United Croquet Club Incorporated
Standard Operating Procedures

Website and Internet

Contents

Scope

This document sets out the procedures for the website and internet related topics at United Croquet Club.

Google account

A Google account has been set up to:

· Provide an email account that can be put on publicity material and will always be current, even when officers change.

· Manage the online calendar that is available through the club website.

· Managing the club's appearance on Google Maps.

· Managing access to the club entry at eventfinda.

· Managing access to the WordPress account for the club website that des not change when the person managing the website changes.

First name	United
Last name	Croquet
Email address	unitedcroquetclub@gmail.com
Password	
Recovery mobile phone	027 407 9036 (belongs to John Yarrall)
Recovery email address	jyarrall@xtra.co.nz

The recovery phone and email are used in case of difficulty accessing the Google account. This may happen if hacking of the account is detected. The recovery options may be used to challenge hijackers or access the account if you forget the password. They will need to be changed if responsibility is handed over to another person.

Gmail

The gmail account (unitedcroquetclub@gmail.com) can be checked by:

- Setting up an account in an email client such as Microsoft Outlook.
  This account will be checked when your personal account(s) are checked.
  Emails can be sent using the club gmail account.
  This option requires setting the account to allow app access.
- Setting the club gmail account to forward to any email account (your personal account).
  Emails will be delivered along with your personal accounts.
  Emails cannot readily be sent using the club gmail account.
- Using a web browser to independently check the email account.
  This requires you to periodically check the club account independently to checking your personal account(s).

Google calendar

The Google calendar is imbedded into the website at:
https://unitedcroquet.com/calendar/

Calendar entries are added or updated through a web browser. To access the club's Google calendar, login to google.com, click the *Google apps* icon ⦙⦙⦙, then click on the *Calendar* icon.

Events can be entered manually using a browser directly to the online calendar. Alternatively, they can also be imported in bulk from an iCalendar or CSV file. iCalendar files are normally created by exporting calendar information from a program such as Microsoft Outlook. CSV (Comma Separated Values) files are text files and can be typed directly or saved from Microsoft Excel.

To open a Google app, click on the *Google apps* icon, then on the icon for the particular app.
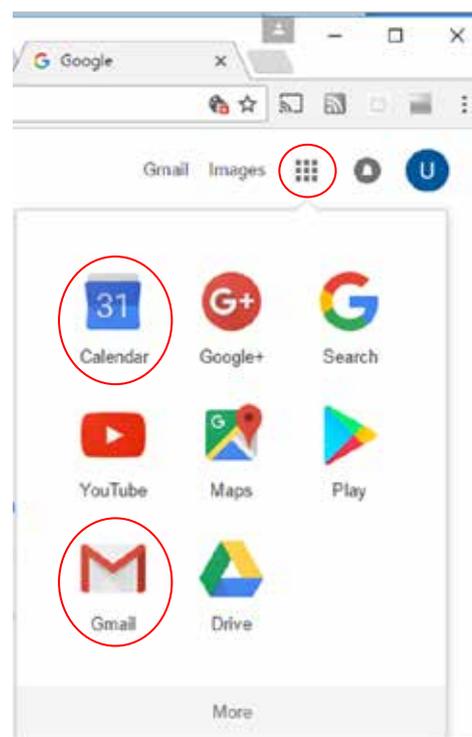
Exporting from Outlook

A separate calendar can be set up in Outlook and appointments added normally. To export the calendar as an iCalendar file:

1. Right click on the calendar you need to export and choose Save as

2. Select type iCalendar format

3. Click on More Options and select Date Range -> Whole calendar, Detail -> Full details

4. Click OK and then Save

A custom macro has been added to Outlook that displays a form where you can select the calendar, export file location and dates. All settings are saved, making it easy to repeatedly export.

Exporting from Excel

CSV stands for 'Comma Separated Values,' so CSV files have a comma between each item of information they contain. Google Calendar supports most CSV formatted files from commonly used calendar applications such as Yahoo! Calendar and Microsoft Outlook.

All CSV files must have a correctly formatted header. The minimum amount of header information required to import events into Google Calendar is: Subject, Start Date

With the header information above, Google Calendar will recognize the event as an All Day event by default. To add more information to your events, simply add more headers. Possible headers include: Subject, Start Date, Start Time, End Date, End Time, All Day Event, Description, Location, and Private.

To save an Excel file as CSV:

1. File
2. Save As
3. Other Formats
4. In "Save as type:" select CSV (Comma delimited) (*.csv)
5. Navigate to the location and enter the file name
6. Click Save.

An Excel file has been created with the correct headers and a custom macro that saves the correct format and saves all settings between use t make repeated use easy.

Importing events

To import events from iCalendar or CSV files:

1. Click the down-arrow next to *Other calendars*
2. Select *Import calendar*
3. Click *Choose file* and find the file that contains your events, then click *Open*.
4. Select the Google Calendar (only one option: *United Croquet*) where you'd like to import events to, then click *Import*.

Note that recurring events may not be recognized when importing events from CSV files. In this case, individual items will be created for recurring events that fall between the dates you've selected.

If you're re-importing events from the same Google Calendar, do not delete the events in your calendar first. Simply import the file, which will make the necessary updates. Deleting all the events will cause you to not be able to import your file.

Google maps/Google Places

Google maps shows information about the club when users use Google Earth and Google maps, including maps embedded on other websites. The information shown includes:
· Address, (North Hagley Park, Riccarton Ave, Christchurch Central, Christchurch 8011)
· Website address   (unitedcroquet.com)
· Phone number   (03-366 6554)
· Opening hours   Wednesdays and Saturdays 10am to 4pm)

To update information, login using the same information as for the Gmail account.

Changes can take up to three days to be implemented.

Website

The club website is hosted by WordPress.

The website URL is http://unitedcroquet.wordpress.com.

We pay for our own domain name (http://unitedcroquet.com) and for this to be mapped to our website so users can access the website using either address.

To access the website to make changes, use the address http://unitedcroquet.com/admin.

Further details to be added.

Internet connection

The telephone line and intern connection are with Spark.

There is an email account with the internet connect, but the password is unknown. Another attempt needs to be made to get it reset.

Club appearance in other locations

Information about the club in other locations needs to be reviewed to ensure it is correct and up to date.

Google Maps

See *Google maps/Google Places* above.

Croquet New Zealand

United is listed on the page http://croquet.org.nz/nz-croquet/associations-clubs/

Canterbury Croquet Association

United is listed on the page https://croquetcanterbury.com/united/

CINCH (Community Information Christchurch)

www.cinch.org.nz/categories/2449/2486/entries/2902
The library will usually prompt for updates once a year.

Eventfinda

www.eventfinda.co.nz/venue/united-croquet-club-christchurch-city

Login details to be added.

Sport Canterbury

Sport & Recreation Guide
http://sportrecguide.org.nz/

Canterbury School Sport

http://www.canterbury.schoolsport.org.nz/school-sport-canterbury/croquet/

Concept22

Concept22 hosted a previous version of the Croquet NZ website when John Yarrall was CNZ webmaster. Clubs had the option of having their own pages. United's are still available at http://www.concept22.co.nz/united/index.html even though content was supposedly deleted.

Further action is needed.

History

Version	Date	Author	Changes
Draft		John Yarrall	New document