



Huntington Bicycle Club Website User Guide

The Huntington Bicycle Club (HBC) is launching a new website in January 2021.

The following document will give an overview of the website, it's Menu items and features. There are two views, a Public view and a Member view.

The URL for the website remains the same:

<https://www.hbcli.org/>

Huntington Bicycle Club Website User Guide (Jan 2021)

The HBC website has two views, a Public view and a Member view. There are different sets of Menu items available in the two views. There are also different features available in the two views.

Public View

The Menu for the Public view looks as follows.



The top level Menu includes **Home**, **Event Calendar**, **Gold Coast**, **Club Info**, **Ride Memories**, **New Member Sign-up** and **Contact Us**.

The **Home** page tells you about the club, has links for our Groups.io email group and COVID-19 Policy. In addition, it includes general information about club activities, an active Upcoming Rides list, and the weather in Greenlawn.

Event Calendar lists all upcoming rides. Rides now require signing up, If a non-member clicks on a ride, they will be asked to either sign in or join the club to continue.

Gold Coast Info has a drop-down menu for **Gold Coast Tour**, **Gold Coast Photos**, **Gold Coast Facebook** page and **Volunteering**.

Club Info has a drop-down menu for **COVID-19 Policy**, **Membership Info**, **Newsletters**, **Bike Shops**, **Website User Guide**, **Grpoups.io** email group link, **Groups.io** Info PDF, **Club Facebook** page.

Ride Memories includes pictures from some of our rides.

New member Sign-up is where people can join the club, either for an Individual or Family membership.

Contact Us lists the Official Club address and lists club contacts. There is also a form to send an email. The user can select General information or send to a specific person from the Contact List.

Huntington Bicycle Club Website User Guide (Jan 2021)

Member View

The following is a list of functions that members will be able to take advantage of when logged-in:

- Renew/pay your Dues
- Update/control your personal information
- Add a Family member for Family Memberships
- Sign-up for a Ride on our Event Calendar
- Purchase club jerseys on the Storefront
- Volunteer for the next Gold Coast
- Sign-up for the next Annual Club Party
- Maintain your personal photo album on the website

All members will also be receiving emails from the system, including things like meeting notices, COVID-19 updates, renewal reminders and emails when you sign up for rides etc.

The Menu for the Member view looks as follows:



The top level Menu includes **Home**, **Event Calendar**, **Gold Coast Tour**, **Club**, **Rider Information**, **Storefront**, **Club & Member Photos**, and **Contact Us**.

The **Home** page tells you about the club, has links for our Groups.io email group and COVID-19 Policy. In addition, it includes general information about club activities, an active Upcoming Rides list and the weather in Greenlawn.

Event Calendar lists all upcoming rides. Rides now require signing up, when a member clicks on a ride, they will have the option to sign-up for that ride.

Gold Coast Info has a drop-down menu for **Gold Coast Tour**, **Photos**, **Gold Coast Facebook** page and **Volunteering**.

Club has a drop-down menu for **COVID-19 Policy**, **Membership Info**, **Newsletters**, **Membership Directory**, **Bike Shops**, **Grpoups.io link**, **Groups.io Info PDF**, **HBC Facebook page**, **Surveys** and **Documents**.

Huntington Bicycle Club Website User Guide (Jan 2021)

Rider Information has **Ride Sign-up Video**, **Ride Leader Information** and **RWGPS** which redirects you to the HBC RWGPS page. Once you Sign into RWGPS, you will have access to all the HBC club RWGPS routes.

Storefront is where members can purchase club apparel, like jerseys.

Club & Member Photos includes pictures from some of our rides and there is a sub-menu called **Photo Albums** which has member photo albums.

Contact Us lists the Official Club address and lists club contacts. There is also a form to send an email. The user can select General information or send to a specific person from the Contact List.

Current members can log into the site to access all the additional menu items and features.

To Login, click the Member Login button in the top right corner. You will be prompted for your username and password. After logging in, mouse over your name in the top right corner and select **Profile**.

