

How Members can use the Website

Overview

The www.dorsethalls.net website has a 'Public' area which aims to promote all the Community Halls in Dorset, and in particular encourage use of DVHA Member Halls. Once you have logged in as a Member, you will be able to see the recent News items, participate in Forums for asking queries on topics of Hall interest, Sales Wants and Hire items, read the accumulated experience of our Halls in the 'Knowledge Base' and other Association matters in the Networking Section.. Dorset Village Halls Association entry on the left hand menu.

Promoting to the Public

Your Hall can publish the regular **Activities** which take place in your Hall, with details of the Clubs or Societies who run them.

Your Hall can publish upcoming **Events**, and these will display with Events elsewhere on the front page of the Website in date sequence.

The Website keeps 2 separate lists - the **Booking Contacts for the Halls in Dorset** that we know about, and the **Venue details of DVHA Member halls**. Here you can add Venue details to encourage the public to come and use your hall. You can upload photos of the outside and inside to your Hall, so they will be displayed from time to time on the front page of the website.

Logging in

Having got an up-to-date list of contacts for each Member Hall, we are now embarking on updating the information on the www.dorsethalls.net website. A new feature is to be able to have multiple logins for a Hall with different 'capabilities' determined by their Role settings. Thus, you will usually have one login for general use by members of your Management Committee, another for the 'Editor' who keeps your Venue information up-to-date, and possibly another for your Booking Secretary, who will maintain the Events and Activities section of your entries.

Using the Members Area of the website

When you have logged in, the front page layout will change, with more options in the left hand menus and right hand panels.

The Menus will take you to further instruction on that area. Just click on any blue text to follow that link. In particular:

The *Information section.. Hallmark* will give you the latest developments in this area, and the *Knowledge Base* takes you to a further menu of advice and 'best practice' in various areas.

The *Networking section.. DVHA* gives information on the Association, Answers Please gives a full list of the discussion topics, where the most recent are shown in the right-hand column, and the Hall Data Summary lists all the Member halls with a Venue entry, and shows all the activities at each Hall with its Venue information on capacity, facilities and services.

The *'Sales and Wants'* section is currently under development. We will tell you when you can contribute to it.

The *Latest Forum Topics* panel shows most recent queries which members have asked for help on. If you can help, click on the topic, read the other comments so far, and click on the 'Add Comment' button on the lower right to add your own contribution. We will be introducing a separate 'Funding Forum' in the future, so you can see all the Funding sources which members have used, and their experiences in getting and using the grants. There is a fuller list of current Forum topics below the 'Coming soon to a hall near you' list in the central column.

When you have finished your session, do not forget to click **....Log Out....** on the black bar below the banner at the top of the window.

Setting up your Venue

You are now able to go on to the website and set up the Venue information to be informative and up-to-date. This is done by:-

Login as a yourself using the login and password above in the boxes in the Home page right hand column

Click on the 'Venue Finder Input' menu item in the left column.. This takes you to the input screen. Note particularly that the 'Teaser' field must have something in it, and is a good opportunity to 'sell' your Hall to the public visitors looking to hire somewhere. If nothing else, put a '.' for the moment, and you can come back to it later.

On the 'Location' map', zoom in to your area and click to place a pin where your hall is. This will appear on the map shown on the 'Location Map' menu.

You will need to click on the blue 'Contact details', 'Hall Capacity', 'Facilities' and 'Services' in turn to open each page in turn and enter the relevant data.

Press the 'Save' button at the bottom of the list to save the results. This should now show in the 'Halls Directory' list.

Editing your Venue information

Click on the 'Halls Directory' menu item in the left column.. This shows the list of Member Venues.

Click on your Hall name in the list displayed, or the 'View' column to its left.. Your Hall information summary is displayed

Click on 'Edit' to the right of the blue 'View' button

You can now click on any entry and change it as you require. Fields with a red * by the title must have something entered - a blank is not acceptable, but you can use a '.' until you have the information to hand.

You might, for example change your 'Halls Teaser' to be a friendly message to encourage people looking for a venue to choose yours.

Some of the titles in the left column are printed in blue, and these can be clicked to expand to further entries. You may want to check and amend Contact Details, Hall Capacity and Services for example.

At the end of each page, you can click 'Preview' at the bottom to see what the finished display will look like to others, and then click 'Save' to update the live system. If there are any errors or omissions, these are described in a coloured panel at the top of the page, and must be corrected before clicking 'Save' again.

Setting up your Activities and Events

You are now able to go on to the website and set up the information for each Event type. This is done by:-

Login as a yourself using the login and password above in the boxes in the Home page right column

Click on the 'Event Finder Input' menu item in the left column for one-off events, or the 'Activity Finder Input' for events which happen regularly in the Hall. This takes you to the input screen. Note particularly that the 'Event Description' field must have something in it, and the Activity 'Special Description' is a good opportunity to

'sell' your Event or Activity' to the public visitors. If nothing else, put a '.' for the moment, and you can come back to it later.

Fields with a downward triangle (arrow) can be clicked on to select from a range of standard entries.

Press the 'Preview' button to see how the finished entry will appear on screen.

Press the 'Save' button at the bottom of the list to save the results. Events will be shown on the 'Coming Soon' list on the home page when it becomes one of the most imminent Events. It will disappear on the day after the event is finished. Activities can be listed by Club or Type or Hall, depending on the menu item chosen.

Editing your Activities or Events information

Click on the 'Activity or Event Finder' menu item in the left column.. This shows a list of events.

Click on the 'View' column of the entry you want to change.. Your event information is displayed for amendment

Click on 'Edit' to the right of the blue 'View' button

You can now click on any entry and change it as you require. Fields with a red * by the title must have something entered - a blank is not acceptable, but you can use a '.' until you have the information to hand.

You might, for example change your 'Description' to be a friendly message to encourage people looking for an activity to choose yours.