

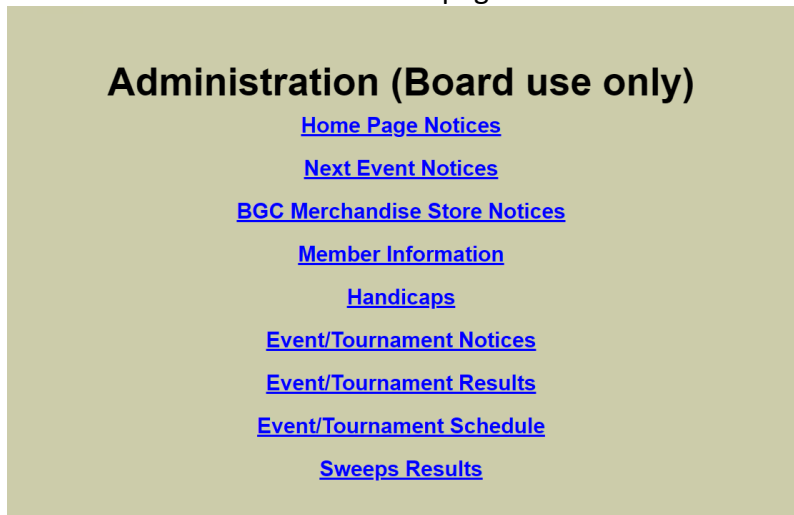
# Procedure To Update Notices On BGC Home Page

Perform the following steps to update notices:

1. Go to the BGC home page (<https://www.bgcgolfclub.com/>).
2. Click the “Board” link in the upper right corner



3. Scroll to the bottom of the Board page and click the link for the type of update to be done:



Home Page Notices – “The BGC Bulletin Board” box

Next Event Notices – “Next [Social] Event” box

BGC Merchandise Store Notices – “The BGC Merchandise Store” box

Member Information – “Member List” page

Handicaps – Handicap lists on “Handicaps” page

Event/Tournament Notices – “Notices for ... Tournaments and Events” box

Event/Tournament Results – “Weekly Results” and “Special Results” pages

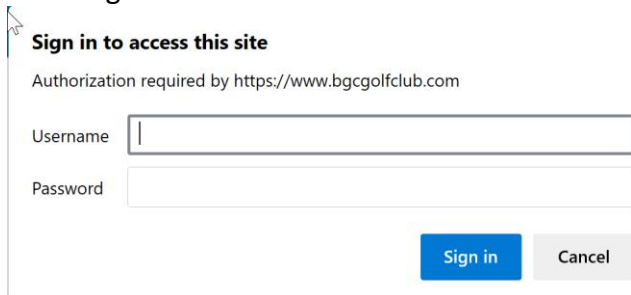
Event/Tournament Schedule – No longer used

# Procedure To Update Notices On BGC Home Page

Sweeps Results – “Sweeps Results” page


The procedure is similar for the Home Page Notices, Next Event Notices, BGC Merchandise Store Notices, and Event/Tournament Notices. For the other updates, see separate instructions.

4. After clicking the link, you will get a login dialogue box. Enter your Username and Password, then click “Sign in”.



A login dialogue box titled "Sign in to access this site". Below the title, it says "Authorization required by https://www.bgcgolfclub.com". There are two input fields: "Username" and "Password". Below the fields are two buttons: "Sign in" (blue) and "Cancel" (grey).

5. A dialogue box will be displayed similar to the following. Put a brief heading in the “HEADING” field and your message in the “MESSAGE BODY” field. Make sure you don’t use special characters like quotation marks, slashes, and parentheses in your entry because they have special meaning in web page code. Your entry is limited to 400 characters in length.



A dialogue box titled "Posting Bulletin Board Notices". It contains a list of instructions: "\* This interface is intended for short notices (limited to 400 characters).", "\* Type or copy and paste into the white box as normal text only.", "\* New entries replace what was posted previously.", "\* Click on the "SUBMIT" button (below) to post the text typed in box.", and "\* Do not use any quotation marks ", slashes \ or parenthesis ( ).". Below the instructions are two input fields: "HEADING" and "MESSAGE BODY". At the bottom is a button labeled "SUBMIT TO BULLETIN BOARD".

# Procedure To Update Notices On BGC Home Page

6. After entering your message, click the "Submit ... " button.

## Posting Bulletin Board Notices

- \* This interface is intended for short notices (limited to 400 characters).
- \* Type or copy and paste into the white box as normal text only.
- \* New entries replace what was posted previously.
- \* Click on the "SUBMIT" button (below) to post the text typed in box.
- \* Do not use any quotation marks ", slashes \ or parenthesis ( ).

HEADING

BGC Updates

MESSAGE BODY

Congratulations to Bob Halter for his hole-in-one with his driver on hole 7 at Grover on October 9th!

Election results for the BGC Board of Directors are in. Matt Mariconda, Mike Bass, Tom Czerniejewski, and Joe Coyne were elected to three-year terms. See the election section below for more details.

SUBMIT TO BULLETIN BOARD

7. A confirmation page will be displayed showing the information you entered:

## Bulletin Heading and Message Entered:

The Bulletin Board:

**BGC Updates**

Congratulations to Bob Halter for his hole-in-one with his driver on hole 7 at Grover on October 9th!

Election results for the BGC Board of Directors are in. Matt Mariconda, Mike Bass, Tom Czerniejewski, and Joe Coyne were elected to three-year terms. See the election section below for more details.

RETURN TO HOME PAGE

## **Procedure To Update Notices On BGC Home Page**

8. You can either click “RETURN TO HOME PAGE”, close the browser window, or go to any other web page.
9. Due to the way that the notices are stored and displayed on these pages, it may be necessary to do a “hard refresh” to see the updated information on the BGC home page. This is done in windows by holding down the “ctrl” key and pressing F5 (ctrl-F5).