



Discovery Bay Women's Golf Club

News and Information

[Home](#)

[Club Info](#)

[Officers](#)

[Champions](#)

[Most Improved](#)

[MHS Info](#)

[Events](#)

[Captains Club](#)

DBWGC Webmaster Basics Guide

Jan McCleery, December 2014

Last updated March 2020

DBWGC

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1 DBWGC's WordPress Site

WordPress is a free website creation tool, probably the easiest and most powerful blogging and website content management system in existence today. We use it to host our website and blog.

The site is accessible via <http://www.dbwgc.com> or <http://www.dbwgc.wordpress.com>.

1.1 Site Overview



On the DBWGC site there are 7 tabs: The Blog page plus six (6) static pages:

1. Home
2. Club Info
3. Officers
4. Champions
5. Most Improved
6. MHS (Maximum Hole Score) Info
7. Events
8. Captains Club

The Home page is the first page users go to when accessing the site. The Home page is a special WordPress page which keeps everything posted to it available. The "Posts" are managed by WordPress. The other pages are static WordPress "Pages."

In addition to Posts and Pages, there is information available on the right side of the screen like the Calendar and Roster links, latest Board and General Meeting Minutes, Bylaws and the Tournament Regulations & Standing Rules, and links to other sites and for more information. More about that later.

1.2 DBWGC Webmaster Duties

The primary duties of the Webmaster are:

1. Forwarding emails sent out by the Tournament Committee, Rules Chairperson, Team Play Captain, or other news and information to the website. This automatically posts the email on the home page, including any attachments. If the email is something other than Play Day Results, then going onto the website and update the category.
2. Updating the Roster when new members are added/leave.
3. Add new Minutes (Board Meeting and General Meeting).
4. Update Team Play results
5. Updating any other files that change.
6. Making other changes to pages when needed.

1.3 Your WordPress Account

To make any updates, you need to have a WordPress account. If you already have one for a different site you have created or manage, you will just use the same login/password here.

If you don't have one go to <http://www.wordpress.com/admin> and create a WordPress login and password. WordPress will remember you so you can later just go to our website and the Dashboard will be available. Then ask the DBWGC Webmaster to add you as an Admin to the DBWGC site.

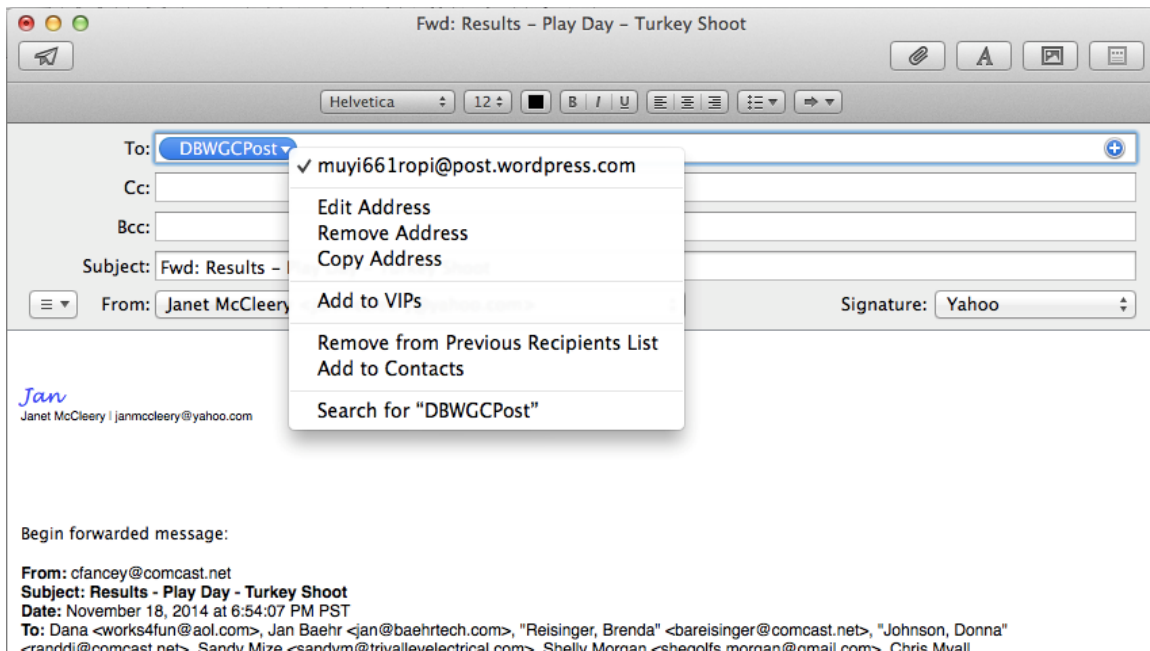
2 Typical Webmaster Activities

2.1 Adding Emails to the Site

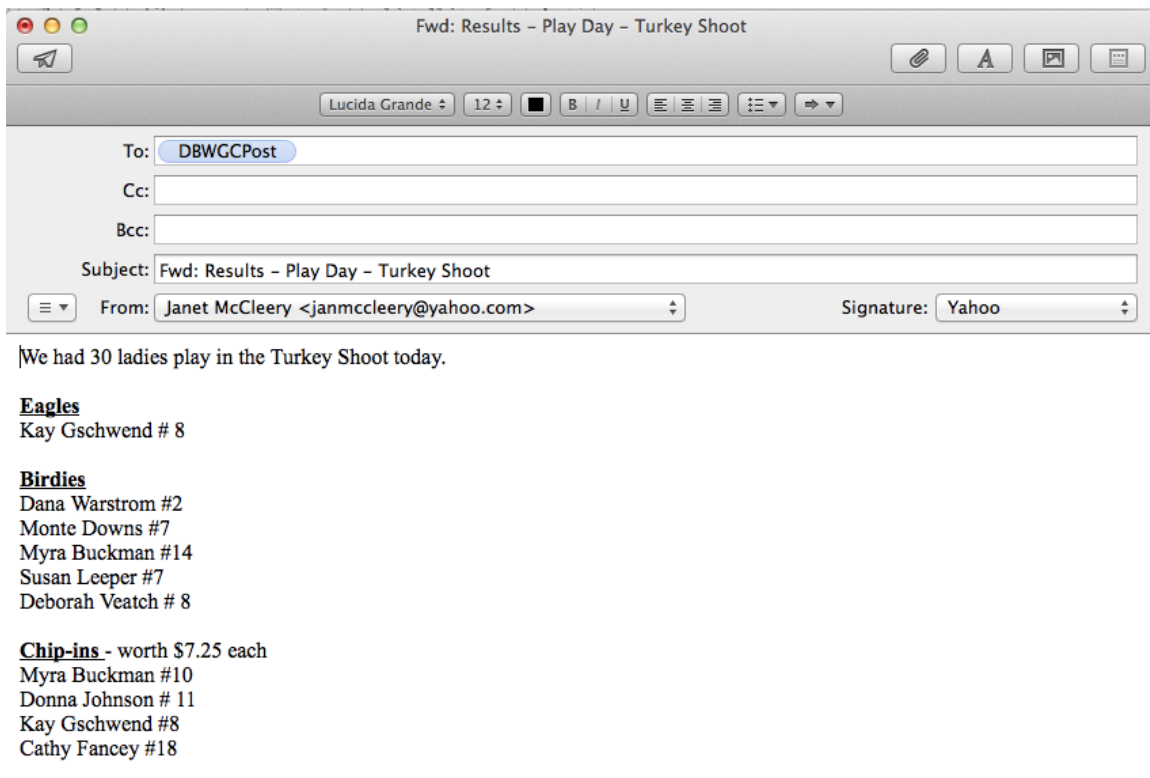
When someone sends out an email to the group, we usually add those to the website for future reference. For example, the Tournament Committee Play Day Results, information on upcoming tournaments and events, Team Play results and news, Rules quizzes and information, and Advisory Board minutes. This is the Webmaster's main job.

