# Larkhall Bowling Club -- Weebly Website

# Creating a New Competition Table

There are several ways in which you can create a new competition table and they are as follows:

1. From a Single File Web Page **(SFWP)** table template **(Step 1)**
2. From a Word table template **(Step 2)**
3. Create your own Word template from a New Word document and create your own table.

## How to create a New competition table from a SFWP template

**Step 1**

1. Select your required **SFWP** template from the **‘TableTemplates’** on the website under **More** on the **Navigation Bar** and click on **‘Download File’**  Locate your downloaded file and Click your Mouse RH button once and select **Open With** then **Word**
2. When the document opens save it with your file name and the desired location on your PC
3. You are now ready to enter the completion names into your table

# How to create and enter a New competition table from a Word template

**Step 2**

1. Select your chosen **Word** template from the **‘TableTemplates’** on the website under **More** on the **Navigation Bar** and click on **‘Download File’** open the downloaded file on your computer and if prompted click on Enable Editing. Save this document with the name and the location that you require, keeping the same naming format as previously saved documents.
2. You can now enter the names of the competitors. When done save the document.
3. With the document still open select **File** from the **Toolbar** then select **Save As** and when the window opens up change the **Save as type** to
**Single File Web Page** and save the document keeping the same name to your **folder for Single File Web Page** documents.
4. You have now completed the first step in producing your **Word document** and your **Single File Web Page document**.

# How to get the document html code for publishing it onto the website

**Step 3**

1. From **your ‘Single File Web Page Folder’** select your document and double click it, this will open it up in your browser.
2. On the **‘Toolbar’** click on **‘View’** (Ctrl U) then select **‘Source’** this opens up a new window displaying the document html code.
3. Within the code source window go to the **‘Toolbar’** click on **‘Edit’** then **‘Select All’** (Ctrl A) when the code is highlighted click back on **‘Edit’** then **‘Copy’**. (Ctrl C)
4. You have now copied your document html code for your website.
5. Please note, the above procedure can quickly done by using the shortcut keys **(Ctrl U) - (Ctrl A) - (Ctrl C)**

#

# How to enter your document html code into your Weebly website

**Step 4**

1. Open up your **Weebly Editor**
2. Select **’PAGES’** from the **top navigation bar**
3. Select your page that you wish to modify from the left hand menu
	1. *If you have to create a new page then follow the instructions in Step 5*
4. Once selected click on **Save & Edit** which brings your page up for editing
5. Leave **Weebly** open and go and get the required code for the page as described in Stage 2.
6. Now you have copied the html code and are back in your page in **Weebly**, click once inside your page and this will highlight all the html code.
7. Press the delete button which removes all the code. When this happens then press **Ctrl V** which will enter all the new code. Click once outside of the page and your updated page details will be shown
8. Click on **PUBLISH** to update your website

# Creating a new page in Weebly and inserting a Tables HTML codeStep 5

1. In **Weebly Editor**  go to  **PAGES** click on **+ Add** click on **Standard Page ,** name your page select **No Header** in Header Type and **Public** in Visibility
2. Click on **Save & Edit**
3. Your new page now appears for editing
4. From the left hand menu click on the **embed code symbol </>** and drag across onto the page.
5. Now go and copy your tables HTML code as per instructions in **Step 2**
6. Go back to your **Page** in **Weebly Editor** click on **‘Click to set custom HTML’,** delete the highlighted text and paste in your HTML code then click once anywhere outside the HTML window and you will now see your table appear.
7. New pages always appear at the bottom of the Left Hand menu in the **Weebly Editor .** To position it where you want it to appear, click on it once to highlight it then click and hold on it and drag it to the desired location
8. Remember to **PUBLISH** when finished.

Important Step for all new or edited tables

To ensure that anyone who is authorised to update tables, it is imperative that the most recent updated or new **SFWP** **table** is uploaded to the **Tables Admin 2015** page. This will prevent any loss of data. Instructions for this procedure are detailed below

**Instructions for use**

Newly Created Competition Tables

1. Go to **Tables Admin 2015** page in **Weebly Editor**
2. Click on the first available **‘Click here to upload file’** and a new window will open prompting you to **‘Upload a file from your computer’** Click on that to open a new window.
3. Browse and locate your new **Single File Web Page** file, click on it once then click on **Open,** this will upload your file to your Weebly website.
4. Remember to **PUBLISH** when finished.

Existing **SFWP** Competition Tables

1. Go to **Tables Admin 2015** page on LBC webpage
2. Locate and select the file you want to update from the **Live SFWP competition tables**
3. Download the file to your computer
4. Locate your file and Click your Mouse RH button once and select **Open With** then **Word**
5. Make your changes and save the document
6. Go back to **Weebly Admin** and open **Tables Admin 2015 page**
7. Click on the file name that you have just updated
8. In the Pop-Up window click on **‘Upload new File’**
9. In the next Pop-Up menu click on **‘Upload a file from your computer’**
10. Locate the file on your PC that you have just updated LH click on it once then click on **Open** and the file will upload.
11. You have now successfully updated the competition table
12. Remember to **PUBLISH** when finished.

## Keeping Files on your computer

In order to keep track of competition table document files I would suggest creating a folder structure similar to the one below.

**New Files**

When you create new table document files **Word** and **SFWP** you can save them to the appropriate folder.

**\*\* Existing Table Files**

After downloading and updating an existing competition table (which will probably be located in your computers download folder) locate this file and save it or copy it to your appropriate folder.
Doing this every time you update a competition table this will ensure that you have the latest live file.

**Suggested Folder structure for keeping your files on your PC**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Remember :

When updating current existing live competition tables they **MUST** be downloaded from the website first