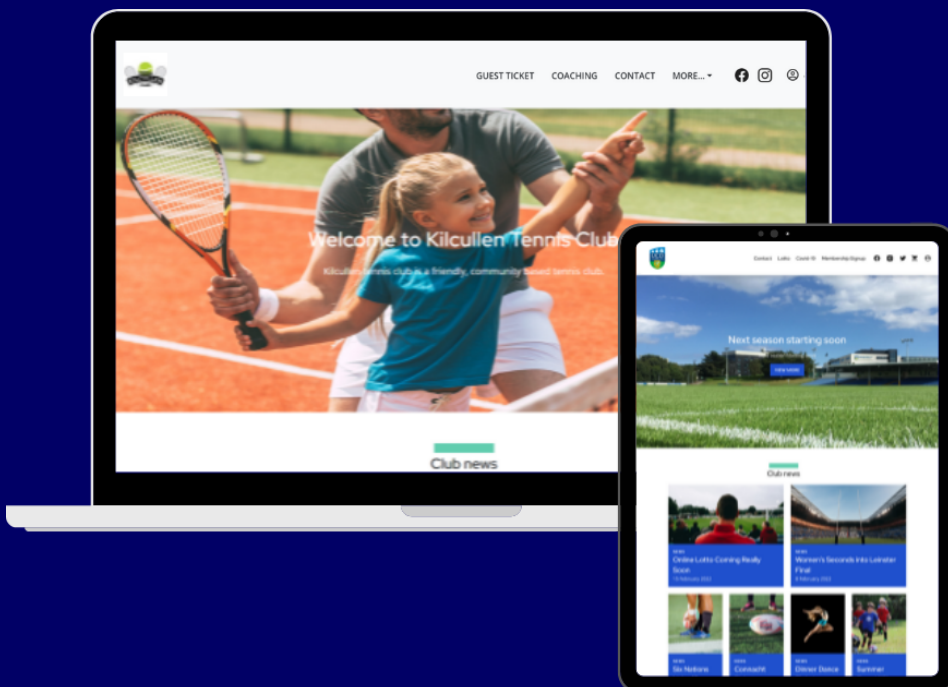




GET STARTED

Club Website



Contents

Your Website	3
Dashboard	4
Setting Website Theme	5
Choosing Your Banner	7
Adding Pages to Your Website	9
Create the page in Website Content	9
Add the page to your menu in Website Navigation	11
Creating an About Us section	12
Adding Your Sponsors	13
Website Navigation	15
Adding & Updating News Articles	17
Additional Options	19
How to View Contact Messages	19
Viewing your Account Settings	21
Users	22

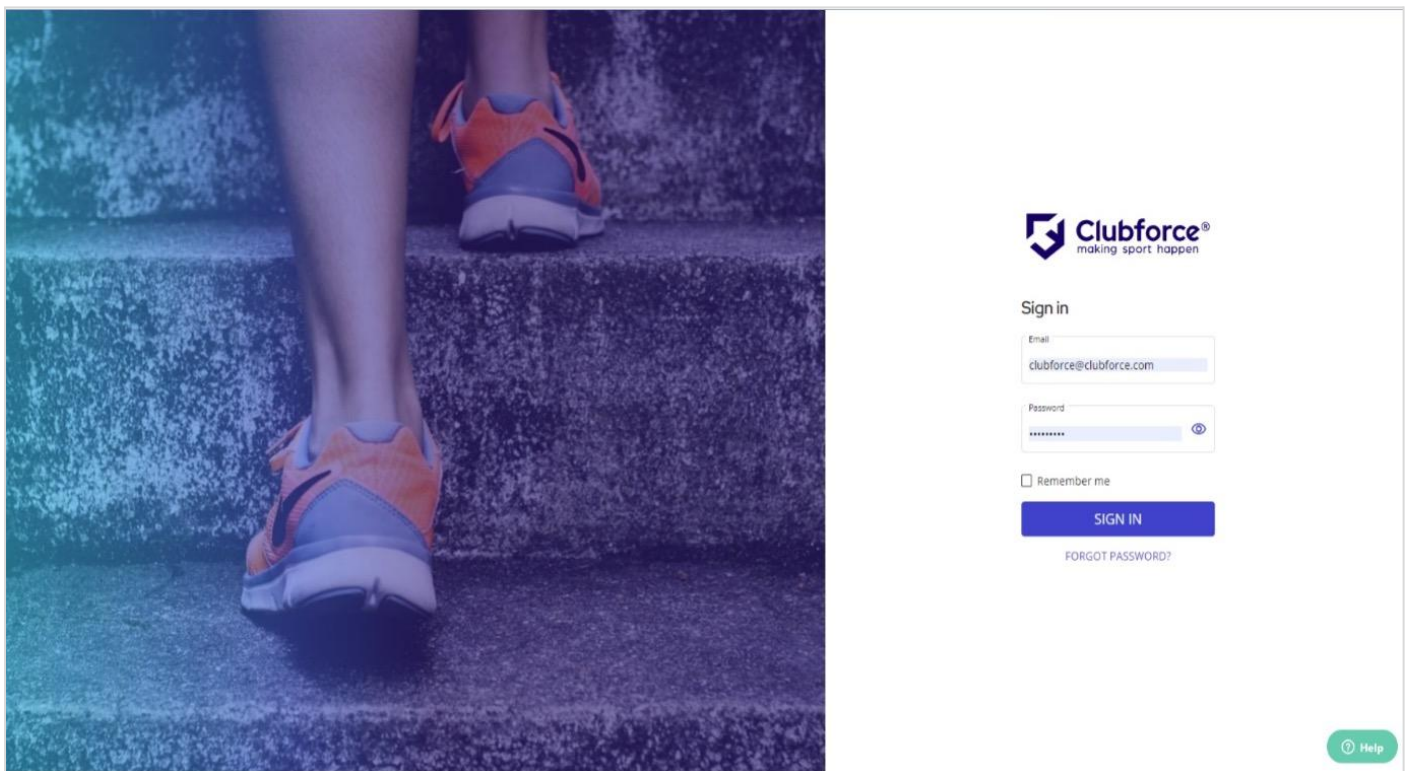
Your Website

Congratulations! Your website is now live! You can now get started on customising the content and information that your members see when they visit your website.

We have created your admin access which will allow you to log into the back office where you can also manage your online products that are live on the Clubforce system.

You should have received the details of your website and live products once activated by Customer Activation team. These details will be sent to you via email.

If you have not received these details yet, then contact hello@clubforce.com. This email will be your go to point of contact for any queries you have on the back office. You can also click the Green Help button on the bottom right-hand corner of the page to access our Live Support Chat if you need help logging in.



To log in to your club website back office, go to <https://backoffice.clubforce.com/authentication/sign-in>

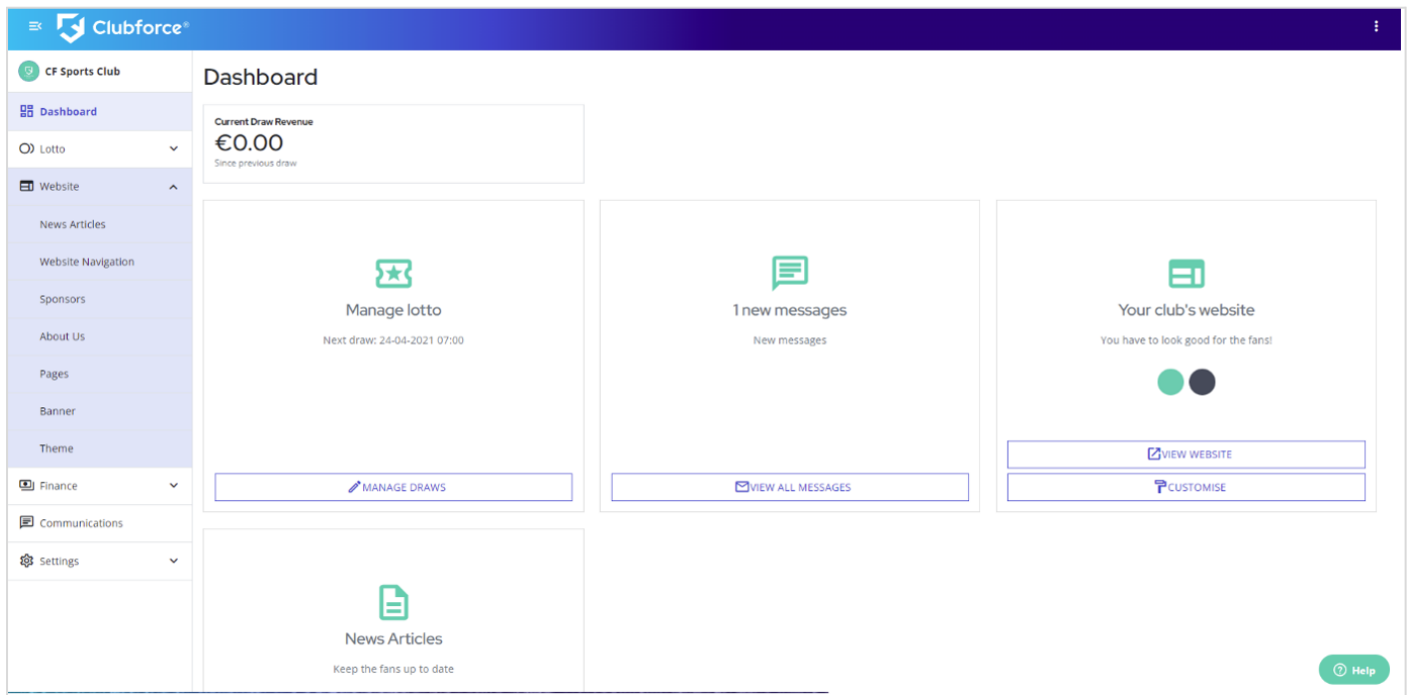
Enter your email address and assigned password to sign in.

