

NAVAL ASSOCIATION O AUSTRALIA

QLD SECTION

AGM

National Council

Care: Supporting Navy

Bosun's Call - National Edition

Disclaimer

Expression of Interest NAA Membership

Naval Association of Australia Queensland Section (inc.)

Keep an eye on the Notice Board for important information.

Naval "Jack's" Memorial **Monthly Commeration Ceremony**

North Thursday of the Month
@ 1100 South Brisbane Memorial Park,
Tavalassoc. Org. au Website Overview

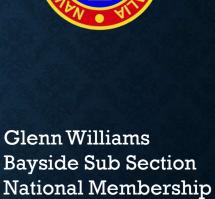
> We encourage you to Click on "Jack" to read the full Order of Services at Jack's Memorial, South Bank







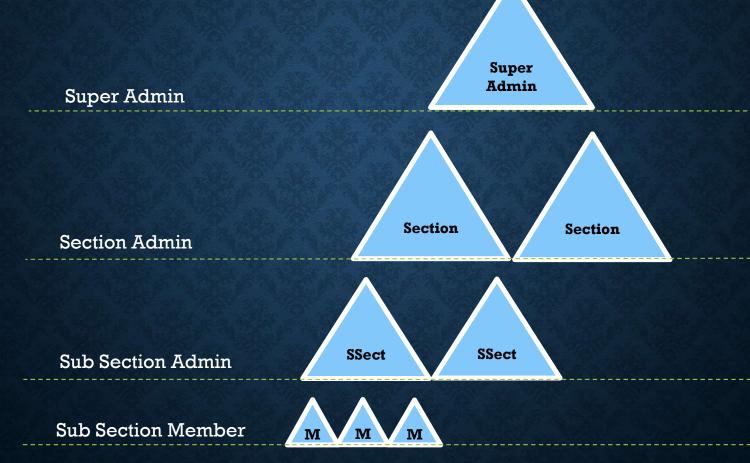
A significant turning point of WWII, the Battle of the Coral Sea. May we be worthy of their service and sacrifice.



Registrar

and Webmaster

Permissions



Sub-Section Member

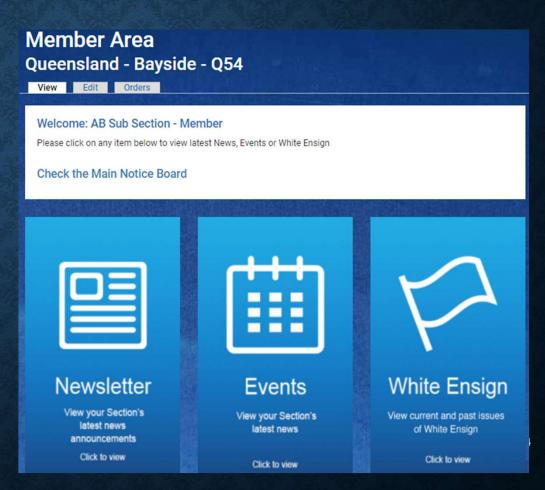


- Full Access to all links in the Navigation Bar Does not have any access to Dashboard Menus
- Allows member to access Section News letters and Events
- White Ensign
 Allows access to the WEM for the member
- My Account Allows the member to change their password and update Personal, Postal and email details.

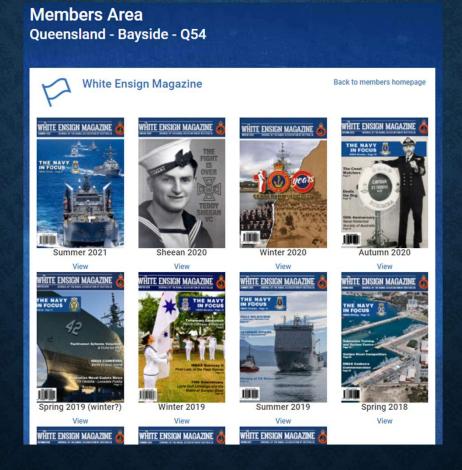
Sub Section – Member's Page – Normal Access



Login via Login
Button



Sub Section – Member's Page – Normal Access - WEM



Sub Section – Member's Page – Sub Section Admin Access



Sub-Section Admin – Dashboard (1)



