

Prior Lake Pickleball Club Website Instructions
PLPClub.ORG
July 20, 2021

The Prior Lake Pickleball Club (PLPClub.org) Website will work in most browsers, phones and tablets. Older phone versions may not support newer HTML features. The Website will send email confirmations for events. Some larger companies with stringent security rules may reject an email of this sort. The Website has a menu selection on the left to navigate pages. If you are using your phone or tablet, the menu is represented by a green rectangle with a double greater than sign ">>" (See the Menu Symbol below) Clicking on this symbol will bring up the menu selections. See note in **Menu Selections** below. If you are new to the PLPClub.org site you need to reset your default password. You must be a member of PLPClub and reset your password the first time you access the page. See "Reset Password" menu selection below.

Also be sure to check your Spam folders for emails and mark PLPClub emails as not spam or move them to your normal inbox. Gmail may also put our emails to you in your promotions folder. If you add the sender's contact information or move the mail into your inbox, this will let Gmail know the mail is not a promotion.



Menu Symbol for Phones and NotePads: Note that if you have an older device that is not showing this symbol, we have added three links at the bottom of the Home Page. You will see these links once you are logged in. The links will take you to **Standings, Events, and Leadership** pages. You will need to press the back arrow on your browser to return to the Home Page after selecting one of these.

Menu Selections: The menu will navigate Members to available pages. See the listed pages defined below.

Home Page

The home page is available to any user that visits our site. It gives an overview of who the Prior Lake Pickleball Club (PLPClub.org) is.

Standings Page

The Standings display the current ladder standings for members who have participated in the Saturday ladders. This is where you will see the stats for all member-only tournaments, including the two round robins.

Club Events Page

The Club Events page allows PLPClub members to sign up for PLPClub events. Events include Saturday Ladders and other scheduled member-only events, such as the round robin tournaments, and are free to members. To register for events, the Member clicks on the desired

event, and another page is shown with details about the event. To register, click the green register button. This page is password protected.

Events Page - The Attendance Indicator

The Attendance indicator shown above the Register button shows 1.) how many have signed up for the event and 2.) how many people can register. So 2/40 means 2 have signed up and 40 total can sign up.

Events Page - Submit Button

When the Submit button is selected, a blue message box displays “[Success! Please check your email inbox for a confirmation message](#)”. The user will then receive a confirmation email for the event.

NOTE: if you are already registered for the event, you will not see the above message and will not receive a second email. **The screen will not change.** We are working on getting better feedback. For now please pay attention to your email and add it to your schedule.

Events Page - Already Registered? Link

There are two ways to unregister from an event. The easiest way is through the unregister link sent in the registration confirmation email. See **Unregister From Event via Email** below.

The other method takes two steps:

- 1.) User clicks on “[Already Registered Link?](#)”, enters their email address and clicks the “[Send Unregister Link](#)” button. A blue box will display the message: “[Check your email inbox for an unregister link.](#)” “Please enter the email you registered with.”
- 2.) User opens the sent email and clicks the “Unregister from this event” link that shows the PLPClub Website Register Event page and displays “[You have been unregistered.](#)” in a blue box. If you already unregistered a “[No record found.](#)” message is displayed.

Events Page - Submitting to a previously registered event

See note in **Submit Button** section above. If a member has already registered for an event and resubmits to the same event again, no action is taken by the program. The user is not told they are already registered. This issue is not critical and is being looked into. Pay attention to your email notification and your calendar entries. See Google and iCal Calendar section below.

Events Page - Google and iCal Calendar Links

Under the Register button there are two different links to calendars. Both Google and iCal are supported. Click on these links to add the event to your calendar.

Events Page - Event Category

Users may use the Event Category to make registrations. The Event Category displays all events in the current category; Ladder or others in a calendar form. This view does not work well with the menu and the user needs to click on the browser's Back Arrow button to exit from this view.

Events Page - Unregister From Event via Email

After a user registers for an event, they will receive an email confirmation. This email also contains a link to "[Unregister from this event](#)". When this link is clicked the user is returned to the PLPClub.ORG registration page (Club Events) and a blue box displays "[You have been unregistered.](#)"

If a user chooses to unregister from an event by clicking on the unregister link in an email registration, but has previously unregistered from the event, the user will see a blue box with the message "[No record found.](#)" This indicates the user was never registered or had previously unregistered themselves.

Leadership Page

This page shows PLPClub elected members along with election information. This page is password protected.

Shop Page

This page is currently under construction. When we have completed the proper steps to become a non profit club, we will sell Annual Memberships and other items from this page.

About PLPClub Page

This page may be combined with the home page. For now it is more information about our club.

Account Page

This page allows a user to view their account information. Only First and Last name fields allow editing. This page is password protected.

Login Page

Access to PLPClub.org is password protected. To gain full access to the web page, Club members are required to login. The Login Page requires a club member's email address and password. Click the "Keep me signed in" selection box to avoid entering this information each time you visit the page in your personal browser. If you have never logged into the PLPClub.org site, you will need to click the Forgot Password Link.

Login Page - Forgot Password

Clicking on "Forgot your password?" link will take you to the "Reset Password" page. See "Reset Password"

Logout Page

Clicking on this menu item will logout the current user member.

Reset Password

This page is used to change a PLPClub member's password. You must know your club member email (the email you provided on your membership app) to proceed. Note that each PLPClub member should have a unique email address. Enter your email address and click the "Reset my password" button. You will receive an email link to change your password.

Trouble Logging In? If you are having trouble logging into PLPClub, we have found that clearing the cache on your browser will fix this. To clear your cache, Google your browser name and then add "Clear Cache" to find instructions on how to do this. Examples: "**Chrome clear cache**" or "**Safari clear cache**"

Note that you should not share email addresses with other members since your email address is your unique membership id. Each member should have a unique email. If a couple is sharing an email address, only one (one email address) person can register for an event.