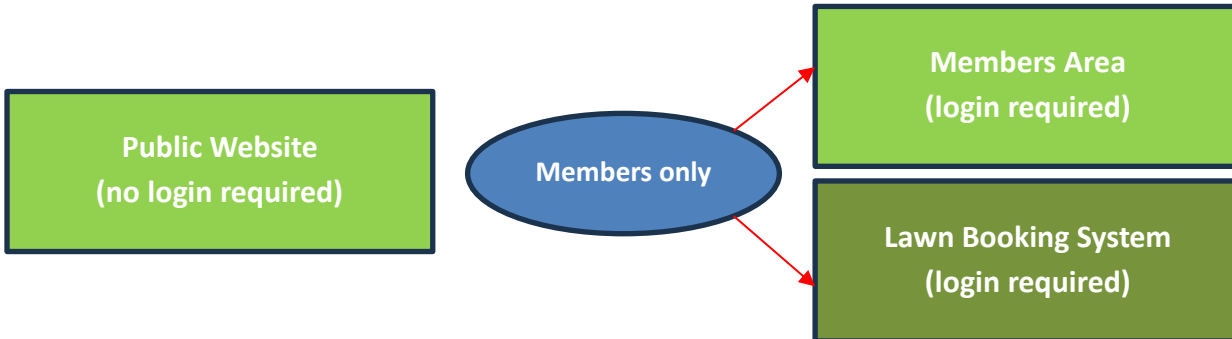


Shrewsbury Croquet Club - Website and Lawn Booking System

Our club website uses a Croquet England template that many other clubs are using, though we have a great degree of ability to adjust it to our needs. The Lawn Booking System is provided by another organization (East Anglian Croquet Federation). The public can only see general information and members will need to login to see some club information and to book lawns. The website acts as a repository for all club documentation, forms and committee minutes, making it easy to find documents without having to search email inboxes!



This document aims to explain what will be done to set you up on the website and the Lawn Booking System. It also introduces you to what you can find on the website and how to use the Lawn Booking System. It also suggests some etiquette that we hope will minimize hassle when we start the new season.

As the lawn booking system will be of most use to you, the notes start with that and experience so far says that most people have no problem logging on to the Lawn Booking System (or Court Booking System as it is titled!)

Lawn Booking System

Setting up access to the New Lawn Booking System

- You need a unique username and password to access the lawn booking site. When you are ready to start this process, **call, email or text Phil Extance** who, as the Web administrator, will register you on the lawn booking system with the same username as the club website, that will be your surname in full followed by your first initial (e.g., jonesk), and let you know that this has been done.
- You will then receive an email from [cbs <noreply@angliacroquet.uk>](mailto:cbs@angliacroquet.uk) similar to the one below, which will give you your login details.

From: cbs <noreply@angliacroquet.uk>

Date:

To: "your email address"

Subject: Court Booking System Log in



This is an automated message for "your username (e.g. jonesk)" generated by the Court Booking System. Please do not reply to it.

Dear "your username (e.g. jonesk)",

A request has been received for a new or reset password for you for the Court Booking System. If you were not expecting this, please contact your club administrator.

Your password has therefore now been set or reset to a temporary new value.

Your new login details are as follows:

Club: Shrewsbury
Username: "your username (e.g. jonesk)"
Temporary password: ????????????

You can login at <https://cbs.worldcroquet.org/?club=123>. You will have to choose a new password after logging in.

