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MEMBERS GUIDE TO THE SBDC (SaddleBrooke Ballroom Dance Club) WEBSITE

INTRODUCTION

The URL for the website is: [SBDC Ballroom Dance \(sbballroomdance.com\)](http://SBDC Ballroom Dance (sbballroomdance.com)).

What you'll see when you first bring up the website:



LOGIN

The menu in the navigation bar at the top; Click on the red **Login** tab at the far left.

You should see:

Back to Home

If you are a member, please use the SBDC member log in. If not, please log in as a visitor.

If you are a member and having trouble logging on please contact webmaster@sballroomdance.com

SBDC MEMBERS Please Log in here

HINT:
Your User Name will be either your email or your first name and last initial with the first letter of your first name and first letter of your last name capitalized.

User Name for the Website

Enter Password

Submit

Visitors Please Log in here.

Visitor First Name

Visitor Last Name

Visitor Email


Visitor Notes

Submit

If you are a member, please enter *either* your email or your username in the first box. Your username will be constructed by adding your first name with the first initial capitalized to the first letter of your last name capitalized. Thus, someone named John Doe would have a username of JohnD. Your initial password will be test1234 (all in lower case).

Note that you will not be able to register for an event or class until you login.

Once you are successfully logged into the website, the navigation bar will look like:

Home  Your Profile Activities Calendar Event List Register for Events Class List Register for Classes

Logout Member Directory Volunteer FAQs More ...

Welcome to the SaddleBrooke Ballroom Dance Club Website

YOUR PROFILE

It would be best if you click on Your Profile and change your password and verify that the other information is correct. If not, please correct that as well. That screen should look like:

Back to Home Your Registrations

Member Profile

Your Profile Information

First Name: Last Name: Email: User Name: Directory List: HOA:

Primary Phone: Secondary Phone: Street Address: City: State: zip:

Partner ID: Notes:

Update Your Information

Change Your Password

Enter Your Current Password: Enter Your New Password: Re-Enter Your New Password:

Change Your Password

Your Class Registrations

Delete?	Class Name	Class Date	Class Time	Date Registered
<input type="checkbox"/>	april dinner dance	2024-04-22	✓	05.07.2023 04:07:21 PM

Delete Your Class Registrations

Your Event Registrations

Delete?	Event Name	Event Date	Paid	Date Registered
<input type="checkbox"/>	april dinner dance	2024-04-22	✓	05.07.2023 04:07:21 PM

Delete Your Event Registrations

Membership Status

YEAR	PAID?
2023	✓
2022	✓

If your email shows something like yourname@xxxxx.com, it means we didn't have an email for you. If you do have an email, please replace that with the valid email address. You may change your USERID to whatever you like as long as it doesn't duplicate an existing USERID. If your partner is incorrect, you may zero out the Partner ID field, and let the webmaster know if they should replace it with a different partner.

Please note that you can see activities you are registered for on this screen and delete registrations if you need to.

EVENTS

If you click on the tab in the navigation bar that says Event List, you should see something like:

Upcoming Events

Register For Events

Print Upcoming Events

Event Date	Event Name	Event Type	Event Description	Event Room	Event DJ	Event Cost	Form/Flyer	# Reg
2023-05-26	May Dine & Dance	Dine and Dance	Optionally eat dinner then dance	MountainView Ballroom	Brian Hand	0	VIEW	7
2023-10-27	October Dine & Dance	Dine and Dance	Optionally eat dinner then dance	MountainView Ballroom	Sheila Honey	0		2
2024-04-22	april dinner dance	Dinner Dance	Plated dinner and dancing; doors open at 5:00 pm; Rolls served at 5:30pm followed by salad at 5:45 and then the meal approximately 6pm; dancing from 7pm to 9pm	MountainView Ballroom	SHEILA HONEY	0		3