This version of our new product is its first live public release, each time you save a change in your Club Admin panel, do a refresh of your website, and see the changes immediately.

Please note: we are continuing to build out new usability improvements and redesign all our existing Clubforce features into this new design.

Dashboard

When you log in to the back office, you will be presented with the Main Dashboard for your club account.



On the left-hand side, you will see a list of options to navigate.

- Dashboard
- Lotto
- Website
- Finance
- Communications
- Settings

The Website tab will open up a further list of options linked directly to Website customisation and management which consist of:

- News Articles
- Website Navigation
- Sponsors
- About Us
- Pages
- Banner
- Theme

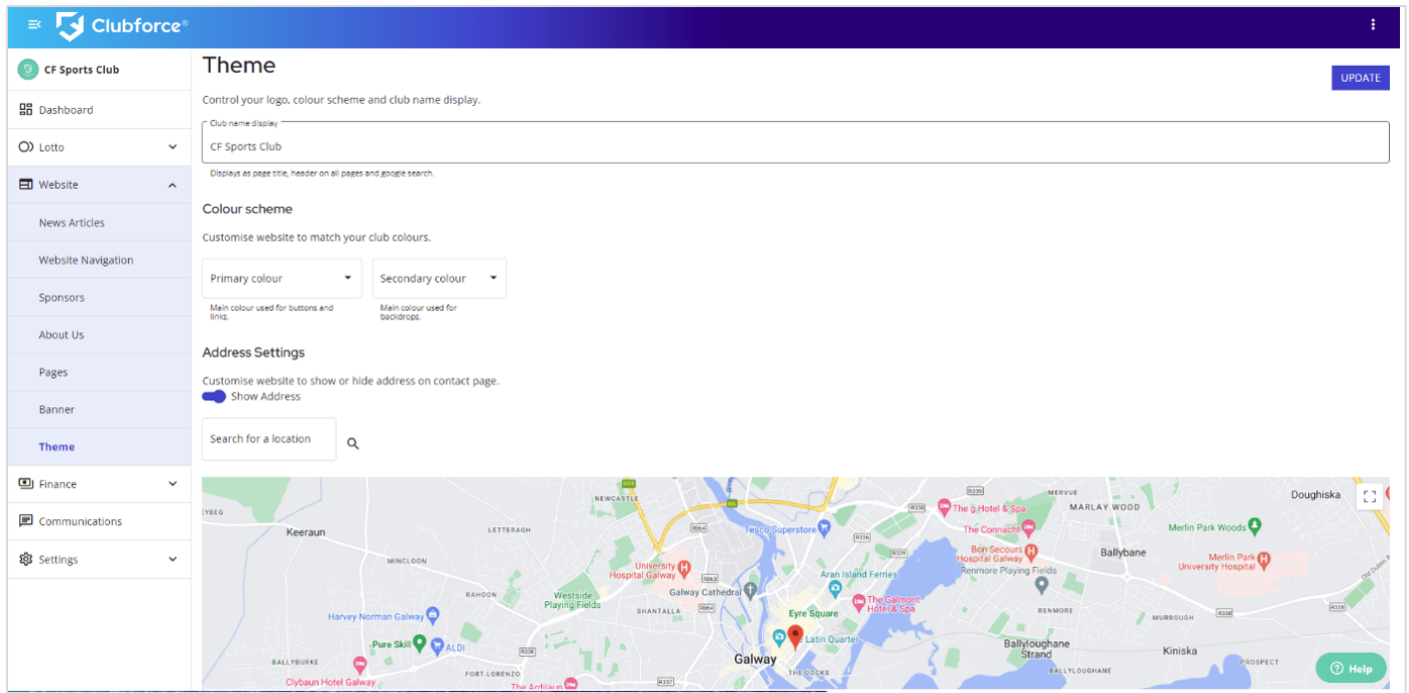
On the main dashboard, there will be detail referencing your current product revenue while below this there will be additional sections. These options will consist of quick action buttons to manage your products but also your website content.

At any time you can view your website by clicking the **View Website** button on the right. This will bring you directly to your club website URL. Clicking on the Customise button will open the Website tab on the left and select the Theme option.

Setting Website Theme

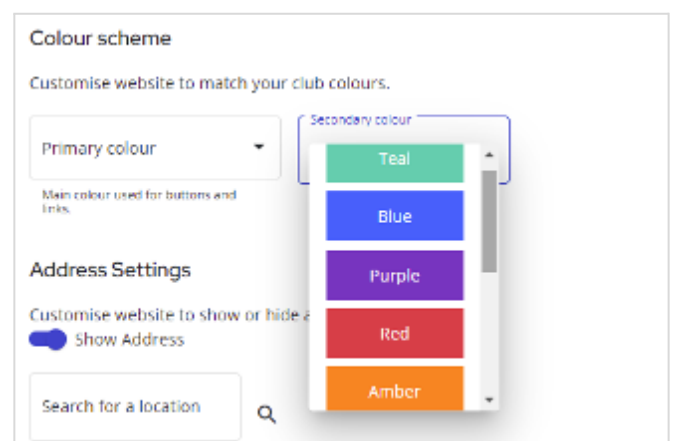
The first step in designing your club website should focus on defining the overall theme and look of the website. The website should look consistent, so it's important to keep the style, colours, fonts and structure consistent throughout. This theme and settings can be updated at any time in the back office.

To begin, either click on the **Customise** button under Your Club Website on the main dashboard, or click on Website on the left-hand side menu and select **Theme**.

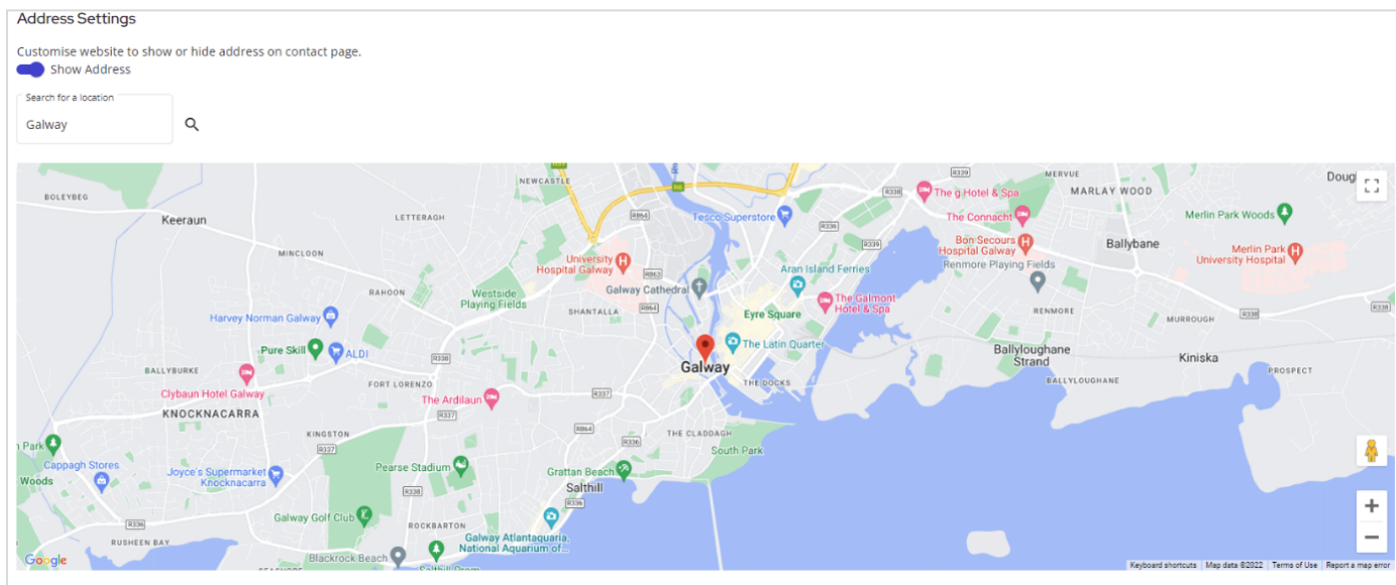


The Theme Menu allows to set the Club Logo, colour scheme and club name on your website display. When creating your club account, we would have added this in for you initially. However, you can make changes to these fields if you wish.