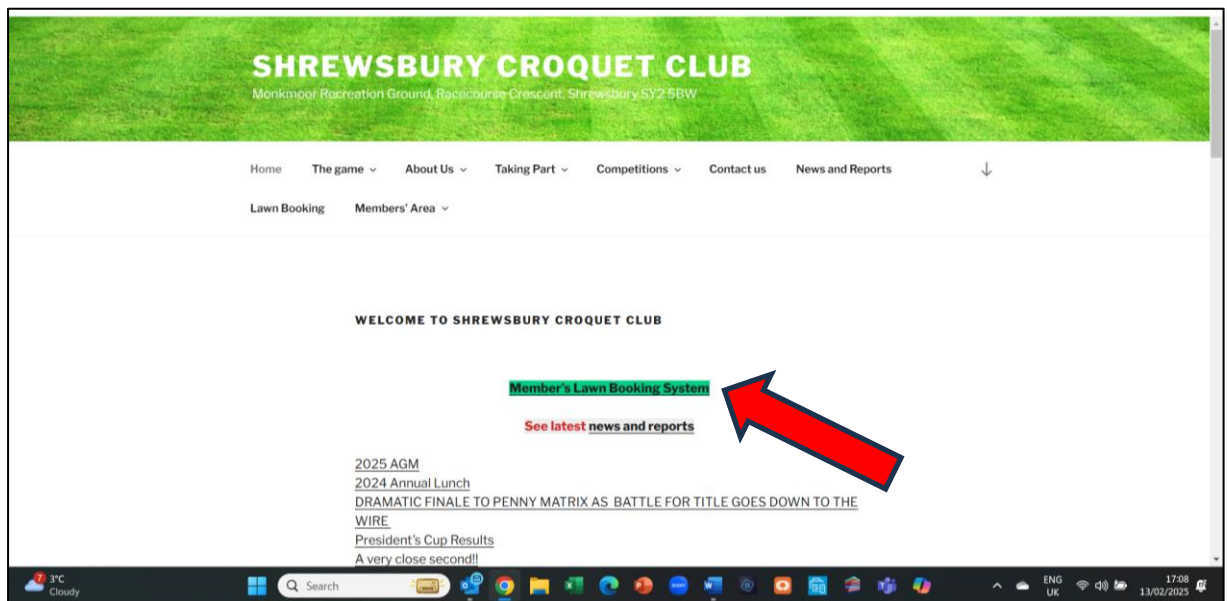
Please note that passwords are case-sensitive.

After logging in you can make or edit bookings. You can also reach the club's user list and edit your own profile via the Settings icon in the top right corner. You can also use this Settings menu to change language or interface style.

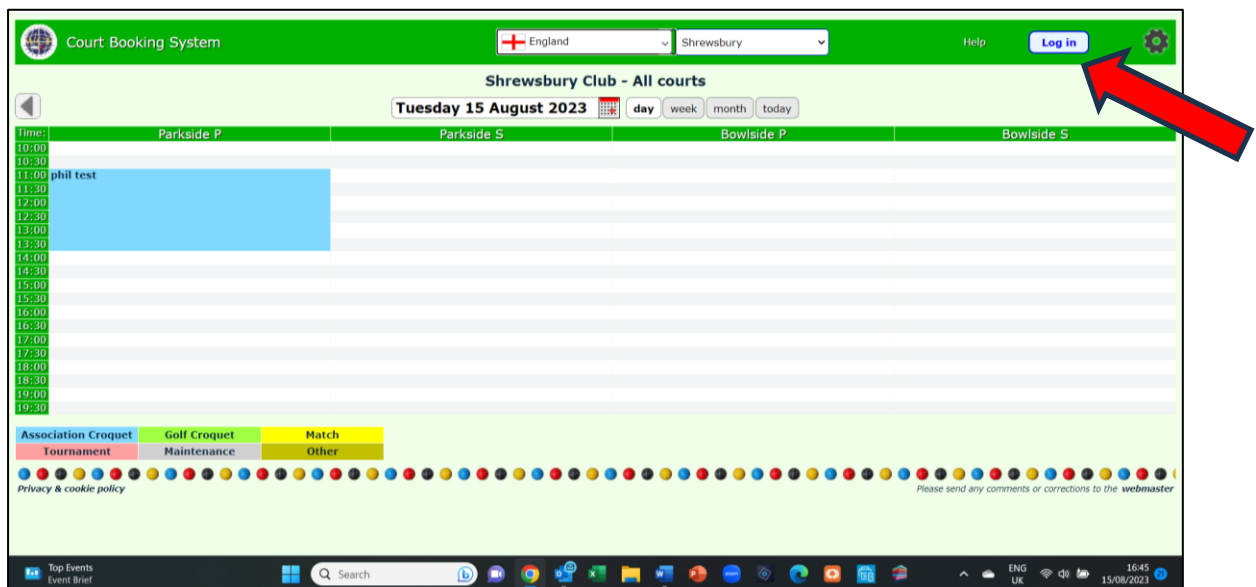
If you have any problems logging in, please contact your club administrator.

