



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**, **Ride Memories**, **Gold Coast**, **Club Info**, **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.

Ride Memories includes pictures from some of our rides.

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

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

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, Club & Member Photos, Gold Coast, Club Info, Ride with GPS, Storefront 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.

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

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

Huntington Bicycle Club Website User Guide (Jan 2021)

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

Ride with GPS 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.

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 

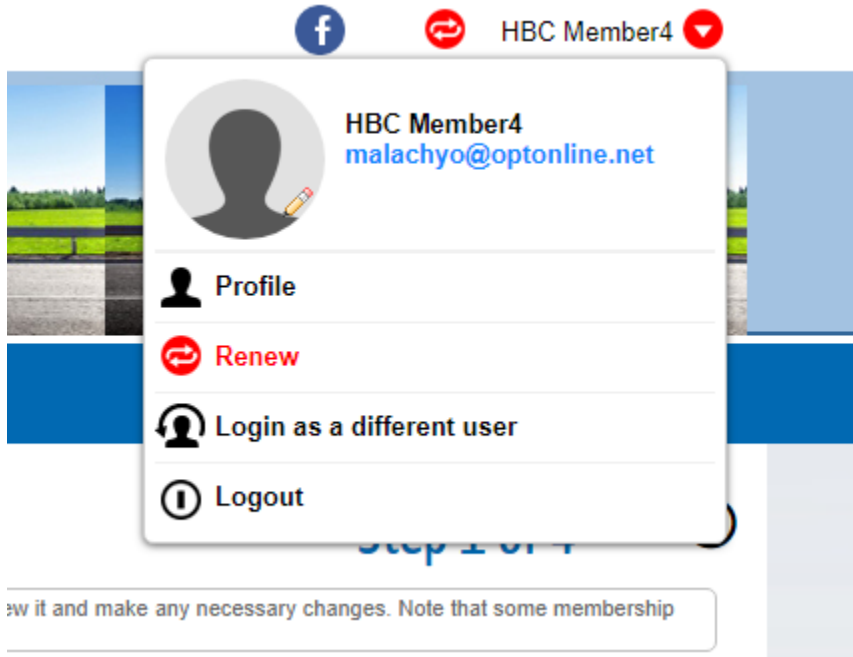
(PDF format - requires [Acrobat viewer](#)).

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 c

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.

Ok

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 Member Number: 1
Status: Active Join Date: N/A
Exp. Date: 1/13/2021 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

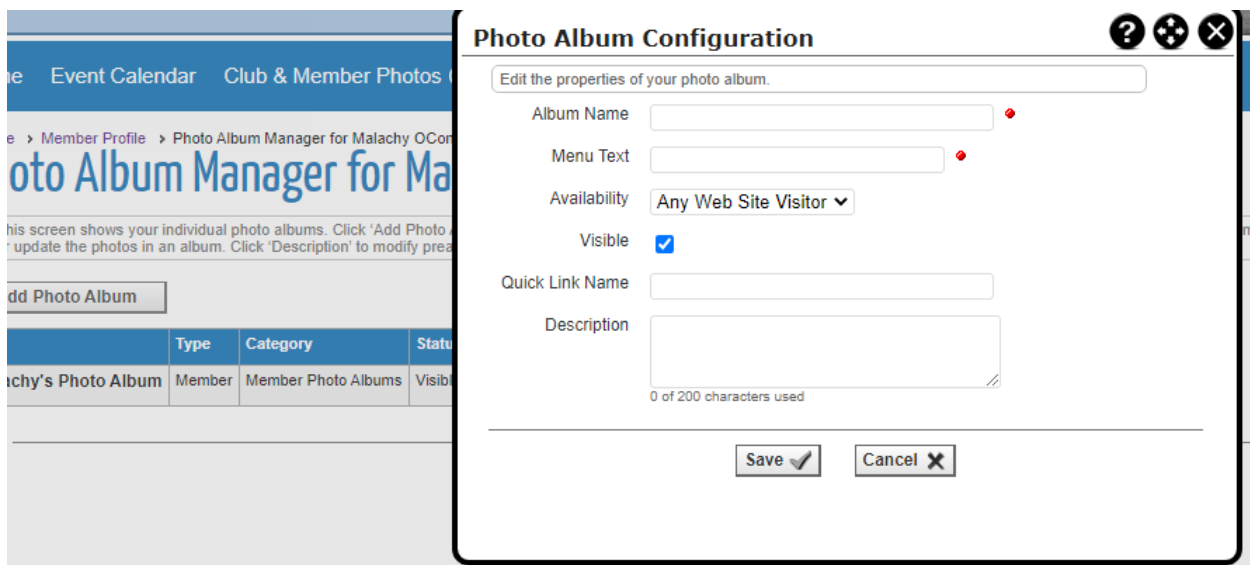
Transaction History
Payment/Credit History
Credit Card
Optional Additional Charges
Event History
Donation History
Volunteering

User Manuals

User Help 

(PDF format - requires [Acrobat viewer](#)).
Video: [Updating your Member Profile](#)

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 the 'Photo Album Configuration' dialog box. The background page is the 'Photo Album Manager for Malachy O'Connell' section of the member profile. The dialog box has a title bar with a question mark, a maximize button, and a close button. The main content area contains the following fields:

- Album Name: (with a red error dot)
- Menu Text: (with a red error dot)
- Availability: (dropdown menu)
- Visible:
- Quick Link Name:
- Description: (with a character count '0 of 200 characters used')

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

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.













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.

> > [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	  

I would suggest to create the Photo Album on a computer. However after the photo album is created you can add photos from 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.