To do this is simple. Just forward the email to: muyi661ropi@post.wordpress.com.

Step 1: Click "Forward" to create the email form (don't send it yet)



Step 2: BEFORE sending, strip out all the header data (the From, Subject, To list) and if someone has included their phone number at the bottom, remove that also so their number isn't public:



NOTE: It's OK if the Subject says "Fwd: " – WordPress will strip that.

Step 3: Send the email

Step 4: WordPress will send you an email copy. Check that and/or go to DBWGC.com to view the post to be sure it was sent correctly. Normally the emails format nicely automatically, including uploading any attachments.

Jan McCleery <janmccleery@yahoo.com>
To: DBWGCPost
Fwd: Results - Play Day - Turkey Shoot

December 21, 2014 2:10 PM
[Details](#)
[Drafts - Yahoo!](#)



We had 30 ladies play in the Turkey Shoot today.

Eagles

Kay Gschwend # 8

Birdies

Dana Warstrom #2

Monte Downs #7

Myra Buckman #14

Susan Leeper #7

Deborah Veatch # 8

Chip-ins - worth \$7.25 each

Myra Buckman #10

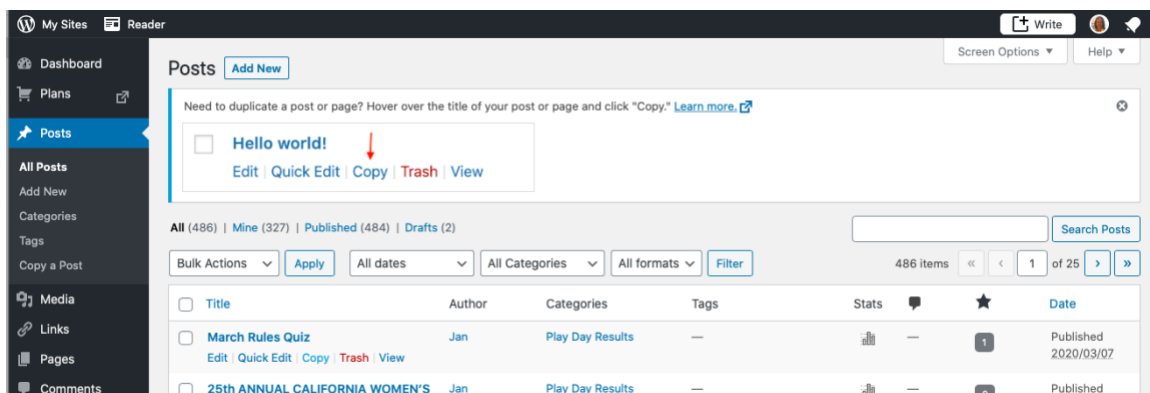
2.1.1 Updating the Email Post's Category

The default Post "Category" is "Play Day Results". If the email was about something else, sign onto WordPress (dbwgc.com/wp-admin) and simply unclick the "Play Day Results" and click the right category, like "Rules". This helps members find the post later.

Steps:

Step 1: Sign on to wp-admin.

Step 2: Select "Posts."



Step 3: On the post you want to change, select "Quick Edit" right under the title (see above).

QUICK EDIT

Title:

Slug:

Date: at :

Author:

Password: -OR- ☐ Private

Categories

- ☐ Humor
- ☐ News & Updates
- ☐ Open Days
- ☒ Play Day Results
- ☐ Rules of Golf

Tags

☐ Allow Comments ☐ Allow Pings

Status: ☐ Make this post sticky

Step 4: On the quick edit section, unselect “Play Day Results” and select “Rules of Golf” and click the “Update” button. Voila. Done.

If you have other changes to make to the post, click “Edit” to go into full edit mode. You can change the categories on the right on that screen also:

Changes in holes not played

Permalink: <http://dbwgc.com/2020/02/26/changes-in-holes-not-played/>

Hi,

This was discussed at the regional meeting last week. It is in the Rules of Handicapping, different publication from the Rules of Golf.

One of the big changes is that you used to be able to play 13 holes and post an 18 hole score. It is now changed to 14. (If playing 9 holes, you needed 7 in the past and that has not changed. It made sense to change it for 18-holes to 7 x 2 =14).

What you take on the remaining holes depends on whether you started to play the hole or not. I have attached a document that goes over these 2 situations in detail.

Also, please be sure to post your scores by midnight the day you play. This is recommended by the World Handicap System.

Thank you Donna and Bonnie for your input

Deborah

Publish

Status: **Published**

Visibility: **Public**

Published on: Feb 26, 2020 at 16:12

Publicize: Not Connected

AMP: Enabled

Categories

All Categories ☒ Rules of Golf ☐ Humor ☐ News & Updates ☐ Open Days ☐ Play Day Results

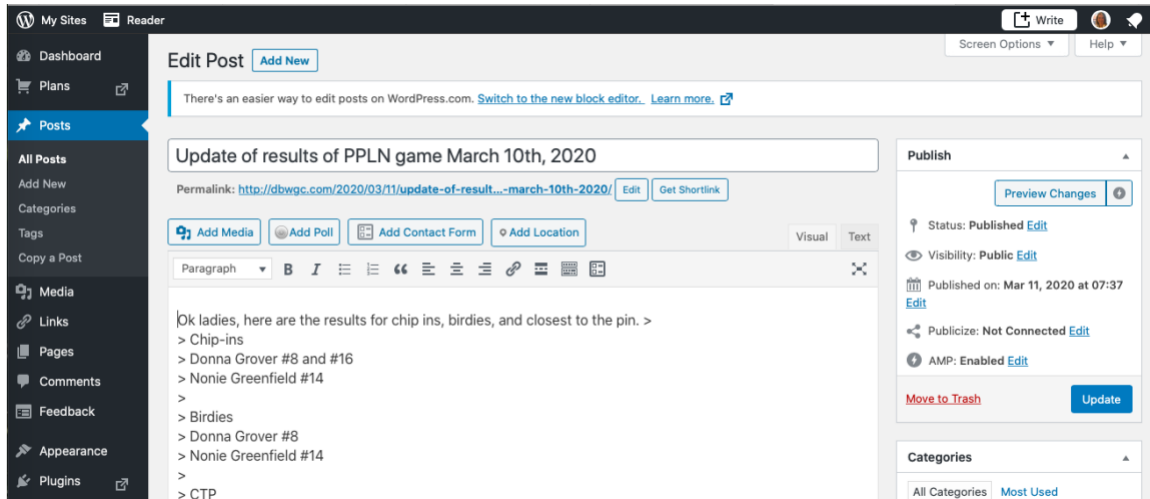
2.1.2 Fixing any Format Errors

Sometimes formatting doesn’t come through (for example, if the email has special tables, the post may not be formatted correctly). See below:

