



BLBC WEBSITE FEATURES

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1. Introduction

This document describes the main web site features of the Beaconsfield Lawn Bowling Club web site

1.1. Web Site Domains

The main domain of the website is beaconsfieldlbc.com

A secondary domain is blbclub.com This domain points to the first domain and is used to allow people to easily type the domain name into their browser

1.2. Web Site Public Area

The web site can be accessed by the public by going to the domain name. The public area main page includes links for a member to register to take a free trial or to apply for a membership. Other links of interest are available on the menu

1.3. Web Site Members Area

A private members area is available to members once they are logged in. The private area includes links to register for events, the members directory, a photo gallery, and many other items

2. Members Area Description

2.1. Members Home Page

The members area home page has 2 menus at the top. Following, there is an area where active reservations are displayed to attend an event or to volunteer to help in an event. A button link to go to the item is shown underneath each tile. For tournaments, the link button will display either "Register" to register for the event or "Teams and Schedule" to see the teams and schedule of the event

2.2. Info Center

An Information Center is available by clicking Info Center on the top right of the members home page

The Info Center provides the following information:

CLUB LIBRARY

AGM & SAGM Reports

Board Member Responsibilities

Board Meeting Reports & Minutes

Club By-Laws

City Annex Reservation Contracts

Code of Conduct

Green Maintenance & Equipment List

Health & Safety Precautions

House/Kitchen Storage

Liquor Permits

Membership Fees

Web Site Features

VOLUNTEERS

Master Volunteer Template

Event Volunteer Templates

BLBC DIRECTORS (Viewable Board of Directors only)

Send Board Report

2026 BLBC Events

Annex FOB & Green Key Assignments

Annex Cabinet & Drawer Assignments

FEDERATION , INTERCLUB, SENATORS, GOLDEN GIRLS, CLUB TROPHY

Federation Schedule

InterClub, Senators, Golden Girls, Club Trophy Schedules

InterClub Rules

Federation Conditions of Play

REGISTRATIONS

Registrations

MATCH

Tournament Teams & Schedules

Marker Roles

Match Roles

Match Schedule Forms

Team Ranking Calculator

Rules of Championship Play

Member Ratings

PROFILE SETTINGS

Edit my email or mailing address

Change my password

2.3. Members Area Menus

There are 2 menus at the top of the members home page:

Main Menu

The menu in the center has the following links:

- Message Center: Brings the member to recent messages
- Video Center: Displays various videos on how to bowl
- Info Center
- Contact Us / Address: Shows the club address and a google map of how to get to the club
- About Us: This page provides a link to download a 25 year history booklet and describes the club history
- BLBC Board: Describes the current board members
- Bowling Links: Links to other club websites
- Club Calendar: As described in section 5
- Directory: As described in section 3.4
- Schedules: Shows the schedules for interclub, golden girls, club tournaments, and senators
- Facebook: The BLBC Facebook page
- Match Results: Describes the club match results with photos for each year
- Photo Gallery: Shows the special event photos for each year
- Knowledge Base: Contains various training videos
- Training: Contains more training videos, a link to download a useful training handbook, and the rules of the game
- Etiquettes: Describes important rules of etiquette for bowling
- Bridge Conventions
- Online Help: For zoom calls
- All Links

Signed In Menu

To the right of the main menu, there is a menu under “Hi First Name”

In this menu, the menu selections for a regular member are settings and Logout

2.4. Help Center

A help center is available by clicking Help ! on the top right side of the members home page

The help center page has quick links to functions such as change your password, change your email address, code of conduct, club calendar, member directory

3. Member Related Functions

3.1. Membership Renewal

Before the beginning of the season, members must confirm if they are renewing or not and pay the annual membership fee. Each member is sent an automated renewal notice email. The automated email directs the members to a link CONTINUE. When clicked, the member automatically enters the web site renewal system to complete their application. Alternatively, a member can click a Renew Membership link on the members home page to enter the on-line renewal system

3.2. New Members Application

New members can apply on line by clicking the “Playing membership” or “Social membership” link on the web site public home page. The user is directed to a page and asked to fill out a form. When the form is submitted, the membership director will receive an email notification from the person with the form information and will process the application.