Thank you for using the Court Booking System.

- You should now open the lawn booking system from the home page of the website (<https://croquet-websites.org.uk/shrewsbury/>) (which you should save as a favourite in your browser) by **clicking on the Member's Lawn Booking System link as shown below.**



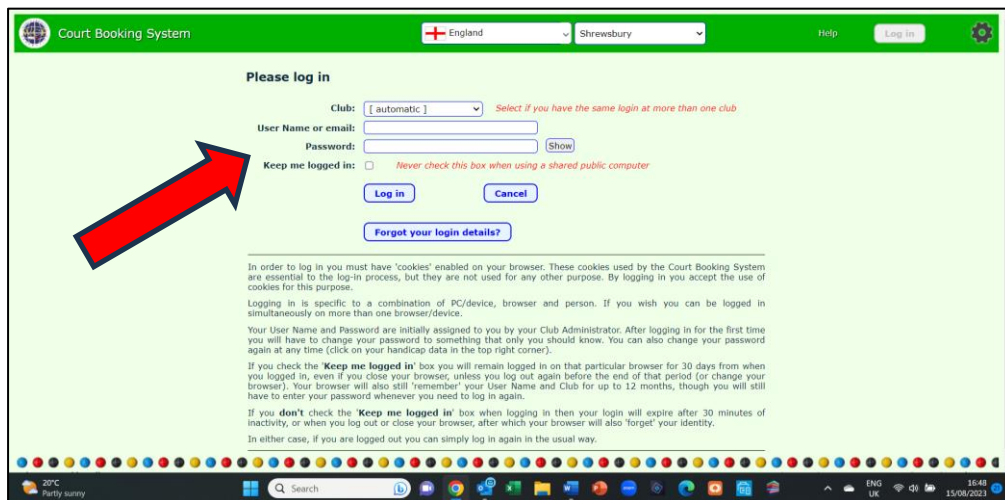
- The opening page will look something like this:



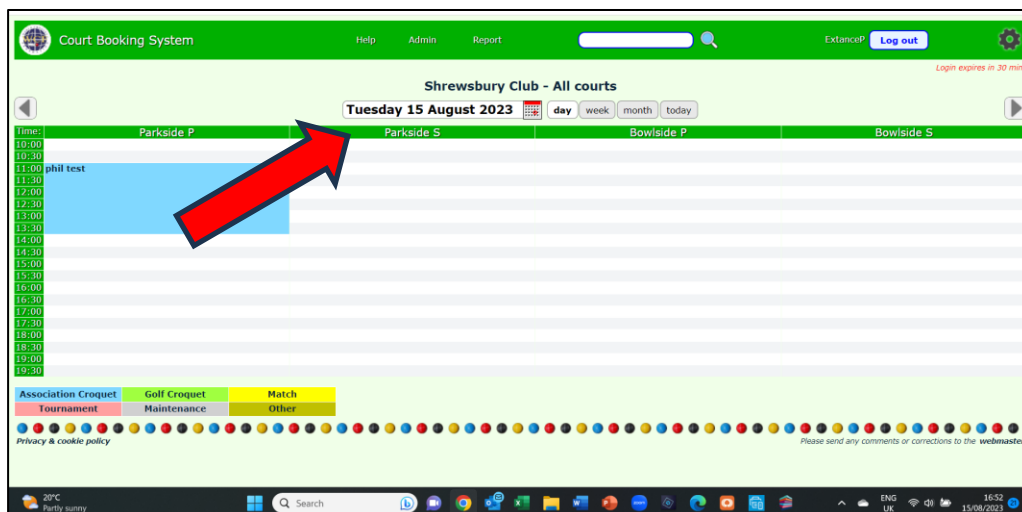
- Using the details sent to you in the latest email from *cbs <noreply@angliacroquet.uk>* you should click the login button **and then change your password to your own secure password** that you wish to use – do not continue to use the temporary password you have been sent! You may use the same password as the Shrewsbury Croquet Club website if you wish. Remember to save changes.
- You can also add further information to your details. Only one phone number can be stored so please select which you wish to use. Remember to save changes.
- The booking site is now set up for use – logout if you do not want to explore the site now.