From here you can do several things. One is to see who else is attending the event, you may click on the number under # Reg. This is a link to a page to show you who is attending the event. The other action you can take is to get a pdf report of the upcoming events. This might be useful if you want to print it and save it somewhere. Click on the button Print Upcoming Events, and you’ll get something like:

SBDC Upcoming Events - 05-20-2023

DATE	EVENT	TYPE	ROOM	COST
2023-05-26	May Dine and Dance	Dine and Dance	MountainView Ballroom	0
	DJ:	Brian Hand		
	DESC:	Optionally eat dinner then dance		
2023-10-27	October Dine and Dance	Dine and Dance	MountainView Ballroom	0
	DJ:	Sheila Honey		
	DESC:	Optionally eat dinner then dance		
2024-04-22	april dinner dance	Dinner Dance	MountainView Ballroom	0
	DJ:	SHEILA HONEY		
	DESC:	Plated dinner and dancing; doors open at 5:00 pm; Rolls served at 5:30pm followed by salad at 5:45 and then the meal approximately 6pm; dancing from 7pm to 9pm		

The PDF can be printed or downloaded.

The other thing you can do is to register an event by clicking the button that says Register for Events. Note that the Navigation bar Register for Events gets you to the same place. This should get you to this page:

First Name
Sheila

Last Name
Honey

Email
sheila_honey_5@hotmail.com

Partner First Name
Brian

Partner Last Name
Hand

Partner Email
brianhand1@hotmail.com

To Register – Please select One or More of the Events Listed along with associated information.
Then click on the Submit Registration(s) Button.

Please note if the event is a Dinner Dance, there will be a form (click on VIEW) to select meal choices and determine the cost. This should be printed and sent to the treasurer along with payment. Their address will appear on the form. If no form exists yet for the event, you will receive an email with the form when it becomes available.

Select?
☐

Event Name
May Dine & Dance

Event Date
2023-05-26

Event Type
Dine and Dance

Event Cost
0

Attend Dinner?
☐

Event Form or Flyer
VIEW

Event Message

Select?
☐

Event Name
October Dine & Dance

Event Date
2023-10-27

Event Type
Dine and Dance

Event Cost
0

Attend Dinner?
☐

Event Message

Select?
☐

Event Name
april dinner dance

Event Date
2024-04-22

Event Type
Dinner Dance

Event Cost
0

Event Form or Flyer
VIEW

Event Message

Submit Registration(s)

Your information and that of your partner should show up by default. For Dine and Dance, please indicate in the message if you intend to have dinner with us by clicking the Attend Dinner box. Click select on the events you wish to register you (and your partner) for, then click on the submit registrations.

For dinner dances, a cost will be indicated, and a form should be linked under FORM. You should be able to click on this and a PDF version of the form will be available for you to print. If there is not a form available yet, one will be sent out later when the event is officially announced. After clicking the submit button, you will receive an email about your registration, and you will also be able to see it in your profile.

Please note that the automatic email process is a little slow, so don't worry if it takes a little while. When it is done, you should be routed back to the home screen.

CLASSES

Clicking on the Class List tab on the navigation bar should get to this page:

Ongoing and Upcoming Classes									
Register For Classes					Print Upcoming Classes				
Start Date	Time	Class	Level	Room	Registration Email	Instructors	Notes	Class Limit	# Reg.
2023-05-05	07:00:00 PM	BEginner Plus Class	Beginner Plus	Mariposa Room	sheilahoney53@gmail.com	Sheila Honey	I am adding notes to this class.	30	7
2024-03-04	06:08:00 PM	March Class	Novice	Mariposa Room	sheilahoney53@gmail.com	Sheila Honey & Brian Hand	this class will meet on Mondays and Wednesdays from 6pm on Mondays and 4pm on Wednesdays	30	3
2024-04-01	12:08:00 PM	April Class	Novice	Mariposa Room	sheilahoney53@gmail.com	Sheila Honey		30	2
2025-03-03	06:00:00 PM	March Class 2025 revised	Intermediate	Mariposa Room	sheilahoney53@gmail.com	Sheila Honey & Brian Hand	this class will meet on Mondays and Wednesdays from 6pm on Mondays and 4pm on Wednesdays 2025	30	1
2025-04-07	06:00:00 PM	April Class 2025 revised	Beginner	Mariposa Room	sheilahoney53@gmail.com	Sheila Honey & Brian Hand	this class will meet on Mondays and Wednesdays from 6pm on Mondays and 4pm on Wednesdays 2025	30	1