3.3. Logging in

Members can login into the web site members area by clicking SIGN-IN on the top right of the public home page. The member email and password must be entered. If either are incorrect an error is issued. When logging in the first time, it is advised to check Remember Me on the login form so that the member does not have to keep logging in each time they access the site. This is only applicable if they are on their **OWN** device

3.4. Password Reset

If the member forgets their password, they can click “Forgot Password ? ” on the Sign in form. The user is then prompted to select their first name and email address on a form. Once submitted, the user will receive an email with a link to click to reset their password.

3.5. Email Sign in

If the member forgets their password, they can click “Email me a link to sign in” on the Sign in form. After filling and submitting the form, The user will receive an email containing a link to sign in into the web site.

3.6. Logging Out

To logout, select logout under the signed in menu. A prompt will be issued to confirm the logout request. It is not recommended to logout unless you are on a public device in order to avoid having to log in again.

3.7. Membership Directory

The membership directory is available to members on line by clicking Directory under the members home page main menu. Each entry displays the members name, email, phone and address. The directory can be sorted by first name, last name, players, and social.

Bulk email: By clicking “Directory - for a group contact list” on the directory page, the user is brought to a page where up to 10 check boxes can be clicked to form an email group list to send a bulk email

3.8. Member profile changes for password and coordinates

A member can change their password or coordinates by selecting Settings under the signed in menu

A form is available where all of the coordinate information can be edited. Click Validate and then click Submit

Once submitted, the membership administrator is automatically emailed the changes requested. The administrator will then review the request , and then transfer the changes to the membership roster. A notification email is sent to the member once the change has been processed.

The members password can be changed by clicking “Change my password” on the settings

4. Event Registration

4.1. Event Registration Features

The registration system allows members to register on line for events or tournaments

The registrations available are shown at https://beaconsfieldbc.com/Members_secure/signup/signup_events.html

This can also be accessed in the Info Center under REGISTRATIONS

Current open registrations are displayed via a tile on the members home page. These are controlled by the designated administrator.

For a special event, the registration list can be downloaded to an excel file, by clicking [Download List](#) on the registration page

For tournaments, the registration can be downloaded by clicking [Download Regular](#) or [Download Spares](#) on the registration page

When registering, check the box Include Spouse if you would like your spouse registered at the same time

For events with meals, there are check boxes to check for your meal selection. If you need to change your meal selection later, click the number beside your name and edit the check boxes displayed.

For tournaments, the registration has a selector to select either registering as a regular player or a spare. If you need to remove your entry after registering, click the number beside your name.

4.2. Tags Down Registration

The tags down registration is available at

https://beaconsfieldbc.com/Members_secure/signup/bowl_signup/bowl_signup_sheet.html?event_type=bowl

A member can select the date to play and submit. The selection dates are derived from tags down entries in the calendar. By ticking include spouse, the members spouse (if applicable) will be included in the reservation. The selection date on a certain date will be available until the designated **cut off time**:

9:30 am: 9 pm the prior day

1:00 pm: 11 am the same day

7:00 pm: 4 pm the same day

On the tags down registration page the following links are displayed:

[Tags Down Convenors](#) displays the convenors and coordinates for each tags down day

[Download Reservation List](#) : downloads the entries for a certain date

Members are sent a reminder of their reservation the day before the reserved time

4.3. Volunteer Registration

For Helpers Needed or volunteer registrations, the registration page displays the tasks required along with the number of volunteers needed and signed up. Check the boxes beside the tasks you would like to volunteer for and Submit. If you need to edit your selected volunteer tasks after registering, click the number beside your name and edit the checkboxes.

5. Club Trophy Events

The teams and schedules for a club tournament can be submitted and displayed on line. To view the teams and schedule of a club tournament, click on the box "Teams and Schedule" under the tournament tile on the members home page. The system allows for entry of results after each round. A display of the results with points accumulated by each team is available. The ranking of teams is sorted by the team with the greatest number of points.

6. Calendar

The event calendar is available under the main menu – Club Calendar

The calendar can be downloaded into excel by clicking [Download Calendar](#) on the calendar page

A member can search the calendar for certain event types by clicking [Search Calendar](#)