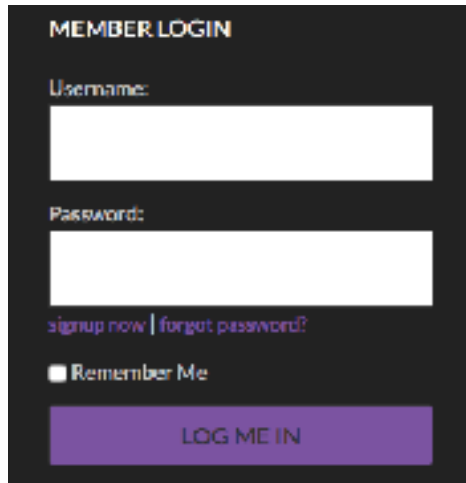


Instructions for setting up and amending your club entry

Go to the bottom of the website page and login with your username and password.



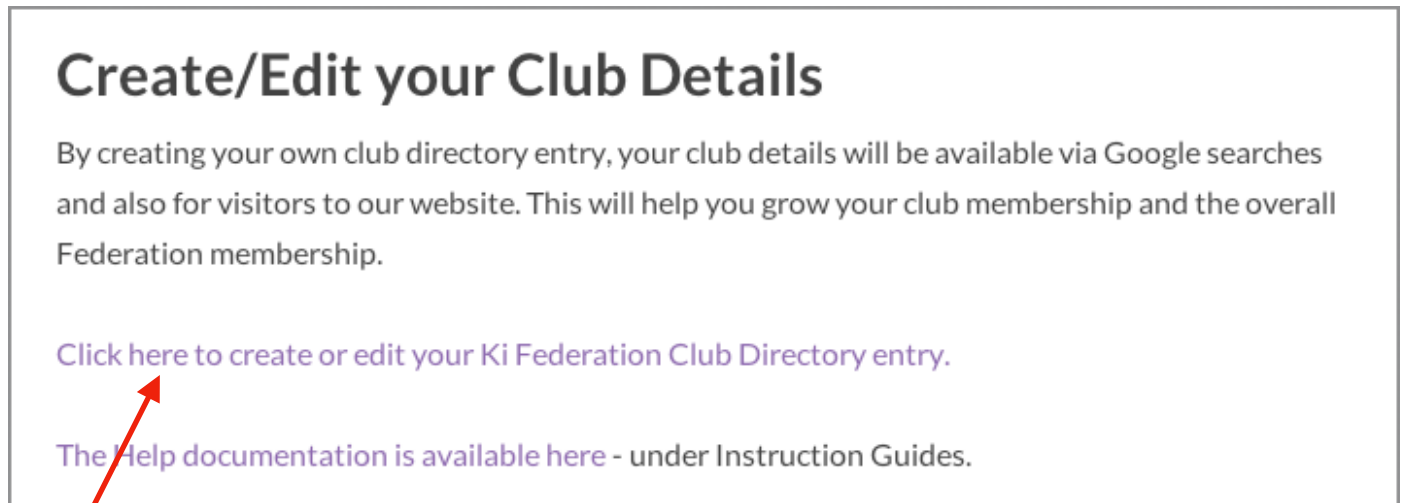
The screenshot shows a 'MEMBER LOGIN' form with a black background. It includes a 'Username:' label above a white input field, a 'Password:' label above another white input field, a link for 'signup now | forgot password?' in purple, a 'Remember Me' checkbox, and a purple 'LOG ME IN' button at the bottom.

You will then be presented with the “Welcome Teachers” page.

Hover your cursor over “MEMBERS” on the menu.
Move down to “Teachers”.

Move right and click on “Create/Edit Club Details”.

You will then see the following...




The screenshot shows a page titled 'Create/Edit your Club Details'. The text explains that creating a club directory entry makes details available via Google searches and website visitors, helping to grow membership. A purple link 'Click here to create or edit your Ki Federation Club Directory entry.' is highlighted with a red arrow. Below it, another purple link states 'The Help documentation is available here - under Instruction Guides.'

Click here to go to your club entry.

You can return to the home page of the website, at any time, by clicking on “Ki Federation of Great Britain” at the top left of the page. However if you do this before updating your entry, all changes will be lost.


Instructions for setting up and amending your club entry

Your club entry will end up looking something like the card below.



Northampton Ki Aikido Club
Teacher's Grade: 8th Dan
Teacher: Ian Walters
Dojo:
The Church Rooms
Church of the Holy Sepulchre
Church Lane
Northampton Northamptonshire NN1 3NL
Phone: 01604 624895
Email: aikido.northampton@ntlworld.com

[f](#) [g+](#)
Website: BBC things to do

[More Details](#) | [Class Times](#) [Show Map](#) | 

However, the screen where you enter your details looks completely different. It often uses different names for each piece of information - it is a piece of package software.

So, please follow the instructions step by step.

