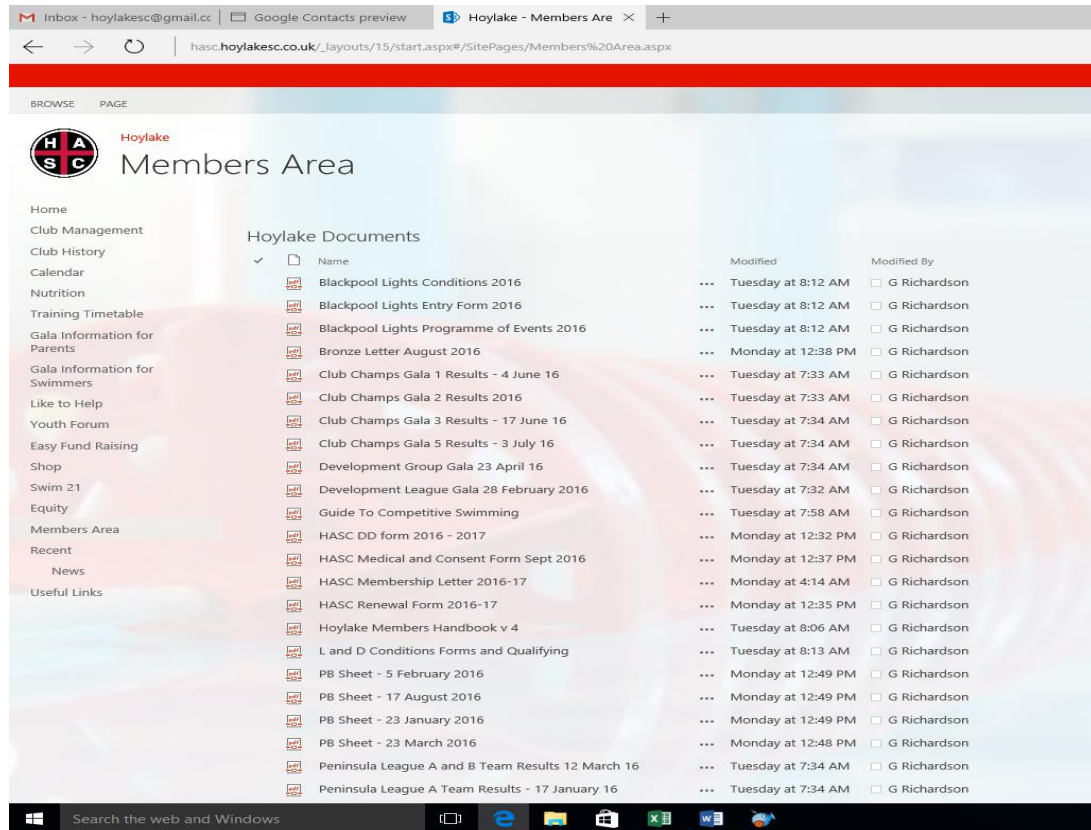
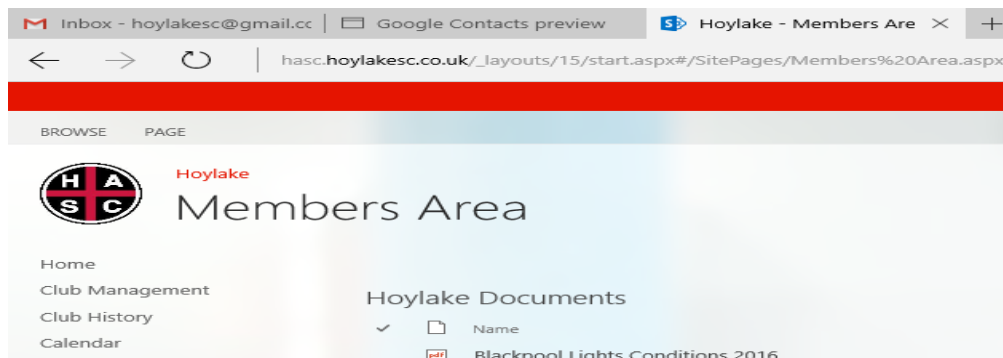