When that happens, the Webmaster will need to go to the post and edit it to fix the formatting issues. Go to dbwgc.com/wp-admin, go to the post as described in Section 2.1.1 and click “Edit” link to go into full edit mode. That takes you to a graphical editor.

If it has a bunch of HTML in it (like `>`; ` `; ``, etc. shown below), click the “Visual” tab instead of “Text” tab above the text edit area.

Now you should see the text like it shows on the website or in your email copy.



One easy way to fix it is just to open the email and copy the body and paste to replace the funny text altogether. Then click “Preview Changes” and a second tab will display the final version. Once you are happy with the results, click “Update.”

For more formatting help see the “*Webmaster Technical Guide and HTML 101*”.

2.2 Maintaining the Roster

The Webmaster maintains a current version of the Roster file. Unlike the format in the actual roster, this is a standard 8 ½ x 11 Word Document that members can access easily from their iPhones, iPads, etc.

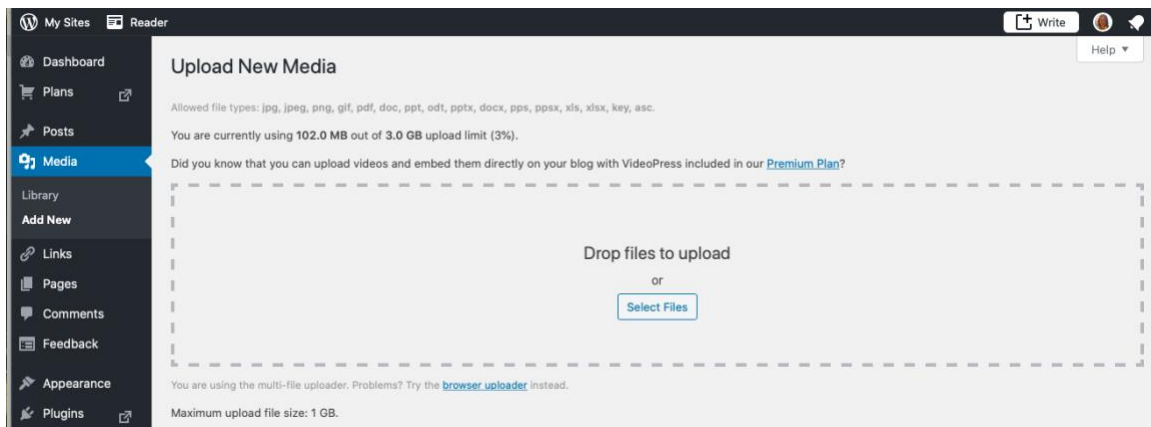
If the Membership Chairman sends out an email about a new member, or a member who has left, the Webmaster updates the word version of the Roster docx. After adding/deleting member(s), review the entire document to be sure no one woman’s information spreads from one page to the next. Once it looks good, save it in Word as “Save As” a PDF.

The upload both files to WordPress as Media. See next section.

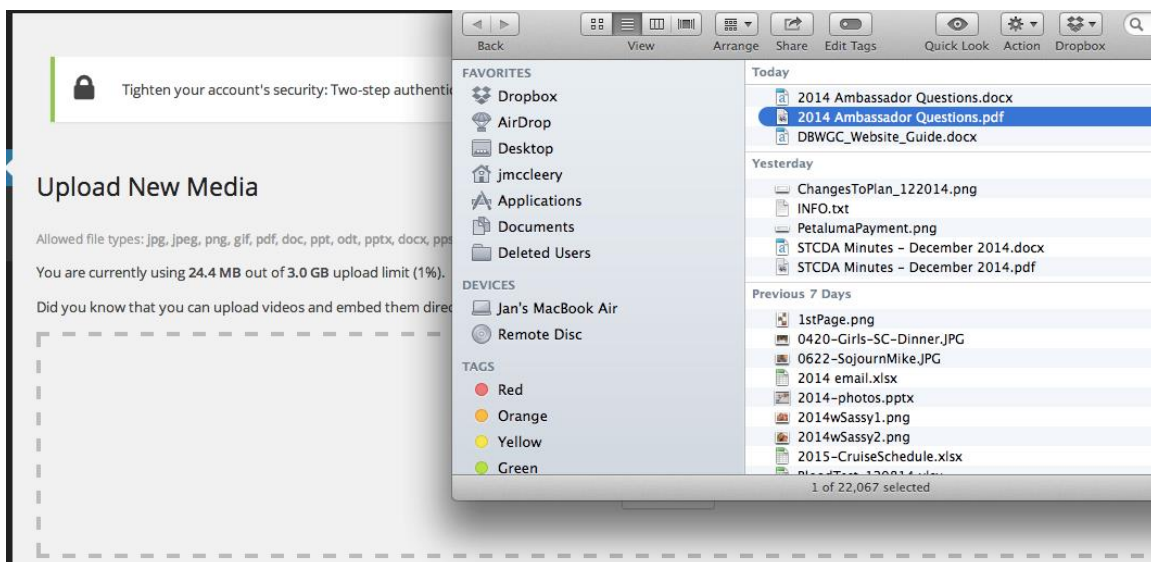
2.3 How To Upload Media to the Website

In order to maintain the Roster, Calendar, or other files, you first need to upload those files to WordPress. It’s easy. In WordPress, files are called “Media.”