Using the Lawn Booking System

- Only when you are logged in can you book or make changes to your booking.
- Click login if you are not already logged in and enter your username and new password:



- The page will open at the current date:



- To book a lawn, select a date and click on an empty space. Enter Brief Description, check date, select time and duration, select lawn. A Full Description is not necessary. Remember to click “Confirm”.

The screenshot shows a web form for booking a lawn. The form includes the following fields and options:

- Brief Description:** A text box containing "PE MJE".
- Full Description:** A larger text box for more details.
- Date:** Tuesday 15 August 2023, with a "Reset" button.
- Time:** 13:30.
- Duration:** 3 hours.
- Club:** Shrewsbury.
- Courts:** A dropdown menu with options: Parkside P, Parkside S, Bowlside S.
- Type:** Association Croquet.
- participants:** A section with "Maximum number" and "leave blank for court booking" options.
- Repeat Type:** Radio buttons for None, Daily, Weekly, Monthly, Yearly, and n-Weekly.
- Repeat End Date:** Tuesday 15 August 2023, with a "Reset" button.
- Repeat Day:** Radio buttons for Monday through Sunday.
- Number of weeks:** A text box for specifying the duration.
- Buttons:** Confirm, Cancel, and Confirm & review.

Red arrows point to the Brief Description, Date, Duration, and Courts fields. A red note says "If possible, double-bank AC with AC or GC with GC before booking an empty lawn".

- Just to be clear the S and P on the lawns are Primary and Secondary colours allowing the use of double banking. (Double banking enables two different games to be played on one lawn)
- Remember to log out when you have finished booking lawns!

Etiquette – or “the way we do things”!

- Although the public cannot book lawns or access member details, if they do click on the **Member’s Lawn Booking System** link, they may be able to see the “*brief description*” that you give a booking. You may wish, therefore, to just use your first name rather than your full name in the “*brief description*” for privacy reasons.
- **Only the person who made the booking** can amend it – this prevents accidental booking changes.
- The lawns can be booked in increments of 30 mins. For most games, a 2- or 3-hour slot would be normal, however you can book a shorter practice time if you wish but please be considerate (e.g., booking a 1-hour slot in the middle of a clear morning prevents a 3-hour competition game being played).
- Formal competition games will take priority over friendly matches or practice sessions. If double banking is proposed, please contact the person who first booked the lawn to ensure that they are happy to double bank.
- The system does not have the obvious capability of booking a half lawn. So, please can you add “HALF LAWN” in the brief description box. Although the booking system might allow it, physically this means you cannot double bank on the full lawn!!!! If you wish to book the other half lawn then please book it in the secondary colour’s column, also putting “HALF LAWN” in the brief description.
- There is a Help facility on the site that will answer some of your questions.
- The system is very flexible and should prevent bookings being overwritten, however it has been written for a variety of clubs so some things will not apply, and we will develop our own protocols for using the system.
- The system defaults to AC Croquet and any reference to Golf croquet on the system should not be taken as a change of policy towards playing Golf Croquet!!!!

Club Website

The **website** is located at <https://croquet-websites.org.uk/shrewsbury/>. This site contains general information about the game of Association Croquet and Shrewsbury Croquet Club. Much of the site is open to the general public and

can be used to signpost the activities of the Club. There is also a **Member's Area** which requires members to login with their own unique username and password.

Setting up access to the Member's Area on the club website

- Please read this section carefully – this process occasionally proves tricky!
- When you are ready to start this process, **call, email or text Phil Extance** who, as the Web administrator, will register you on the club website with a username that will be your surname in full followed by your first initial (e.g., jonesk – all lower case) and let you know that this has been done.
- When this has happened, you will then receive an email similar to the one below which requires you to click a link to activate your user account **within a few days** (please check your junk mail if you have been told to expect this email and it does not arrive. Always move the email to your inbox before clicking any links):

From: Croquet Club Sites <dr.s.m.fisher@gmail.com>
Sent:
To: "your email address"
Subject: [Croquet Club Sites] Activate "your username (e.g. jonesk)"

Hi,
You've been invited to join 'Shrewsbury Croquet Club' at <https://croquet-websites.org.uk/shrewsbury> with the role of Subscriber.
If you do not want to join this site please ignore this email. This invitation will expire in a few days.