The colour scheme allows you to choose a Primary Colour, used for buttons and links and a Secondary Colour, used for backdrops. Clicking on either option will bring up a list of colours you can choose from. Selecting a colour will apply it to the relevant sections on your website.



Below this, you will have the option to show the club address on your website. If you would like to show this on your website, simply click the icon to turn it Blue.



Below the button is an integrated Google Maps plug in which will allow you pinpoint the exact address of your club. You can search for a location initially by inputting the place first on location field before clicking the Search icon. The Map will update and you will then be able to drag the red location pin to the exact location of your club.

The final part of the Theme settings is your club logo. This will already be added when your website goes live and will be displayed on each page. You can however, update it at any time. Simply click on the Upload Logo button to add the logo.

If the image you are adding does not fit the required parameters, a menu will appear asking you to crop the logo you want to update. Once you are happy with this, click the blue **Done** button and the Logo will be updated.

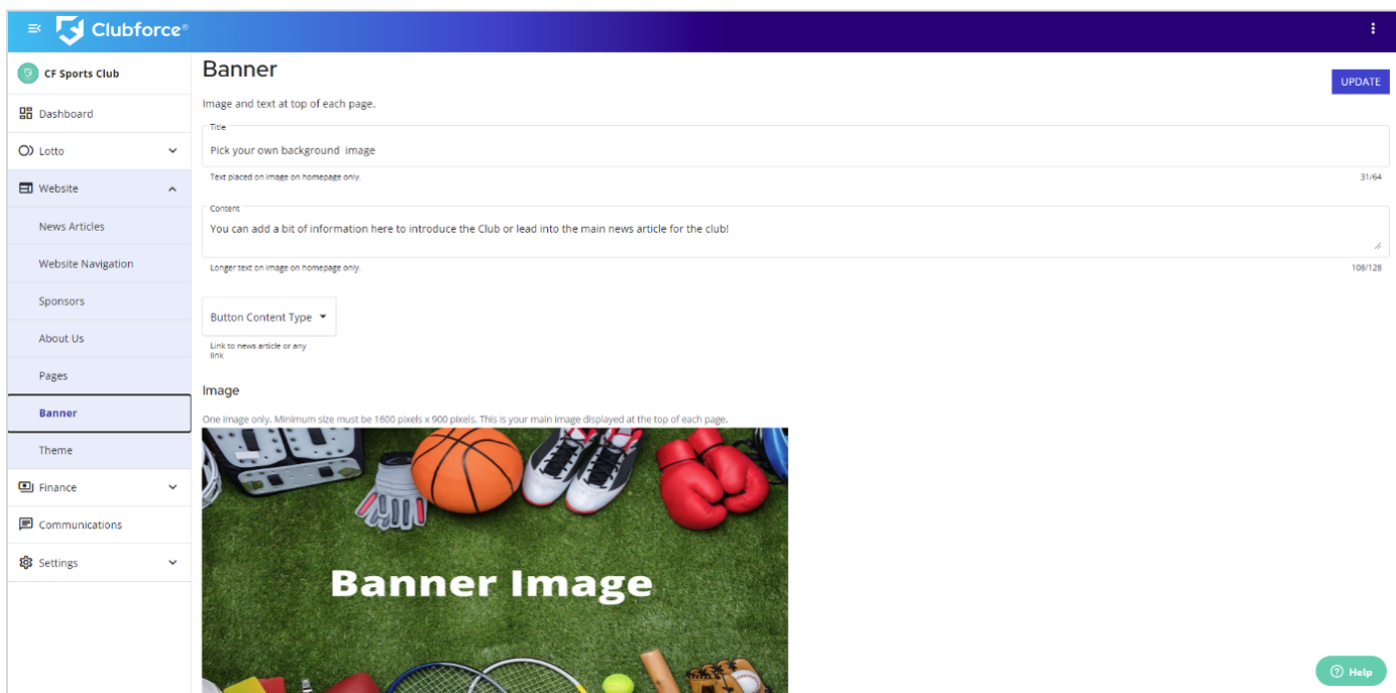


To save the Theme settings you have applied, click on the blue **Update** button in the bottom right-hand corner and the Theme for your club website will be updated.

Choosing Your Banner

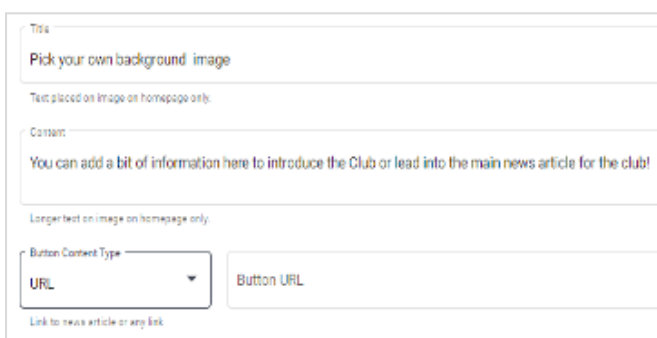
The banner for your club website will be the first thing your members see when they arrive at your homepage. You can design this banner to be an introduction to the club, or the lead in to a recent news article. You can also choose the Image that will appear at the top of each page on your club website.

To edit the Banner, click on Website on the left-hand side menu and select **Banner**.

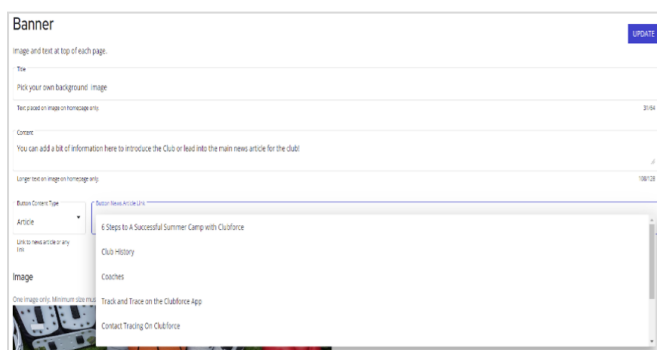


The title will be the text that appears on the banner. It can be accompanied by additional content underneath, providing more information on either the club or a linked news article.

Below, you will have a drop-down menu titled **Button Content Type**. If you would like to have a banner that retains the static image you've uploaded, and the text you've set in the fields above, then you will choose *No Button*.



If you want the banner to redirect to another website, when members click on it, then you will select *URL*. You will be able to input a URL in the field beside when choosing this option.

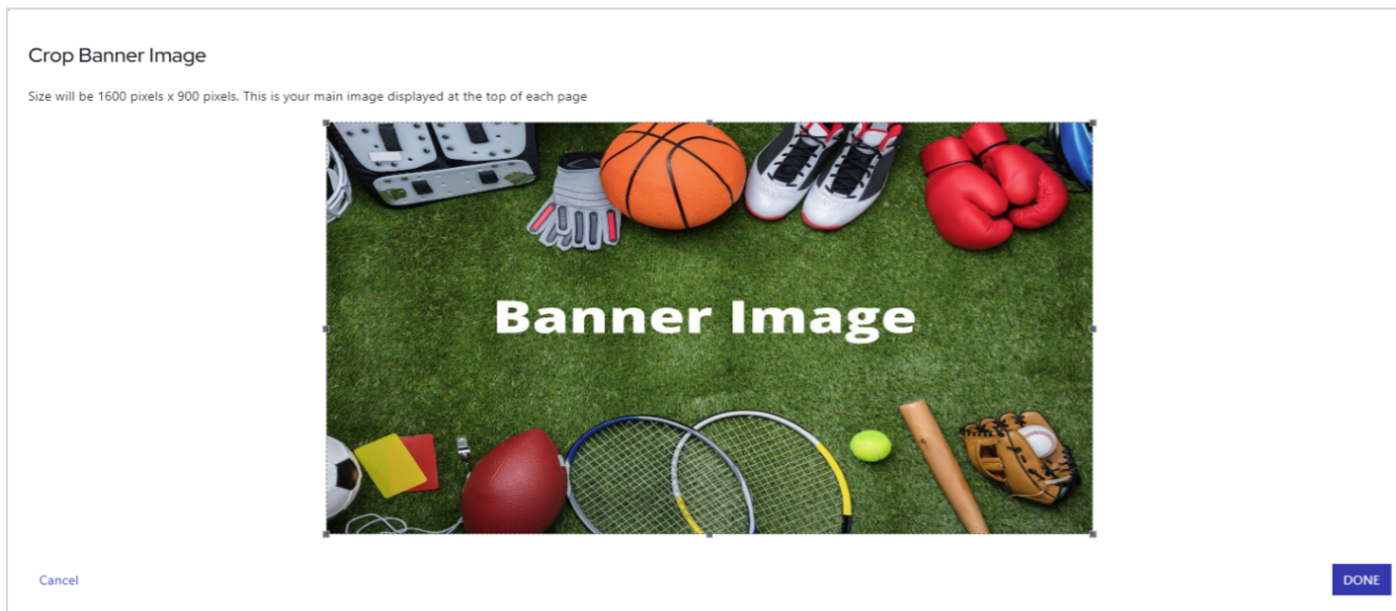


The last option is *Article*. You can choose to have the banner redirect to an article you have created on your website.

