

INDEX

This file updated in 2016 for the “Mobile Friendly” version of the website

What changed in 2016?

- the user has the option to either “View” or “Download” pdf’s
- if the “order” is not set items will appear as per the date they were uploaded, newest first
- There are no longer links to “contact” or “Score sheet” in the menu.
- There is an optional page that will appear if: 1. You set up contacts and/or 2. If you set up an about item. A link will appear on your home page depending on your choice.

Page 2 Set up your page, Edit headings

Page 3 & 4 “NEWS” items, insert, update, delete, order or archive

Page 5 STEP 1. Insert an item into other areas of your home page

Page 6 STEP 2. Upload a .pdf

Page 7 Order Items

Page 7 History section

Page 8 Contact Section

Page 8 About section

Page 9 Header Section

Set up your page

1. Edit the "Zone" headings

1	Home Page Header:	General Information	
2	Zone 1 heading	Scores & Ladders	
3	Zone 2 heading	Handicaps	
4	Zone 3 heading	Statistics	
5	Zone 4 heading		
6	Zone 5 heading		

To begin using your page you will need to set up the titles for the areas of the page you are going to use. In the example above, headings are set on the web page so the page will appear thus (to view your web page just click the “Preview web page”):

Church of England Billiards

This page is updated by the Church Billiards statistician Tex Partridge

The screenshot shows a website for "Church of England Billiards". The navigation bar includes links for Home, VBSA, Affiliate, Junior, Women, References, Info, and a Facebook icon. Below the navigation, a message says "Last update: Oct 22, 8:25pm". A blue header bar contains "Church Clubs" and "Contact About Church Billiards". Under "News", there's a section for the "2016 Grand Final" with details about the event. The main content area has three sections: "Information" (with links to "Billiards Handicap Adjustment table", "Scoresheet", "Draw 2016", and "2016 Finals Fixture"), "Scores & Ladders" (which is empty and highlighted with a red box), "Handicaps" (empty), and "Statistics" (empty). The "History" section lists "2016" and "2015" with download icons.

The Headings in the “News” section and the “History” section are not editable.

You will notice that Zone 4 heading and Zone 5 heading are blank. If any of the “Zone ” headings are left blank then they will not appear on the page. To edit simply click the pencil icon and it will take you to:

Update Heading	Return to previous page
Zone 2 heading: <input type="text" value="Handicaps"/>	
Leave Blank if you do not want a zone to appear on the webpage	
<input type="button" value="Update Heading"/>	

Edit as required, click the “Update Heading” button, it will redirect you to your administration page.

“News” items appear in the left column of the page

Church of England Billiards

This page is updated by the Church Billiards statistician Tex Partridge

The screenshot shows the homepage of the Church of England Billiards website. At the top, there's a navigation bar with links for Home, VBSA, Admin, Junior, Women, Referees, and Info. A Facebook icon is also present. Below the navigation, a message says "Last update: Oct 22, 8:25pm". A blue header bar contains "Church Clubs" and "Contact, About Church Billiards". A red box highlights the "News" section, which includes a "2015 Grand Final" entry: "Grand final to be held at Nth Brighton next Thursday 16th July between Yarmouth and Greengrocer RSL. everyone welcome". To the right, there's a sidebar with sections for Information (Billiards Handicap Adjustment table, Scoresheet, Draw 2016, 2016 Finals Fixture), Scores & Ladders (Not available), Handicaps (Not available), Statistics (Not available), and History (2016, 2015). Each section has "View" and "Download" links.

Insert a “News” item

If you wish to enter a “News” item into the database click the link to insert

The screenshot shows a form titled "2. News Items currently displayed in the left hand column of the web page". It includes a note: "insert a new item in top left NEWS column" with a red circle around it. The form has fields for Type (News Item), News Heading (2014 Season Start), Content (The new Billiards season will start on Thursday 6th February 2014), and Ordered? (no). There are also edit and delete icons.

It will take you to this page

The screenshot shows a form titled "Insert an item into the 'News' column on the left side of the Church Billiards Page". It has fields for "Create a 'News Item' header:" (a text input box) and "Type in 'News Item' content:" (a large text area). Below these is an "Insert item" button. A note at the bottom says "Item will be inserted into 'Church Billiards News'". There's also a "Return to previous page" link.

Create a “News Item Header” for your item, this will appear in red at the beginning of your item.