NAA Dashboard

Details of Sub-Section Dashboard

List all members	(SA,S,SS)	people who have current memberships (paid & non-paid)
• List of blocked users	(SA,S,SS)	people who have applied IOE, but haven't been Admin approved
• List Provisional members	(SA,S,SS)	people who have submitted an EOI, account is activated, but no membership subscription
• Financial members	(SA,S,SS)	people who have a current paid membership
• Renew membership	(SA,S,SS)	People with 2 months until membership expires
• Past members	(SA,S,SS)	people with expired membership and haven't renewed in the past 12 months
 Archived members 	(SA,S,SS)	people with expired membership and haven't renewed after 12 months
• White Ensign subscribers	(SA,S,SS)	people with White Ensign Subscriptions. Post or Email

Sub-Section Admin – Dashboard (2)



NAA Dashboard

Details of Section Dashboard)cont.)

• E-Newsletter subscribers (SA,S,SS) People with E-Newsletter subscriptions

• Events subscribers (SA,S,SS) People with Events subscriptions

• Add new member (SA,S,SS) Can be used to add a new user but not recommended at Sub Section Level.

• Edit Sub-Section Page (SS) This link will jump to the

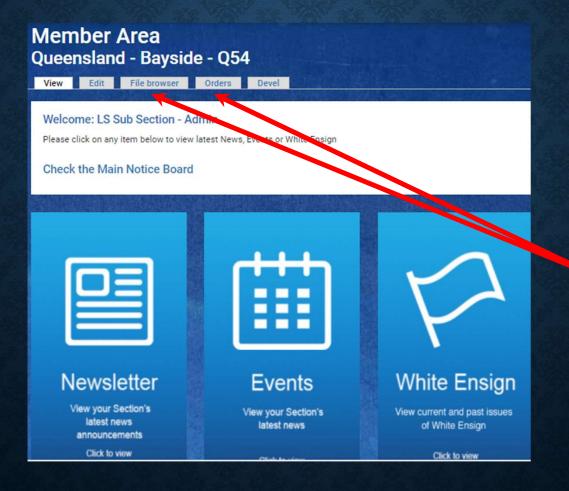
Sub Section Page and allow

the Sub Section Home Page

to be edited.



Sub Section – Member's Page – Sub Section Admin Rights



Additional Tabs

Sub Section Page – Tab details (only use these tabs)

Tabs of interest

File Browser

Sub Section Documents and Pictures can be uploaded on to the server by clicking on the Upload, selecting | the file from your local system and then uploaded.

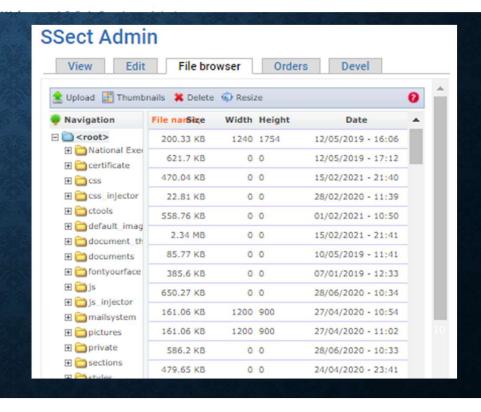
Just make sure the correct sub directory is used for the document. Files can also be deleted in this area so care should be taken that

These files can then be linked to images or text on the homepage.

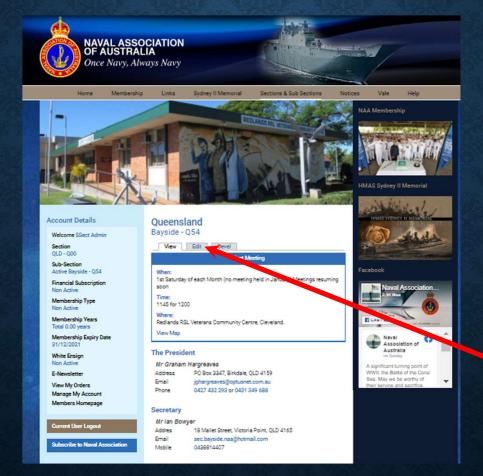
Orders

Used in conjunction with the Expression of Interest On-line application (process – currently suspended)