You will be able to choose the article you want to redirect to in a drop-down menu that appears after selecting this option.

The final aspect of the Banner is the Image you want to use. A generic image may already be in place but you can choose to replace this by clicking the blue **Replace Image** button.

Simply click upload image to choose the image you want to add. If the image you are adding does not fit the required parameters, a menu will appear asking you to crop the image you want to update. Once you are happy with this, click the blue **Done** button to save the image.



To finalise the Banner settings you have selected, click on the blue Update button in the bottom right-hand corner to implement the changes on your website.

Adding Pages to Your Website

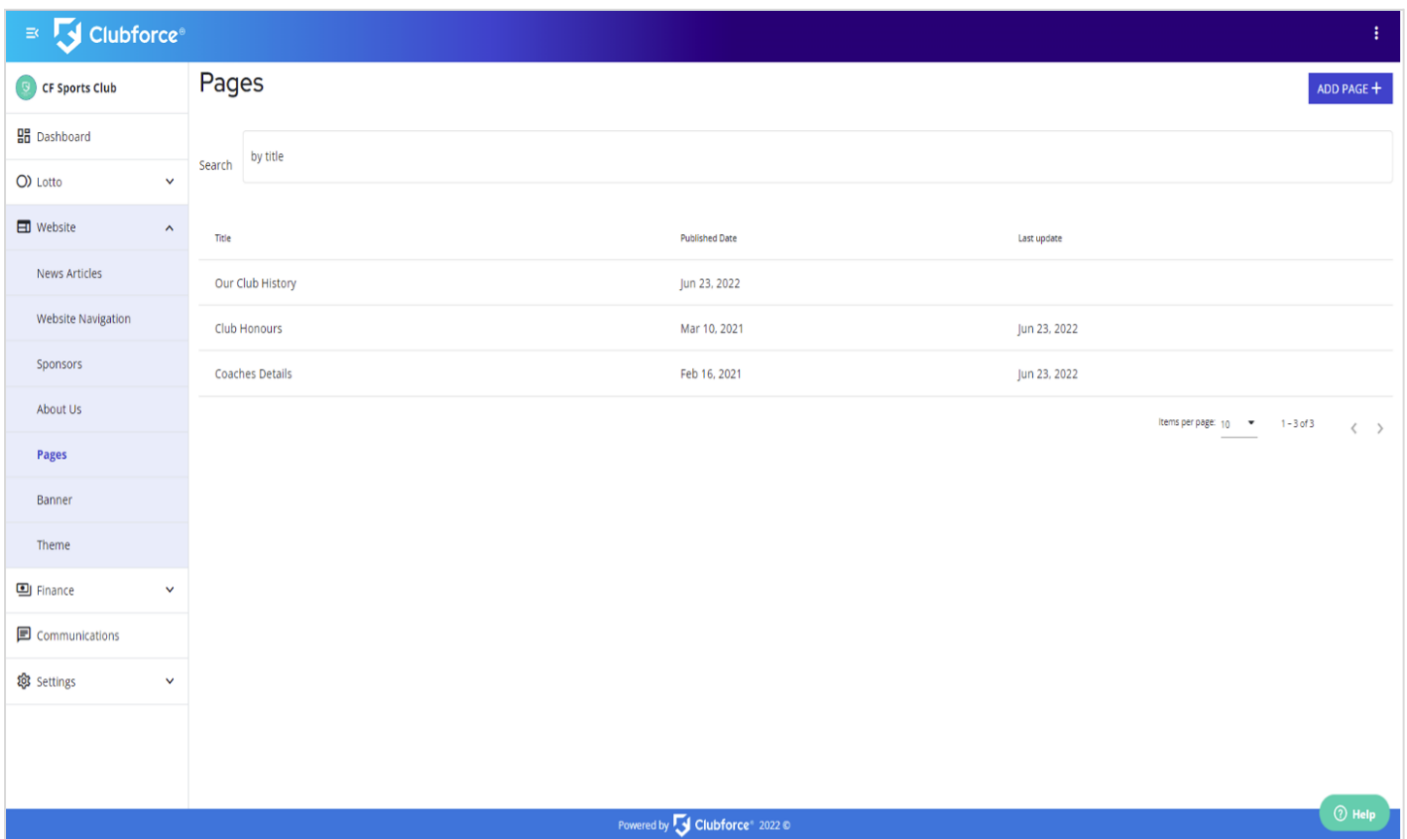
On your club website, you will have the ability to add different pages and links to your menu for members to access at any time. This will allow you to add more sections that need greater visibility and that aren't necessarily suited to an individual news article on your homepage.

There are two steps to this process

1. Create the page in the Website Content
2. Add the page to your menu in Website Navigation

Create the page in Website Content

To add a new page, click on Website on the left-hand side menu and select **Pages**:



The screenshot shows the Clubforce website management interface. The left-hand side menu is open, showing various sections like Dashboard, Lotto, Website, News Articles, Website Navigation, Sponsors, About Us, Pages, Banner, Theme, Finance, Communications, and Settings. The 'Pages' section is selected and highlighted. The main content area displays a table of existing pages with columns for Title, Published Date, and Last update. A search bar is visible above the table, and an 'ADD PAGE +' button is in the top right corner. The footer shows 'Powered by Clubforce 2022 ©' and a 'Help' button.

Title	Published Date	Last update
Our Club History	Jun 23, 2022	
Club Honours	Mar 10, 2021	Jun 23, 2022
Coaches Details	Feb 16, 2021	Jun 23, 2022

On screen you will see a list of existing pages that have already been created, the date they were created and the date they were last updated. To add a new page, click on the blue **Add Page** button in the top right-hand corner of the section.

Create Page

Title
 364

Summary
 128

Content

Add an image
 One image only. Minimum size must be 1600 pixels x 900 pixels, this is to allow your users' social sharing.

UPLOAD IMAGE

PUBLISH

CANCEL PUBLISH

Help

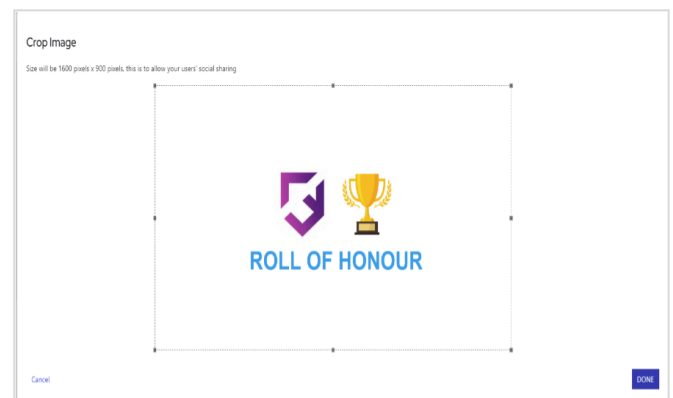
When creating a page, you will be asked to input a *Title* and *Summary* along with the *Content* of the page. The *Title* and *Summary* are what people will see on not only the Homepage but also on Google and Social Media links. Bearing this in mind, it is important to keep these short but concise. You can populate these fields with the information you want to add to your page.

The content is the main body where you input the main details about the page you are adding. You will have the ability to add different fonts and designs to your text.

If your content is long, we advise you to break up the text with headings and subheadings.

You will also have the ability to embed a video URL on the Add Video button.

