

Southborough Wheelers

Website Manual

1. Creating a club event

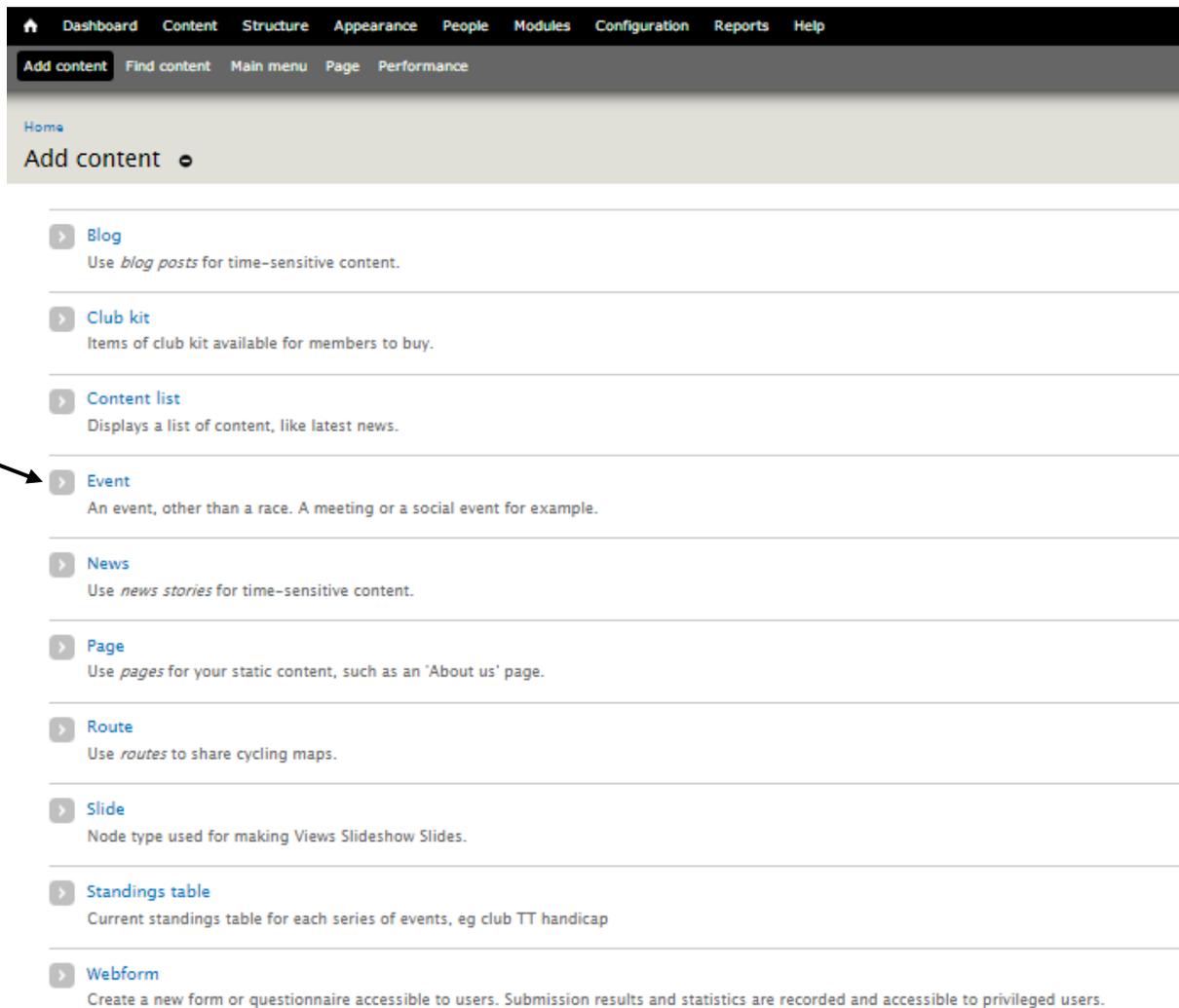
The following section of the document explains how to add an event to the web site. The event is anything that you wish to appear in the calendar. Additionally as the event approaches it will appear in the list on the front page.