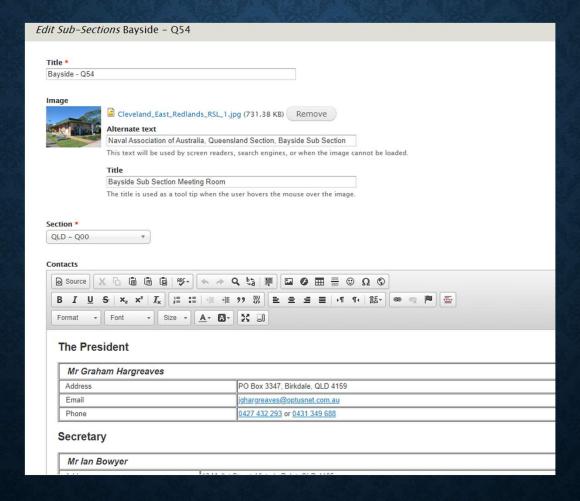


Sub Section Page – Home Page



Additional Tabs

Sub Section Page – Edit Home Page



Sub Section Page

The Sub Section Homepage can divided into four separate areas namely

Location and Meeting details
 Meeting

• Sub Section Excitative Contacts

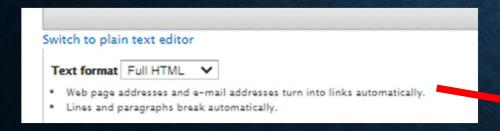
General Sub Section Information Body

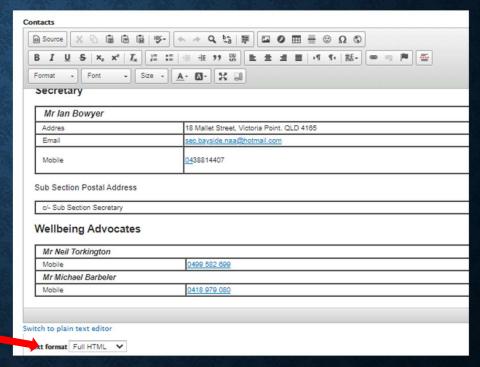
• Photo gallery Album

Sub Section Page - Page Editor

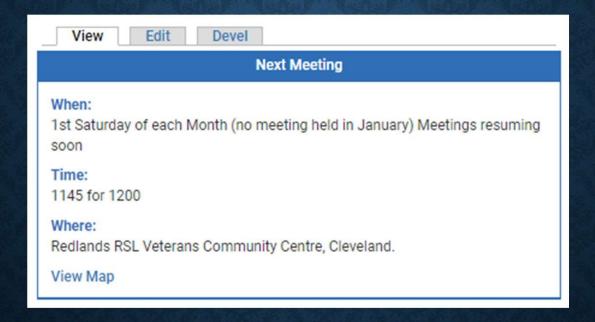
First step is to check before commencing any editing is to make sure that the Editor is operating in the

Full HTML mode

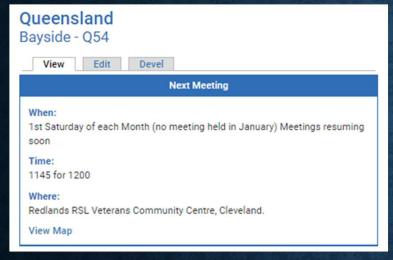




Sub Section Page – Meeting



Sub Section Page - Meeting



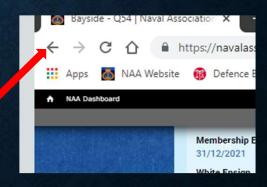




This is a preset formatted area and all that is need to be done is update the appropriate fields as shown and the changes saved.

Note:

If you make a mistake or not sure about what you have done then use the back arrow at the top of the page. Nothing happens to the page until you save it. No changes are saved if you use the back arrow.