[Home](#) > [Member Profile](#)

Member Profile

Membership Summary

Type: Member	Member Number: 1
Status: Active	Join Date: N/A
Exp. Date: 1/8/2021	Last Renewal: N/A

Personal Info

Contact Info
Standard Member Directory
Privacy/Cancel/Remove

Website

User Name / Password
Photo Albums
Download Bank

Financial/Historical Data

Transaction History
Payment/Credit History
Credit Card
Optional Additional Charges
Event History
Donation History
Volunteering

User Manuals

User Help ✓

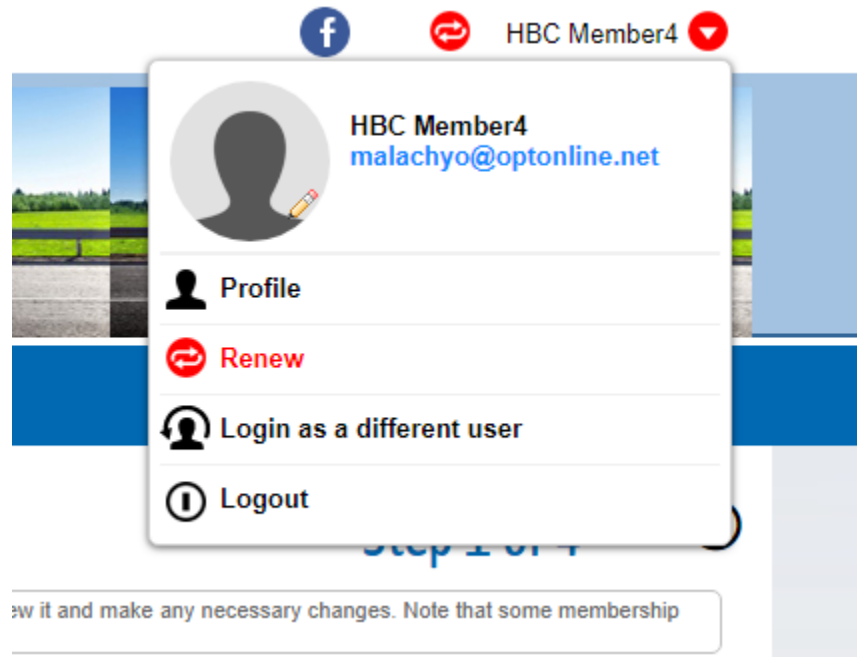
(PDF format - requires [Acrobat viewer](#)).

Video: [Updating your Member Profile](#)

Huntington Bicycle Club Website User Guide (Jan 2021)

The Member Profile interface opens where you can update your personal information. The first time you log into the system you will be required to enter your Emergency Contact information. You can select how much of your personal information you want visible in the Member Directory. You can also update your password here. The Financial tab contains transaction history. You can store your credit card information, if desired. And this is where you can create your own Photo Album.

If your membership is past due and you log in, the following screens appear:



Huntington Bicycle Club Website User Guide (Jan 2021)

Home > Member Profile > Membership Renewal

Membership Renewal

Your membership will soon expire. Use this screen to renew your membership by credit card or print an invoice to mail with a check. Your current membership types may have eligibility requirements which you must meet in order to sign up using that type. Then click the "Next" button at the bottom of the page to continue.

Current Membership Status: Expired 12/27/2020

Membership Type

Family Membership, includes primary plus additional family members.

This membership type may include one or more secondary & tertiary members

New Expiration Date	12/26/2021
Web Signup Date	12/20/2020
Club Join Date	12/20/2020
Last Renewal Date	N/A

Error
Your membership has expired. You must renew before accessing any members-only pages.

Member dues must be up to date before you can continue onto the "Members only" sites on the website.

How to setup your personal Photo Album.

After logging into the website mouse over your name in the top right corner and select Profile. You will see a screen like this:

Huntington Bicycle Club Website User Guide (Jan 2021)

[Home](#) > [Member Profile](#)

Member Profile

Membership Summary

Type: Member
Status: Active
Exp. Date: 1/13/2021

Member Number: 1
Join Date: N/A
Last Renewal: N/A

Personal Info

Contact Info
Standard Member Directory
Privacy/Cancel/Remove

Website

User Name / Password
Photo Albums
Download Bank

Financial/Historical Data

Transaction History
Payment/Credit History
Credit Card
Optional Additional Charges
Event History
Donation History
Volunteering