Type in your “content” for your item and click “Insert Item”. You will be redirected to your administration page and your item will be visible.

Update a “NEWS” item

At any time you may update a news item by clicking the pencil icon, it will take you to this page:

[Edit a "NEWS" item](#)

[Return to previous page](#)

Item Title:

News Content

Current? : Default "Yes" if you wish to keep an item but do not want it to appear on the web site select "No" this will archive the item

Uploaded on : 27th January 2014 14:29

Edited on 30th May 2014 14:17 (Will only show if an item has been edited)

Order : Items given an "Order" will appear at the top of their area as per the number

Update your item as required and click “Update Item”

Delete a “NEWS” item

You may delete any news item by clicking the rubbish bin icon. It will ask you to confirm this action. If you click yes the item will be **permanently deleted and cannot be recovered**.

Order “NEWS” items

You may set the order in which news items appear by clicking the edit or pencil, it will take you to the edit page. Set the order you want an item to appear in eg. for the item to appear first select 1.

[Edit a "NEWS" item](#)

[Return to previous page](#)

Item Title:

News Content

Current? : Default "Yes" if you wish to keep an item but do not want it to appear on the web site select "No" this will archive the item

Uploaded on : 27th January 2014 14:29

Edited on 30th May 2014 14:17 (Will only show if an item has been edited)

Order : Items given an "Order" will appear at the top of their area as per the number

Click the update button and you will be redirected to your administration page. Your item will now appear at the top.

STEP 1. Insert an item into other areas of your home page

These areas of the page are for items that require an information file, or an attachment to be uploaded. There are 2 steps to creating an item 1. Insert the item and 2. Upload a .pdf.

Before you insert your item you should have your .pdf file prepared and saved in your filing system

 = View  = Download  = Upload					
3. Items currently displayed in the "Diamond Valley Snooker Association (DVSA) " section					insert a new information item
If you want to keep an item but do not want it to appear on the site, edit and set "Current" to "No". To discard an item completely please delete.					
Type	Item Title	Ordered?	Uploaded on	Edited on	
Information	Committee	1	17th February 2016 20:25	17th February 2016 09:27	    
Information	Scoresheet	2	28th February 2015 15:36	1st March 2015 18:39	    
Information	2016 Winter Season - Draw	3	25th February 2015 22:36	15th July 2016 22:03	    
Information	Starting Handicaps	4	9th February 2016 21:53	15th July 2016 22:01	    
Information	Timed Games & Local Rules	5	9th February 2016 21:53	15th July 2016 23:13	    
4. Items currently displayed in "Zone 1, Zone 2, Zone 3, Zone 4, Zone 5 or History" sections on the DVSA page where "Current =Yes"					
Zone 1 Current heading: Ladders, Handicaps and Results					insert a new item in Zone 1
Type	Item Title	Ordered?	Uploaded on	Edited on	
Zone 1	Week 14	no	20th October 2016 08:57	24th October 2016 12:50	    
Zone 1	Week 15	no	16th July 2016 09:09	25th October 2016 12:23	    
Zone 1	Week 13	no	16th July 2016 09:09	17th October 2016 11:24	    
Zone 1	Week 12	no	16th July 2016 09:09	10th October 2016 12:43	    
Zone 1	Week 11	no	16th July 2016 09:09	3rd October 2016 12:42	    
Zone 1	Week 10	no	16th July 2016 09:09	30th September 2016 00:36	    
Zone 1	Week 9	no	16th July 2016 09:09	29th October 2016 00:50	    
Zone 1	Week 8	no	16th July 2016 09:09	29th October 2016 00:50	    
Zone 1	Week 7	no	16th July 2016 09:07	29th October 2016 00:50	    
Zone 1	Week 6	no	16th July 2016 09:07	29th October 2016 00:50	    
Zone 1	Week 5	no	16th July 2016 09:07	29th October 2016 00:50	    
Zone 1	Week 4	no	16th July 2016 09:07	29th October 2016 00:50	    
Zone 1	Week 3	no	16th July 2016 09:07	29th October 2016 00:49	    
Zone 1	Week 2	no	16th July 2016 09:07	29th October 2016 00:49	    
Zone 1	Week 1	no	16th July 2016 09:06	29th October 2016 00:49	    
Zone 2 Current heading: 2016 Winter Season Finals					insert a new item in Zone 2
Type	Item Title	Ordered?	Uploaded on	Edited on	
Zone 2	Finals Dates	no	8th February 2016 08:41	29th October 2016 00:34	    
Zone 3 Current heading: 2016 Winter Season Finals					insert a new item in Zone 3
Type	Item Title	Ordered?	Uploaded on	Edited on	
Zone 3	Sponsors 1	no	29th October 2016 11:52	29th October 2016 00:52	    
Zone 3	sponsors 2	no	29th October 2016 11:52	29th October 2016 00:52	    
Zone 3	Sponsors 3	no	29th October 2016 11:52	29th October 2016 00:53	    

