

Welcome to Help

Introduction


Welcome to the Lexden Cricket Club Help Centre. The information contained here has been written to help you understand how the website works by taking you through the various areas step-by-step. Hopefully, this process will answer any questions you may have about the website and any administrative procedures that are associated with it.


Documents

The Help Centre has been designed to be both an online resource for users to look up answers to queries but also as a general user guide, like an instruction manual, for the website.

In order to make it easier to read through the documentation about the website they have been converted into PDF format for you to download and read at your leisure. Either Left-Click on the link to open it up in the web browser window or 'Right-Click' select 'Save Target As'. When prompted with the 'Save As' box click on OK to download the file.

There are two main documents you can download:

 [User Guide](#) The complete '*User Guide*' which contains the entire content of the Help Centre (excluding 'Updates, Errors, Bugs and Fixes') in a single document for easy access.

 [Documentation](#) The '*Documentation*' is a document that outlines the various structural details about the website, it is designed for Administrators and Webmasters as the information is technical and not for the average user.

Each item in the Help Centre has a link at the top and bottom to an individual PDF file which can be downloaded and saved in the same way as above. That will be a PDF format of the document that is currently being viewed. For example, the link above this document will download a PDF with exactly the same information in as you are reading now.

Note: PDF is a proprietary file type designed by Adobe. You can download the Adobe Reader for free at their website www.adobe.com.

Overview

The Help Centre has 3 major invisible categories which are listed below. Although there are no displayed headings for these categories, they do represent how the help documents have been organised to make finding your particular answer easier.

- **Updatable** – This is the area of the website that can be updated by any administrator in the event of a new change to the site being made. This may be in response to a glitch that has been found with the website. It is always worth checking in here if you

have not found the answer you are looking for elsewhere. The categories defined as 'Updated' are below:

- o *Updates, Errors, Bugs and Fixes*

- **Using the Website** – This section refers to all the areas of the public side to the website including all the website pages containing information and the functional pages such as the 'Registration' form or the 'Forum'. The categories defined as 'Using the Website' are below:

- o *TopBar Navigation*
- o *SideBar Navigation*

- **Administration** – Finally the Administration section of the website. This will only apply to a selection of users that have the appropriate permissions to the website. This is, however, the more technical and more important area of the site that will most likely require the most explanation. If you are an administrator please read these documents carefully before making any changes. The categories defined as 'Administration' are below:

- o *Admin – Manage Data*
- o *Admin – Amend Pages*
- o *Admin – User Management*
- o *Admin – Forum Admin*
- o *Admin – Help Centre*
- o *Admin – Website Maintenance*
- o *Security*

Help Centre Navigation

FINDING DOCUMENTS

The Help Centre will open in a new window so that you can continue to work on the website whilst having the help document easily available to you. You may also resize or arrange the window in such a way that allows you to see the document whilst you work on the website or, if you are using two screens, you can place the help window onto the adjacent display.

The screen is divided into two windows. The window on the left contains a list of all the categories listed in the previous section (see '*Overview*') so that you can select them by clicking on them and reading the article or to navigate through them to find the sub-categories. The window on the right is where the document that has been selected is then displayed. This is demonstrated via the following example.

Click on 'TopBar Navigation' in the left hand window:

<u>Help Center</u>	
■	Welcome to Help
■	Updates, Errors, Bugs and Fixes
▶	<u>TopBar Navigation</u>
▶	SideBar Navigation
▶	Admin - Manage Data
▶	Admin - Amend Pages
▶	Admin - User Management
▶	Admin - Forum Admin
▶	Admin - Help Center Admin
▶	Admin - Website Maintenance
■	Security

This will display a document in the right hand window that describes the entire 'TopBar Navigation' process.

<u>Help Center</u>	
■	Welcome to Help
■	Updates, Errors, Bugs and Fixes
▼	TopBar Navigation
■	Home Page
■	Forum - Introduction
■	Forum - Getting Started
■	Forum - Topic Changes
■	Forum - Post Changes
■	Logging In and Errors
■	Forgotten Password
■	Registration and Errors
▶	SideBar Navigation
▶	Admin - Manage Data
▶	Admin - Amend Pages
▶	Admin - User Management
▶	Admin - Forum Admin
▶	Admin - Help Center Admin
▶	Admin - Website Maintenance
■	Security

TopBar Navigation

Introduction

The Top Bar navigation links are sometimes referred to as 'Main' navigation as they provide the means of accessing the major areas of the website.

