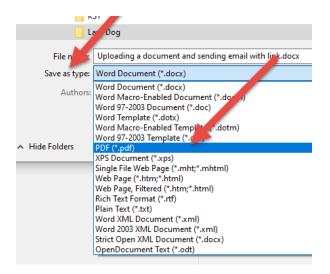
Uploading a document to Bridgewebs

1. Firstly ensure your document is in pdf format, to do this just click on the save as option and click pdf



2. Login to Bridgewebs into the Web Administration



5 "Web Administration" to update your web site. will open up in a new "Tab" where you can login and admin then have two Tabs open, this one for your web site and an veen the two quickly to see the effects of you changes.



You will need to put in your club details

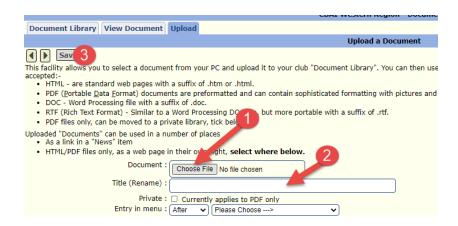
3. From once you are in the administration tab, a new menu should appear as below Click on the Documents Tab



4. A new sub menu will be displayed especially for documents Click on the upload tab



5. You will be prompted to upload your document.



Choose the file from your computer, you can rename the file, 20201022 ????, click on the save tab.

How to Email members

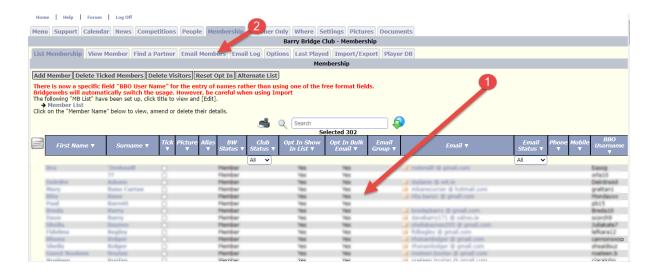
Provided you have email addresses you can email all the members

1. Click on the membership tab.



- 2. A sub menu will appear especially for emails

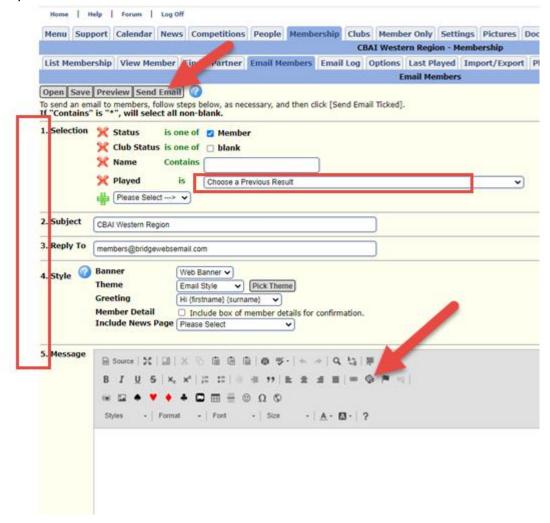
 Take note of all the members listed with their details.
- 3. Click on the Email members tab.



4. The email form will appear as shown below, noet there are 5 sections to the email form. Type your message and insert the link to the document by clicking on the book icon as shown below.

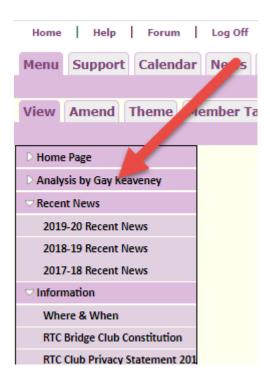
Ensure to send email to only those who played in the competition

Finally click on the send email link

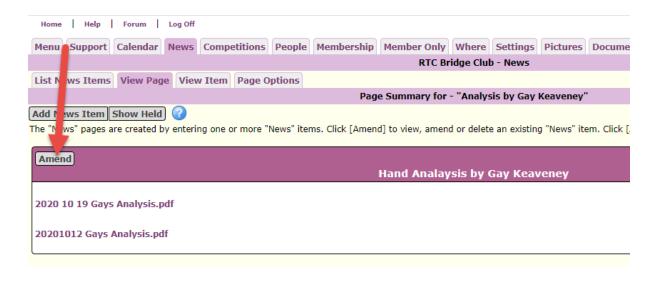


Adding your document to the main section for archive purposes

1. Within the administration mode, click on the section where you want to show the link to the document.



2. Click on the Amend tab



- Put your cursor to where you want the link to the document to appear as shown below Click on the book icon and locate the relevant document Click on save.
- 4. Browse yourself on the web and ensure the link is there and working

