

Formula Vee Australia - New Website Guide



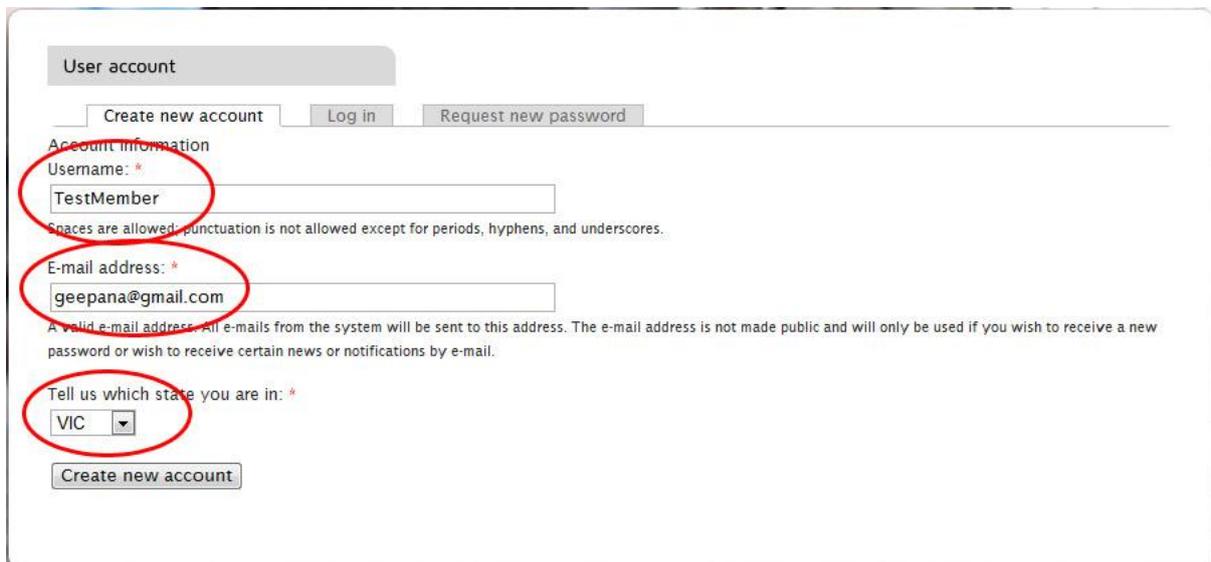
How to register

The new website is available for everyone to see, however, if you want to receive email alerts or create a news/classified item, you need to register.

1. Click on “Register” from the top menu



2. Enter you username, email address, and the state you are from. Then, press “Create New Account”



User account

Account information

Username: *

Spaces are allowed, punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Tell us which state you are in: *

- The website will send you a confirmation email containing a temporary password. Use that password to log into the website for the first time.



Then, enter your username and temporary password into the login dialogue box.

A screenshot of a 'User account' login form. At the top, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. Below these are two input fields: 'Username: *' with the value 'TestMember' and 'Password: *' with a masked password '.....'. A 'Log in' button is at the bottom. The form is titled 'User account' in a grey header.

- You will then be logged into the website. From here, we suggest you change your password to something more familiar. Click on the edit button, then enter your new password, followed by the 'save' button

A screenshot of a user profile page for 'TestMember'. At the top, there are two buttons: 'View' and 'Edit', with 'Edit' circled in red. Below these are two tabs: 'Account' and 'Preferences'. The 'Account information' section shows 'E-mail address: *' with the value 'geepana@gmail.com' and a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' Below this are two password input fields: 'Password:' and 'Confirm password:'. A note says: 'To change the current user password, enter the new password in both fields.' A 'Save' button is at the bottom. The page is titled 'TestMember' in a grey header.