Click any of the green "links to insert an item into the selected area of the page

It will take you to this page

[Return to Previous Page](#)

You are about to insert an item into: Zone 1 : Scores & Ladders

Create a title for the item:

Insert Item

After inserting the item you may upload attachments, edit or update any item

Create a title for your new item. Then click "insert item" you will be redirected to the index page and your item will be visible in the appropriate area. Now you need to upload the attachment or information file that is relevant to the item you just inserted.

STEP 2. Upload a .pdf

All attachments or information files MUST BE .pdf files and of LESS THAN 500kb in size.

Once an item is inserted it will appear on your home page. Now you need to upload a .pdf for this item. Click the “Upload .pdf” Link, it will take you to:

[Church Billiards - Upload a .pdf file \(Maximum File size 500kb\)](#)

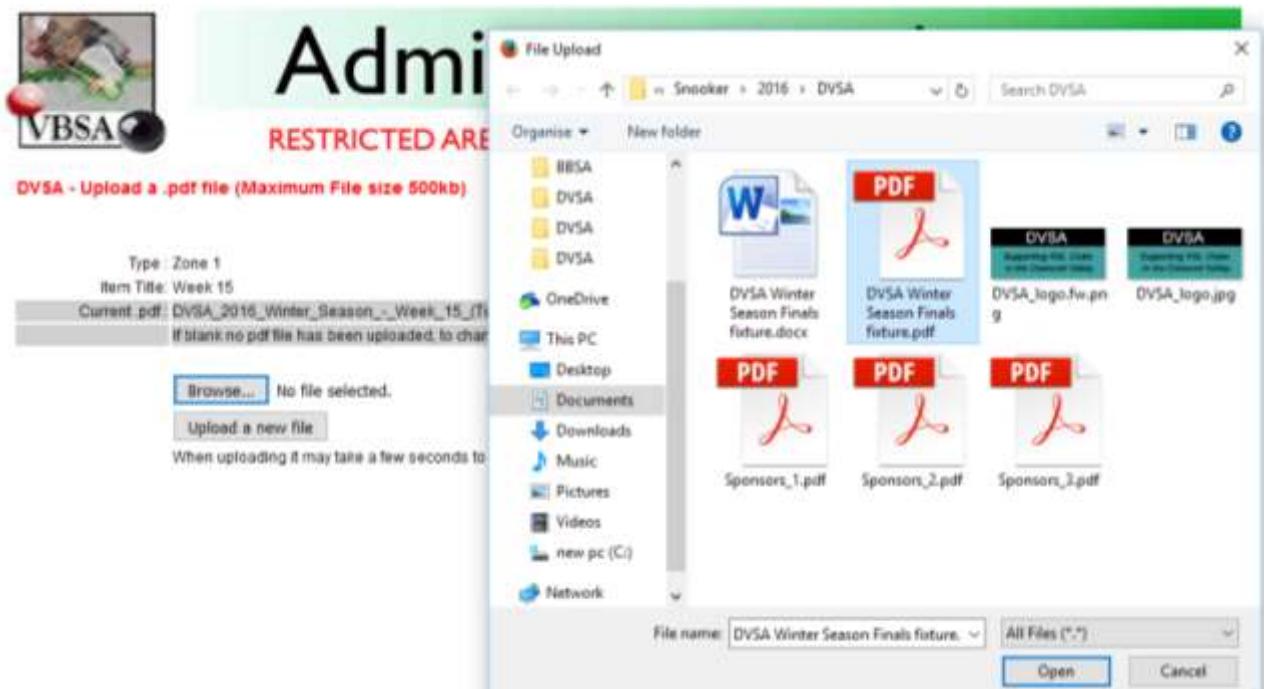
[Return to Previous Page](#)

Type : Zone 2
Item Title: Week 14
Current .pdf :
If blank no pdf file has been uploaded, to change the uploaded file upload a new file

No file selected.

