



THE ROTARY CLUB OF HODDESDON

Club No: 19256

Chartered 1947

District 1260

The Silver Surfers' Guide To The Club Website

by

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URL

The URL (Uniform Resource Locator) or in layman's terms "web address" is: <http://www.hoddesdonrotary.org>

Members' Area

Access to the members' area is restricted. Each club member who has an email address registered with Neil Haynes has been given an individual user account and password. The user account is your email address (all in lower case) and your password is your surname (all in lower case). If you would like your password to be changed then please contact me and I will change it for you. You cannot change it yourself.

Calendar

Our Calendar page has a "window" onto a Google calendar page. Changes made to the Google calendar page are automatically reflected on our calendar page. However, in order to be able to add, delete or edit entries on the Google calendar you need to have a Google Calendar account. These are free and you do NOT need a Google mail ID in order to register for one. Follow these steps:

1. Go to the Google site (<http://www.google.com>)
2. Click the little downward pointing arrow on the right of the left-most group of options on the top line.
3. Click on "Calendar"
4. If you do not already have a Google Calendar account then click the large blue button labelled "Create an account"
5. Fill in the form using your normal email address, select any password you wish and click the large grey button at the bottom of the page. Note: this is in no way linked to the Members' Area of the Club site!
6. Google will then send an email to you and you will need to access this in order to activate your Google Calendar account – you do this by clicking a link in the email.
7. Returning to Google you can click the "proceed" link to go to YOUR calendar. This is your own personal one and not the Club one.
8. You now need to put the words "Hoddesdon Rotary" into the search box at the top of the screen and click "Search Public Calendars"
9. You should be presented with a list containing our calendar.
10. Click "Add to Calendar"
11. Click "Return to Calendar"
12. Make sure that the box is ticked next to the Club Calendar on the left (half-way down).
13. You should now be able to update the calendar and add / edit / delete events.
14. If you find that this is not working then you may not have been authorised to do anything other than view the calendar. Contact me with the email address that you used to register with Google and I will authorise you.
15. THIS IS NOT AS COMPLICATED AS IT SOUNDS!

Photo Galleries

Send any photographs to me for processing and I will put them onto a photo gallery page or the news page. I can accept almost any format that you may send me.

News

Send anything newsworthy to me and I will post it to the site.

Support

I will do anything that I can to help. Don't be worried about calling me. The best way is always on my mobile (07525 261363) as I am out and about most days.