Sub Section Page - Contacts

The President

Mr Graham Hargreaves

Address PO Box 3347, Birkdale, QLD 4159
Email jghargreaves@optusnet.com.au
Phone 0427 432 293 or 0431 349 688

Secretary

Mr Ian Bowyer

Addres 18 Mallet Street, Victoria Point. QLD 4165

Email sec.bayside.naa@hotmail.com

Mobile 0438814407

Sub Section Postal Address

c/- Sub Section Secretary

Wellbeing Advocates

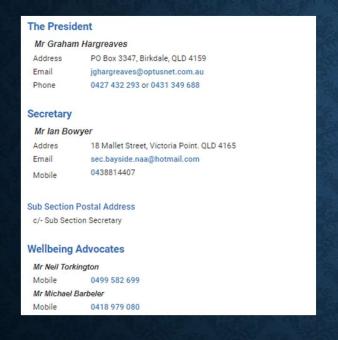
Mr Neil Torkington

Mobile 0499 582 699

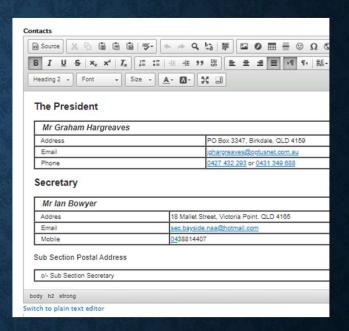
Mr Michael Barbeler

Mobile 0418 979 080

Sub Section Page - Contacts







To maintain the correct layout the contact details on this page are contained in a table that can be edited as the position incumbents change.

The page layout can be fine tuned if you are confident and know how to use the HTML tags in the plain text editor. But don't try it if you aren't familiar with HTML.

Sub Section Page - Body

COVID-19 Message from Bayside Sub-section President.

These are unsettling times and COVID-19 is clearly impacting on our personal and professional lives, and our loved ones.

In order to conform to current restrictions and minimise the risk to the health to our members, many of which fall into the high risk category, all future meeting of the Bayside Sub-section will be cancelled until future notice. On behalf of the Bayside sub-Section I want to wish you, your loved ones and fellow colleagues safe passage through this difficult period.

Please take care, stay positive, support each other and find some time for having fun and smiling. It is challenging for all of us to comply with the current restrictions on our everyday lifestyle but it must be done so we can return the lifestyle we all enjoyed before.

Graham Hargreaves President Bayside Sub-section



Bayside Buzz

Bayside Sub Section
Newsletters

The **Bayside Sub Section** is an active and motivated group of men and women who actively embrace and support the four pillars that underpin the Naval Association of Australia, namely.

- * Care(welfare) for the diverse and crucial support of Navy and ex-Navy men and women,
- . Commemoration by maintaining the legacy of past service and sacrifice.
- * Navy Cadets, by assisting youths to become better citizens through support to the ANC.

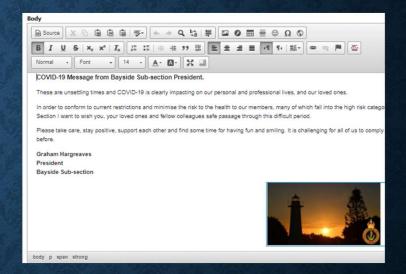
Sub Section Page – Link to local Newsletter



Sub Section Page – **Body**







General text and information can be entered and formatted in this section using the rich text editor controls.

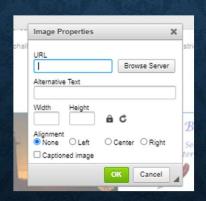
Images can be added using the **Image Icon** and documents **linked** to the image using the **Link Icon**.

Sub Section Page – Imbedding an image (1)

Steps to imbed an image and linking a file to the image on the Body Page.

- Select the position on the page where you want the image to be placed.
- Select the Image Icon from the editor tool bar
- When the following window appears Select Browse Server.





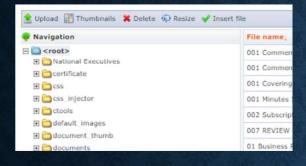


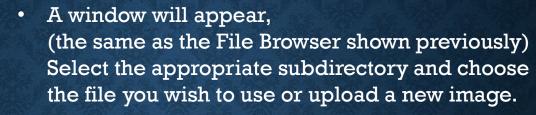
Note:

Full Images are loaded and stored on the server and should be displayed on your page using this method.