When uploading it may take a few seconds to complete, please be patient you will be redirected shortly

Click Browse and it will open a window:



Navigate to the file you want to upload and select “open”

[Church Billiards - Upload a .pdf file \(Maximum File size 500kb\)](#)

Type : Zone 1
Item Title: Week 14
Current .pdf :
If blank no pdf file has been uploaded, to change the uploaded file upload a new file

2014_Church_Bill_Res_14.pdf

When uploading it may take a few seconds to complete, please be patient you will be redirected shortly

Click “Upload a new file” and your .pdf will be uploaded to the web site. You should now see an “Open File” link alongside the item you last inserted. Click this link and it will open your .pdf file from the web site.

To update your .pdf just upload an updated .pdf by the same name or a new file and then view

Order Items

Items are “Ordered” by date they are uploaded

OR

You may set the order in which news items appear by clicking the edit or pencil, it will take you to the edit page. Set the order you want an item to appear in eg. for the item to appear first select 1

Edit a "NEWS" item [Return to previous page](#)

Item Title:

News Content

Current? : Default "Yes" if you wish to keep an item but do not want it to appear on the web site select "No" this will archive the item

Uploaded on : 27th January 2014 14:29

Edited on 30th May 2014 14:17 (Will only show if an item has been edited)

Order : Not Ordered Items given an "Order" will appear at the top of their area as per the number

Click the update button and you will be redirected to your administration page. Your item will now appear at the top.

History Section

History items work in a similar fashion as the rest of the page.

Insert a new item and then upload a .pdf to it

Items are ordered by title. So if you name your files beginning with the year they will sort correctly with the newest first eg. 2014, 2013, 2012 etc

At any time you may view the changes you have made to your site by clicking the “Preview the web page” link at the top of your administration page

THIS AREA IS FOR Church Billiards News, General Information, Scores and History administration"

Last Insert / Update : 30 May 2014 14:17

[Preview the web Page](#), if a new entry is inserted or an item updated please refresh the page



PLEASE NOTE: if you have the web page open already then refresh it to see your changes.

Contact – Here you can define the members of your board and their contact details

6. Board members and contact details on the Church Billiards contact us page						Insert a new Contact
ID	Name	Phone	Fax	Position	Email	Order
2	Tex Partridge	0407407524		President	partha@bigpond.net.au	01

Here you can create a list of your administration members and contact details.

You may set the order in which they appear by, after inserting, clicking the edit or pencil, it will take you to the edit page. Set the order you want an item to appear in.

About – Here you can write a little about your Association

This “About” item will appear on the Contact and About page, below your contacts.

NOTE: the Contact and about items are optional

If you do not wish to use these then leave blank. If there are no entries in either, then the “Link” in the left sidebar will not appear.

- If you choose to list contacts and about then the link will read “Contact & About (Your Association name)”
- If you choose to list contacts and not about then the link will read “Contact (Your Association name)”
- If you choose to use only the “About” the link will read “About(Your Association name)”

Church of England Billiards

This page is updated by the Church Billiards statistician Tex Partridge

The screenshot shows a website for "Church of England Billiards". The top navigation bar includes links for Home, VBSA, Affiliate, Junior, Women, Referees, Info, and a Facebook icon. A sidebar on the left lists "Church Clubs" (with a red box around "Contact, About Church Billiards") and "News". The main content area displays a list of documents with "View" and "Download" links:

Information	View	Download
Billiards Handicap Adjustment table		
Scoresheet		
Draw 2016		
2016 Finals Fixture		

At the bottom, it says "Last update: Oct 22, 6:25pm".

Header Section

Here you can edit the heading on your pages. As the site is mobile friendly there are 2 sets of page headings. One for large pages eg. Desktop, laptop with big screens and the second for smaller screens like your phone or pad.

Please take care when editing these as they may effect the way the page renders on smaller screens. You should always check the completed webpage after editing. Refresh your screen if the page is already open.

8. Church Billiards - Page Header (font sizes are actual size)

Title (Large Page): **Church of England Billiards** 

Subtitle (Large Page): *This page is updated by the Church Billiards statistician Tex Partridge*

Title (Small Page): **Church Billiards**

Title Explanation (Small Page): *(churchofenglandbilliards)*

Subtitle (Small Page): *This page is updated by the Church Billiards statistician Tex Partridge (Same as Subtitle (Large Page))*