Members Area Users Guide

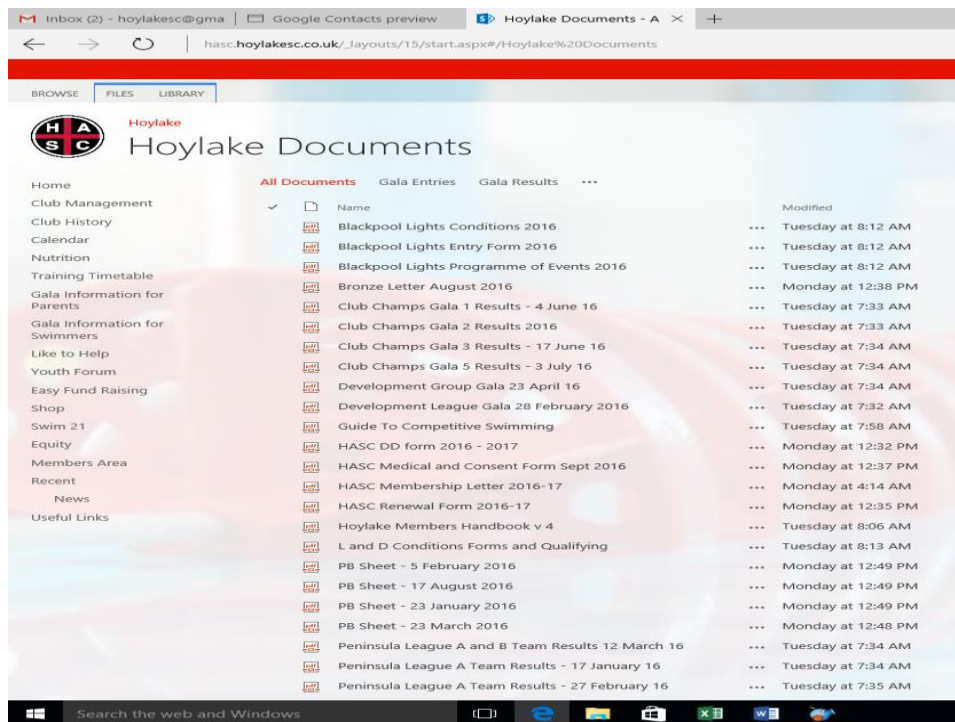
- Home the menu select Members
- The screen will change and you will be prompted to enter your user ID and password
- Once logged in the screen will change to the following screen



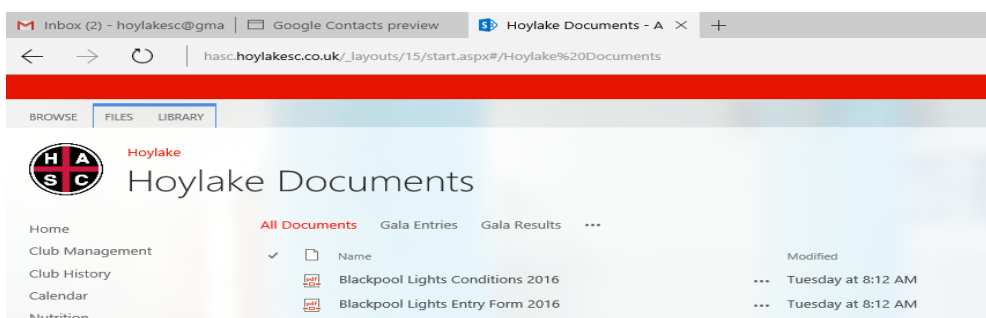
- From this view all documents that have been added to the document library can be seen. To access the document filters, click on the link Hoylake Documents



