

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 <http://www.dorsethalls.net>. 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 pink 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 clickLog Out.... on the black bar below the banner at the top of the window.

Setting up your Venue

Promotion Section

- PROMOTION SECTION:
- List of Dorset Halls
- ▼ Venue Finder
 - DVHA Member Halls Directory
 - Location Map
 - Capacity Summary
 - Venue Finder Input
- ▼ Activity Finder
 - Clubs Directory
 - Activity by Type
 - Activity by Hall
 - Activity Finder Input
- ▼ Event Finder
 - Events Directory
 - Events by Category
 - Events by Hall
 - Event Finder Input
- Hall Support
- Contact us
- My bookmarks

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

1. 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.

2. 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.

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

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

Contact Details

Hall Capacity

Facilities

Services

Attached images

File attachments

No attachments

Editing your Venue information

Link	Title
view	Alweston Villa
view	Ashmore Village Recreation Ground
view	Askerswell Village
view	Bishops Caundish

1. Click on the '**DVHA Member Hall Directory**' menu item in the left column.. This shows the list of Member Venues.

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

3. Click on 'Edit' to the right of the pink 'View' button

4. 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.

Home

Ibberton & Belchalwell Village Hall

[View](#) [Edit](#)

Posted in [Ibberton](#)

N.B 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 pink, 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.

Home

Create Activity Finder

Use this text box to add any other information needed to

Name of club, society or group: *

Activity Description:

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:-

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

2. 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.

3. Fields with a downward triangle (arrow) can be clicked on to select from a range of standard entries.
4. Press the 'Preview' button to see how the finished entry will appear on screen.
5. 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

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 - Activity by Hall
 - Activity Finder Input
- Event Finder
 - Events Directory
 - Events by Category
 - Events by Hall
 - Event Finder Input

Home

Create Event Finder

As well as a general description of the event c (especially if not in the hall itself) and anythir

Event Title: *

Category: - None -

Event Date

From date: *
Format: Monday, 17 January, 2022 Format: 10:25

To date:
Format: Monday, 17 January, 2022 Format: 10:25

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

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

3. Click on 'Edit' to the right of the pink 'View' button

4. 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.

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

<http://forum.dorsethalls.net/portal.php> ??

Latest Forum Topics

Networking Section

- NETWORKING SECTION:
- Dorset Village Halls Association
 - Business Pages
 - Answers Please
 - Newsletters
 - Hall Data Summary
 - List of Halls

Networking Section

1. Click on Dorset Village Halls Section
2. Navigate to Add new comment to add your own

up

Committee Meetings >

Add new comment

Networking Section

- ▼ NETWORKING SECTION:
 - ▶ Dorset Village Halls Association
 - ▼ **Answers Please**
 - Post new question
 - ▶ Newsletters
 - ▶ Hall Data Summary
 - List of Halls

To add items to the forum

1. Select 'Answers Please' and 'Post a new question'

Promotion Section

- PROMOTION SECTION:
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- Contact us
- My bookmarks

Information Section

- ▼ INFORMATION SECTION:

Home

Create Forum topic

Subject: *

Body: *

Disable rich-text

Activity Data

Networking Section

- ▼ NETWORKING SECTION:
 - ▶ Dorset Village Halls Association
 - ▶ Answers Please
 - ▶ Newsletters
 - ▼ **Hall Data Summary**
 - ▼ **Halls**
 - Bere Regis Drax
 - Alweston
 - Ashmore
 - Askerswell
 - Bishops Caundle
 - Bourton
 - Bradford Abbas

1. Select 'Hall Data Summary' – the list of your Activity data
2. Select your Hall under **Halls**

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Information Section

Home

Ibberton

CHRISTMAS BINGO

Posted in **Ibberton**

Category:
Sport or Games

Event Date:
Fri, 23/11/2018 - 07:30

Christmas Bingo

at Ibberton and Belchalwell Village Hall,
Ibberton

Friday 23rd November, 2018

Eyes down at 7.30p.m.

Donations for raffle and bingo prizes would
ALL WELCOME

ARTSREACH My Sweet Patoo