How to receive association updates

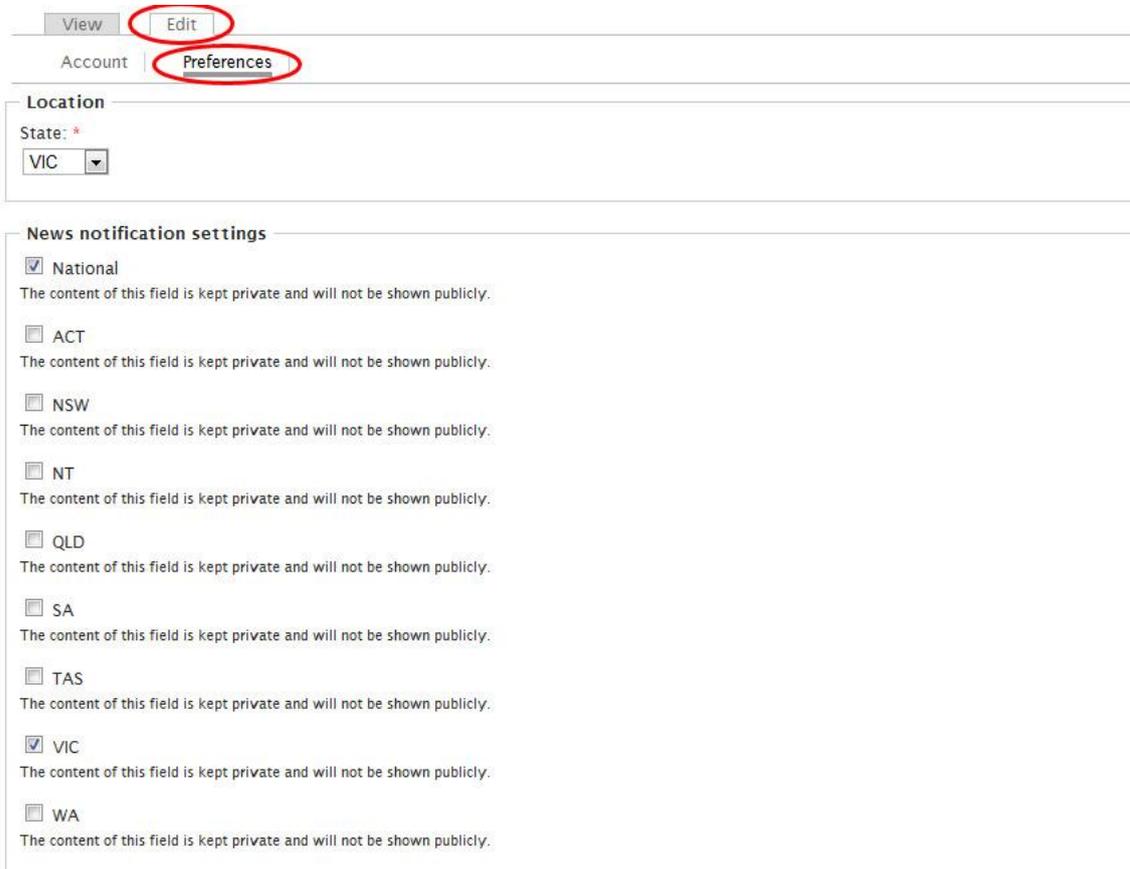
Upon registration, you will automatically receive email alerts from your state (and national issues) when the association posts items on the website.

You can register for additional states, or deregister existing email alerts.

1. Log in
2. Click on “Utilities”



3. Click on the “Edit” tab, the select “Preferences”
4. Then select the state from which you wish to receive email alerts.
5. Click “Save”

A screenshot of a user preferences form. At the top, there are two buttons: 'View' and 'Edit'. The 'Edit' button is circled in red. Below these buttons is a tabbed interface with 'Account' and 'Preferences'. The 'Preferences' tab is selected and circled in red. The form is divided into two sections: 'Location' and 'News notification settings'. In the 'Location' section, there is a 'State: *' dropdown menu with 'VIC' selected. In the 'News notification settings' section, there are checkboxes for various states: National (checked), ACT, NSW, NT, QLD, SA, TAS, VIC (checked), and WA. Each state checkbox is followed by the text 'The content of this field is kept private and will not be shown publicly.'

