

CLTC Web Site Member User Guide

Introduction

The CLTC web site is the primary point of access for members to club information and facilities. It includes public information, member only information and access to member services.

1 – The Basics

1.1 Navigation

The website is accessed by typing cltc.ie in your web browser, this will direct you to the home page.

1.1.1 Home Page

As you scroll down the home page you will see:

- The menu bar (this is common to all pages),
- A sliding picture,
- Links to key services,
- Latest news
- Club Sponsors
- Become a Member link
- Key links and contact information (also common to every page on the site)

1.1.2 Menu Bar

The menu bar is displayed at the top of each page



The Castleknock logo, on the left of the bar, will always bring you back to the cltc.ie home page.

For each of the Menu items:

- If you click the menu text (e.g. **ABOUT US**) you will be brought to that page on the site
- If you click the downward arrow to the right, you will be shown a drop down menu of sub-items.

1.1.3 Right Sidebar

The right hand side of every page (except the home page) always contains:

- The 5 most recent Club News posts
- A link to upcoming events in the Club
- Quick links to common services
- A search box to allow you to search the cltc.ie site

1.1.4 Footer Area

The bottom part of every page on the web site contains useful links and contact information.



1.2 Access to the Members Area of the site

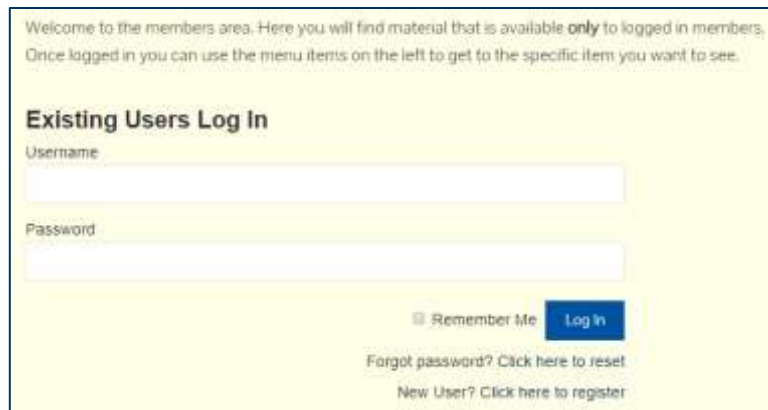
You can access most of the web site without logging in. However, to access member specific information you must login to the web site.

1.2.2 Login

When you click on any menu item, link or news post that is for members only, you will be asked to login (unless you have already logged in earlier).

Enter your user name and password and you will be taken directly to the item requested.

If you have forgotten your password, [click here to reset](#), will send an email with a new password.



When logged in, you can select [Password reset](#) from the Members Area drop down menu to reset your password at any time.



1.2.1 New Users

If you are a new user, clicking [click here to register](#) on the login screen will display the New User Registration screen.

Enter the details required. Your member number if the 4 digit number on the back of your Smart (lights) card. When you have completed the form click [Register](#).

The Club Manager will review your registration request and if everything is ok you will be sent a password.



2 – Member Services

2.1 Services provided

We use the Smart Club system for club administration. It provides a member database, invoicing and payments and manages members' smart cards.

Smart Club Cloud allows club members access to this system and provides the following services:

- Access to membership details and the ability to update these details.
- Access to club invoices such as annual subscriptions and junior coaching fees
- Payment of invoices
- Smart (Lights) card balance enquiry and top-up

The Club Manager 365 system also uses the Smart Club database to provide additional services:

- Court Booking
- Ladders
- Box Leagues
- Member Dashboard (including mobile and email details for other members)

2.2 Access from the web site

Member services are accessible from the club web site by clicking on the relevant service in:

- The Member Services menu on the Home page,
- The drop down menus for Adult and Junior Players
- The Quick Links area on the right of each web page.

2.3 User Guides

- [Smart Club Cloud User Guide](#)
- [Club Manager 365 User Guide](#)
- [CLTC Website Member User Guide](#)