

Basic “How-to’s” for the Brighton Curling Website

You may want to print and save this doc before following any of the how-to’s.

Here is what we are covering:

- How do I find the website
- Basic website navigation
- How do I get a new Username and/or Password
- How do I access the Members Home functionality (eg. teams, standings, schedules, news, find a spare, sparing preferences, etc.)
- Sparing Responsibilities and finding a Spare
- How do I change my information such as my password
- Have any other questions, issues, concerns, or suggestions?


How do I find the website

- Use your browser to search for brightoncurlingclub.ca
- Or
- Cut and Paste this into your browser’s search area <http://www.brightoncurlingclub.ca/> and do the search.

When the website gets displayed don’t forget to add it to your list of favorites/bookmarks.

Basic Website Navigation

If you are using a larger-screen device like a desktop or laptop computer, you can find more info about our club and facilities, under the various tabs on the top of the Home page. For example - Leagues, Bonspiels, Memberships, Events, Rentals, Photos, etc.

If you are using a smaller-screen device like a tablet or smart phone, more information about our club and facilities can be found under the menu icon of your mobile device. The menu icon is usually a blue or black square with white horizontal lines, located in the top right-hand of your screen. It looks something like this . Under this menu icon you can then access other information such as Leagues, Bonspiels, Memberships, Events, Rentals, Photos, etc.

The **Sitemap** is at the very bottom of the Home screen. By clicking on it, you get a very good view of where things are.

How do I get a new Username and/or Password

If you have forgotten your Username or Password, you can get a new one. Here’s how it’s done:

- Keep scrolling down the club website home page, until you get to the Member Login area.
- press/click on "Forgot Login ?"
- on the resulting screen, press/click on "Lost Username" and/or "Lost Password" box.
- Fill in the appropriate box(es) and follow the instructions.

The system will then email you your Username or Password. **Check your Junk or Trash folder**, in case it ends up there. Please note that the email could take up to a full day to get to you. Please retain your Username and Password details.

How do I access the Members Home functionality

- Keep scrolling down the club website home page, until you get to the Member Login area.
- Fill in your Username and Password.
- Press/click the Login button.

This will bring you to the Club and Member News page.

For more practical information and functionality (eg. My Sparring Availability, Member Search, Find a Spare), see what else is only available to members.

- Scroll back up to the top of the page. At the far top right hand side, you should see a tab in blue labelled **MEMBER'S HOME**
- Hover your mouse/cursor over this tab, and you'll see what useful functions and information is available to you. Just move your cursor/mouse to the thing you want, and press/click on it.

Sparring Responsibilities and finding a Spare

Please show respect and courtesy when you are unable to make any of your scheduled games. You can make it much easier for everyone (especially you), if you:

1. use the website's "Find a Spare" capability
2. keep your sparring availability up-to-date by using the website's "My Sparring Availability"

At the very least, you should inform your Skip regarding any absence and/or the spare you have arranged. You can also find your skip's (or any other member's) contact info such as email or phone number, by using the "Member Search".

How do I change my information such as my password

- Do the steps that are specified in the above section – "How do I access the Members Home functionality"
- Press/click on My Information.
- You will then see a rather small Edit button, on the top left of your screen. You need to hover your cursor over it (EDIT) and press the "Update Your Profile". You will then see a series of tabs which

contain various kinds of information related to you. The password information is under the User Info tab.

Have any other questions, issues, concerns, or suggestions?

Feel free to contact us. Our email address is bdccwebmasters@gmail.com