1. After logging in, press the “Add Content” button from any of the pages it is displayed on.

The screenshot shows the website interface for Southborough & District Wheelers. At the top, there is a dark red header with the text "SOUTHBOROUGH & DISTRICT WHEELERS" and a large white "SOUTHBOROUGH" logo. To the right of the logo is a circular emblem featuring a sun and a wheel. Below the header is a navigation bar with yellow buttons for "Membership", "Rides", "Time trials", "Racing", "Juniors", "Calendar", and "News". The main content area has a yellow background and features a large photograph of cyclists in red and black "SDW" jerseys riding on a road. Below the photo are three buttons: "View", "Edit", and "Revisions". To the right of the photo, the name "PAUL GREER" is displayed above a vertical menu of red buttons: "Add content", "Find content", "Edit main menu", "Account", and "Log out". A red arrow points to the "Add content" button, with the number "1" next to it. Below the main content area, there are two columns: "RACE RESULTS" and "NEWS AND BLOG POSTS". The "RACE RESULTS" column lists three events: "2016 SDW New Year's Day 10 TT" (1 January 2016 - 10:00am), "Boxing Day 10m TT" (26 December 2015 - 11:00am), and "Crits at the Park #10" (10 October 2015 - 12:30pm). The "NEWS AND BLOG POSTS" column lists three events: "Club 'Cross Champs" (11 Nov 2015 - 6:32pm), "Ride London 2015 Rider Times" (7 Aug 2015 - 2:51pm), and "Beginners & Easy Paced Group Ride" (28 Jun 2015 - 2:29pm). At the bottom of each column are links for "more results" and "more news and blog posts".

The following page will be displayed.

2. Click the Event item



The screenshot shows the 'Add content' page in a Drupal administration interface. The top navigation bar includes links for Dashboard, Content, Structure, Appearance, People, Modules, Configuration, Reports, and Help. Below this, a secondary navigation bar contains 'Add content', 'Find content', 'Main menu', 'Page', and 'Performance'. The main content area is titled 'Add content' and lists various content types, each with a right-pointing arrow icon and a brief description:

- Blog**: Use *blog posts* for time-sensitive content.
- Club kit**: Items of club kit available for members to buy.
- Content list**: Displays a list of content, like latest news.
- Event**: An event, other than a race. A meeting or a social event for example.
- News**: Use *news stories* for time-sensitive content.
- Page**: Use *pages* for your static content, such as an 'About us' page.
- Route**: Use *routes* to share cycling maps.
- Slide**: Node type used for making Views Slideshow Slides.
- Standings table**: Current standings table for each series of events, eg club TT handicap
- Webform**: Create a new form or questionnaire accessible to users. Submission results and statistics are recorded and accessible to privileged users.

A large number '2' is positioned to the left of the 'Event' item, with an arrow pointing to its right-pointing arrow icon.

The following page will be displayed, this is where you enter the event details that will appear in the calendar.

3. Enter a title, this will be displayed in the calendar and on the front page when the event is approaching.
4. Enter the date and time
5. Enter the location
6. You may enter any additional information about the event. This will appear on a separate page if the user chooses to click on the event
7. Event Type, this is a category such as a Club Time Trial. If the event type is missing contact a web site administrator
8. If applicable enter the race series, if the correct one doesn't exist. Contact one of the administrators.
9. Web link allows you to put a hyperlink on the event page. This is useful if you want to include a link to another page such as the course details for a TT. Enter a title and the url of the page (the url appears in the text box on at the top of the browser. A URL is usually prefixed by http: or https:)
10. For club TT's ONLY, select the "Node Registration" tab and check the "Enable Registration". This will allow entrants to pre-register for the event.
11. Finally click "Save" to save the event, check that the event appears in the calendar.

