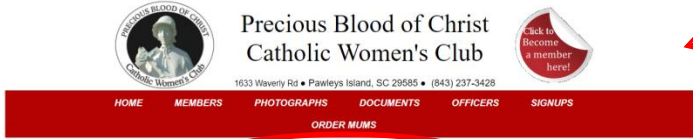


PBOC Women's Club Website Tutorial

Main Page



The red lettering across the bottom displays special notices or reminders for any current events.

This banner will always be shown across the top of the page when you enter the site.

Below the banner, you will always see a randomized slide show. Put your mouse over any picture to view it longer. Always remember to scroll down below these photos to see what you are looking for.

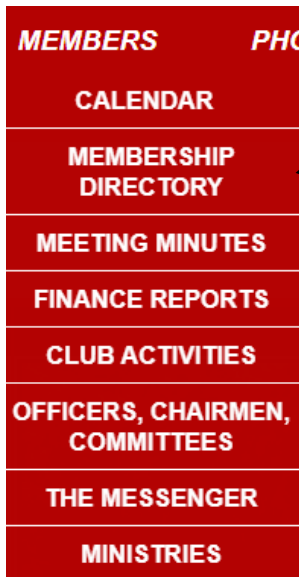
Navigation Menu



The Menu Bar groups various items together.

Mouse over the appropriate group to choose appropriate item or document you are looking for.

Under "MEMBERS"



The **Calendar** is an enlarged version of various meetings and events scheduled.

Some of the Menu Items are Public and accessible to anyone viewing the website. Private items are only accessed by registered members, and you will see this screen to enter login credentials. (See Membership Chair for this information.)

(Upon first login, these credentials are stored on your device, and do not need to be entered next time you access it from that device.

(There are a few additional areas that are only accessible by Officers.)

Membership Directory

This gives you a complete list of all members. If you want a specific member's contact info, you can easily search.

Membership Roster
Search First Name, Last Name, e-mail Address only

GO!

[Clear Search](#)

NOTE: If all you need is Name and Phone Number, go [HERE](#).

LAST	FIRST	PHONE	ADDRESS	CITY/STATE/ZIP	PHONE	E-MAIL	BIRTHDAY
Morris	Greta	Jim	69 Colonial Court	Pawleys Island, SC 29585	434-660-9243	morris_greta@yahoo.com	Oct 31
Morris	Kathy	Joh	632 Crooked Oak Drive	Pawleys Island, SC 29585	843-545-6551	Kathleendmorris@gmail.com	May 29
Morris	Judith		1119 Blue Stem Drive #31D	Pawleys Island, SC 29585	843-435-5337	morpjuth522@gmail.com	May 22

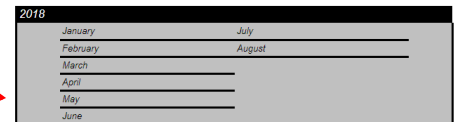
Meeting Minutes and Financial Reports

You access these reports in the same manner:

- 1) Make selection from MEMBERS Menu.
- 2) Select the year desired
Select The Year of The Financial Report You Wish to View

2014 2015 2016 2017 2018 2019 2020 2021

- 3) Select Month



- 4) Report will appear in .pdf format.
- 5) Read, Print or Save to your computer

PBOC Women's Club Website Tutorial

You can learn about various **Club Activities** as well as “Who’s Who?” under **Officers and Committee/Event Chairs**

Our Club Newsletter **“THE MESSENGER”** is available to read on-line.

To add your **Ministries** to the website:

- 1) Click the Ministries topic
- 2) Click “Add or Remove your name from a ministry”.
- 3) Click the small ▼ arrow
- 4) Click on your name, then Submit
- 5) Select the ministries that you are in, and then Submit

Select your name,

Select Name Here ▼ Submit

You will select the ministry on the next page.

Now tell us your ministries:

Each. Minister	Altar Server	Lector	Usher	Cantor	Sacristan	Greeter	Choir	Submit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Follow same steps to remove yourself from a ministry.)



The **“PHOTOGRAPHS”** Link will bring you to Photo Albums as far back as 2012!
ENJOY!!

DOCUMENTS

MUM ORDER FORM

EXPENSE/DEPOSIT FORM

MEMBERSHIP FORM

COMMITTEE CHAIR REPORT GUIDELINES

PRECIOUS STONES

BY-LAWS

SISTER TO SISTER

CLOSET INVENTORY

POLICY & PROCEDURES MANUAL

DOCUMENTS:

Many useful documents can be accessed, and will be updated or added as relevant:

- Expense form for reimbursement (or Deposit)
- Membership Form
- Report Guidelines and Policy Manuals
- Closet Inventory (know what items are in our storage area)
- Informational Materials

These documents can all be viewed, saved, or printed as needed.