Please click the following link to activate your user account:
<https://croquet-websites.org.uk/shrewsbury/wp-activate.php?key=???????????>

- Having clicked the link and followed any instructions, the next email you receive will be similar to the first one below (please check your junk mail and always move the email to your inbox). **DO NOT TRY TO LOGIN YET:**

From: Croquet Club Sites <dr.s.m.fisher@gmail.com>
Sent:
To: "your email address"
Subject: New Croquet Club Sites User: "your username (e.g. jonesk)"

Hi "your username (e.g. jonesk)",

Your new account is set up.
You can log in with the following information:
Username: "your username (e.g. jonesk)"
Password: ??????????????
<https://croquet-websites.org.uk/shrewsbury/wp-login.php>

Thanks!
--The Team @ Croquet Club Sites

- **Before you can login using the details** in the mail above, **ring, text or email Phil Extance** and he will **approve your registration**, and let you know when this has been done. When he has approved your registration, you will receive an email similar to the email below (please check your junk mail and always move the email to your inbox before clicking any links). **YOU SHOULD BE ABLE TO LOGIN NOW, CLICKING THE LINK IN THE EMAIL BELOW AND USING THE PASSWORD IN THE EMAIL ABOVE:**

From: WordPress <wordpress@croquet-websites.org.uk>
Sent:

To: "your email address"

Subject: Your registration for Shrewsbury Croquet Club has been approved

Your registration for Shrewsbury Croquet Club has been approved.

username: "your username (e.g. jonesk)"

You may log in and change here:

<https://croquet-websites.org.uk/shrewsbury/login/>

Please remember to keep your personal information up to date.

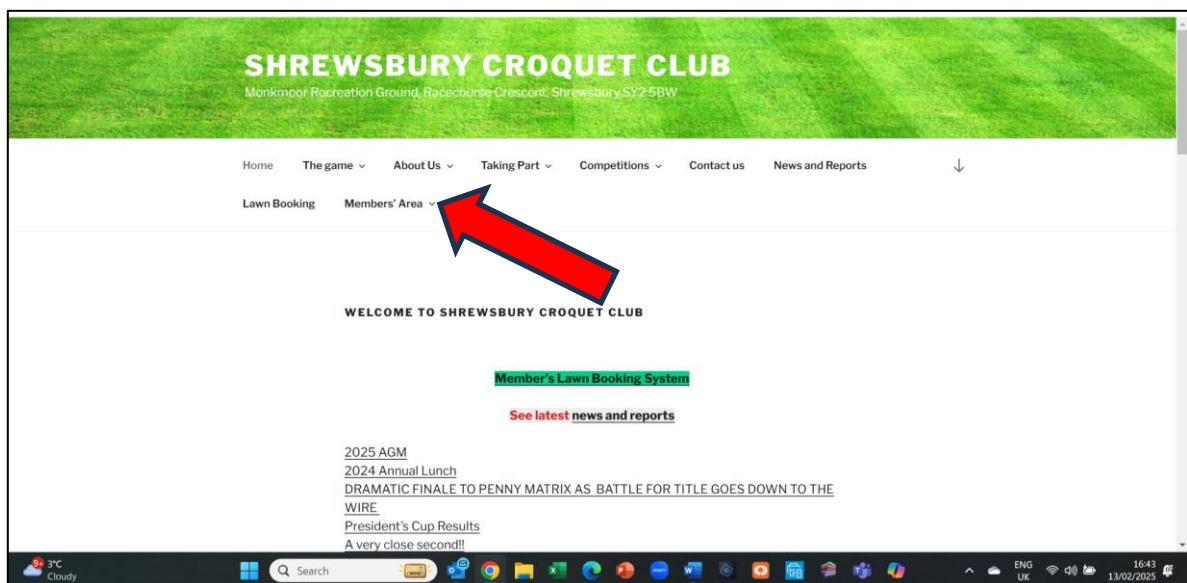
If you don't already have a "Gravatar" then go to <https://en.gravatar.com/> to associate you email address with a picture of yourself.