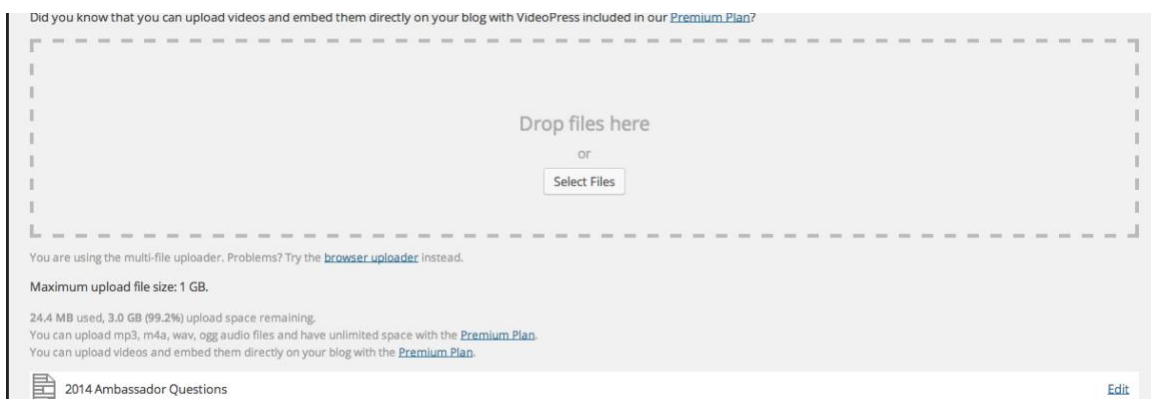
After signing onto WordPress via dbwgc.com/wp-admin, on the left select Media → “Add” new which takes you to the screen to drag the image file from your finder to the window. Open your computer’s finder, select a file, and drag it over to the Upload New Media window. Voila.



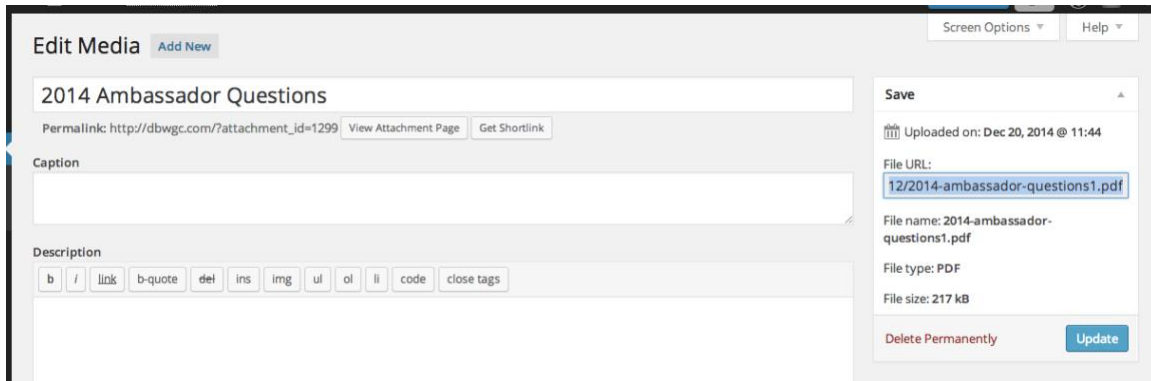
If you don't want to drag & drop, click the Select Files button which will take you to your computer's standard find function to browse to the file you want and click it.



When the file is imported, it shows up with an "Edit" link on the lower right.



If you click “Edit”, on the right you can see the full URL string where the file is stored (highlighted below).



That link will start with <http://www.dbwgc.wordpress.com/yyyy/mm/filename> where yyyy is the year, mm is the month. If the same file is uploaded twice in the same month, WordPress appends a sequence number to the filename (e.g. filename2.pdf). For example uploading the file named “2020-roster.pdf” twice in the same month, the new file is stored on the site and accessible via this URL:

<https://dbwgc.files.wordpress.com/2020/03/roster2.pdf>.

Most files (the Roster, Minutes, ByLaw updates) are uploaded as PDF files to display on the website. We also load the Word version of files to have a safe storage place for them.

2.4 Updating the Roster, Calendar, Minutes, Team Play



The screenshot shows the homepage of the Discovery Bay Women's Golf Club website. The header features the club's logo on the left, which includes a golfer in mid-swing and the text "Discovery Bay Women's Golf Club EST. 1987". To the right of the logo, the text "Discovery Bay Women's Golf Club" is displayed in a large, bold font, followed by "News and Information" in a smaller font. Below the header is a navigation menu with links: Home, Club Info, Officers, Champions, Most Improved, MHS Info, Events, and Captains Club. The main content area features a blog post titled "Peninsula and Catta Verdera Open Days" published on March 9, 2020. The post includes a quote from Bonnie Ladd, the Open Day Chair, about upcoming open days on April 16 and April 20. Below the quote are links to "Catta Verdera-LOI-2020 FINAL.pdf" and "Peninsula-LOI-2020 FINAL.pdf". On the right side of the page is a sidebar with several widgets. At the top is a search bar with a "go" button. Below it is a "Roster & Calendar" section with links to "Roster (as of 2/18/20)" and "Calendar (as of 1/10/20)". Next is a "Recent Minutes" section with links for "General Meeting Minutes" and "Board Meeting Minutes", each with a list of dates. At the bottom is a "Team Play" section with a link to "Diablo Team Play 2019 Stats".

On the right side of each page is the sidebar. It is comprised of “Widgets”. Widgets can be Text Boxes, Links, lists of the posts, etc.

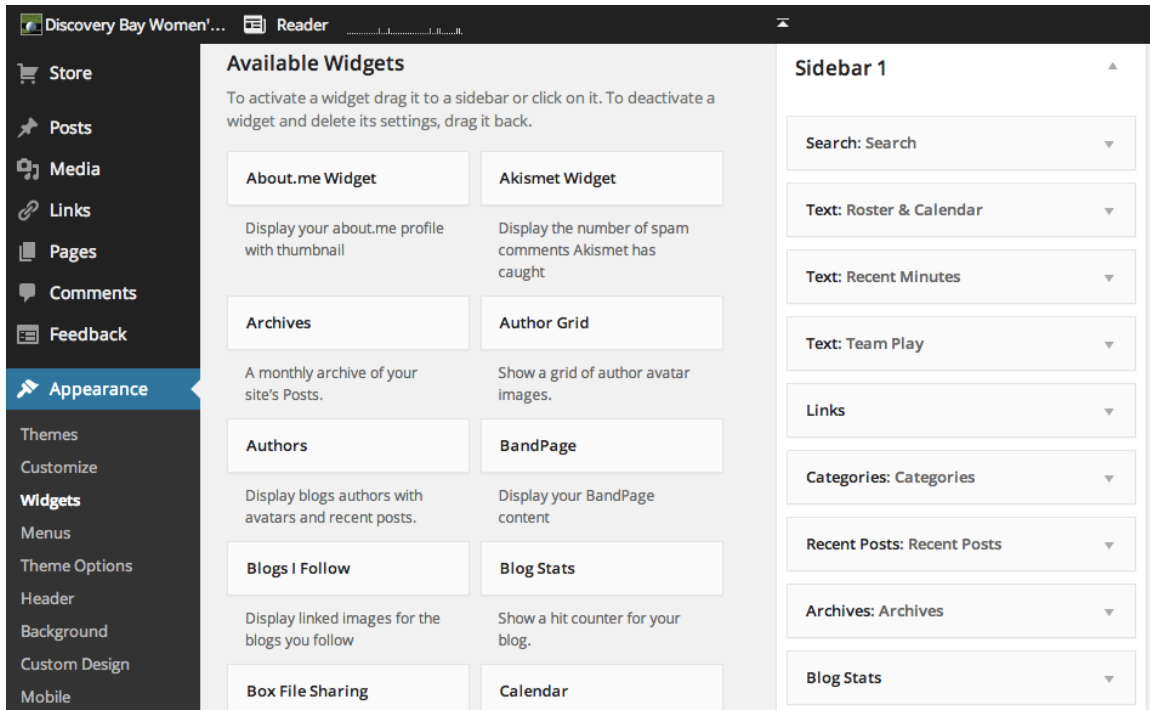
The WordPress Search is the first widget.