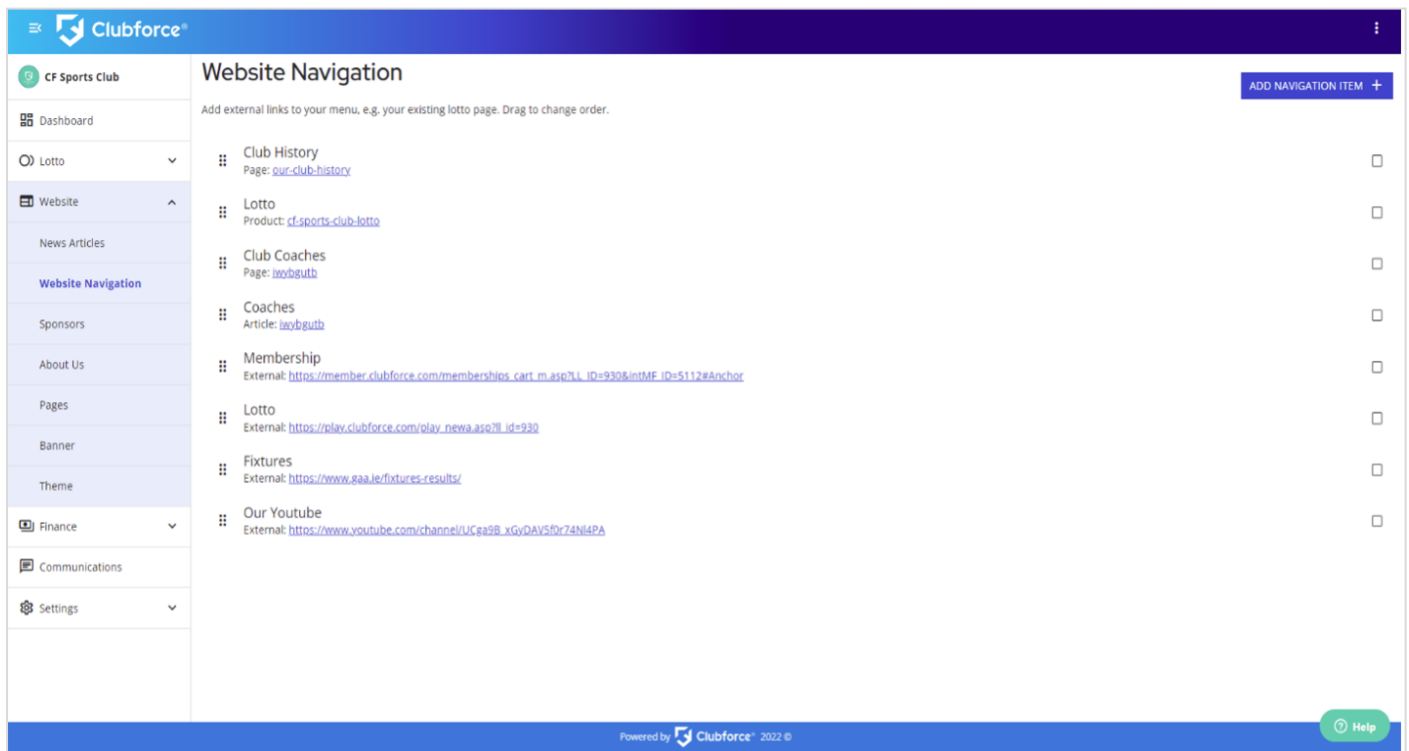
To add an image on this page, click the **Upload Image** button. If the image you are adding does not fit the required parameters, a menu will appear asking you to crop the image you want to add. Once you are happy with the resizing, click the blue **Done** button to save the image settings.



To save the page you have created, click the blue Publish button at the bottom left-hand corner of the section. This will save the Page in your Website Domain.

Add the page to your menu in Website Navigation

The next step is to add this page to your menu items. To do this, click on Website in your left-hand side menu and select **Website Navigation**.



You will see a list of menu items that are already appearing on your club website. To add the page you've just created, click on the blue **Add Navigation Item** in the top right hand corner of the section.

You will be asked to add a *Menu Title* before applying the settings. This menu title will appear on the top of your website so make sure it is clear and definitive relating to the Page Content.

The *Content Type* you will select will be page, which will then allow you select the created page as the *Content Page Link*. Once this is selected, click the blue **Save** button.

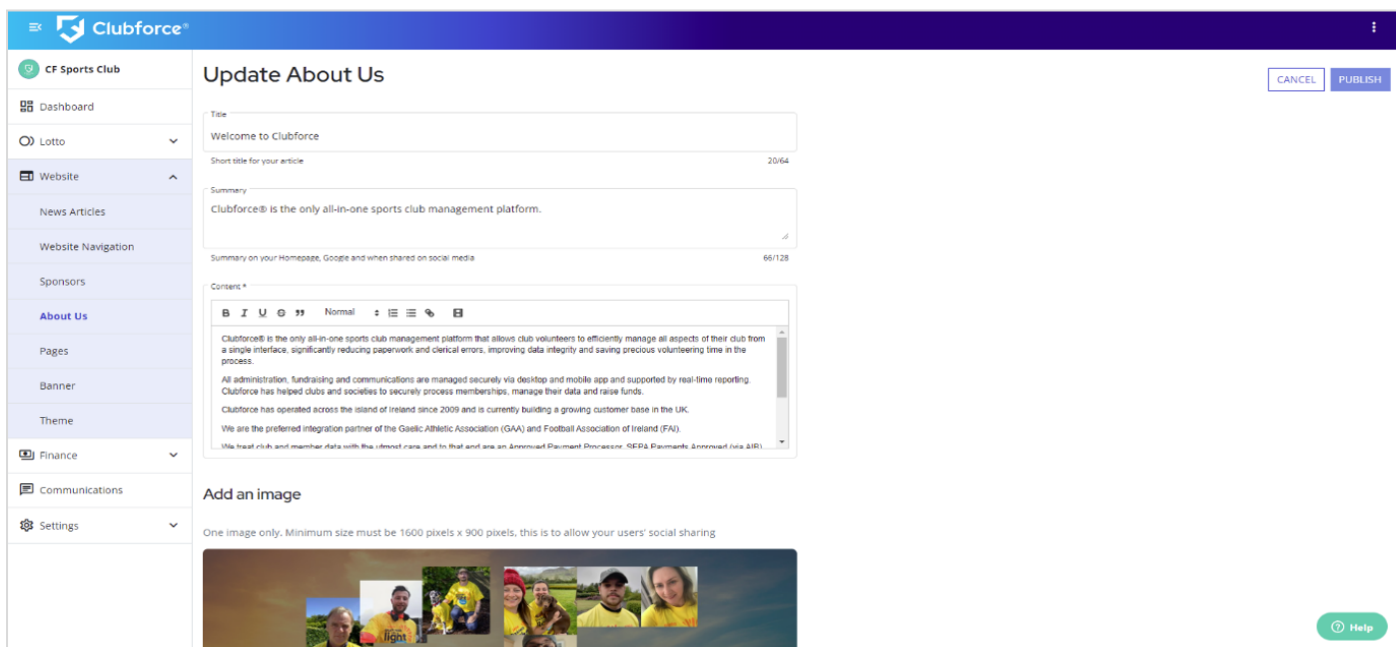
The page will now be saved as a menu item. A more detailed tutorial on the [Website Navigation tab can be found on page 15](#).

A screenshot of the 'New Menu Item' form. The form has a title 'New Menu Item' and several input fields. The first field is 'Menu Title' with the value 'Roll of Honour'. The second field is 'Menu Item Content Type' with a dropdown menu showing 'Page'. Below this is the text 'Link to page or any link'. The third field is 'Content Page Link' with a dropdown menu showing 'Club Honours'. Below this is the text 'Link to content page'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'.

Creating an About Us section

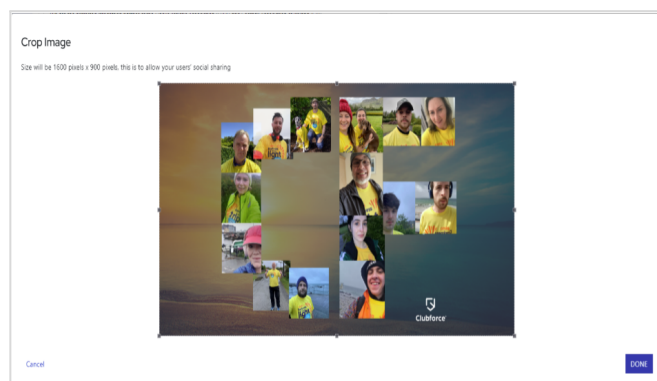
On your club websites homepage, you can create an About Us section. This can let existing or prospective members visiting your website learn a little more about your club. It doesn't need to be a full history of the club, but it should at least provide visitors to your website an idea of your club's background, ambition or purpose.

To update the About Us section, click on Website on the left-hand side menu and select **About Us**.



Similar to other content on your website, your About Us page will require a Title, Summary and Content. You can populate these fields with the information you want to add to your page. You will have the ability to add different fonts and designs to your text and will also be able to embed a video URL on the Add Video button.

You can also add an image to the About Us section as well by clicking the blue **Upload Image** button. If the image you are adding does not fit the required parameters, a menu will appear asking you to crop the image you want to add. Once you are happy with the resizing, click the blue **Done** button to save the settings.