Note: Do not click on the **Add Entry** button until you have at least entered your club name. You should include Aikido or Ki Aikido in the name as this will help in searches.

Instructions for setting up and amending your club entry

The top part of the page looks as follows...

Connections : Edit My Directory Entry

Name

Organization
A Test Club

Department
5th Dan

Contact First Name
Joe

Contact Last Name
Bloggs

Image

Select Image: No file selected.

Logo

Select Logo: No file selected.

Publish

Individual

Organization

Public

Private

Unlisted

Categories

East Midlands

Eastern

London

North East

First click the 'Organization' button - IMPORTANT

Select the region for your club, from the 'Categories' box.

Enter your club name in the 'Organization' box.

Enter your grade in the 'Department' box, e.g. '5th Dan'.

Enter your first and last name.

You can upload a picture from your computer - this will appear in the 'Additional Information' box which opens when you click 'More Details' - see the Northampton sample above.

You can also upload a picture from your computer to show on your main card. On the Northampton club sample above, there is a picture of juniors practicing.

Note: The package we are using allows for a single photo on the main card ('Logo') and a second ('Image') in the Additional Information section. This is displayed via the 'More Details' link in the Northampton sample above. However, if you do not add any text to the 'More Details' section, it will not be displayed as an option.

Instructions for setting up and amending your club entry

The next part of the page looks as follows...

The image shows a vertical stack of five sections, each with a title and an 'Add' button. The sections are: 'Addresses' with an 'Add Address' button; 'Phone Numbers' with an 'Add Phone Number' button; 'Email Addresses' with an 'Add Email Address' button; 'Messenger IDs' with an 'Add Messenger ID' button; and 'Social Media IDs' with an 'Add Social Media ID' button. Each section title is followed by a small upward-pointing triangle icon.

By clicking the appropriate button, you can add your dojo addresses, phone numbers, email addresses, messenger IDs, social media IDs, etc.

Instructions for setting up and amending your club entry

Addresses

Please refer back to the Northampton sample on the first page.

Click the **Add Address** button to open up the screen shown below.

It does not matter which address type is selected - all will show as 'Dojo' on your main card.

Ignore the 'Preferred' button - it will have no effect.

It is worth putting in as full an address as possible, as a visitor looking at the club directory can use the search facility to find a club near them. They will often search for a town ('City' on the input form), but could also search by county ('State') for example. All of the address fields and phone fields are searchable.

It is strongly recommended that you enter a post code ('Zipcode') because this will allow you to attach a Google map to your club entry.

To add the map, click the **Geocode** button. This will bring up a map based on the entered post code. **Drag (move) the marker on the map to give a more exact location for your dojo - always do this.** You may find it easier to position the marker using the satellite view - click the **Satellite** button in the top right of the map.

You can add more than one address by clicking the **Add Address** button again.

Addresses

Address Type: Preferred Visibility: Public

Address Line 1

Address Line 2

Address Line 3

City State Zipcode

Country

Latitude Longitude

Instructions for setting up and amending your club entry

Phone Numbers

Click the **Add Phone Number** button.

Select a phone type....

'Home Phone' and 'Work Phone' will both display on your main card as 'Phone'.

'Home Fax' and 'Work Fax' will both display as 'Fax' on your main card.

'Cell Phone' will display as 'Mobile' on your main card.

Ignore the 'Preferred' button - it will have no effect.

You can add more than one phone number by clicking the **Add Phone Number** button again.

Email Addresses

Click the **Add Email Address** button.

Both 'Personal Email' and 'Work Email' will display as 'Email' on your main card.

Ignore the 'Preferred' button - it will have no effect.

You can add more than one email address by clicking the **Add Email Address** button again.

Note: The email addresses are encrypted to prevent email harvesting robots from collecting addresses for spam purposes. When a visitor views your entry the email address is only decoded onto their display at that point.

Social Media IDs

Click the **Add Social Media ID** button.

Ignore the 'Preferred' button - it will have no effect.

Select which social media network you would like to add from the drop down box.

Copy and paste your homepage of the social media network you would like to add.

You can add more than one social media ID by clicking the **Add Social Media ID** button again.

Messenger IDs

Click the **Add Messenger ID** button.

Ignore the 'Preferred' button - it will have no effect.

Select which messaging type you would like to add from the drop down box.

Enter your messenger ID, for example your Skype username.

You can add more than one messenger ID by clicking the **Add Messenger ID** button again.