Then we have 3 “Text Areas” at the top:

1. Roster & Calendar
2. Recent Minutes
3. Team Play

These three are the ones the Webmaster updates the most frequently. Most are linked directly via the Widget. The “Roster” is a special case that will be described later.

To manage the sidebar widgets, go to dbwgc.com/wp-admin and select Appearance -> Widgets.



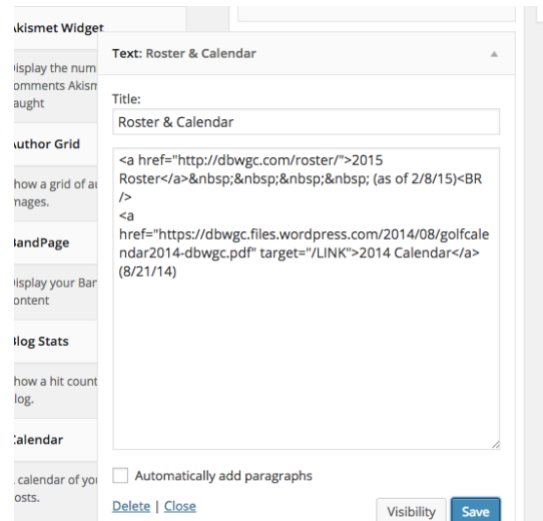
2.4.1 Calendar

On the first Text: Roster & Calendar widget, the 1st row is for the Roster. The only thing we edit in the widget is the date the Roster was last updated. How to add the Roster is a later section.

The 2nd row is for the Calendar.

First, via Media -> Upload a new PDF copy of the Calendar. See the Section on “Uploading Media via the Dashboard”.

After the file is uploaded, click the “Edit” link to the right. In the “Edit Media” screen, copy the “File URL” – e.g., <https://dbwgc.files.wordpress.com/2020/03/golfcalendar2020-dbwcg.pdf>.



Replace the old string in the widget with the new URL for the new calendar file, make sure the display is the current year (e.g., “2020 Calendar”), and update the as of date to today:

```
<a href="https://dbwgc.files.wordpress.com/2020/03/golfcalendar2020-dbwgc.pdf"
target="/LINK">2020 Calendar</a> (3/10/20)
```

We update the date to today so people know when the Calendar was last updated. (Each of the four “ ,” after the word “Roster” above each represent a space to align the left parenthesis for the Roster dates with the Calendar date left parenthesis).

Roster & Calendar

Roster (as of 2/18/20)
Calendar (as of 1/10/20)

Note that the spaces and date are after the “” so that they aren’t part of the hyperlink (indicated by blue letters).

When done click “Save”. Unlike posts and pages, there is no preview function. After saving, go to a screen and make sure the file looks right.

For Calendars, make sure there are 3 months per page. (When saving the calendar Excel file as a PDF, at times it ends up with months on one screen (tiny) instead of 3/page).

2.4.2 Recent Minutes

This is the trickiest part. For the minutes (General Meeting Minutes and Board Minutes) we want to add a new row, not a replacement. These examples are from 2014.

First copy the most recent minutes row (the top row under “General Meeting Minutes:
” or “Board Meeting Minutes:
” header starting with “<a href ..” ending with the
.

Paste the copied row at the same place.

In our example, to add the first 2015 General Meeting Minutes, copy:

```
<a href="https://dbwgc.files.wordpress.com/2014/11/general-meeting-sept-23-
2014.pdf" target="_blank"> - 9/23/14</a><BR />
```

Recent Minutes

General Meeting Minutes:

- 9/23/14
- 6/30/14
- 3/11/14

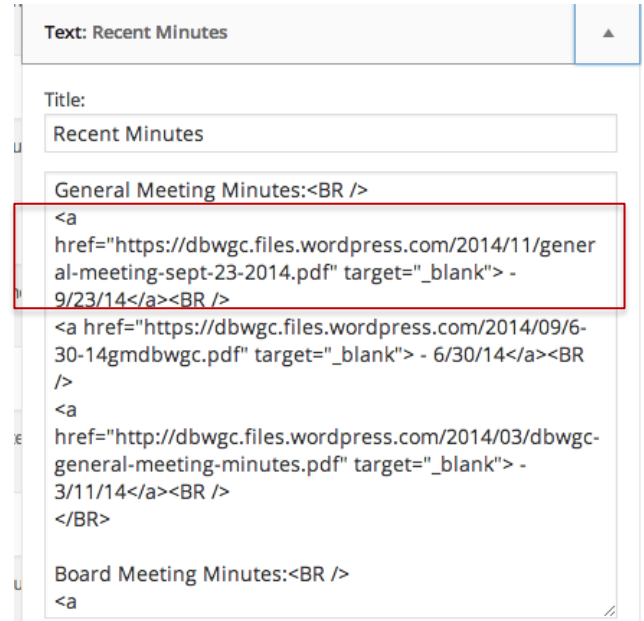
Board Meeting Minutes:

- 8/19/14
- 5/6/14
- 2/4/14

Past and you'll have two identical rows:

```
<a
href="https://dbwgc.files.wordpress.com/2014/1
1/general-meeting-sept-23-2014.pdf"
target="_blank"> - 9/23/14</a><BR />
<a
href="https://dbwgc.files.wordpress.com/2014/1
1/general-meeting-sept-23-2014.pdf"
target="_blank"> - 9/23/14</a><BR />
```

Edit the top row – say we have a General Meeting March 14, 2015 and upload the Minutes file: “General Meeting Mar-14-2015.pdf” on 4/10/15. We get the new file URL: <https://dbwgc.files.wordpress.com/2015/04/general-meeting-mar-14-2015.pdf>. (WordPress saves all lower-case and replaces spaces with “-”).



Edit the top row with the new URL and today's date:

```
General Meeting Minutes:<BR />
<a href="https://dbwgc.files.wordpress.com/2015/04/general-meeting-mar-14-
2015.pdf" target="_blank"> - 4/10/15</a><BR />
<a href="https://dbwgc.files.wordpress.com/2014/11/general-meeting-sept-23-
2014.pdf" target="_blank"> - 9/23/14</a><BR />
```

“Save”.

Then go to www.dbwgc.com and click both the old and new minutes in the sidebar to verify they are linked correctly.