If you cut and paste images into your body page the image is stored in the page and slows the display of the page down.

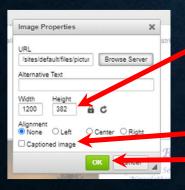
Sub Section Page – Imbedding an image (2)





- As this is an image the **Pictures** subdirectory will be used.
- Select the image file and double click on it.
 This loads it into the **Image Properties** window.
- The selected file name now appears in the **Image Properties** box. At this point the image size can be adjusted to the correct size and position for the page.
- In the case of the Bayside Image, it is set to 440 pixels wide and 140 pixels high (original placed as 1200 x 382)
- If the caption box is selected a caption can be added to the image and click "Ok" to finish

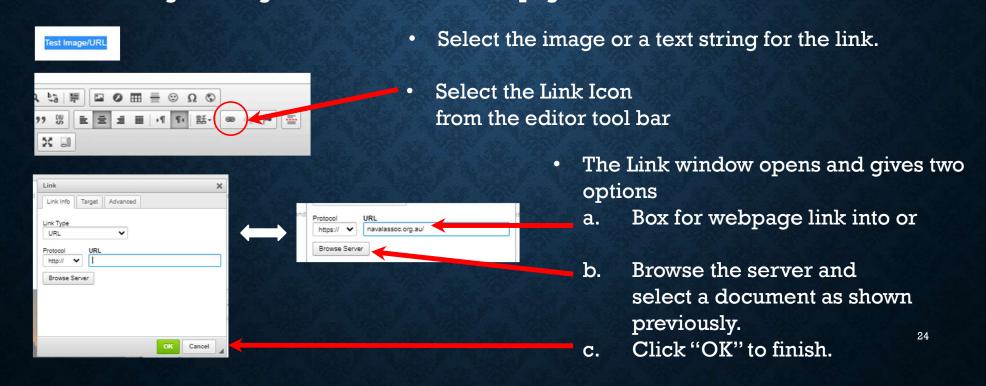




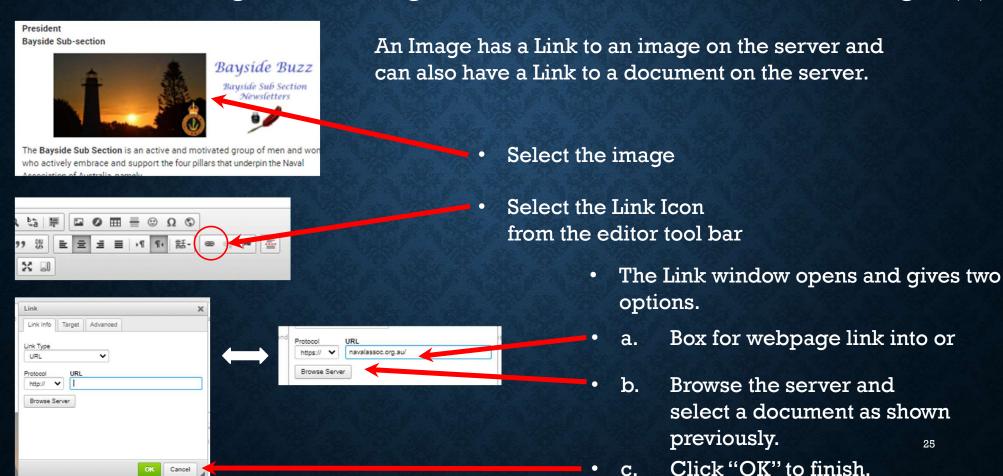
Sub Section Page – Linking a document or URL (1)

The link icon can be used to link an image or a text string to a document held on the navalassoc server or a webpage

Linking an image to a document or webpage.

