



GGC Website Documentation

Events

Events, or calendar entries, are displayed on the website as follows:

Web page	What shown	Filters
Diary	All events	Any
Welcome	The next upcoming 5 events	Any
Gents, Ladies, etc	The next upcoming 5 events according to the Event's Category (<i>Gents, Ladies, etc</i>)	None
Gents, Ladies, etc	Details of the year's Friendly Matches according to the Event's Category (<i>Gents, Ladies, etc</i>) and <i>Match Tag</i> . This uses a slightly different format that always displays the Event's text notes.	None
Mixed	The next upcoming 5 events according to the Event's <i>Mixed Tag</i>	None

Indirectly, details of the year's Open meeting are shown in the 20xx Open Meetings page.

Categories and tags

When an Event is created, one or more categories and tags may be assigned to each event as follows:

Categories: Gents, Ladies, Seniors, Juniors, Societies

Tags: Open, Match, Mixed

When viewing the club's Diary, users can select one or more categories to view and then filter this selection further by using the Tags.

Event Date and Times

The Club Secretary is the "owner" of all events at the club so Dates, Times and Status (Published or Draft) should be set only by the Secretary or with his specific permission.

Event details

In addition to the Date, Time & Status, the other input areas are:

Input Area	Notes
Title	Essential, this defines the Event.
Location Details	Generally, we don't use this. Home or Away match location we include in the Title.
Cost and Tickets	We don't use.
Contact Information	We don't use.
Text input area	This is where Match Secretaries can enter team details, match results etc.

When there is a series of Events such as *Ladies Winter League* it is easier to maintain the Event calendar if we include a sequence number in the Title e.g *Ladies Winter League 1*.

Secretary's Notes

When viewing the Events from the Dashboard, you have the option to Edit or Quick Edit. You can change the Title, Categories and Tags in Quick Edit mode **BUT** the date shown is **NOT** the date of the event.

To change the Date or Time of an Event you must be in full Edit mode.

Match Secretaries' notes

Once you have signed in, the easiest way to change an Event is to hover the mouse over the Event on any web page and then an Edit symbol appears alongside the Title. Click this symbol and wait for the server to open the Event Edit window.

Scroll down to the Text Input area.

Input mode

This is set by Visual / Text tab top right corner. For entering team members there is little difference between these but when entering results it may be easier in Text mode.

Entering Results

The can be tricky with a result like this:

Won 3½ - 2½

On some keyboards it can be difficult to find the ½ symbol, but there is a get-around by using the html entity **½**; The leading **&** and trailing **;** are required to specify an html entity and here the fraction is defined by the two numbers following **frac**. So to enter Won 3½ - 2½ you key in:

Won $3\frac{1}{2}$ - $2\frac{1}{2}$;

Usually, a keyboard symbol and **½** produce exactly the same results, but if you are going to use **½** you must be in Text input mode.