This is an automated message from Shrewsbury Croquet Club

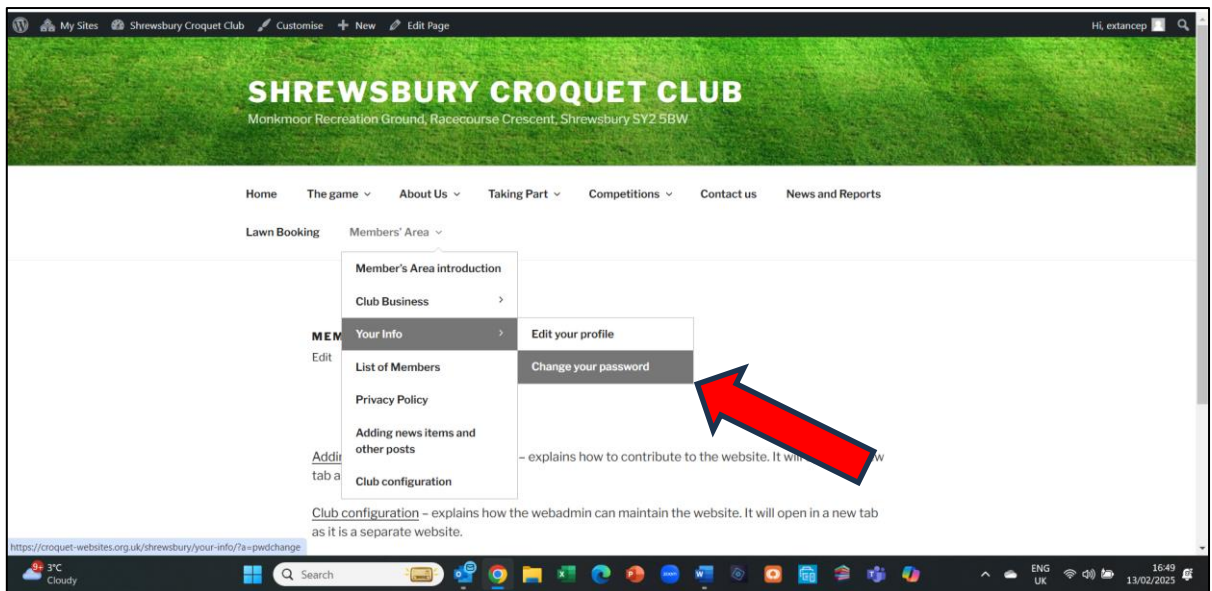
Please do not reply to this address

- Using the username and password provided, you should login on to the site (<https://croquet-websites.org.uk/shrewsbury/>) by moving the cursor to "Members Area" and the box shown will appear then click "Login" and use your login details.
- Ignore the paragraph about a "Gravatar – it is not necessary. You should now be able to login on to the site (<https://croquet-websites.org.uk/shrewsbury/>). Move cursor to "Members Area" and the box shown will appear then click "Login" and use your login details.

Please note: setting up access to the Member's Area of the website is a one-off process but a number of issues do seem to arise, some of which are just not understood by the developers. The notes above have been modified to take account of recent issues but do follow them carefully. If it does not seem to work, ring, text or email Phil Extance.



Once logged in, move cursor to Members Area, then down to "Your info" and click on "Change your password". Change your password to your own secure password that you wish to use – **it must contain one upper case letter and a special character**. Remember to click "Update Password".



Using the new website

- The public part of the website contains information on how to play Association Croquet and public information about the club and how to find and contact us. If anyone wants to know more about croquet – give them the link to the website <https://croquet-websites.org.uk/shrewsbury/>.
- Navigating the website will become intuitive and you will learn to find the things that interest you.
- The public part of the site and the Member's Area can be modified relatively easily (with some constraints on format) to include material suggested by members of the club. Please send suggestions to Phil Extance in the first place.
- The Member's area (which the public cannot access) contains:
 - Club documentation (e.g., Committee Meeting minutes, AGM minutes, the constitution and other reference material)
 - Information on the use of the website
- If you have logged in to the Member's Area, when you have finished you can log out by moving the cursor to your name at the top right of the screen and clicking log out.