At the end of the year, delete the past year's minutes from the sidebar to keep it neat. The uploaded minutes will still be in the Media Library if you need to access them later.

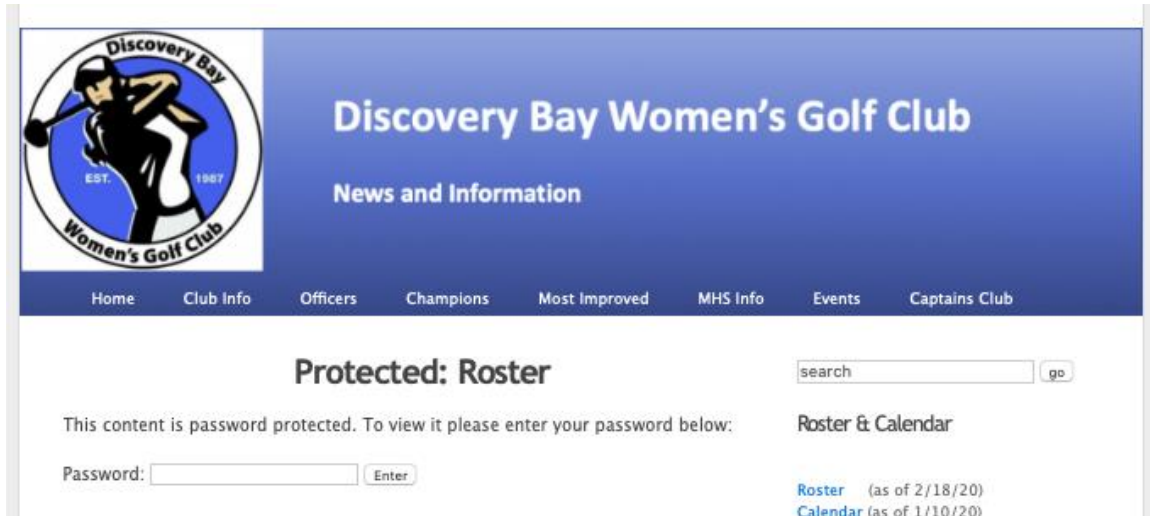
2.4.3 Team Play

Follow the same steps as the Calendar and Minutes to update the Team Play sheets except these are replacements and do not need a new row.

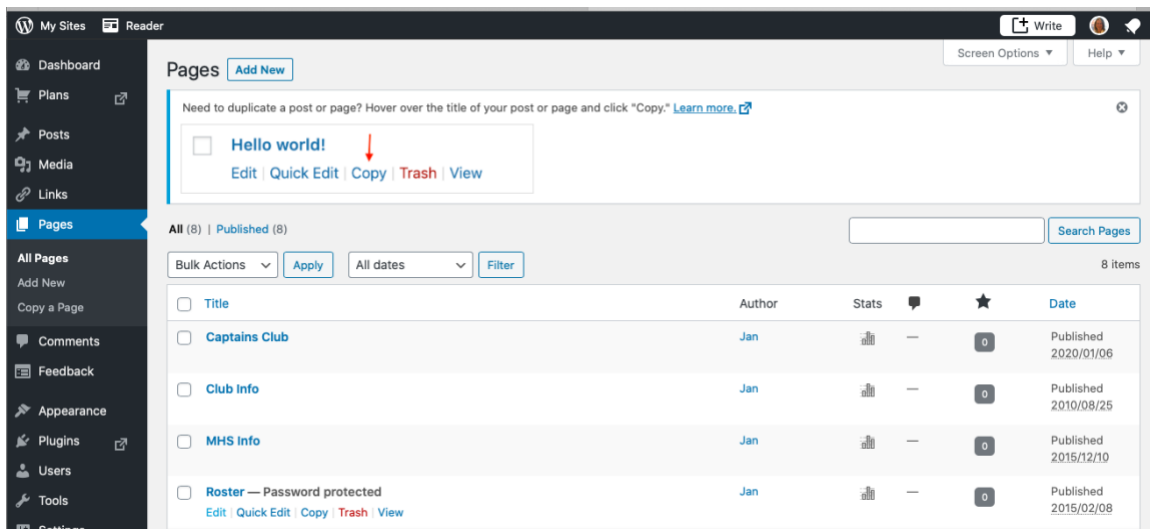
- Upload the new Team Play information file as “Media.”
- Copy the new file URL link
- In the Widgets, edit the Team Play widget and replace the old URL link with the new.

2.4.4 Roster

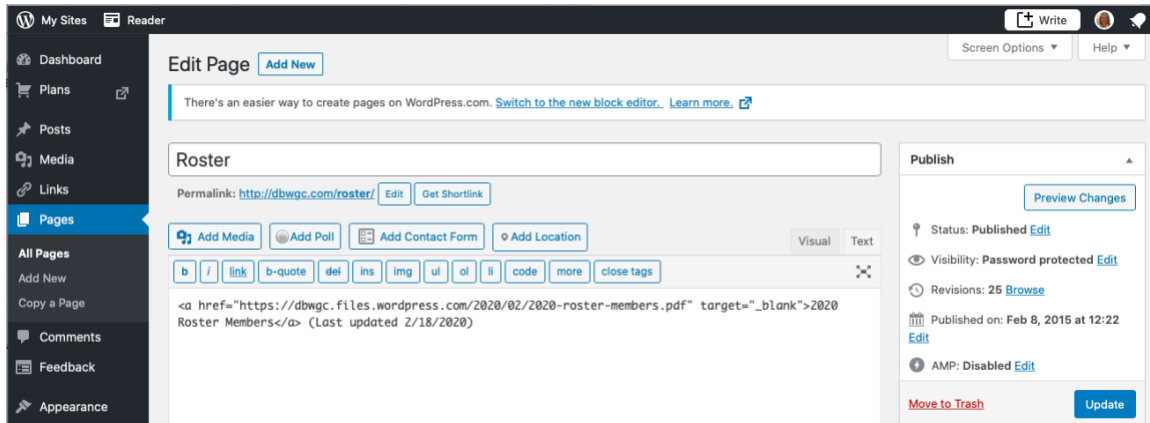
There is a hidden, password-protected roster page. This allows us to use the PDF file but only allow access to members who know the password, “discobay”.



Via dbwgc.com/wp-admin/, after uploading the new roster, select “Pages” and “Edit” the page named “Roster”.



The Edit Roster screen is shown below:



Note that it is only one line, the Roster URL link and label. WordPress automatically adds the password input box and function.

Replace the existing URL link after “” What that does is open the roster in a new web browser window. Update the date on that page to reflect today’s date.