How to create a new classified

1. Login and select “Utilities”

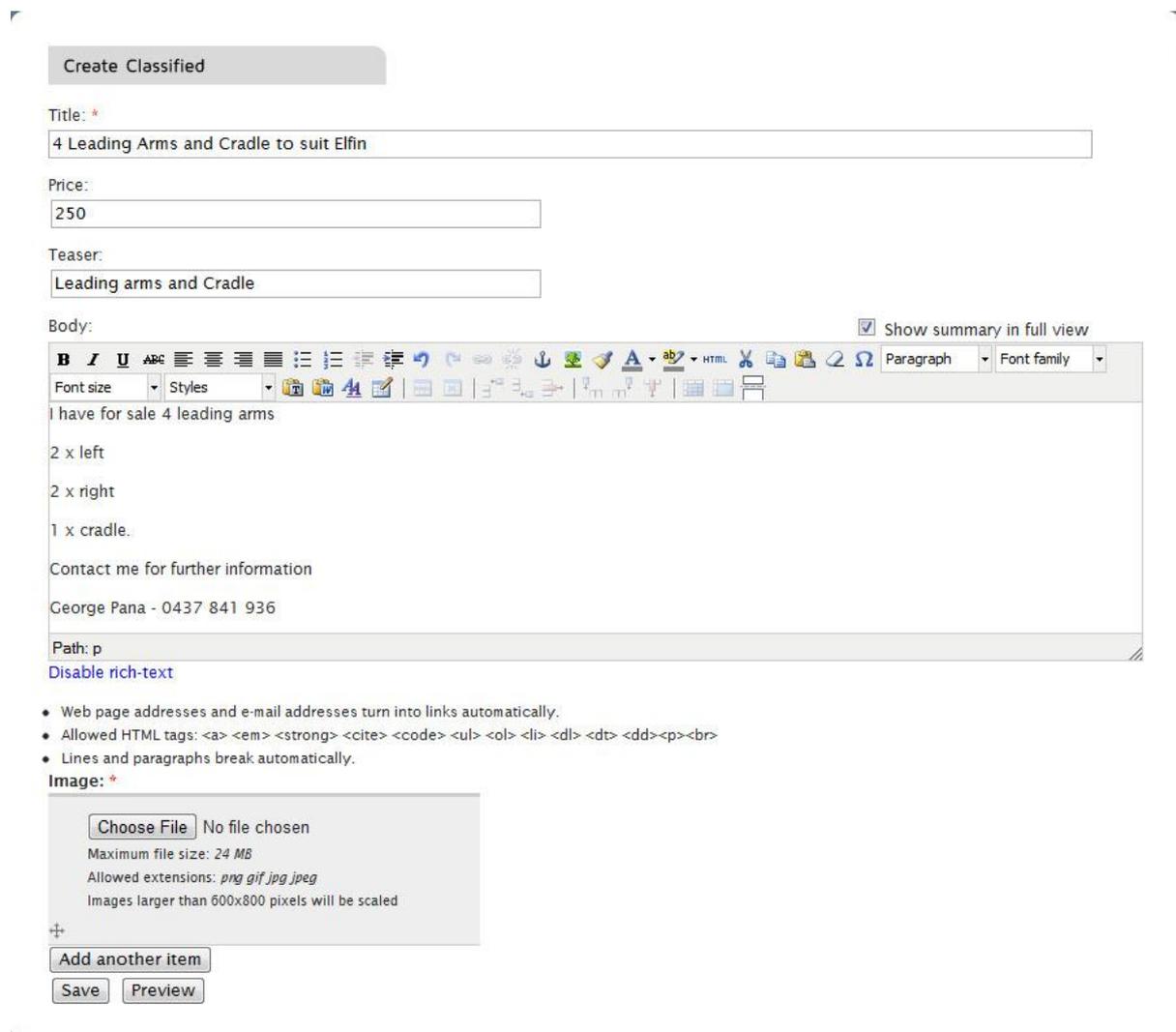


2. Select “Add new classified”



3. Add a:

- Title & Price
- Teaser (short description)
- Enter full details in the “Body” section
- Use the “Choose File” button to add pictures of your item
- Click “Save”. Once the website administrator has approved the ad, it will appear in the classifieds section of the website

A screenshot of a web form titled 'Create Classified'. The form has several input fields: 'Title: *' with the value '4 Leading Arms and Cradle to suit Elfin', 'Price:' with '250', and 'Teaser:' with 'Leading arms and Cradle'. Below these is a 'Body:' section with a rich text editor. The editor contains the text: 'I have for sale 4 leading arms', '2 x left', '2 x right', '1 x cradle.', 'Contact me for further information', and 'George Pana - 0437 841 936'. The editor toolbar includes options for font size, styles, bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, and a 'Show summary in full view' checkbox. Below the editor is a 'Path: p' field and a 'Disable rich-text' link. At the bottom, there are instructions for allowed HTML tags, an 'Image: *' section with a 'Choose File' button (showing 'No file chosen'), and file size/extension restrictions. Finally, there are 'Add another item', 'Save', and 'Preview' buttons.

How to create a new news item

1. Login and select “Utilities”



2. Select “Add news article”



1. Add a:
 - Title
 - Teaser (short description)
 - Enter full details in the “Body” section
 - Use the “Choose File” button to add pictures of your item
 - Click “Save”. Once the website administrator has approved the ad, it will appear in the News section of the website
 - If it a club related news item, an email alert will be sent to registered users

Sample screen on next page

Create News Article

Title: *

FVAV Update

Teaser: *

FVAV Update available for download

Body:

Show summary in full view



The latest FVAV update includes:

- 2012 calendar
- 2012 National Series
- Technical update
- Sandown Race Report

Path: p

[Disable rich-text](#)

- Web page addresses and e-mail addresses turn into links automatically.
 - Allowed HTML tags: <a> <code> <dl> <dt> <dd> <p>

- Lines and paragraphs break automatically.

News Image:

No file chosen

Maximum file size: 24 MB

Allowed extensions: png gif jpg jpeg

Images larger than 600x800 pixels will be scaled



Files:

No file chosen

Maximum file size: 24 MB

Allowed extensions: pdf doc docx xls xlsx



State or national: *

- Please choose -

[▶ Revision information](#)

[▶ Authoring information](#)

[▶ Publishing options](#)