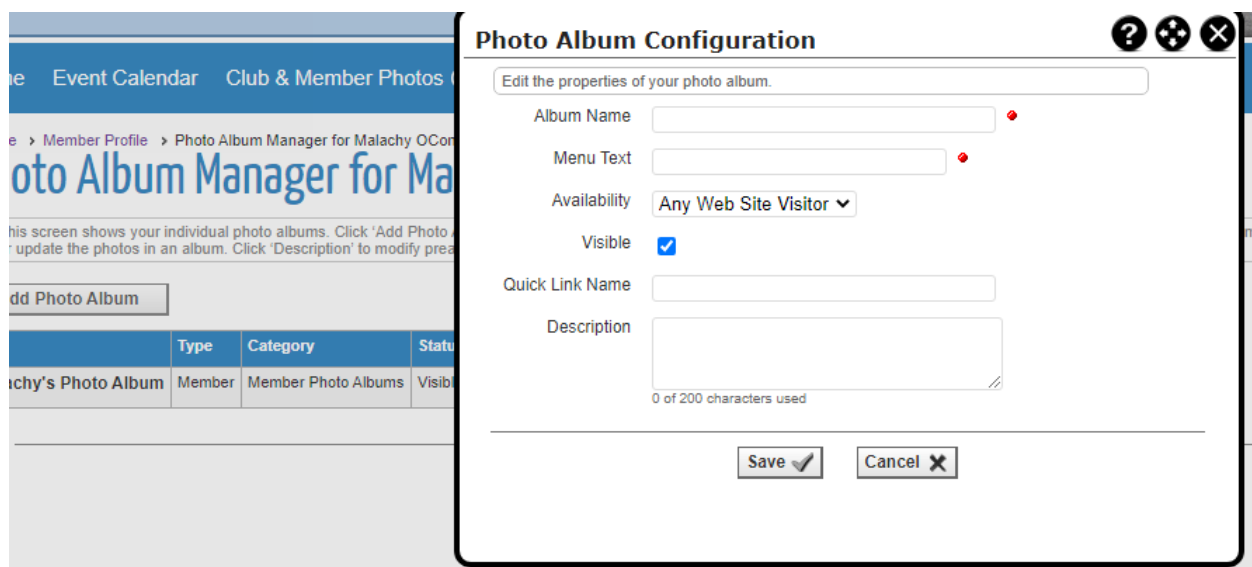
User Manuals

User Help 

(PDF format - requires [Acrobat viewer](#)).

Video: [Updating your Member Profile](#)

In the Website box select Photo Album. Next select Add Photo Album and a Configuration box opens. Complete the form with a Name and Menu Text, they can be same. Availability doesn't matter because these photo Albums are only available to members only. Fill in a description, if desired.



The screenshot shows a 'Photo Album Configuration' dialog box overlaid on a website. The dialog box has a title bar with a question mark, a maximize button, and a close button. The main content area is titled 'Edit the properties of your photo album.' and contains the following fields:

- Album Name: A text input field with a red asterisk indicating it is required.
- Menu Text: A text input field with a red asterisk indicating it is required.
- Availability: A dropdown menu currently set to 'Any Web Site Visitor'.
- Visible: A checkbox that is checked.
- Quick Link Name: A text input field.
- Description: A text area with a character count '0 of 200 characters used' at the bottom.

At the bottom of the dialog box are two buttons: 'Save' with a checkmark icon and 'Cancel' with an 'X' icon.

In the background, the website's navigation bar includes 'Home', 'Event Calendar', and 'Club & Member Photos'. The breadcrumb trail shows 'Home > Member Profile > Photo Album Manager for Malachy O'Connor'. The main heading is 'Photo Album Manager for Malachy O'Connor'. Below this, there is a table with columns 'Type', 'Category', and 'Status'. The first row shows 'Malachy's Photo Album' as a 'Member' category 'Member Photo Albums' with a 'Visible' status.

Huntington Bicycle Club Website User Guide (Jan 2021)

[Home](#) > [Member Profile](#) > [Photo Album Manager for Malachy OConnor](#)

Photo Album Manager for Malachy OConnor

This screen shows your individual photo albums. Click 'Add Photo Album' to create a new photo album. In the list of photo albums, or update the photos in an album. Click 'Description' to modify preamble text that will be placed at the top of your album.

[Add Photo Album](#)

Title	Type	Category	Status	Maintain
Malachy's Photo Album	Member	Member Photo Albums	Visible	      

Next your Photo Album will be listed. To add photos click the Pencil icon you will have options to Add One or Multiple Photos and change the Display Sequence.

[Home](#) > [Member Profile](#) > [Photo Album Manager](#) > [Edit Photo Album](#)

Edit Photo Album: Malachy's Photo Album

This screen shows the photos on this photo album. Click 'Select Photos' to select one or more photos from among the multiple Photos' to upload more than one. Click 'Display Sequence' to modify the order in which photos are displayed.

	Title	Maintain
	Route 9	  
	Bear Mtn	  
	Bear Mtn Top	  

[Select Photos](#)
[Add One Photo](#)
[Add Multiple Photos](#)
[Display Sequence](#)
[Configure Album](#)
[Long Description](#)

I would suggest to create the Photo Album on a computer. However after the photo album is created you can add photos form your cellphone. Open the website on your cellphone. Then log into the website on your cellphone. Click the key icon near the bottom and enter your username and password. Now click the Your Info icon and select Profile. In the Website box select Photo Album. You can add photos by clicking the Pencil icon as above.