You may also want to click on the Print Upcoming Classes button which will generate a PDF that looks like:

SBDC Upcoming Classes - 05-21-2023			
START	CLASS	LEVEL	INSTRUCTORS
2023-05-05	BEginner Plus Class	Beginner Plus	Sheila Honey
	EMAIL: sheilahoney53@gmail.com		
	TIME: 07:00:00 PM		
	ROOM: Mariposa Room		
	NOTES: I am adding notes to this class.		
2024-03-04	March Class	Novice	Sheila Honey and Brian Hand
	EMAIL: sheilahoney53@gmail.com		
	TIME: 06:08:00 PM		
	ROOM: Mariposa Room		
	NOTES: this class will meet on Mondays and Wednesdays from 6pm on Mondays and 4pm on Wednesdays		

Clicking on the Register for classes button or the Register for classes in the Navigation bar should get you to:

Register for Classes

This process generates an email to confirm your registration, so it takes a while. Please be patient.
You may want to authorize sbdcmailer@sballroomdance.com so the emails do not end up in the spam/junk folder.

Member(s) Registration

Member First Name Sheila	Member Last Name Honey	Member Email sheila_honey_5@hotmail.com	Partner First Name Brian	Partner Last Name Hand	Partner Email brianhand1@hotmail.com
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Message to Instructor(s)

*To Register -- Please select One or More of the Classes Listed along with associated information.
Then click on the Submit Registration(s) Button.*

Select To Register <input type="checkbox"/>	Class Name BEginner Plus Class	Class Date 2023-05-05	Class Level Beginner Plus	Class Instructors Sheila Honey	Class Notes I am adding notes to this class.
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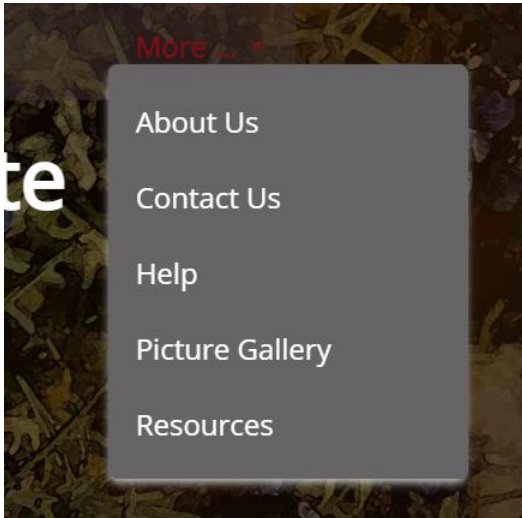
[Submit Registration\(s\)](#)

Your information and that of your partner should show up by default. Select the classes you'd like to register for, then the submit Registrations button. The instructors will receive an email, and you will also receive an email. These registrations should also show up under your profile.

Please note that the automatic email process is a little slow, so don't worry if it takes a little while. When it is done, you should be routed back to the home screen.

OTHER FUNCTIONS

From the More dropdown menu on the navigation menu you should see:



Clicking on Pictures will allow you to see pictures from past events as well as Class Videos.

Resources has information about dance shoes and other information as well as a link to Class Videos.

Contact Us has ways of directly clicking to email the board members etc.

There is also an FAQ (frequently asked questions) tab on the navigation bar that might provide more information.

Feel free to contact me if you have any questions at webmaster@sbballroomdance.com.