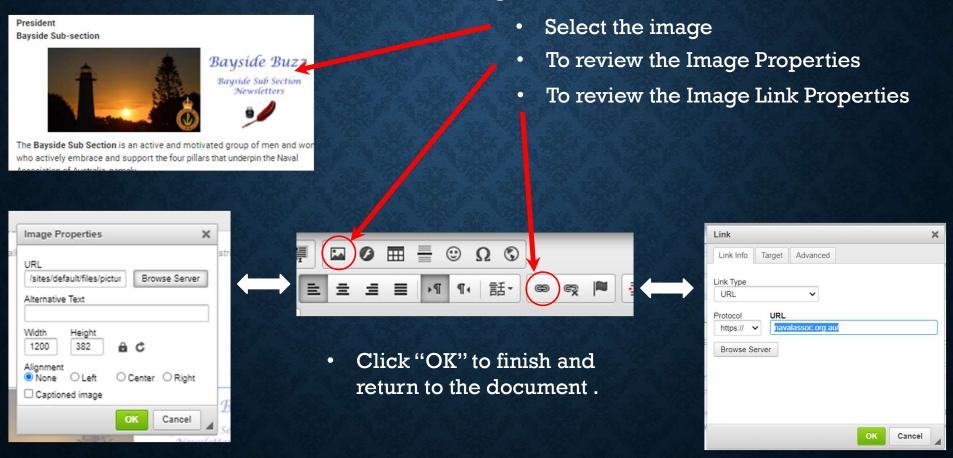


Sub Section Page – Linking a document or URL to an Image (1)



Sub Section Page – Review of image with link

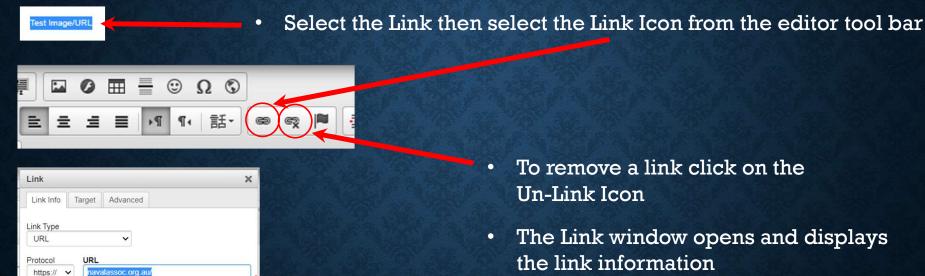
Edit or view the links associated with an Image



Sub Section Page – Editing a link

Edit a link

Browse Server



Cancel

- To remove a link click on the Un-Link Icon
- The Link window opens and displays the link information
- Make any changes then
- Click "OK" to finish.

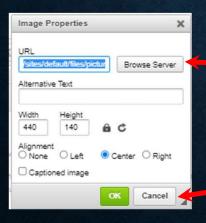
Sub Section Page – Editing an Image

Edit a link



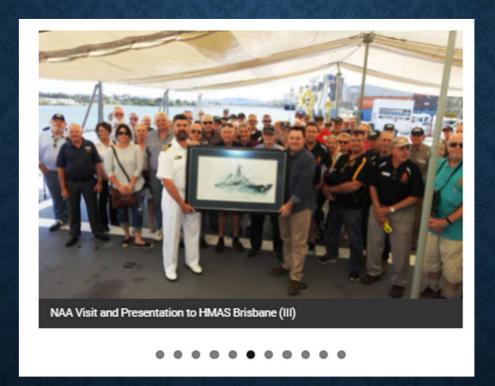
Select the Image, Select the Image Icon from the editor tool bar





- The Image Properties window opens and displays the image information.
- Make any changes then
- Click "OK" to finish.

Sub Section Page - Album



Sub Section Page – Album (1)



The Album Section displays:

- · thumb nail view of the picture
- file name and size of file,
- caption of the photograph
- weight of the photograph (it's place in list of the pictures)
- button to remove the picture

Sub Section Page – Album (2)

- Add photographs to the web site by choosing the photograph from your local computer and upload it.
- If detail in the top or bottom of the picture is required, then sides of the image needs to be cropped
 manually before loading into the webpage. This process is a bit trial and error until you happy with
 the picture displayed the way you want it to be displayed.
- The weight is the images place in the que.
 The larger the number the further it is towards the end.
- Once you are happy with the result just hit the save button and the photograph is on your webpage.



Note: The images are sized to fit the website. In most cases the photograph is automatically cropped top and bottom when the image is uploaded.

The **Preview button** displays how the photograph will look on the page.

Thank you for your attention.