button (contact Altosoft) or can simply be referenced, say, in a Breaking News item as "newsletter.asp".

The Newsletter page will list all documents starting with "news_". Each newsletter file name should follow the syntax "news_June_2012.pdf" where June_2012 is the month and year. The clickable link to that document will appear on the Newsletter page simply as "June 2012". The most recent newsletter will appear under the heading of Latest Issue, and other will appear under Back Issues, in descending chronological order.