

Prior Lake Pickleball Club Web Page Instructions PLPClub.ORG Feb 16, 2023

The Prior Lake Pickleball Club (PLPClub.org) website will work in all browsers, phones, and tablets. You can navigate to different pages using the menu located on the left side of the page. If you are using your phone or tablet, the menu is represented by a green rectangle with a double greater than sign ">>" Clicking on this symbol will bring up the menu selections. If you are new to the PLPClub.org site, you need to reset your 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.

Becoming a member of Prior Lake Pickleball Club:

If you have never been a member of Prior Lake Pickleball, you must **register** your name and email address. To register or login, click the Register or Login button, respectively, in on the login page. Previous members are registered. (See the Login Page menu selection below).

If you clicked register and successfully register, you then need to log in.

At this point, you may log in to the website and buy a 2023 membership within the Shop menu selection. Read the membership agreement, acknowledge you have read it, and purchase your membership. Only one membership can be bought for each club member. Once you purchase your membership, will have full membership access rights to the web page. Within a week, of purchase, you will be added to GroupMe.

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

Home

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.

Club Events Page

The Club Events page allows PLPClub members to sign up for PLPClub events. Events include Saturday Ladders and other scheduled events such as Catch the Wave and are free to members only. To register for events, the Member clicks on the event and another page is shown with details about the event. To register, click the green register button. This page is password protected.

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 slots are yet available. So 2/38 means 2 have signed up and 38 registrations are yet available.

Submit Button

When the Submit button is selected, the user will receive an email confirmation of registration for the event.

Already Registered? Link

To unregister from an event, click the Already Registered Link. The User Member is then asked for their email address. Enter your email address. After clicking on the “Send unregister link” button, the submitted email account will receive a link to confirm their intention to unregister from the event. Accepting this selection from the email will unregister that user from the event.

Submitting to a previously registered event

If a member has already registered for an event and resubmits to the same event again, the program takes no action. 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.

Google and iCal Calendar Links

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

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.

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

See “**Becoming a member of Prior Lake Pickleball Club**” above.

The PLPClub website is password protected. To gain full access to the web page, club members are required to log in. 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.

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 log out the current user member.

Reset Password

This page is used to change a PLPClub member's password. You must know your club member email to precede. Note that each PLPClub member must 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.

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.