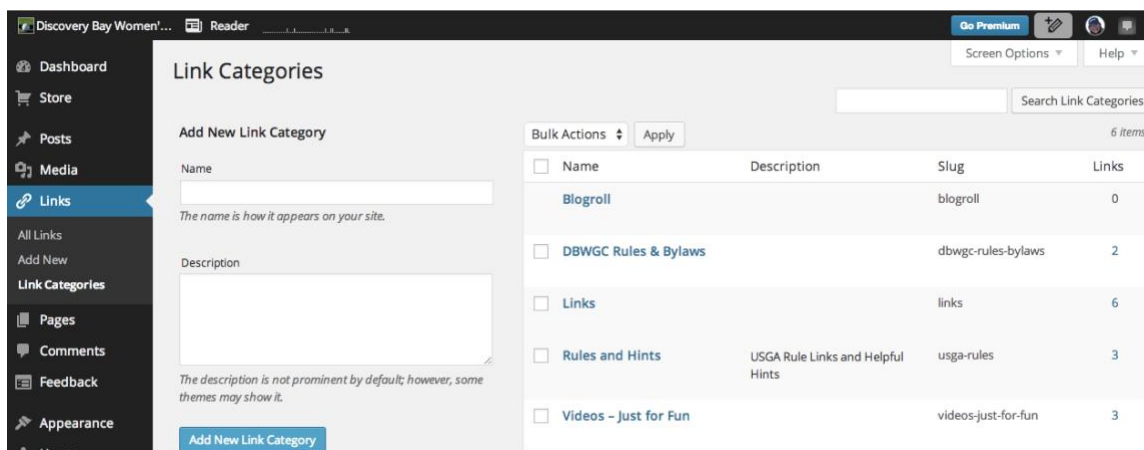
Then go to Widgets to update the date there also. The link there doesn’t need to change since it always points to the latest roster file on the Roster page.

“Save”.

2.5 Updating Sidebar “Links”: ByLaws/Rules, Links, Rules and Hints, Videos

Below that are the Links. Those are grouped by Link Category:

1. DBWGC Rules & ByLaws
2. Forms/Templates
3. Links
4. Rules and Hints
5. Videos – Just for Fun



The links are different than the sidebar widgets and easier to manage. Some are pointers to websites. Other are links to files that have been updated to our website Media Library, such as the DBWGC ByLaws & Standing/Tournament Rules. For these we upload the file to the Media Library (both the original Word .docx file for safe-keeping plus the PDF file). Then their URL in the Links Section link is updated with the new media's URL.

Each link is given one of the categories (listed in the screenshot above), and then appear on the sidebar. The Links are grouped by Category alphabetically and then the links in that Category are listed alphabetically.

Links are grouped by "Category": DBWGC Rules & Bylaws, Links, Rules and Hints, Videos-Just for Fun (the Categories are listed in alphabetical order).

DBWGC Rules & Bylaws
[DBWGC Bylaws](#)
[DBWGC Tournament Regulations](#)

Links
[DBGCC](#)
[Expense Reimbursement Form](#)
[Foretees](#)
[GHIN](#)
[NCGA](#)
[STCDA \(NoDeltaGates\)](#)
[WGANC](#)

Rules and Hints
[Pace of Play Helpful Hints](#)
[USGA Rule 14-1b Anchored Clubs](#)
[USGA Rule 26](#)

Videos - Just for Fun
[Animal Encounters on the PGA Tour](#)
["18 Holes" by John Denver](#)

DBWGC Rules & Bylaws: The "DBWGC Rules & Bylaws" include the club's Bylaws and the Standing Rules and Tournament Regulation documents (uploaded as Media).

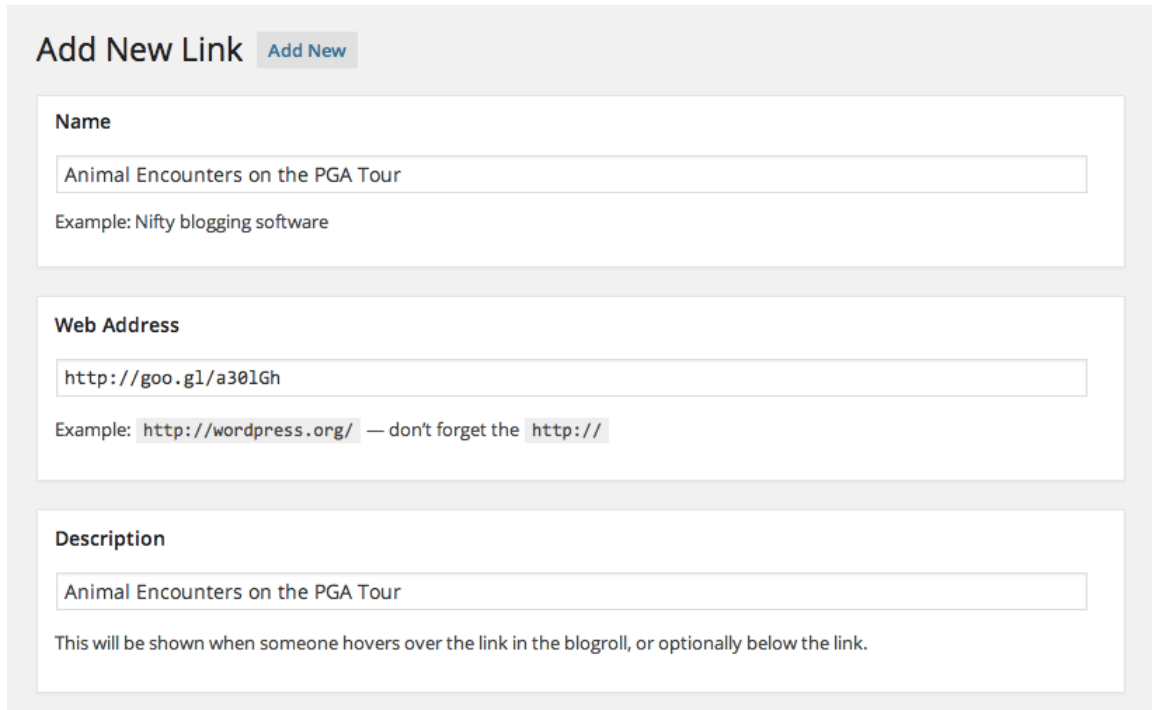
Forms/Templates: This is an area to keep files that we want to reuse, such as a standard DBWGC Letter/Memo template and the Expense Reimbursement Form.

Links: The "Links" Link Category are other webpages the women may want to access: DBGCC, etc.

Rules and Hints are pages Hilary has requested we post from the USGA, etc.

Videos – Just for Fun are items like YouTube and other videos of interest. Some of these are old. You may want to replace them and add new items of interest periodically to get the women coming to the website.

To add a new Link, first enter the Name (most should be short enough to not wrap), Media Library or external Website URL/Address, and Description.