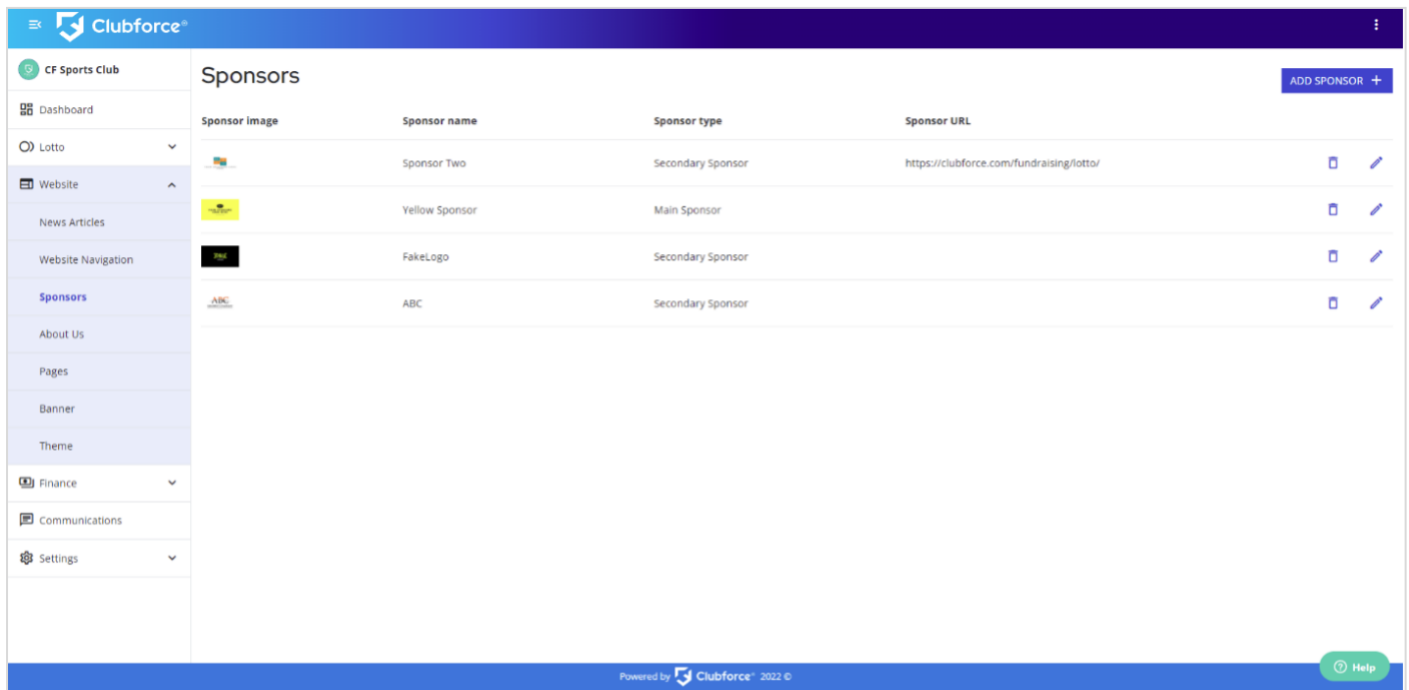


When you are finished adding your content, click the blue Publish button at the bottom left-hand corner of the section. This will update the About Us section on your website.

Adding Your Sponsors

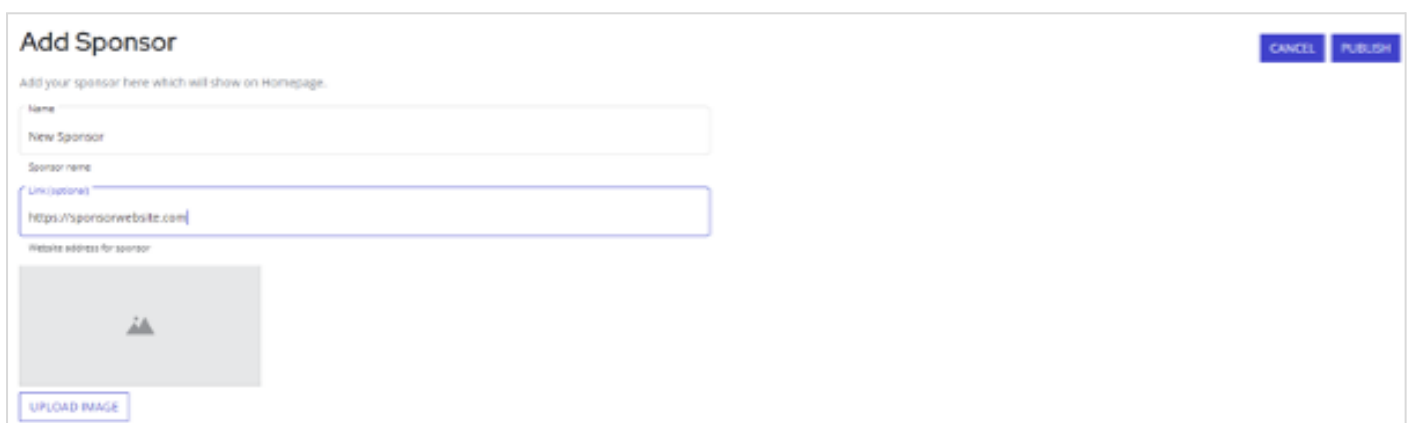
On your club website, you will have the ability to showcase your club sponsors on your Homepage. This can increase visibility for your sponsors and redirect your members to their website for further information.

To view/update your sponsors, click on Website on the left-hand side menu and select **Sponsors**.



On the sponsor section, you will see the Image, Name, Type and URL of each Sponsor. You will also have the ability to remove or edit any existing sponsor added to your website by ticking the icons to the right of each listed Sponsor.

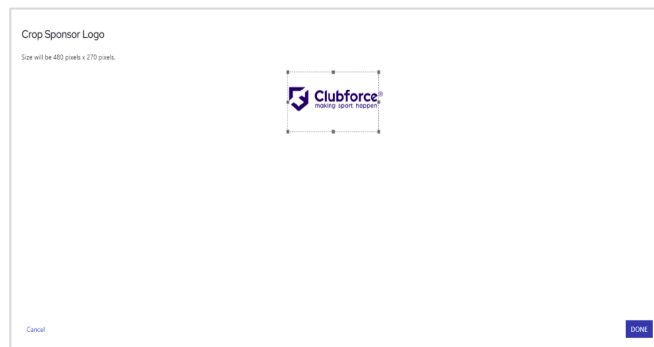
To add a new sponsor, click the blue **Add Sponsor** button on the top right-hand corner.



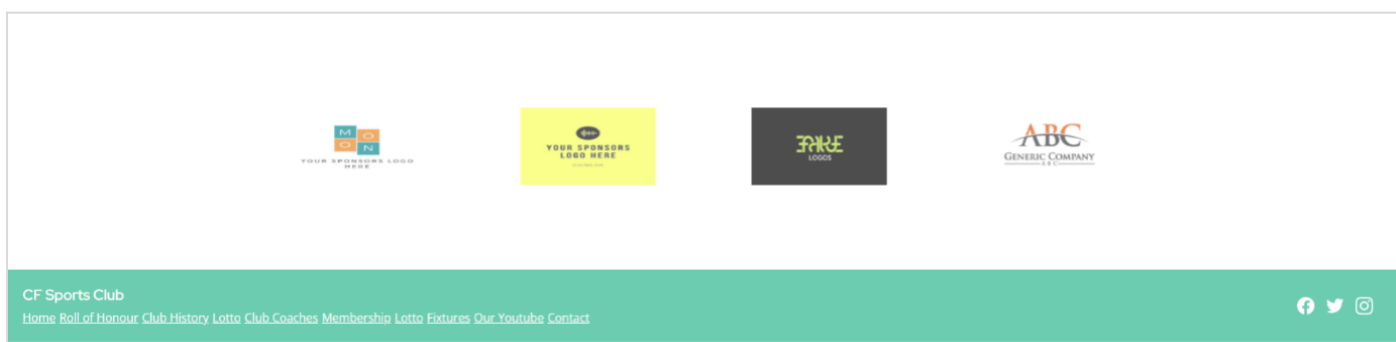
You will be asked to input a name and image for this sponsor. You also have the option of including a link for the sponsors website if they have one.

This can be useful in increasing exposure for the sponsor as it will redirect members to their website if they click on the Sponsor image.

To add an image of the Sponsor, click on the **Upload Sponsor Logo** button. If the image you are adding does not fit the required parameters, a menu will appear asking you to crop the image to suit the requirements. Once you are happy with the resizing, click the blue Done button and the image will be added.



Once these details have been added, click the blue **Publish** button in the top right hand corner of the screen. You can view the sponsors at the bottom of your websites Home page.

