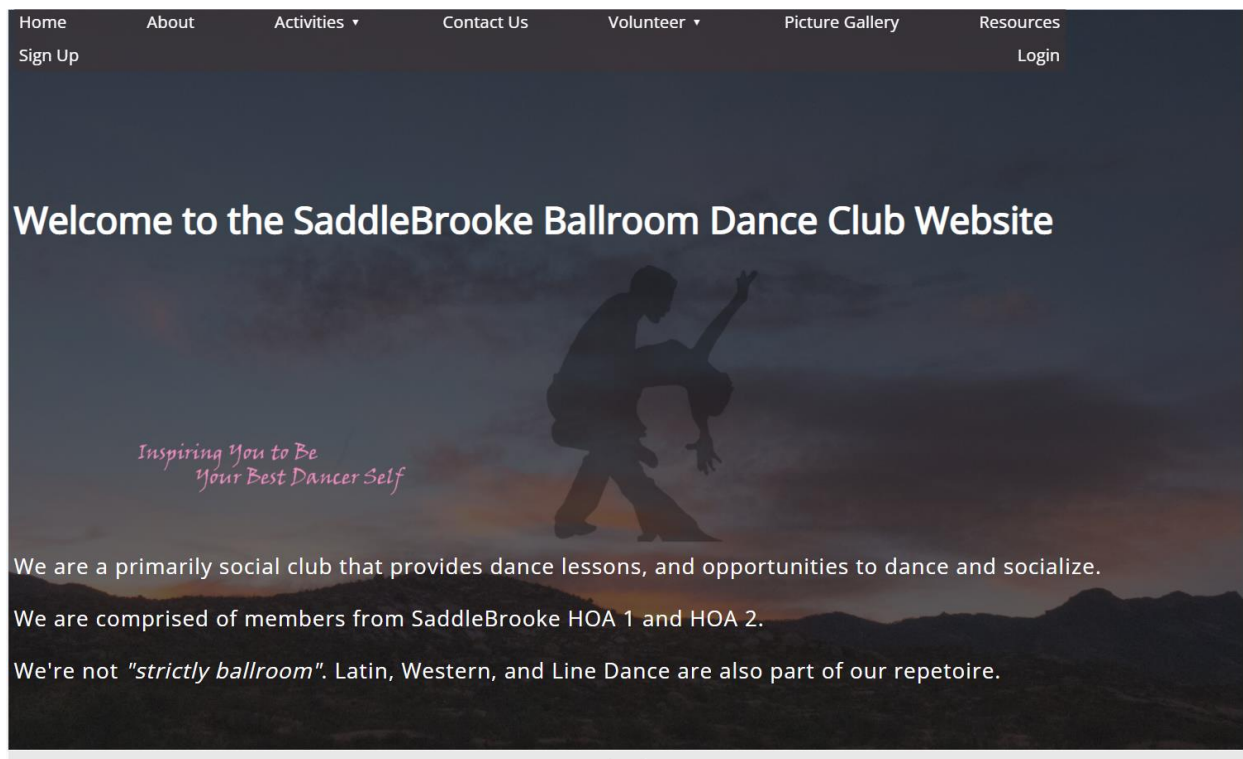


We are replacing the previous website with a new one that we hope will be more useful to our members. We are attempting to provide a central location for information about Events, Classes, and Membership. Your membership information will only be visible to you and the board members designated as having authority to view and change it.

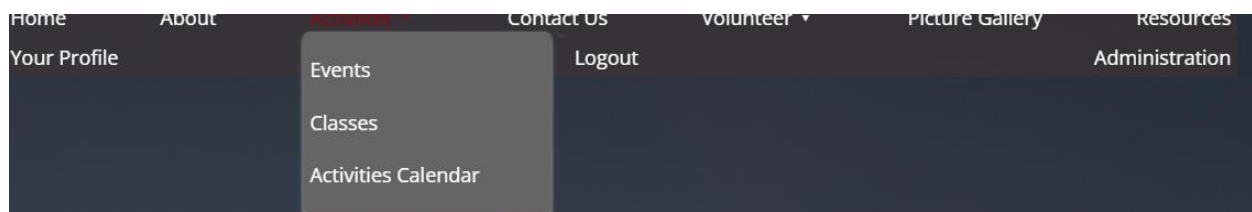
We anticipate the new website to go live in early January 2022. There may be a short time when the website is unavailable. We'll send an email to warn you when we are switching over from the old website.

The same URL <http://www.sbballroomdance.com/> should point to the new one once the switch is complete.

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



The menu is at the top. If you are designated as a member, you will not have the ADMINISTRATION option. Any menu item with a down arrow indicates that there are more options. Clicking on Activities should give you the following for example:



Also, simply scrolling down will bring you to the various parts of the website.

