

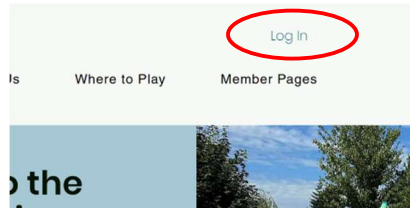
# CRPA Website Quick Start Guide

[www.crpickleball.ca](http://www.crpickleball.ca)

This quick guide will help you get started on using the club's website.

**Please pay particular attention to the highlighted sections.**

## Step 1: Creating your Log in



You should have received an email from **CR Pickleball** inviting you to **Create Your New Password** for this site. (check your Junk folder if it's not in your Inbox). Select the link in the email and follow the prompts.

If you did not receive the email, on the website:

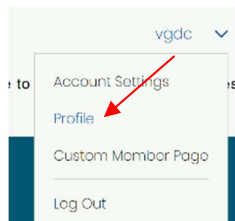
- select **Log in** from the top right
- enter your email address
- select **Forgot password** and follow the instructions

A screenshot of the 'Log In' form. It includes a message: 'You must be a member of the Campbell River Pickleball Association to view our sign up sessions.' Below this is a link 'BECOME A MEMBER'. The form has fields for 'Email \*' and 'Password \*', each with a placeholder text 'Email' and 'Password' respectively. There is a link 'Forgot password?' below the password field. At the bottom is a black 'Log In' button.

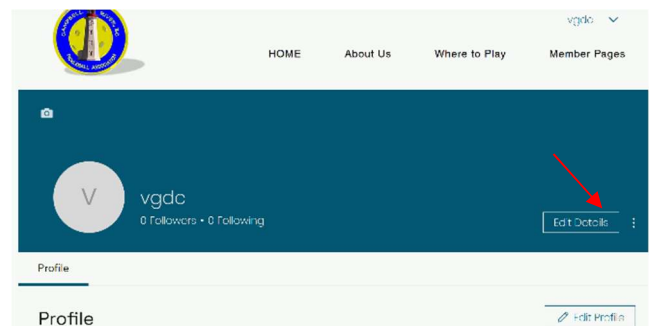
## Step 2: Updating your Profile

To change your Profile, you must first log in with the email address setup in Step 1, then. . .

From the Drop-down menu choose **Profile**



Choose **Edit Details**



In the **Display Name** box replace your email address with your **First & Last Name** as this is how it will be displayed on the club's member list.



Note: if you do not update your profile display name, you will show in the members list by your email address instead of your name. Many email addresses are quite cryptic and are indicative of the who the owner is, so it is important that everyone change their profile description as soon as they've setup their account. This will help other members to more easily find you in the Members Chat function (*more about Chat below*)

### Step 3: Staying up to Date

To stay up-to-date on all postings, registrations, tournaments, events, etc. be sure to *Follow All Categories* inside the Message Board.

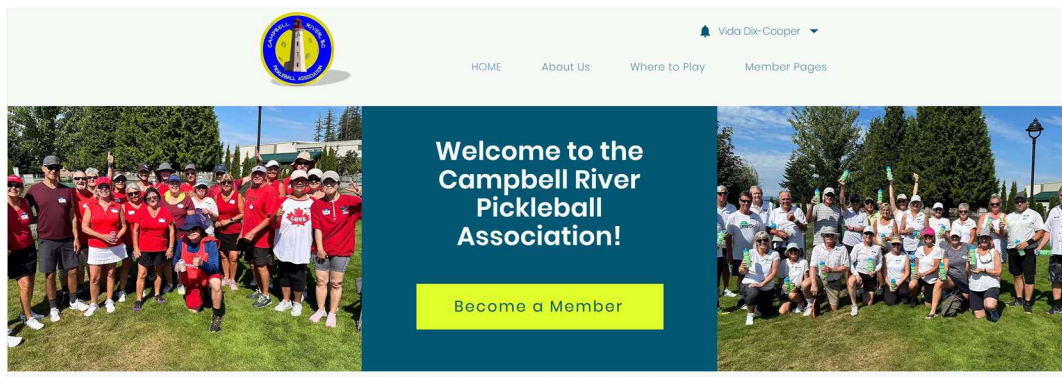
On the message board page, choose **All Posts**.

Click the dropdown arrow next to **More Actions** and choose **Follow All Categories**. After following all categories, you will receive an email every time a new post is published.