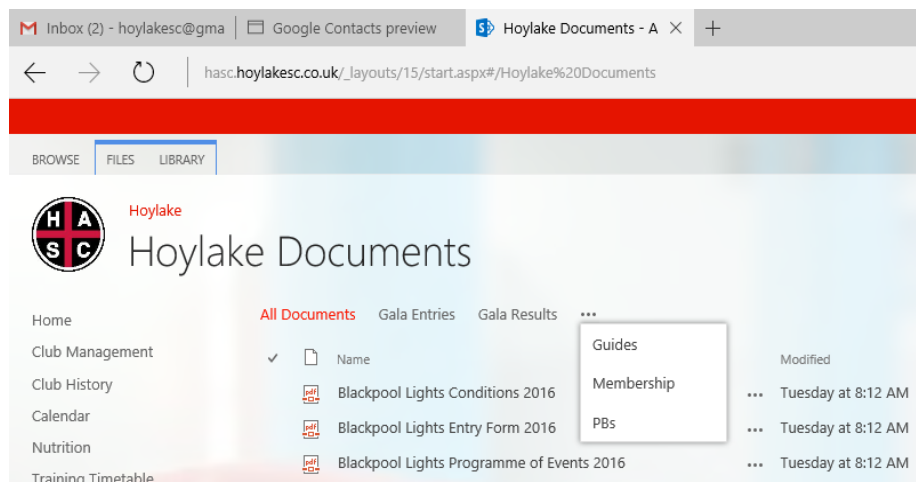
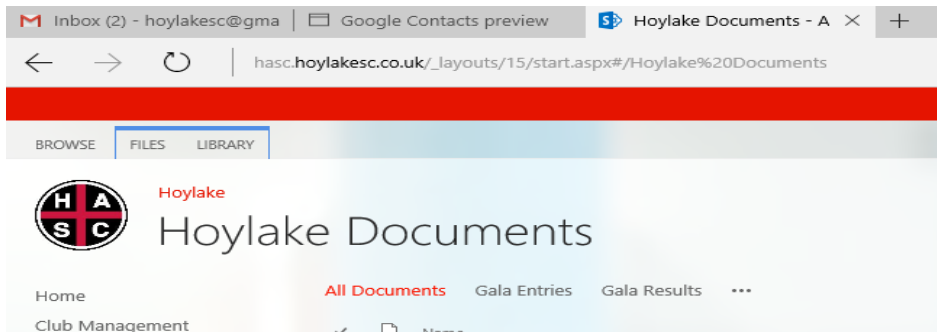
- The view will now look like



- While this view still shows all documents, additional searches are also visible, in this instance Gala Entries and Gala Results. By clicking either of these, the view will change to show documents relating to these options only



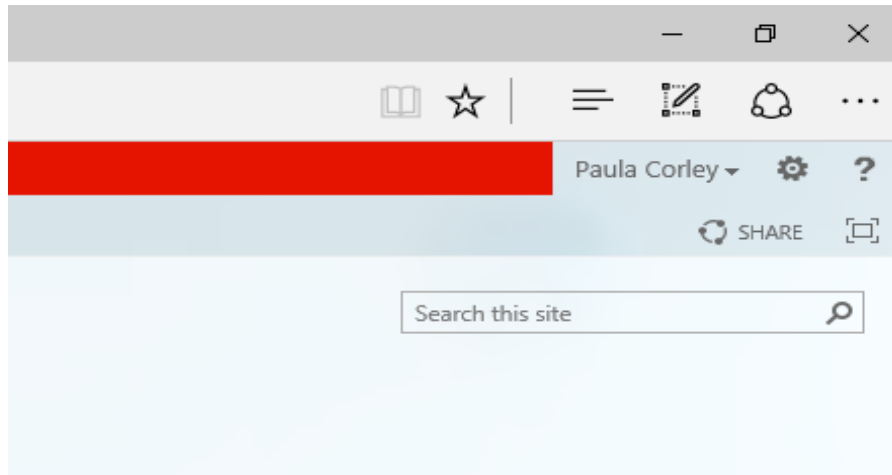
- Further categories can be accessed by clicking on the 3 dots, this will then display a drop down menu showing further filter choices



Mobile View

When viewing the new website on a mobile device the site will automatically switch to a mobile view.

This view can be changed to the web view by clicking on the cog in the top right corner, you will then see a drop down menu, select web view



Signing Out

When logging out of your account, please ensure that you close the whole browser and not just the tab - if you do not close the whole browser you will remain logged in.