All members that require it can receive a website author account rights for the website by email – If you are unsure as to whether you require these website author account rights, contact a committee member.

Website rights
A website author account typically consists of "Author" rights which enable a user to:
 Post and edit their own blogs

 Access the calendar and add events, etc

 Remove their names from Thames session signup pages should they need to

 Post and reply to topics on the CKC Forum including sending Private Messages to other CKC Forum members

Certain members of the committee have "Administrator" rights which enable them do anything on the public site. However, they do not have Administrator rights to the CKC Forum.

Logging in
Members can login either under "Meta" towards the bottom right hand side of the website homepage to access the website Dashboard (see below), or directly via the CKC Forum.
Via website homepage:

Via CKC Forum:

...or here
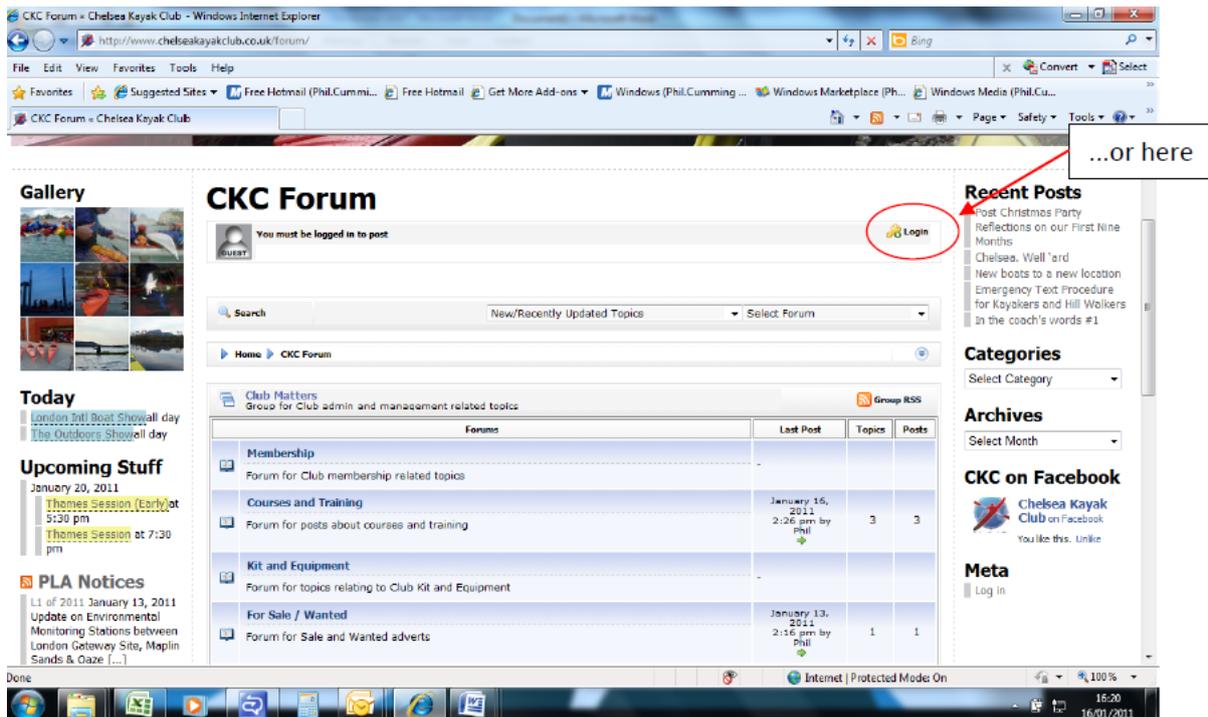
Once logged in

Once logged in the website Dashboard looks like this – "Author" rights view:

Blogs

Thames sessions
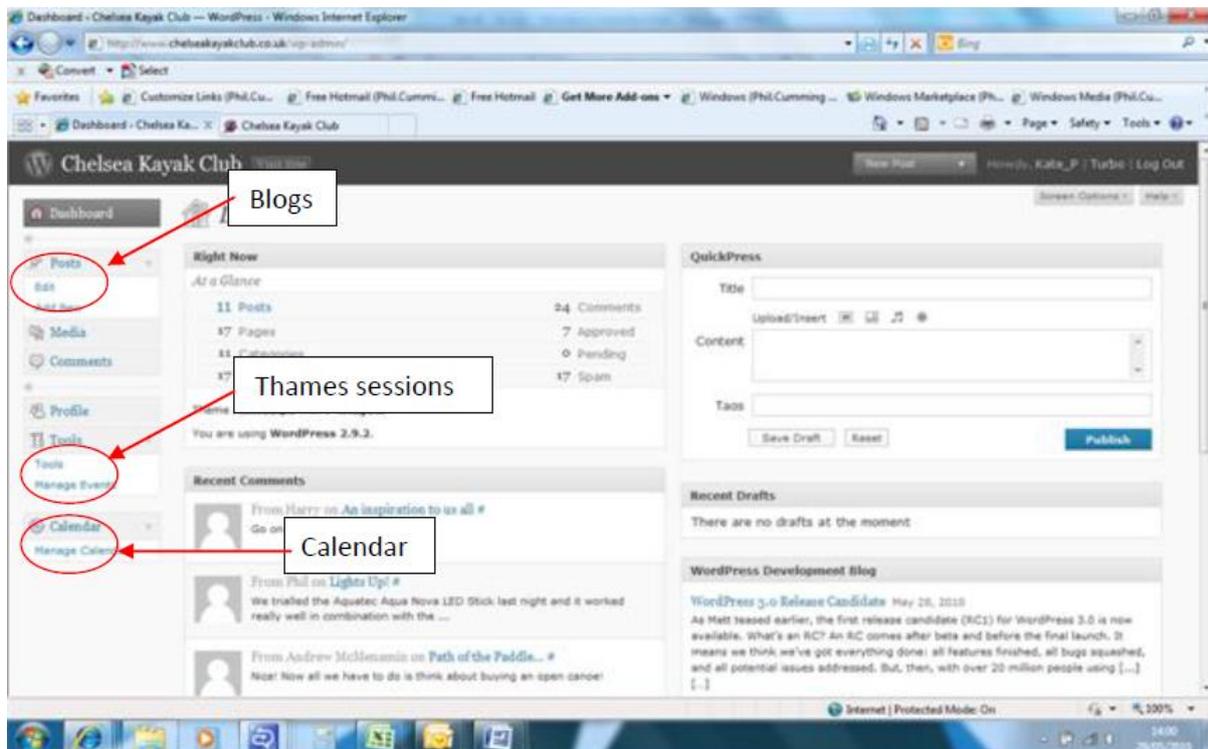
Calendar

Via the Dashboard you can:

 Post and edit your own blogs – should be self-explanatory. You can either type straight in, or write in Word and then copy and paste

Access to the calendar and add events e.g. Thames Sessions / trips, et cetera – go to "Calendar" and then "Manage Calendar" and "Add Event". (http://www.chelseakayakclub.co.uk/wp-admin/admin.php?page=calendar)

Set start date & end date & specify time. n.B. for time select the current local time (no need to consider G.M.T. vs. B.S.T.). Also optionally specify and event link if desired. Click save once done.

Add Event

Event Title	
Event Description	
Event Category	Thames ▼
Event Link (Optional)		
Start Date	2018-02-19
End Date	2018-02-19
Time (hh:mm)	20:52 Optional, set blank if not required. Current ti
Recurring Events	Repeats for 0 None ▼ Entering 0 means forever. Where the recurrance interval is left at n

Save »

To add an event is a three step process which looks complicated but it's really quick to do:

1) Create a new event

Accessed via 'Tools' and 'Manage Events' – then click on 'Create New Event' (http://www.chelseakayakclub.co.uk/wp-admin/edit.php?page=eventr/event_form.php&action=new)
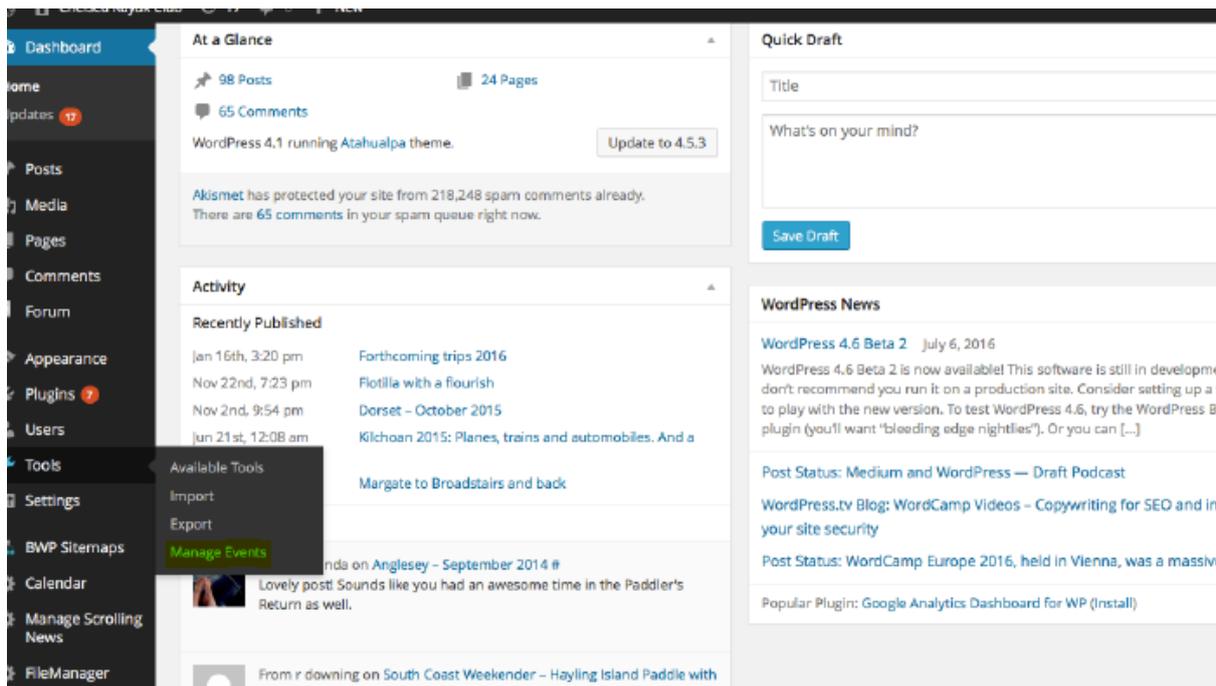
fill in the key details.

Example of key detail values include:

Event Name	Thurs. Eve. Thames Session
Date	Date event is going to take place
max. number of attendees	12

click save & make a note of the event code that is created (you will need this later).
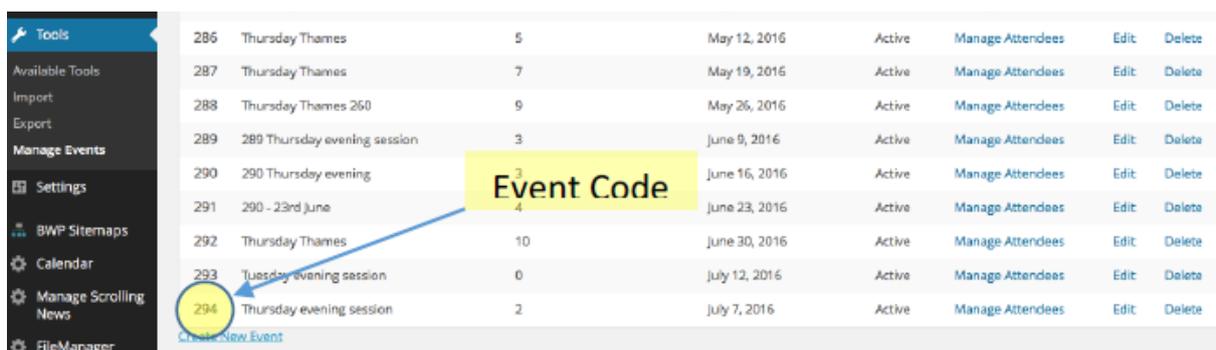
2) Update relevant Thames page

Go to 'Pages' and then select 'Edit' under relevant page. Note: the main Thursday night

session is called 'Thursday Night Thames Session'.

Make the following changes as a minimum:

• Update time and date under 'WHEN'

• Update LW/HW time for Kew Bridge using Easy tide. Note: Easy tide link from

Thames session page goes straight to Kew Bridge – click predict & in the resulting page remember to make sure daylight saving / BST is taken into account

• Update session leader details

• Scroll down and fill in event number / code obtained from Step 1 – you will see two