The screenshot shows a web browser window with the address bar displaying 'Home > Add contact' and the page title 'Create Event'. The form contains the following fields and sections:

- Title:** A text input field containing 'Sleeches Cross/Mayfield - 2UP.TTT', with callout 3 pointing to it.
- DATE AND TIME:** A section with 'Date' (13 Mar 2016) and 'Time' (09:00am) fields, with callout 4 pointing to the date field and callout 5 pointing to the time field.
- Location:** A text input field containing 'GSST8', with callout 6 pointing to it.
- Description:** A large text area with a rich text editor toolbar, with callout 7 pointing to it.
- Event type:** A dropdown menu set to 'Club time trial', with callout 8 pointing to it.
- Race series:** A dropdown menu set to 'Club time trials 2016', with callout 9 pointing to it.
- Web link:** Fields for 'Title' and 'URL', with callout 9 pointing to the URL field.
- DOWNLOADABLE DOCUMENTS:** A section with an 'Add a new file' button and a file upload field.
- RACE RESULTS:** A sidebar menu with various settings, including 'Node registration' which is checked, with callout 10 pointing to it.
- Save:** A button at the bottom left, with callout 11 pointing to it.

2. Editing the event

If you need to edit a previously created event. First find the event in the calendar and click on it. An event page will be show as below.

To edit this page click on the edit button. This will take you editor page as shown on the previous page. Make the desired changes and press the Save button.

The screenshot shows the website for Southborough & District Wheelers. At the top, there is a dark red header with the club name in white. Below this is a large white 'SOUTHBOROUGH' text and a circular logo for Southborough & District Wheelers. A navigation bar contains links for Membership, Rides, Time trials, Racing, Juniors, Calendar, and News. The main content area is yellow and features the event title 'SLEECHES CROSS/MAYFIELD - 2UP TTT'. Underneath the title are buttons for View, Edit, and Registrations. The 'EVENT DETAILS' section lists the date and time (Sunday, 13 March 2016 - 9:00am), location (GS878), and race series (Club time trials 2016). On the right side, there is a 'Club time trials' menu with links to various years of standings and series, as well as links for Open time trials, Hill climbs, Records, and Trophies. Below this is a profile section for 'PAUL GREER' with buttons for Add content, Find content, Edit main menu, Account, and Log out. At the bottom, there are social media icons for Twitter and Facebook, and the STRAVA logo. The footer contains contact information, a copyright notice for 2016, and a credit to Pure Content for website design.

3. Entering an event

You must have a web site logon to enter an event, contact paul@greer.uk.com to get one created.

After you have received your log on details, log on to the web site as follows:

SOUTHBOROUGH & DISTRICT WHEELERS

SOUTHBOROUGH

Membership | Rides | Time trials | Racing | Youth | Calendar | News

Southborough & District Wheelers is a long established cycling club based in Tunbridge Wells. Members take part in a broad range of cycling activities including time trials, road and circuit racing, sportives, triathlons, cyclo-cross and online cycling. There are also regular social and training rides around Kent, Sussex and further afield. Southborough is a Go-Ride cycle club where riders of all ages and abilities are very welcome.

[Twitter](#) [Facebook](#) [STRAVA](#)

UPCOMING EVENTS

- Ladies Mile (C&T Event) Club TT
22 April 2021 - 6:45pm
- Sleeches Cross/Mayfield Club TT
29 April 2021 - 7:00pm
- Ashdown Forest (Interclub /w VO2) Club TT
6 May 2021 - 7:00pm

[more events](#)

RACE RESULTS

- Sleeches Cross/Wadhust Club TT
15 April 2021 - 6:30pm
- Kidds Hill
22 September 2019 - 10:00am
- Tonbridge Bypass (CLUB MEMBERS ONLY)
14 September 2019 - 7:15am

[more results](#)

NEWS AND BLOG POSTS

- SDW Friday Frenzy Online Cycling - Series 1 Results and Series 2 Schedule
4 Apr 2021 - 10:10pm
- 2021 Club Time Trial Calendar - Marshals Needed!
12 Mar 2021 - 12:18pm
- SDW Friday Frenzy RGT Series - Starts Feb 12th
6 Feb 2021 - 12:04pm

[more news and blog posts](#)

Contact us | Cookies | [Log in](#) | Website built by Pure Content and designed by Hiscock Ransom | © 2021 Southborough and District Wheelers

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12. Click log on and enter your details on the following page

SOUTHBOROUGH & DISTRICT WHEELERS

SOUTHBOROUGH



Membership | Rides | Time trials | Racing | Youth | Calendar | News

USER ACCOUNT

[Log in](#) [Request new password](#)   [STRAVA](#)

Username *

Enter your Southborough and District Wheelers username.