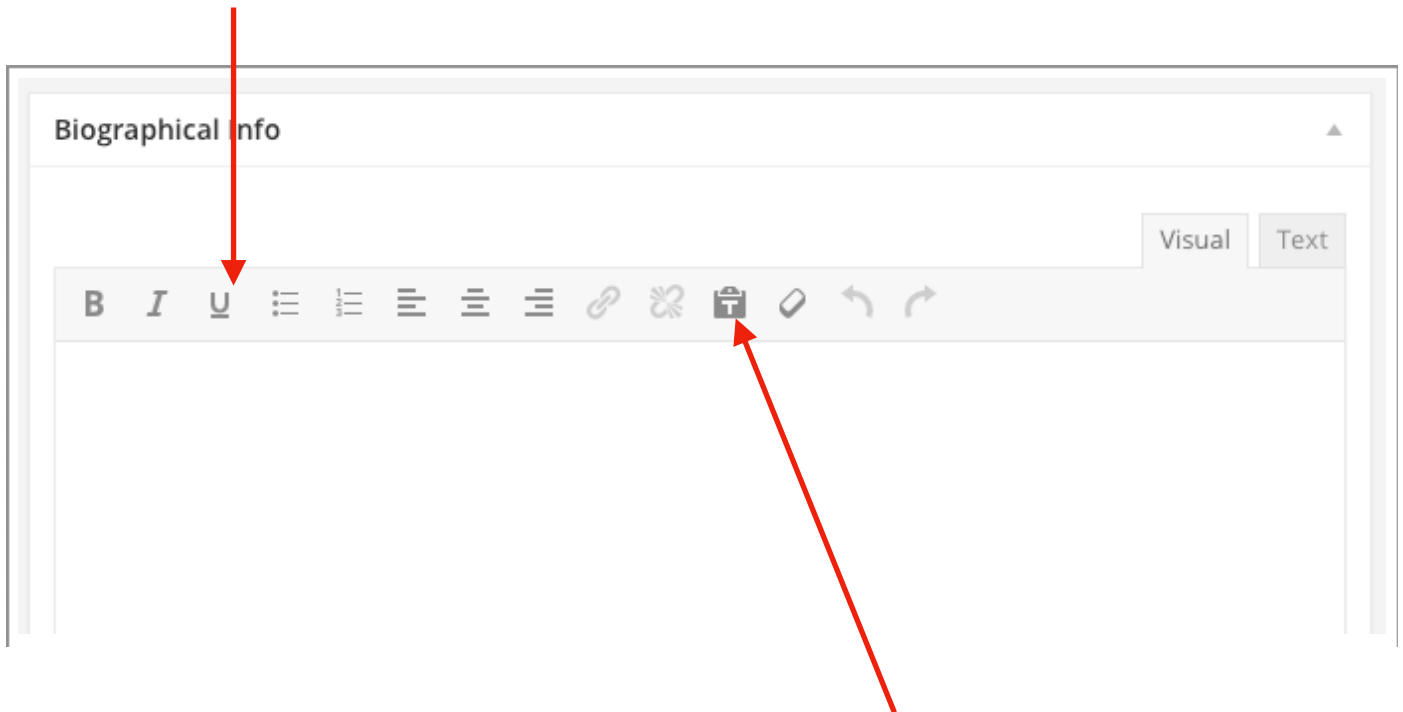
Links and Dates - Ignore these

Instructions for setting up and amending your club entry

Biographical Info (More Details)

This will display in the club listing with the title 'Additional Information' and will open up when 'More Details' is clicked - see the sample on the first page. This can contain any additional information that you wish to display. If you have uploaded a picture into the 'Image' box, it will also display here. However, note that the 'More Details' link will not be displayed on your card if no text is entered here.

This box provides very basic editing capabilities which will be familiar to anyone who has used a word processing package. Hover your cursor over a symbol for its description.



If you are pasting text in from another application, always use this button as, it will strip out any formatting which would corrupt your entry. Word processing packages embed all sorts of hidden formatting codes in their documents.

Normally, you should do all your editing within the 'Visual' tab. For those that have sufficient knowledge, you can also insert HTML code, by switching to the 'Text' tab. This would also allow you to add further images.

Notes (Class Times)

This will display with the title 'Class Times' and will open up when 'Class Times' is clicked - see the sample on the first page. The editor works in identical fashion to 'Biographical Info' - see above.

Instructions for setting up and amending your club entry

Store Your Club Entry

When all your information is complete, go back to the top of the page and click the **Add Entry** button, on the right, to store your details.

Connections : Edit My Directory Entry

Name

Organization
A Test Club

Department
5th Dan

Contact First Name
Joe

Contact Last Name
Bloggs

Image

Select Image: No file selected.

Logo

Select Logo: No file selected.

Publish

Individual

Organization

Public

Private

Unlisted

Categories

East Midlands

Eastern

London

North East

If you are changing an existing entry the **Add Entry** button will change to **Update**.

Your changes will not show in the club directory listing until they have been approved by a moderator.

To return to the website home page, click on “Ki Federation of Great Britain” at the top left of the page.

To log out, move your cursor over your name at the top right of the page. This will then show a “Log Out” option.

Queries/Problems

At this stage, I am the point of contact for any problems or queries. Please feel free to email or call...

aikido.northampton@ntlworld.com

Telephone: 01604 624895

Sensei Ian Walters