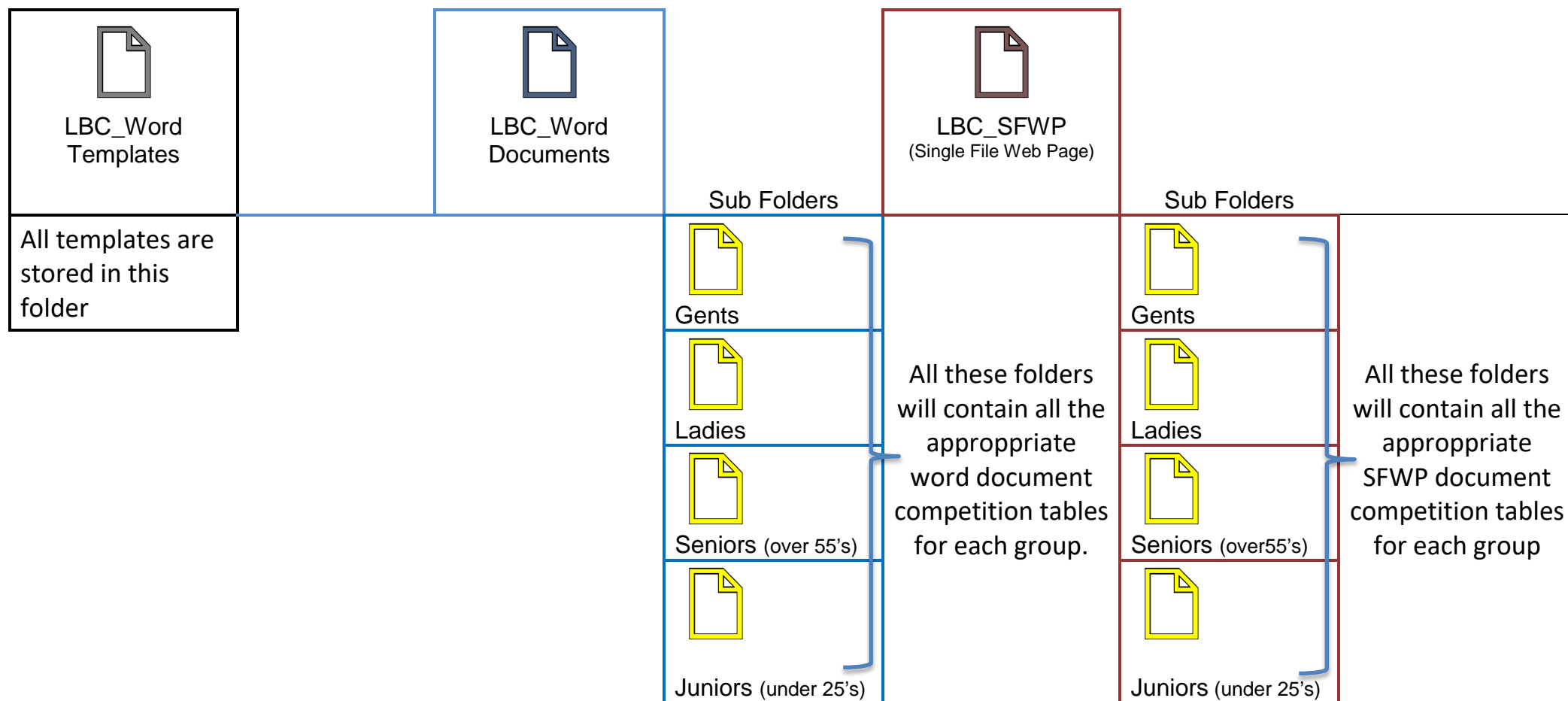


Larkhall Bowling Club Website Instructions

First thing to do is create 3 folders and as many sub folders that you need as shown below on your PC
These can be located on your desktop or documents

Folder Structure



File Naming Convention

As there will be many competition tables within the bowling club, it is imperative that a best practise naming convention is used; this will eliminate the wrong table being opened and updated with the wrong information and the possible loss of valuable data.