Password *

Enter the password that accompanies your username.

[Log in](#)

[Contact us](#) | [Cookies](#) | [Log in](#) | Website built by Pure Content and designed by Hiscock Ransom | © 2021 Southborough and District Wheelers

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13. Enter the "User Name" (including any spaces)
14. Enter the "Password"

After logging in, find the TT you wish to enter either from the home page or from the series event page.

SOUTHBOROUGH & DISTRICT WHEELERS

SOUTHBOROUGH



[Membership](#) | [Rides](#) | [Time trials](#) | [Racing](#) | [Youth](#) | [Calendar](#) | [News](#)

2021 CLUB TIME TRIAL SERIES

[View](#) | [Edit](#) | [Revisions](#)

To enter you must be a member of a CTT affiliated club with the exception of the Ladies Mile "Come & Try It" events which are open to everyone.

Participating Club members are expected to marshal at least one event during the season.

To marshal or enter email Doug Finch/Jo Watson using the email address: timetrials@southborough-wheelers.co.uk

Alternatively log in the website and use the online registration form (...details to follow)

Date	Location	Course Ref	Time	Distance	Details
Thu 15 Apr	Sleeches Cross/Mark Cross/Wadhurst	GS879	18:30	9.80	Details
Thu 22 Apr	Ladies Mile (C&T Event)	GS868	18:45	11.72	Details
Thu 29 Apr	Sleeches Cross/Mayfield	GS878	19:00	11.50	Details
Thu 6 May	Ashdown Forest (interclub with VO2)	GS898	19:00	12.31	Details
Thu 13 May	Sleeches Cross/Mayfield	GS878	19:00	11.50	Details
Thu 20 May	Ladies Mile (C&T Event)	GS868	19:00	11.72	Details
Thu 27 May	Hartfield/Wyoh Cross Groombridge	GS899	19:00	21.69	Details
Tue 01 Jun	East Peckham (inter club with VO2)	Q10/29	19:30	10.00	Details
Thu 10 Jun	Sleeches Cross/Wadhurst	GS879	19:00	10.00	Details
Thu 17 Jun	Ladies Mile	GS868	19:00	11.72	Details
Tue 22 Jun	Winchet Hill (inter club with VO2)	Q10/41	19:00	10.00	Details
Thu 1 Jul	Sleeches Cross/Mark Cross Wadhurst	GS879	19:00	9.8	Details
Thu 8 Jul	Ashdown Forest	GS898	19:00	12.31	Details

Club time trials

- [2021 Series](#)
- [2020 Series](#)
- [2019 Series](#)
- [2019 Standings](#)
- [2018 Series](#)
- [2018 Standings](#)
- [2017 Series](#)
- [2017 Standings](#)
- [2016 Series](#)
- [2016 Standings](#)
- [2015 Series](#)
- [2015 Standings](#)
- [2014 Series](#)
- [2014 Standings](#)
- [2013 Series](#)
- [2013 Standings](#)

All club time trial results

- [Open time trials](#)
- [Hill climbs](#)
- [Records](#)
- [Archived Records](#)
- [Trophies](#)

PAUL GREER

- [Add content](#)
- [Find content](#)
- [Edit main menu](#)
- [Account](#)
- [Log out](#)

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15. Make sure you are logged in, if you are, your name will be displayed here.

16. Find the event you wish to enter and click on the link. The next three upcoming events are also shown on the home page.

17. To register for the event click on the **Register** button.
18. Fill in the details and click the **Create Registration** button. You will receive email confirmation. There is usually a cut off for the event after which time you cannot enter on-line. In this case contact Doug Finch via email.

If you need to cancel a registration, you will need to contact Doug directly at timetrials@southborough-wheelers.co.uk