

# Lakeside Pickleball Website

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<http://www.lakesidepickleball.com>

## Website Capabilities

The website contains a Publications page, a Contacts page for our officers and Board members, a Players Roster and an area where Notices and pictures can be posted.

### **Publications**

This section of the website contains a list of documents that are relevant to our club and to pickleball in general. They are all in PDF format and can be downloaded by clicking on a document's title.

### **Notices**

This is where notices and pictures of interest to our players are posted.

### **Contacts**

This is a list of all the current officers and Board Members. Click on a name to send an email to that person.

Clicking a name may not work because of circumstances described in the "Sending Emails" section below. If this is the case, or you want to send to a group of contacts, you can use the Player Roster page.

### **Player Roster**

You must login to access the Player Roster portion of the website. Your user ID is your last name (first letter capitalized) and your password is your phone number (10 digits no spaces). You must also enter the captcha as shown in the image to the left of the text box. It is capitalized letters and digits only.

The roster is a list of all the players that have signed up and contains their names, addresses, phone numbers and email contact information. It also identifies those players that are current seasonal members.

An email can be sent to an individual player or a selected group of players by using this page. Clicking on a player's email address sends individual emails. Emails are sent to selected members using buttons at the top of the page. A group can be defined by using the selection box to the right of the email addresses. Once a group is selected, the "Email all selected" button at the top of the page is clicked to send the email. The other buttons send to pre-selected groups, which are identified on the buttons.

## Sending Emails

There are some problems associated with using the website to send emails. One is that the Internet has established a rule that emails that originate from a source that is a shared IP address are not allowed to have more than 25 recipients. This includes almost all ISPs and hosting services.

Another problem is that invoking the user's email client to send emails doesn't work when web based email clients, such as Gmail and AOL, are being used. Also, some email clients do not register themselves with the user's OS and therefore cannot be invoked.

The website uses an email server at the hosting service which makes it completely browser based and solves the above problems. This way of sending emails breaks up the list of recipients into batches that fit into the 25 recipient limit and sends multiple emails when necessary.

When sending to a single recipient you can still click on their email address to invoke your local email client, if that works. If not, then select that person and use the "Email all selected" button.

When you use any of the buttons, your browser will present a page where you can compose your email. You can set the reply-to address, title and message body. The reply-to address defaults to your email address as shown in the Player Roster. You can type directly into the text areas or copy/paste into them. You will receive a copy of any email you send.

There is also the capability to upload attachments. This is done using the selector and buttons in the lower left of the page.

To upload a file click on the "Choose File" button and then select the file that you want to upload from your local file system. Once a file has been selected, its name will be shown to the right of the button. To upload the file, click on the "Upload File" button. Once the file has been uploaded its name will appear in the List of Attachments.

The List of Attachments selector shows all the files that have been uploaded. Files that have been uploaded can be deleted using the buttons to the right of the selector. To delete a single file, select it and then click the "Delete Selected" button. To delete all the files that have been uploaded click on the "Delete All" button.

When you have finished composing your email, fill in the captcha and click the "Send Email" button.

The "Cancel" button will take you back to the Player Roster page and the "Clear All Input" button will reset the page to how it was when it was entered.