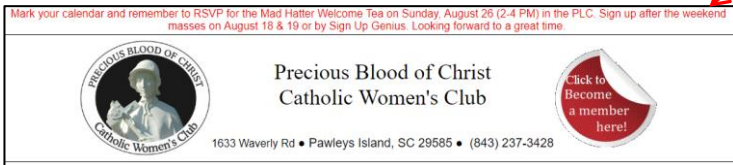


PBOC Women's Club Website Tutorial

Main Page

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



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

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:

Menu

MEMBERS SITE
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 Club Activities
 Financial Reports*
 Main Page
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 Officers, Chairmen, Committees*
 Photo Albums*
 The Messenger

ROSTER
 Blast E-Mail**
 Membership Directory*
 Ministries*
 Officers & OR
 Chairmen E-Mail**

OTHERS
 By-Laws
 Expense Form
 Letterhead
 Membership
 Application/renewal
 Sister to Sister
 Committee Chair
 Report Guidelines
 Closet Inventory and Policy Manual

South Carolina Council Of Catholic Women

PAGE ACCESS
 * limited to members
 ** limited to officers
 Contact Membership Chairman for login data.

To view the various sections of the website, look at the left side **Menu**, and click on any of the topics you are interested in.

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

THIS PAGE CONTAINS MEMBER PERSONAL INFORMATION. ONLY WOMEN'S CLUB OFFICERS & MEMBERS CAN ENTER. IF YOU DO NOT KNOW THE LOGIN NAME AND PASSWORD [CLICK HERE TO REQUEST THE MEMBERS LOGIN RT EMAIL.](#)

please use all lower case letters to log in. User ID: please use all lower case letters to log in. NO capital letters please. Password: NO capital letters please.

(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.)

Items with ** are limited to designated Officers. They require different credentials.

Membership Directory

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

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Membership Roster

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

[Clear Search](#)

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

NAME	PHONE	ADDRESS	CITY/STATE/ZIP	PHONE	E-MAIL	MEMBERSHIP
Morris Green	Jan	69 Colonial Court	Parleys Island, SC 29585	434-660-9243	mmorris_greta@yahoo.com	Oct 31
Morris Kathy	John	632 Crooked Oak Drive	Parleys Island, SC 29585	843-545-6551	Kathleendmorris@gmail.com	May 29
Morris Judith		1119 Blue Stem Drive #31D	Parleys Island, SC 29585	843-455-5337	mjudith52@gmail.com	May 22

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Photo Albums and our **Club Newsletter** are accessible by clicking the appropriate links.

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:

Euch. Minister
 Altar Server
 Lector
 Usher
 Cantor
 Sacristan
 Greeter
 Choir
 Submit

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

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- ** limited to officers
- Contact Membership Chairman for login data.

Financial Reports and Meeting Minutes

You access these reports in the same manner:

- 1) Make selection from Main Menu.
- 2) Select the year desired
- 3) Select the Month
- 4) The report will appear in .pdf format.
- 5) Read, Print or Save to your computer

Select The Year of The Minutes You Wish to View

2014 2015 2016 2017 2018

January	July
February	August
March	
April	
May	
June	

Officers and Committee/Event Chairs can be found by clicking here.

OTHER DOCUMENTS:

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

- By-Laws
- Expense form for reimbursement (or Deposit)
- Club Letterhead
- Membership Application/renewal
- Report Guidelines and Policy Manuals