When the user hovers the mouse over the link the cursor will change to the 'Hyperlink Hand' and the text will change from dark grey to light grey. In this example the 'Members' link has been highlighted. A single click will direct the user to that particular area.

[Home](#) | [Forum](#) | **[Members](#)** | [Login](#) | [Register](#) | [Help](#)

[Home](#) | [Forum](#) | [Members](#) | [Login](#) | [Register](#) | [Help](#)

A brief overview of these areas is below:

Home - The main index page of the website which contains quick overview information of current information such as the latest news items and the latest fixtures (see Home Page).

Underneath there is a list of all the help documents that are associated with the 'TopBar Navigation' category. Click on 'Registration and Errors':

Help Center

- Welcome to Help
- Updates, Errors, Bugs and Fixes
- ▼ TopBar Navigation
 - Home Page
 - Forum - Introduction
 - Forum - Getting Started
 - Forum - Topic Changes
 - Forum - Post Changes
 - Logging In and Errors
 - Forgotten Password
 - **Registration and Errors**
- ▶ SideBar Navigation
- ▶ Admin - Manage Data
- ▶ Admin - Amend Pages
- ▶ Admin - User Management
- ▶ Admin - Forum Admin
- ▶ Admin - Help Center Admin
- ▶ Admin - Website Maintenance
- Security

That help document will now be displayed in the right hand window.

Help Center

- Welcome to Help
- Updates, Errors, Bugs and Fixes
- ▼ TopBar Navigation
 - Home Page
 - Forum - Introduction
 - Forum - Getting Started
 - Forum - Topic Changes
 - Forum - Post Changes
 - Logging In and Errors
 - Forgotten Password
 - Registration and Errors
- ▶ SideBar Navigation
- ▶ Admin - Manage Data
- ▶ Admin - Amend Pages
- ▶ Admin - User Management
- ▶ Admin - Forum Admin
- ▶ Admin - Help Center Admin
- ▶ Admin - Website Maintenance
- Security

REGISTRATION

Introduction

Without registering with the website you will be able to view all the information that the website's database holds but you cannot make any changes or use the forum.

Once you register with the website you will be given your own login account which can then be used to access the various areas of the website. You only have to fill this form in once in order to get an account, once successfully logged in you will not have to fill this form in again.

NOTE: When you first register you will only have access to the Forum and not be able to make changes to the website itself. For security reasons only another member with the correct privileges can give you higher access rights (see *Security*).

Filling in the Form

PERSONAL

The first task required is to enter your forename and surname in the appropriate boxes:

Personal

Forename: Surname:

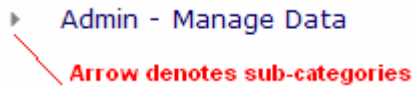
This same method can be used for accessing any of the documents in the Help Centre.

BULLET POINTS

Notice how the bullet point symbol in the list is different for some categories and not others. This has a purpose and denotes whether the category has any subcategories associated with it. For example, this category 'Welcome to Help' has only this document associated with it and so is marked with a square bullet point:

- Welcome to Help
- ↙ Square bullet point

However other categories such as Admin – Manage Data has one or more sub-categories associated with it and so it shows an arrow bullet point:



When you click on this link the arrow changes from a horizontal position to a vertical position with the categories associated with it listed below:



The sub categories will only ever have square bullets because you can only have one help document associated with a sub-category.

If at any time you wish to return to this screen, click either the 'Welcome to Help' link or the title above it, 'Help Centre'.

When you have finished with the Help Centre click on the 'Close' link and the screen will close.

NOTES

The help documents are dotted with paragraphs that start with a bold word such as **Note:** These are added information that may be useful to you but are not necessarily in line with the actual document, in other words, an aside.

They come in three forms as described below:

Note: These are sections of information that enhance what is in the main flow of text. They just an item of interest or provide extra information to help you with your task.

Tip: These are few and far between as 'Note' is more commonly used but a tip is designed to describe a better way of performing an action that either the generic explanation in the help document or the common public knowledge dictates.

Important: These are often warning messages that remind the reader that the actions described are potentially damaging to the website or they will outline some other important issue.