Below are examples of how the files should be named

Gents Tables	Ladies Tables	Seniors Tables (Over 55's)	Juniors Tables (Under 25's)
2018_gents_championship.docx	2018_ladies_championship.docx	2018_seniors_championship.docx	2018_juniors_championship.docx
2018_gents_nomination_triples.docx	2018_ladies_nomination_triples.docx	2018_seniors_nomination_triples.docx	2018_juniors_nomination_triples.docx
2018_gents_club_pairs.docx	2018_ladies_club_pairs.docx	2018_seniors_club_pairs.docx	2018_juniors_club_pairs.docx
2018_gents_nomination_pairs.docx	2018_ladies_nomination_pairs.docx	2018_seniors_nomination_pairs.docx	2018_juniors_nomination_pairs.docx
2018_gents_nomination_rinks.docx	2018_ladies_nomination_rinks.docx	2018_seniors_nomination_rinks.docx	2018_juniors_nomination_rinks.docx
2018_gents_past_presidents.docx	2018_ladies_past_presidents.docx	2018_seniors_past_presidents.docx	2018_juniors_past_presidents.docx
2018_gents_presidents.docx	2018_ladies_presidents.docx	2018_seniors_presidents.docx	2018_juniors_presidents.docx
2018_gents_promiscuous.docx	2018_ladies_promiscuous.docx	2018_seniors_promiscuous.docx	2018_juniors_promiscuous.docx
2018_gents_two_bowl.docx	2018_ladies_two_bowl.docx	2018_seniors_two_bowl.docx	2018_juniors_two_bowl.docx
2018_gents_vice_presidents.docx	2018_ladies_vice_presidents.docx	2018_seniors_vice_presidents.docx	2018_juniors_vice_presidents.docx _
2018_gents_secretarys_cup.docx	2018_ladies_secretarys_cup.docx	2018_seniors_secretarys_cup.docx	2018_juniors_secretarys_cup.docx _

Producing a new table word document from scratch

1. Go to your **LBC Word Templates Folder**.
 2. Find the appropriate template you are looking for and double click to open.
 3. This will open a new table document.
 4. Click on **File** then **Save As**, name the file (use the file naming convention) and leave the **Type** as it is.
 5. Locate your **LBC Word Document** table folder that you want to put it in then click **Save**.
 6. You have now created your new table for editing
-

Editing an existing table word document

1. Firstly go to the **Tables Admin** page (password protected) on LBC website and download the table you wish to edit.
 2. Once downloaded double click to open it.
 3. Make your changes and then Save As to the **LBC Word Document** folder.
 4. You will be asked if you want to replace the existing file, click **yes** to proceed.
 5. You have now successfully updated the document.
 6. Now go to **Weebly Editor**, select **Tables Admin Page** and open the appropriate tables page and select your table
 7. Click on '**Download File**' in the pop up window click on upload then click on '**Upload file from your computer**'.
 8. Locate your Word Document table file that you have just updated (which will be found in LBC Word Documents)
 9. Remember to **enter your name, date and time** when completed and **PUBLISH** when finished.
-

Creating a Single File Web Page (SFWP) document from a Word Document Table

1. Go to your **LBC Word Folder**
2. Find the appropriate file you are looking for and double click to open.
3. This will open your word table document
4. Click on **File** then **Save As**, leave the name as is and change the **File Type** to **Single File Web Page**
5. Locate your appropriate **SFWP table folder** that you want to put it in then click **Save**
6. If the SFWP file already exists and you are updating you will be asked if you want to replace it click yes.
7. This will now be the most up to date file.
8. You have now created your new **SFWP** table to get the **html code** for entering into the web page

Editing an exiting Single File Web Page (SFWP) Document Table

1. Go to your **LBC SFWP** folder and locate your table file
2. Using your mouse **Right Hand** click on the file and select **Open With** from the popup menu and then select **Word**
3. Once opened make your changes and then **Save** your document
4. Now **Save As**, leave document name and change **File Type** to **Word Document** and save into your **LBC Word Document Folder**
5. You will be prompted if you want to replace the existing file, click on **OK**
6. You have now updated the **Table Word Document**
7. **Remember** to upload your updated **Word Document** to the **Weebly Admin Page**

How to get the html code for your webpage

1. Locate the **SFWP table document** you want to use and double click to open
2. With your document open press **CTRL & U** on your keyboard, this will display the **html code**
3. A pop up may appear and if so click on **Allow Blocked Content**
4. Click inside the html code window and press **CTRL & A** this will highlight all the code
5. Press **CTRL & C** this will copy the **html code** (once copied you can close the document down if you wish)
6. Now go to your **Weebly Editor** and follow the instructions below for entering into the web page.

Weebly Editor

How to enter html code into to your table page

1. Go to your **SFWP** folder on your **PC** and locate your updated competition table file.
2. Double click on it and it will open up in your Browser
3. Press **Ctrl+U** and this will open up a new window showing all the HTML code for that table
4. If a restricted pop up appears, click on Allow Blocked Content
5. Click anywhere inside the HTML code window.
6. Press **Ctrl+A** and this will highlight all the HTML code.
7. Press **Ctrl+C** and this will copy all the HTML code
8. Go to your **Weebly Editor** and select your page that your competition table is on.
9. Click once inside the table and click on **Edit HTML** in the popup window, this will show & highlight the HTML code
10. Press delete on your keyboard (all HTML code is now deleted)
11. Now press **Ctrl+V** on your keyboard and this will enter your new HTML code
12. Click once outside of the window and your new updated table will appear on the page
13. Once this has been completed click on **PUBLISH** to update the website