[Website overview .....](#)

## Overview of the site:



On the **HOME** screen you will see the following menu options at the top of the page:

**About Us    Where to Play    Member Pages**

The **About Us** and **Where to Play** menu options are open to the general public and include:

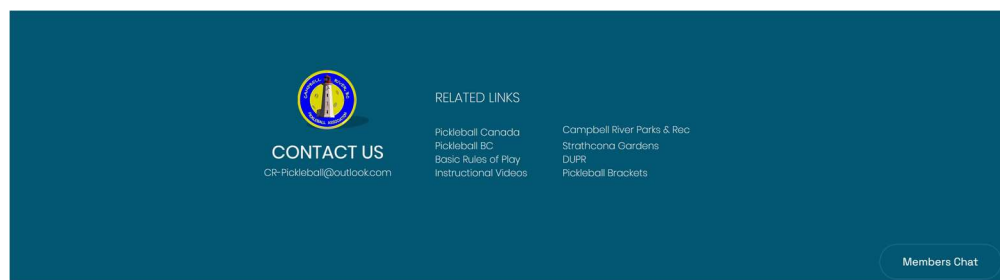


**BC Pickleball Tournaments** – link to Pickleball BC’s website, where you find the current year’s registered tournaments across BC, as well as a lot of other good reference information.

*As a CRPA member, you are also a member of Pickleball BC, so this is a good place to keep up on what’s happening with pickleball in your province.*

**Where to Play in CR** – Locations of all indoor and outdoor courts in the city of Campbell River

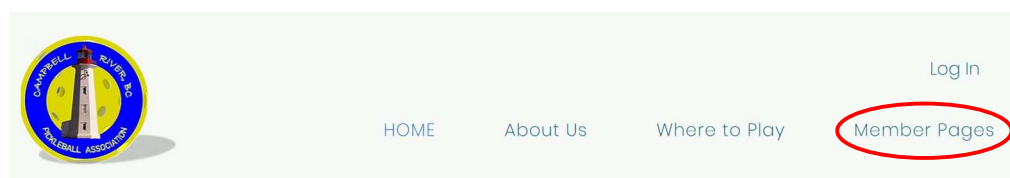
**RELATED LINKS** at the bottom of most screens includes links to external information.



From **CONTACT US** you can email the club directly

The Campbell River Parks & Rec and Strathcona Gardens links will direct you to their respective PerfectMind applications for registering for their drop-in sessions.

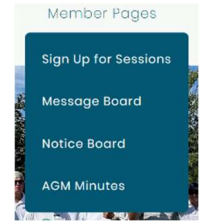
The **Member Pages** menu is restricted to CRPA club members only



To access **Member Pages**, you must be logged in using your userid and password as covered in Step 1 above.

Once you are logged in, options available on **Member Pages** will include:

- Sign Up for Sessions
- Message Board
- Notice Board
- AGM Minutes



### Signup for Sessions

This is where you will find descriptions of all our monthly sessions as well as **links to register for sessions** (monthly, weekly, and special events).

*\* This is the only location for all club registration links \**

### Message Board

Under this option you will be able to:

- post comments to the general club membership
- list lost & found items


### Notice Board


Under this option you will find information such as:

- the calendar view of the current month's schedule
- information about upcoming special events
- links to tournaments run by other clubs and organizations
- and all current notices (anything and everything that would have previously been communicated via bulk email distribution or on Facebook)

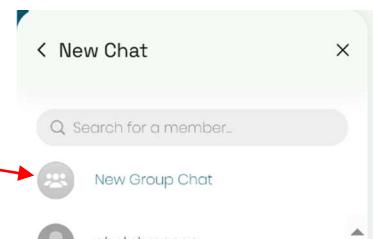
Please be sure to **CHECK THESE PAGES FREQUENTLY** - it replaces all email distribution of signups, notices, etc, and it also replace Facebook as the club's noticeboard.

## Members Chat

When logged in you will find  at the bottom right of your screen. This allows you to communicate via messages with one or more of your fellow CRPA club members. Members will be selectable from a search list. This will be useful when trying to organize ad-hoc games or trying to reach another member for other pickleball stuff.

To create a new Chat, Select  and then choose the member from the list. You can start to type their name to narrow down the search.

To create a group chat just select **New Group Chat** and then select the members you wish to include in the group.



***Note:** For those members who have not updated their Display Name in their Profile, they will still be listed by their email address and may therefore be more difficult to find when you search for them.*

*Please take some time to become familiar with this new website as it contains a lot of important and useful information. This is a dynamic site where information will always be changing. Over time it will expand to incorporate more information, both general info open to the public as well as club-specific information for CRPA members.*