



Summary Guidance on Website Usage

All members should have received login details for the website by email – you might want to change the password provided though.

Website rights

All CKC members get “Author” rights which enable them 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

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.

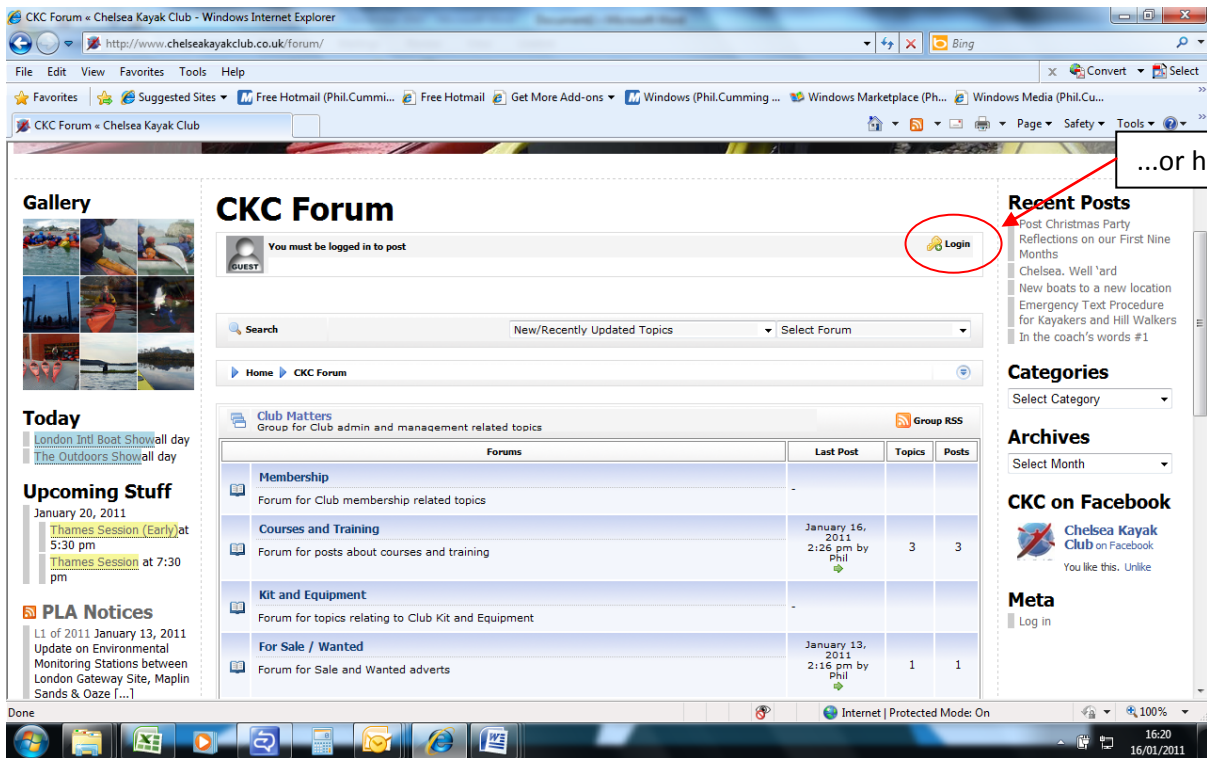
Logging in

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:

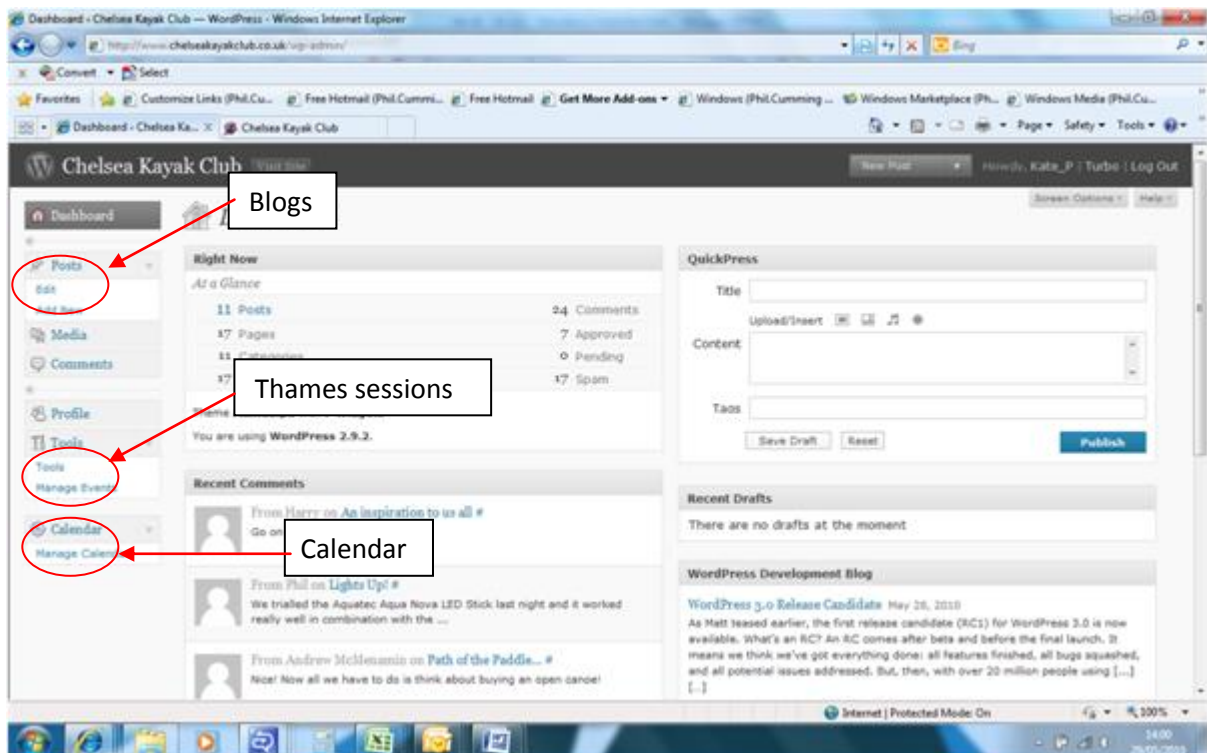
The screenshot shows the Chelsea Kayak Club website homepage. The main content area includes a 'Welcome to the Chelsea Kayak Club website.' section with introductory text and links. A sidebar on the right contains 'Recent Posts', 'Categories', 'Archives', and 'CKC on Facebook'. At the bottom right, a 'Meta' login link is circled in red, with a red arrow pointing to it from a box labeled 'Login here...'. The browser's address bar shows the URL 'http://www.chelseakayakclub.co.uk/'.

Via KKC Forum:



Once logged in

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





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 / trips, etc – go to “Calendar” and then “Manage Calendar” and “Add Event”
- 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.

Further Advice and Questions

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