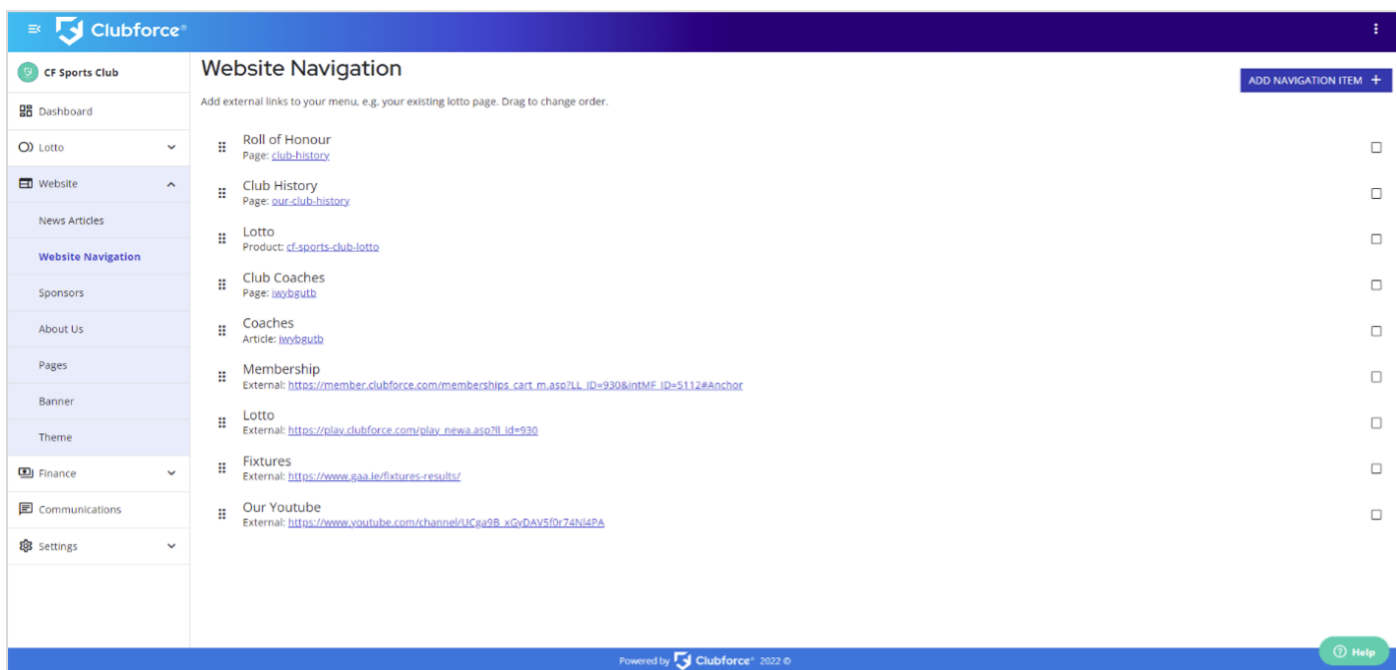


Website Navigation

On your club website, you will be able to customise the menu items that appear at the top of your website. As outlined on [Page 11](#), your menu items can be a dedicated page focused on a particular topic, an external link to another website or an existing product you have on your Clubforce Account e.g. Lotto.

These menu items will have greater visibility on your website so they should be the key content you want your members to see each time they visit your website. And that aren't necessarily suited to an individual news article on your homepage.

To view and manage these menu items, click on Website on the left-hand side menu and select **Website Navigation**.



On screen you will see a list of existing menu items that have already been added. You can remove any of these items by ticking the box to the right of the section and clicking remove in the top right-hand corner.

To add a new item, click on the blue **Add Navigation** Item button in the top right-hand corner of the section.

The 'New Menu Item' form is a simple web form. It has a title 'New Menu Item' at the top. Below the title is a text input field labeled 'Menu Title'. Underneath that is a dropdown menu labeled 'Menu Item Content Type'. Below the dropdown is a small text label 'Link to page or any link'. At the bottom of the form are two buttons: 'CANCEL' on the left and 'SAVE' on the right.

The item you are adding will require a title and type setting.

The title will appear in the menu on the top right-hand side of the page.

The type setting can either be an URL, Page or Product

New Menu Item

Menu Title
New Item

Menu Item Content Type
URL

Link to page or any link

Content Link
www.clubforce.com

CANCEL SAVE

URL

A URL would be ideal for redirecting members to your Membership or Lotto Fundraising pages, or to an external site for Fixtures and Results for example.

Choosing this option will ask you to input URL before clicking the Save button to add the menu item.

New Menu Item

Menu Title
New Item

Menu Item Content Type
Page

Link to page or any link

Content Page Link

- Our Club History
- Club Honours
- Coaches Details

CANCEL SAVE

Page

As mentioned on Page 9, adding a Page will give it greater visibility than it would get to an individual news article on your homepage.

A list of all created pages will appear in the dropdown. To add to this list, see Pages 9/10.

New Menu Item

Menu Title
Club Lotto

Menu Item Content Type
Product

Link to page or any link

Product Link
CF Sports Club Lotto

Link to Product page

CANCEL SAVE

Product

This will link directly to a Clubforce Product you are selling through your Club Website. So once your Lotto goes live, you can create a visible link on your Menu Items for members to click into and purchase a ticket.

Once you inputted the correct settings for your menu item, click the blue Save button to add it to your Club Website.

Adding & Updating News Articles

On your club website, you can keep everyone updated on the latest events and games with News Articles. These articles can be shared on social media as well for further interaction and visibility for your members.

To add and update News Articles, click on Website on the left-hand side menu and select **News Articles**.

Title	Published Date	Last Updated	
6 Steps to A Successful Summer Camp with Clubforce	Jul 2, 2021	Jul 2, 2021	View Details
Track and Trace on the Clubforce App	Jan 12, 2021	Feb 17, 2021	View Details
Contact Tracing On Clubforce	Jan 12, 2021	Jan 12, 2021	View Details
Running a Virtual AGM	Jan 12, 2021	Jan 12, 2021	View Details
Factors influencing Participation in Sport in 2021	Jan 11, 2021	Jan 11, 2021	View Details
800% growth in 1 Month	Jan 11, 2021	Jan 11, 2021	View Details

You will see a list of already created News Articles on screen. You can search for any previously created article using the Search field at the top. To the right of each article, there is a *View Details* option which will allow you to view and edit any article already published on your Club Website. To add a new article, go to the top right-hand corner of the section and click on the blue **Add Article** button.

Create Article CANCEL PUBLISH

Title Show title for your article 0/154

Summary Summary on your homepage, Google and when shared on social media 0/128

Content

Add an image
One image only. Minimum size must be 1600 pixels x 500 pixels. This is to allow your users' social sharing

UPLOAD IMAGE

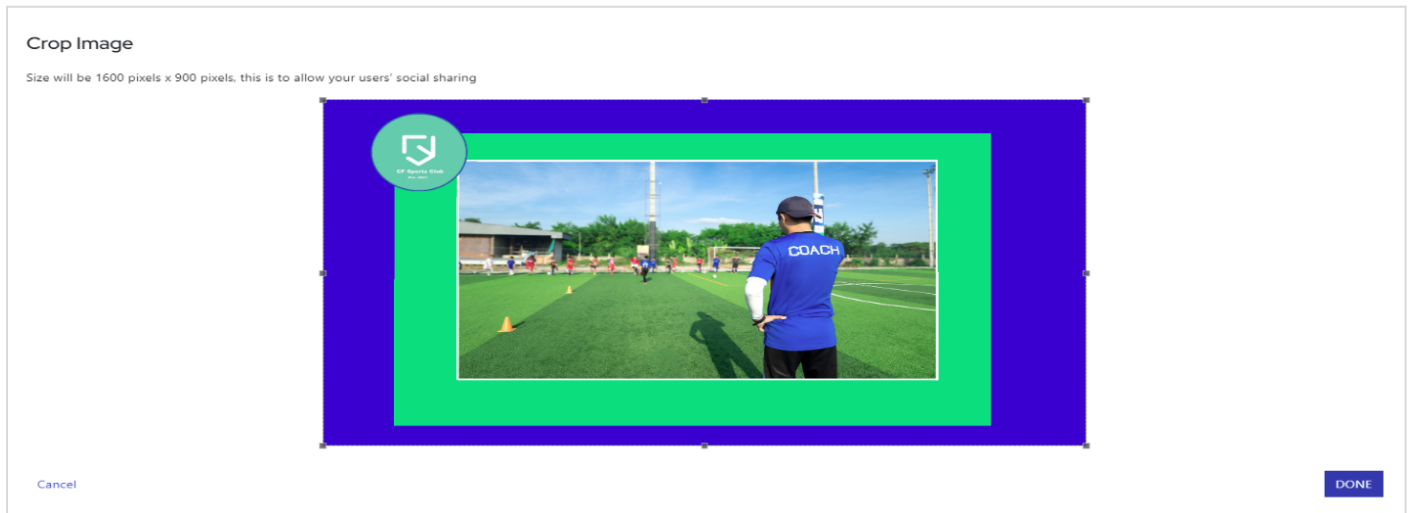
PUBLISH

You will be brought to the Create Article page. Each article will have a Title, Summary, Content, and Image.

The Title and Summary will appear on the Homepage, Google Search results and on links for social media so it's important to choose good title to catch attention.

The content section is the main body of the article. This is where you will type out the full details of the News Article you're creating. You can add different fonts and designs to your text. If your article is long, we advise you to break up the text with headings & subheadings. You will also have the ability to embed a video URL on the Add Video button.

You can also add an image to your news article as well by clicking the **Upload Image** button. If the image you are adding does not fit the required parameters, a menu will appear asking you to crop the image you want to add.



Once you are happy with the resizing, click the blue **Done** button to save the settings.

When you are finished adding your content, click the blue **Publish** button at the bottom left-hand corner of the page. This will save the article and add it your website news feed.

When viewing the article on the website, you will have the ability to share directly on your social media channels by clicking the relevant buttons below the title.