Note that you will not be able to register for an event or class until you login. For existing members, a USERID has been set up for you. You may login with your email or USERID. The initial USERIDs are setup as

*FirstnameL* – first name – first letter capitalized, then the capitalized letter of your last name. If you didn't supply an email for your partner (there are a few cases of this), only the USERID will work. If your USERID was a duplicate, I added the second letter of your lastname in CAPS to it. There was only 1 case of this. Everyone's initial password is "test1234". Once logged in, you should see this for the menu below – (without the administration option):

Home	About	Activities ▾	Contact Us	Volunteer ▾	Picture Gallery	Resources
Your Profile			Logout			Administration

It would be best if you go to 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

### User Profile

Name: **Sheila Honey**  
 Username: **superuser**  
 Email: **sheila\_honey\_5@hotmail.com**  
 Created: **2021-11-09 17:32:49**  
 Password Last Changed: **2021-12-21 14:56:50**  
 Partner Id: **65**  
 Partner Name: **Brian Hand**  
 Primary Phone: **512-470-1896**  
 Secondary Phone: **512-368-3961**  
 HOA: **1**  
 Street Address: **38255 S Arroyo Way**  
 City: **Tucson**  
 State: **TX**  
 Zip: **85739**  
 Notes: **Partner is Brian Hand**

**Membership Status**

YEAR	PAID?
2022	✓
2021	✓

First Name  
Sheila

Last Name  
Honey

Partner Id  
65

New Email -- Must Not Be a Duplicate  
sheila\_honey\_5@hotmail.com

Username -- Must not be a Duplicate  
superuser

HOA  
HOA 1 ▾

Enter primary phone number:  
512-470-1896 Format: 123-456-7890

Enter secondary phone number (Optional):  
512-368-3961 Format: 123-456-7890

Street Address  
38255 S Arroyo Way

City  
Tucson

State  
TX

Zip  
85739

Notes  
Partner is Brian Hand

**Change Password**  
 Enter Old Password  
 Enter New Password minimum 8  
 Reenter New Password

**Change Your Password**

**Update Your Information**

If your email shows something like [yourname@xxxxx.com](#), it means we didn't have an email for you. If you 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 blank out the partnerID field, and let me know if I should replace it with a different partner.

**Events:**

The events screen should look something like this:

Home	About	Activities ▾	Contact Us	Volunteer ▾	Picture Gallery	Resources
Your Profile			Logout			Administration

### Upcoming Events

Event Date	Event Name	Event Type	Event Description	Event DJ	Event Room	Event Cost	# Reg	For
2022-01-07	January First Friday	Dinner Dance	Optional Dinner 4:30PM at the Bistro followed by Dancing at 6:00PM in the ballroom	BILL RIGG	MountainView Ballroom	0	0	
2022-02-04	February First Friday	Dinner Dance	Optional Dinner at the Bistro at 4:30; Dance in the ballroom from 6 - 8pm	Sheila Honey	MountainView Ballroom	0	0	
2022-02-24	February Dinner Dance	Dinner Dance	Plated Dinner followed by Dancing; starts at 5:30PM	KAYE BAUMGARTNER	MountainView Ballroom	0	0	
2022-03-22	March Dinner Dance	Dinner Dance	Plated Dinner followed by dancing; starts at 5:30 pm	BOB OSBORNE	MountainView Ballroom	0	0	

### Enter Information Below to Register for Event(s)

First Registrant First Name (Required)

Second Registrant First Name(optional)

First Registrant Last Name (Required)

Second Registrant Last Name(optional)

First Registrant Email (Required)

Second Registrant Email (optional)

Message (For First Fridays or Dine and Dance please indicate if you want to have dinner)

**To Register -- Please select One or More of the Events Listed**

☐ I/We would like to register for: **January First Friday 2022-01-07**

☐ I/We would like to register for: **February First Friday 2022-02-04**

☐ I/We would like to register for: **February Dinner Dance 2022-02-24**

☐ I/We would like to register for: **March Dinner Dance 2022-03-22**

Your information should show up by default. You may enter your partner's or some other person as the second registrant. For Dine and Dance or TGIF events, please indicate in the message if you intend to have dinner with us. 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.

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:**

The classes screen should look something like:

Home	About	Activities ▾	Contact Us	Volunteer ▾	Picture Gallery	Resources
Your Profile	Logout			Administration		

### Upcoming Classes Available

Start Date	Time	Class	Level	Registration Email	Instructors	Class Limit	# Reg	Room
2022-01-03	06:00:00 PM	Salsa Mon Thurs 6 - 7:30 pm	Beginner	mborkovec@yahoo.com	Mary & Dave	20	0	Mariposa Room
2022-02-07	06:09:00 PM	Lindy Hop Mon & Thurs 6 - 7:30	Beginner	diana@thepreferredteam.com	Diane & Lee	20	0	Mariposa Room

### Enter Information Below to Register for all or Selected Classes

First Registrant First Name (Required)

Second Registrant First Name(optional)

First Registrant Last Name (Required)

Second Registrant Last Name(optional)

First Registrant Email (Required)

Second Registrant Email (optional)

Message to Instructor(Optional)

**To Enroll -- Please select One or More of the Classes Listed**

☐ I/We would like to register for: Salsa Mon Thurs 6 - 7:30 pm Beginner 2022-01-03

☐ I/We would like to register for: Lindy Hop Mon & Thurs 6 - 7:30 Beginner 2022-02-07

Your information should show up by default, but you can add your partner's or some other persons' info and sign up for one or more classes. 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 menu you should also be able to go to the Pictures Gallery to see pictures from previous events as well as Videos from classes. Resources has links to YouTube channels with lessons, as well as a link to our videos. It also has links to other websites for dance apparel that members have found useful. We do not get anything for advertising these. They are simply to provide information. The activities calendar is also available. This calendar should show practice dates times, DJs etc. to the best of our ability to keep up with the changes. Click on an event to see the full information.

There is also information about volunteering for the club: Becoming a DJ, Helping with setup for dances, etc.

If you experience any problems, please contact me at [sheila\\_honey\\_5@hotmail.com](mailto:sheila_honey_5@hotmail.com). I will try to correct any problems as soon as I can.