The screenshot shows the 'Add New Link' form in WordPress. At the top, there is a title 'Add New Link' and a blue 'Add New' button. The form is divided into three sections: 'Name', 'Web Address', and 'Description'. Each section has a text input field and an example below it. The 'Name' field contains 'Animal Encounters on the PGA Tour' with the example 'Nifty blogging software'. The 'Web Address' field contains 'http://goo.gl/a301Gh' with the example 'http://wordpress.org/ — don't forget the http://'. The 'Description' field contains 'Animal Encounters on the PGA Tour' with the example 'This will be shown when someone hovers over the link in the blogroll, or optionally below the link.'.

Add New Link [Add New](#)

Name

Animal Encounters on the PGA Tour

Example: Nifty blogging software

Web Address

http://goo.gl/a301Gh

Example: <http://wordpress.org/> — don't forget the <http://>

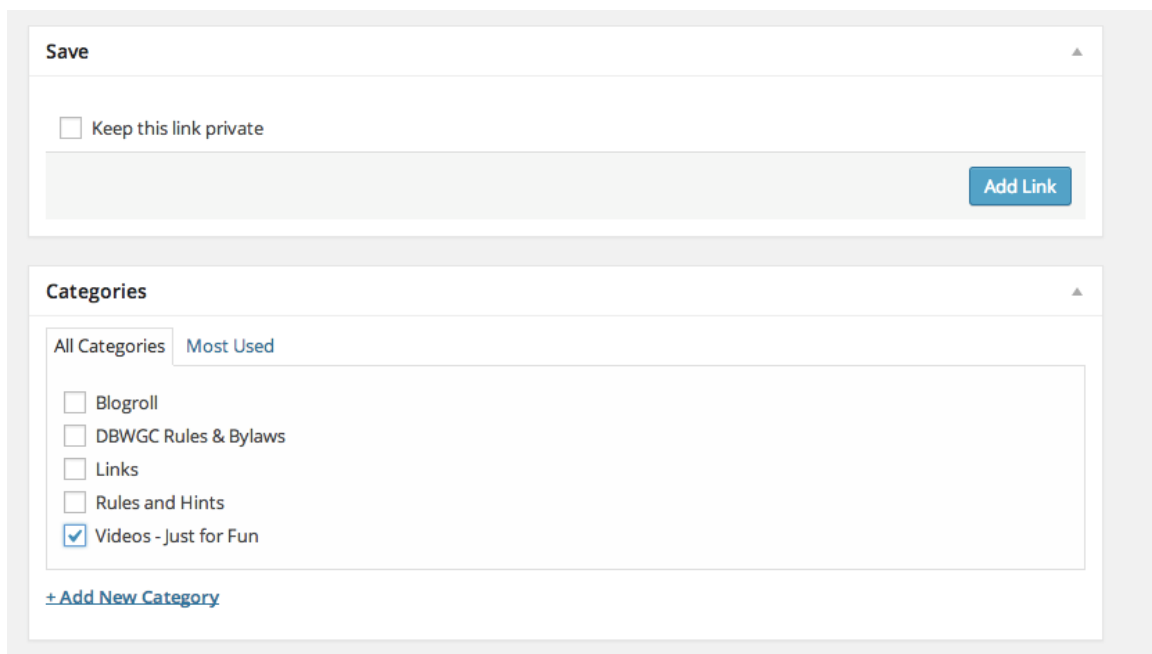
Description

Animal Encounters on the PGA Tour

This will be shown when someone hovers over the link in the blogroll, or optionally below the link.

This needs to be a public link to show up. (If later you want it not to display, instead of deleting it you can simply check the box to keep it private.)

Then select the Category.



The screenshot shows the 'Save' and 'Categories' sections of the 'Add New Link' form. The 'Save' section has a checkbox labeled 'Keep this link private' and a blue 'Add Link' button. The 'Categories' section has two tabs: 'All Categories' and 'Most Used'. Under 'All Categories', there is a list of categories with checkboxes: 'Blogroll', 'DBWGC Rules & Bylaws', 'Links', 'Rules and Hints', and 'Videos - Just for Fun'. The 'Videos - Just for Fun' category is selected. Below the list is a link '+ Add New Category'.

Save

☐ Keep this link private

[Add Link](#)

Categories

All Categories [Most Used](#)

☐ Blogroll

☐ DBWGC Rules & Bylaws

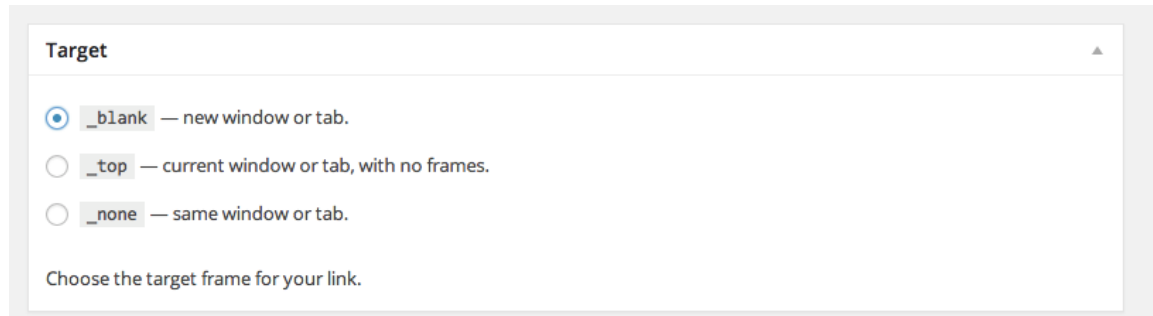
☐ Links

☐ Rules and Hints

☒ Videos - Just for Fun

[+ Add New Category](#)

Select Target “_blank” to open a new window. We want to do this so the ladies still have a tab back to our website. Then click “Add Link” to save it.



2.6 Other Sidebar Data

Below the “Links” are the widgets to support searching and finding blogs:

- The list of Categories for Posts
- The list of Recent Posts, by title
- A list of Archive Months/Years to group blogs.

“Categories” can be added to/modified by going to the dbwgc.com/wp-admin Posts -> Categories. For more information, see the Webmaster Technical & HTML Guide.

The rest of the sidebar links are maintained by WordPress automatically and nothing special needs to be done (unless we want to update/change the list of categories).

Below that is “Blog Stats” (how many hits the site has had). There are other Stats visible from the dashboard.

Categories

[Hilary's Stories](#)
[Humor](#)
[Meeting Minutes](#)
[News & Updates](#)

...

Recent Posts

[Tuesday Guest Day Results](#)
[Results - Play Day - Turkey Shoot](#)
[Rules....One stroke or two??](#)
[11-4-14 PPLN - RESULTS](#)
[Results: Tuesday Play Day 10-28-14](#)
[\(Halloween Bingo\)](#)

...

Archives

[November 2014](#)
[October 2014](#)
[September 2014](#)
[August 2014](#)

...

[February 2010](#)

Blog Stats

5,577 hits

3 Other Webmaster Functions

For other Webmaster functions, such as yearly updates, restructuring the website, and how to use HTML to lay out posts and pages, please see the Webmaster Technical Guide and HTML 101.