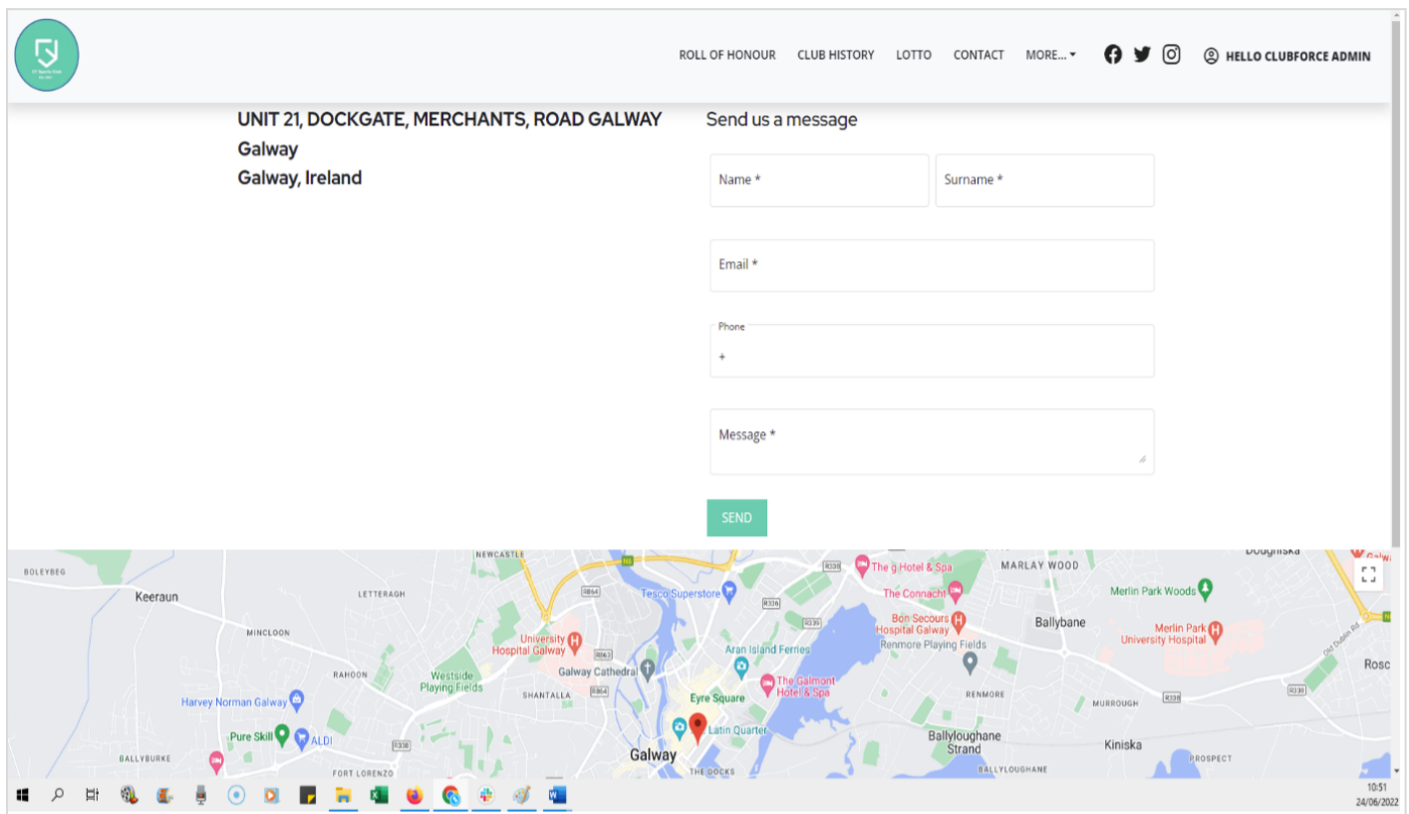
Additional Options

As well as managing your Website Content, there are additional options that will help you navigate and manage your website on the left-hand side menu.

How to View Contact Messages

Your club website will include a Contact Form where your members can send the club a direct message. This form will ask members for their name, email address and phone number along with a message for the club.

Once these fields are populated, the member simply clicks the Send button in order to submit the message to the club.



The screenshot shows a web browser window displaying a contact form for a club. The page header includes a logo on the left and navigation links: ROLL OF HONOUR, CLUB HISTORY, LOTTO, CONTACT, MORE... followed by social media icons and the text 'HELLO CLUBFORCE ADMIN'. The main content area is titled 'UNIT 21, DOCKGATE, MERCHANTS, ROAD GALWAY' and 'Galway, Ireland'. Below this is a 'Send us a message' form with the following fields: Name *, Surname *, Email *, Phone (with a '+' icon), and Message *. A green 'SEND' button is positioned below the message field. At the bottom of the page, there is a map of Galway, Ireland, showing various landmarks and streets.

Any submission sent to the club from this Contact Form can be accessed in your back-office admin panel. On the main Dashboard, there will be a tab located in the middle which will highlight any new messages that have come in since you last logged in. You can click on **View All Messages** to open the main inbox or you can click on the Communications option on the left-hand side menu.

CF Sports Club

Website messages

Sender	Email	Subject	Sent	Read
Francis Creaven	francis@clubforce.com	Website contact form	May 21, 2021, 12:25:09 PM	Read More ↓
Francis Creaven	francis@clubforce.com	Website contact form	Mar 9, 2021, 7:43:53 PM	Read More ↓
Mary healy	mary@clubforce.com	Website contact form	Feb 19, 2021, 3:21:23 PM	Read More ↓
Anna Murphy Test	test@test.com	Website contact form	Jan 28, 2021, 3:45:04 PM	Read More ↓

Items per page: 10 1 - 4 of 4

Powered by Clubforce 2022 [Help](#)

The Website message section will include the Sender Name, Email Address, Subject and Date/Time of when the message was sent. You will also have a column detailing if the message has been read by an admin or not.

Clicking on the blue **Read More** text on the right-hand side will open the content of the message in a drop below the message details.

CF Sports Club

Website messages

Sender	Email	Subject	Sent	Read
Francis Creaven	francis@clubforce.com	Website contact form	May 21, 2021, 12:25:09 PM	Read Less ↑
Where do I find details about the Clubs Coaches for the new season?				
Francis Creaven	francis@clubforce.com	Website contact form	Mar 9, 2021, 7:43:53 PM	Read More ↓
Mary healy	mary@clubforce.com	Website contact form	Feb 19, 2021, 3:21:23 PM	Read More ↓
Anna Murphy Test	test@test.com	Website contact form	Jan 28, 2021, 3:45:04 PM	Read More ↓

Items per page: 10 1 - 4 of 4

Powered by Clubforce 2022 [Help](#)

Viewing your Account Settings

Your Account Settings can be viewed/updated by clicking on the Settings tab on the left-hand side menu and selecting Account.

The screenshot shows the 'Account update' page in the Clubforce system. The sidebar on the left includes 'CF Sports Club', 'Dashboard', 'Lotto', 'Website', 'Finance', 'Communications', 'Settings', 'Account', and 'Users'. The 'Account' section is active. The main content area is titled 'Account update' and features a blue 'UPDATE' button in the top right corner. The form fields are organized into sections: 'Name' (Clubforce Demo Club), 'Contact Details' (Email: info@clubforce.com, Phone: 091506048, Website: https://clubforce.com/), 'Address' (Postal Code: H91 N2NE, Country: Ireland, County: Galway, City: Galway, Address: UNIT 21, DOCKGATE, MERCHANTS, ROAD GALWAY), 'Sports' (Governing Bodies, Sports), 'Social media' (Facebook Page: https://www.facebook.com/WeAreClubforce/, Instagram: https://www.instagram.com/clubforcecom/, Twitter: https://twitter.com/WeAreClubforce), and 'Representative' (First Name, Last Name, Email, Phone). A green 'Help' button is located in the bottom right corner of the form area.

These details would have been inputted when your club account was created. You can choose to update the club address, affiliated sport and association, your social media links and the main club contact for Clubforce.

Once these details have been changed, click on the blue **Update** button in the top right-hand corner of the page.

Users

To view a full list of all users who have access to the back-office, click on Settings in the left-hand side menu and select **Users**.

Name	E-Mail	Created	Last Logged in
The Guru	help@clubforce.com	May 21, 2021	May 21, 2021
Clubforce	test@clubforce.com	Jan 11, 2021	Jan 11, 2021
Clubforce Admin	clubforce@clubforce.com	Jan 10, 2021	Jan 10, 2021
Clubforce Contact	info@clubforce.com	Jan 10, 2021	Jan 10, 2021
Marys Test	Marys@test.ie	Jan 11, 2021	Jan 11, 2021

You will see the name and email of the user, the date their User Account was created and the date they last logged in. Your User account would have been created along with the website account. To create a new User account, click on the blue **Add New User** button in the top right corner of the page.

Create User Account

Name: New User

Email: newuser@clubforce.com

Password: *****

Confirm Password: *****

GENERATE

- At least one lower case
- At least one number
- Maximum 30 characters
- At least one upper case
- Minimum 8 characters

CREATE USER ACCOUNT

You will be asked to input a name, email and password for the user. You can click on the Generate button to automatically generate a password for the user account.

Once these fields have been inputted, click the blue **Create User Account** button to create this user account. The user will then be able to log in to the back office.