



EliteLive Notice Board

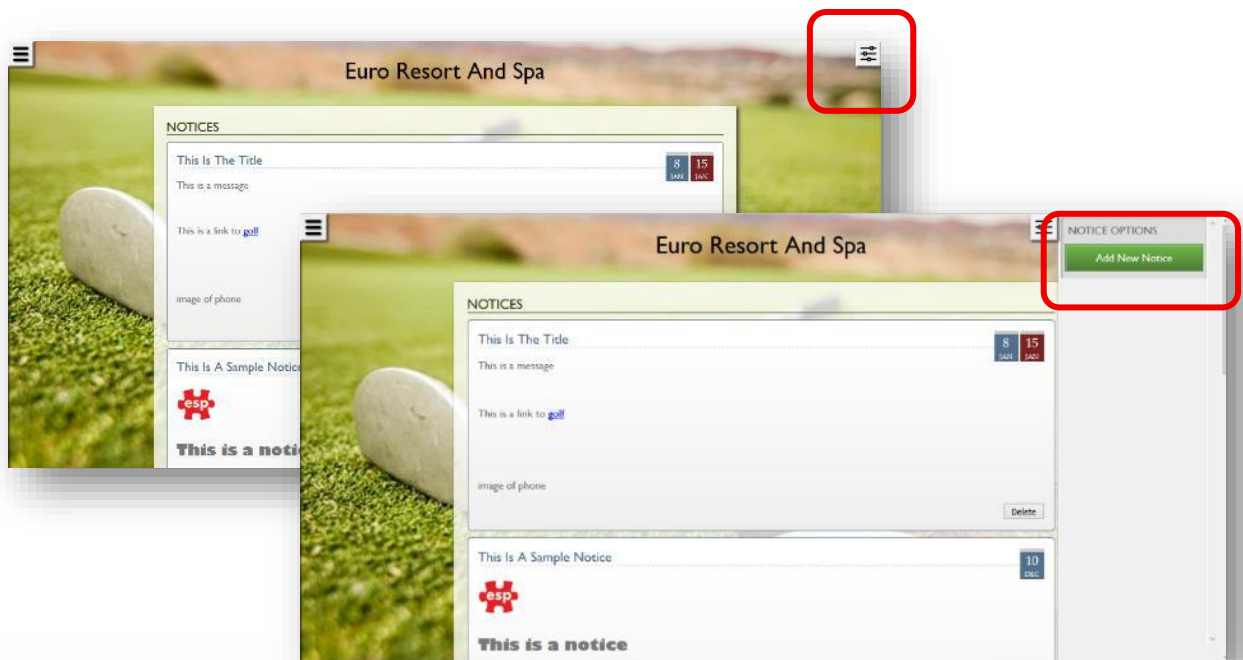
It is possible to display member and customer wide notices at a click of button. Before starting, you must ensure that you have been **set up as a web administrator** to access the notice board online.

Adding a Notice

1. Log into EliteLive as a web administrator. Then, scroll down to the latest notices section of the EliteLive homepage
2. Select the **view all notices** option at the bottom of the the notices area.



3. Select the menu icon on the RIGHT hand side of the webpage the click on **Add New Notice**.



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EliteLive Notice Board

Navigation of the HTML Editor

Start and End Date – Specify when the message will display from and to. If it is a permanent message, tick the 'No End Date' check box

Visibility – This determines which group of customers see the message. Select one of the two options 'everyone' will display the message to all customers 'Members only' will display the message to members of the club

The screenshot shows the 'NEW CLUB NOTICE' form. Red arrows point from descriptive boxes to the following elements: 'Start Date' and 'End Date' fields, the 'No end date' checkbox, the 'Visibility' dropdown menu, the 'Title' text box, the 'Formats' dropdown in the toolbar, the 'Bold' (B) and 'Italic' (I) buttons, the 'Page Layout Options' (alignment icons), the 'Insert/edit Image' icon, and the 'Insert/Edit a link' icon.

Title – Enter a title of the message.

Formats – Allows you to configure the font and style of the headings and text body.

Bold/Italic – Amends any text highlighted.

Page Layout Options – Amends the alignment of text.

Insert/edit Image – Insert an image onto the message (club logos/pictures etc.) by clicking on this option and uploading a saved image.

Insert/Edit a link – Add a link to another website URL by highlighting text or image and clicking on this option. Add the URL to the 'Source' Field.

4. Press **Submit** to publish your notice.



Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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