EVENTR codes in square brackets – overwrite numbers highlighted in yellow with the

event number / code
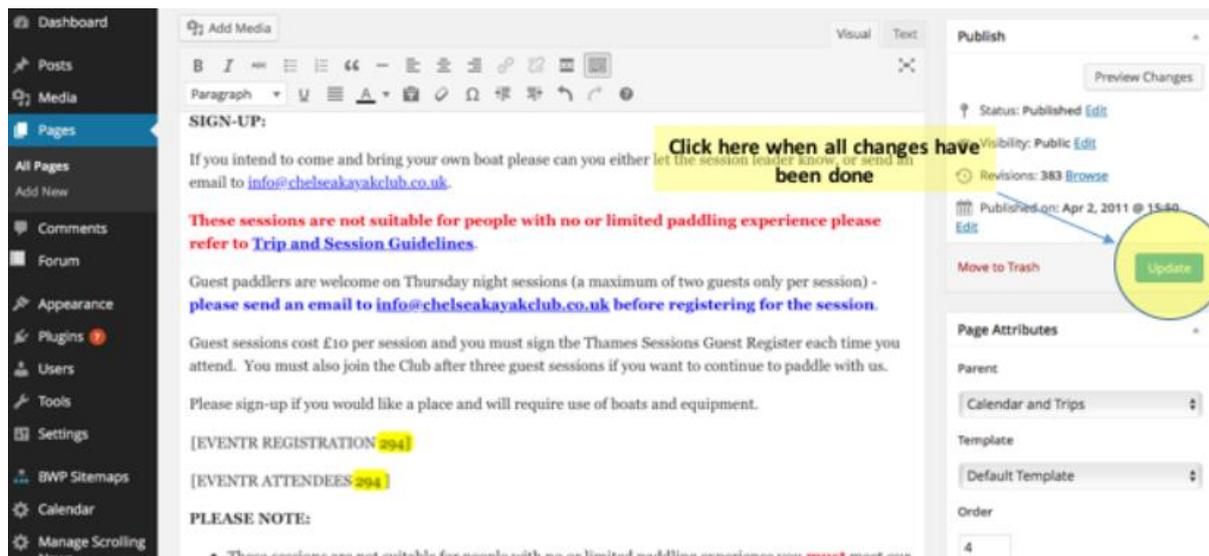
3. • Click 'Update' which is just below the publish box towards the top right of the screen (as shown above), your changes will be automatically published. You can optionally send a club broadcast e-mail notifying all members of the event by sending an e-mail to chelseakayakclub@googlegroups.com.

Top Tip: it is a good idea to then go and double-check the published page & register the organiser/leader (so that they are counted as part of the total number of attendees). This is particularly important for events where there is limit on numbers for reasons of safety e.g. Thames Sessions.

 Removing your name from the Thames session signup pages – go to "Tools" and then "Manage Events" you will see a list of all the Thames sessions look at the "Active" event and click on "Manage Attendees" and remove your name as appropriate

CKC Forum
Once logged in members can contribute to the CKC Forum via the links on the website, they do need to access the website's dashboard (see below) to access it.
All members can contribute to the CKC Forum – choose which CKC Forum Group to contribute to and then either "Add New Topic" or click "Reply to Post". There is also Private Messaging functionality as well.

Profile Pic / Gravatar
All users are encouraged to upload a profile picture within the "Profile" section of the website Dashboard – however this profile picture may not show up against their name in the CKC Forum.
It may be best to also create a Gravatar (a Globally Recognized Avatar) which follows you from site to site appearing beside your name when you do things like comment or post on a blog. It's easy to set one up go to http://en.gravatar.com/ and upload an image – make sure the same email address is used which is registered on the CKC website.

Changing Password

1. In the top right-hand corner click the user dropdown with your name on it, select edit my profile

2. Locate the new password field and fill in a value (about half-way down the page)
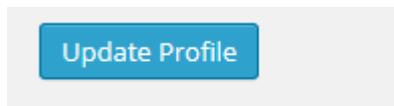
3. Scroll to the bottom & click Update Profile.

Logging Out

log out of the website by clicking the logout link (top-most right-hand corner)
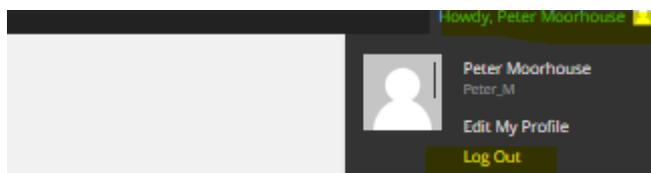
Further Advice and Questions

If you require further advice or have any queries please send an email to info@chelseakayakclub.co.uk.

References

http://www.chelseakayakclub.co.uk/sites/chelsea_kayak/Summary-Guidance-for-CKC-Website-Users-January-20111.pdf