Wiarton & District Curling Club Website User Guide

This information is intended to assist Wiarton & District Curling Club members when navigating the most important areas of the website, wiartoncurlingclub.com. Feel free to print and leave beside your computer!

You must Login to the website using your username and password.

1. Usernames and Passwords

a. Retrieving your Username and Password

If you have not yet activated your WDCC website account, follow these instructions:

- Select "Login" from the top right tab of the website.
- Select "Forgot your Username?"
- Enter your email address used when you initially registered.
- If you and your spouse share the same email address, you will be asked to select your own name.
- Check the appropriate boxes for information that you would like sent to you via email.

b. Forgotten Usernames and/or Passwords

- Select "Login" from the top right tab of the website.
- Select "Forgot your Username?" or "Forgot your Password?"
- Enter your email address used when you initially registered.
- Check the appropriate boxes for information that you would like sent to you.
- You may opt to check "Remember Me" on the Login page when you next log in.

2. Your Member Profile
All members are responsible for maintaining and updating their contact information.

a. Updating personal information
- Select "Login" from the top right tab of the website.
- Select "Members+" from the top menu.
- Select "My Profile" from the drop-down menu. This will bring up four secondary tabs.
- Under the tab "Contact Info", update your information.
- Click "Save Changes" at the bottom.
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b. Changing your Password
- Select "Login" from the top right tab of the website.
- Select "Members+" from the top menu.
- Select "My Profile" from the drop-down menu.
- Select "Membership Info" from the second tab.
- Update your password under "Password" and "Enter Password Again". Note that your password must have a strength of greater than 60, so aim for a mix of capital letters, lowercase letters and numbers.
- Click "Save Changes" part way down the page above your "Registration Details".

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c. **Registration for the New Season**
  - Select "Login" from the top right tab of the website.
  - Select "Members+" from the top menu.
  - Select "Renew Membership" from the drop-down menu.
  - Follow the on-line instructions to select your membership type and leagues.

3. Spares

a. **Adding your name to the Spare list**
  - Select "Login" from the top right tab of the website.
  - Select "Members+" from the top menu.
  - Select "My Profile" from the drop-down menu.
  - Select "Spare Details" from the fourth tab.
  - Select the checkbox indicating "Include my name on the spares list?"
  - Select the positions you are willing to play when sparing.
  - Select the leagues in which you are willing to spare.
  - Click "Save Changes" at the bottom.

b. **Finding a Spare**
  - Select "Login" from the top right tab of the website.
  - Click on "Our Leagues+" from the top menu.
  - Select "Find Spares".
  - Complete the required information.
  - Select "Apply Filters" to generate a list of people who have put themselves on the on-line spare list.

4. WDCC Calendar

The calendar is open to view by members and non-members.
  - To view, select "Club Events+" from the top menu.
  - You are offered a daily, weekly or monthly view, as well as a list of events. You are able to print a monthly calendar or a list of events.
  - To navigate forward, click on the right arrow to move to the next day, week or month.

5. League Information

  - Select "Login" from the top right tab of the website.
  - Click once on the "Our Leagues+" tab, and a drop-down menu will appear.
  - Select the league for which you want information.
  - Five secondary tabs will appear.
  - "League Info" appears to the public and to members.
  - "Member Info" is information available only to members.

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- "Roster" gives team lists, as well as contact information for members. (Member only)
- "Schedule" gives dates, times, which teams are playing, and on which ice. (Member only)
- "Standings" gives you an idea of how your team is doing relative to other teams in the league. (Member only)

6. Your Teams and Games

- Select "Login" from the top right tab of the website.
- Select "Members+" from the top menu.
- Select "+My Info" from the drop-down menu.
- Select either "My Teams" or "My Schedule".

7. Online Game Results

- Select "Login" from the top right tab of the website.
- Select "Members+" from the top menu.
- Click on "+Updates" from the drop-down menu.
- Select "Enter Scores".
- Select the game for which you wish to enter the score and input the proper values.
- Note that the person playing Vice should also record scores on the paper copy in the downstairs lounge. The league drawmaster/convenor and web administrators are the only people who can correct improperly input online scores, so please ensure they are correct.

8. Member Directory and Club Roster

a. Member Directory
The Member Directory gives contact information for past and present WDCC members. It is available only to members.

- Select "Login" from the top right tab of the website.
- Select "Members+" from the top menu.
- Select "Member Directory" from the drop-down menu.
- Note that some members do not have an email address.

b. Club Roster
The Club Roster gives information about current WDCC members as well as a list of our website sponsors. It is printable.

- Select "Login" from the top right tab of the website.
- Select "Members+" from the top menu.
- Select "Club Roster" from the drop-down menu.

If you run into problems, contact info@wiartoncurlingclub.com or membership@wiartoncurlingclub.com