

**GBRC**

**Website How-To Guide**

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Link to the GBRC website: <http://www.gbrc.net>

After clicking on the link, you will arrive at the GBRC main page:

Greater Bellingham Running Club (GBRC) Home Page

# Greater Bellingham Running Club

Home  
Event Calendar  
Results  
Race Reports  
GBRC Races  
Lake Samish Runs  
Two for the Road  
Honeywagon Runs  
Haggen To Haggen  
Race Beneath the Sun  
Chuckanut Foot Race  
Lake Whatcom Run  
Lake Padden Relay  
Silver Lake X-C Run  
Padden Mudfest  
Turkey Trot  
Fairhaven Frosty  
Contacts  
Membership  
Member Resources  
Meeting Minutes  
Race Directors  
Links  
Photo Gallery  
Maintenance

[f](#) Search GBRC

**The next 30 days at a glance..**

- race: [Rhody Run](#) on 5/22/11
- race: [Race Beneath the Sun](#) on 6/4/11
- race: [North Olympic Discovery Marathon](#) on 6/5/11
- race: [San Juan Island Marathon](#) on 6/5/11
- race: [Chum Run \(trail run\)](#) on 6/5/11
- race: [Rock N' Soul Run for MS](#) on 6/12/11

**Recently Posted..**

- Results: [Haggen to Haggen 5K](#) on 5/7/11
- Report: [Capitol Peak 50 miler](#) on 4/30/11 by Heather Anderson

**What's New?**

- 5/18/11  
Race Directors needed for our GBRC Honeywagon Runs

After 7 years of exemplary service, race directors Kim Boon and Vicki Griffiths have decided to move on to other things. GBRC is now seeking a new team of race directors for this event.

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**Trail Building - Raptor Ridge Trail Connector**

- 5/15/11

Improve your trail Karma! Come help build the new Raptor Ridge trail connector This Sunday 5/15 Whimps Mountain Bike Coalition is leading the build and Transition bike is sponsoring the day with munchies. Check the website for all the latest info. Give back to the trails.

For more details go to:

**Track Workouts**  
2/1/11  
The 2011 GBRC track workouts begin Wednesday, March 30th. The workouts start at 6:00 PM at the WWU track. They are open to all GBRC members and are being coached by Erik DeRoche and Steve Grichel. Hope to see you all there!

Click on Maintenance

Once you click on the Maintenance section of the website, you will be prompted to Login to the secure area of our GBRC website.

Login Form

## Greater Bellingham Running Club

[GBRC Home](#) [Event Calendar](#) [Results](#) [Contacts](#)

### Login Form

#### GBRC Member Login

Use the form below to login to the website. You need to login in order to access certain pages. If you don't have an account on the GBRC site, just use the link below to get set up in a couple of minutes. If you have forgotten your password, you can have it reset by following the other link below.

- [Create a new account with GBRC](#)
- [Forget your password?](#)

#### Login Form

User Name

Password

Not logged in.

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If you do not have an existing account and password, you can set one up by clicking on the [Create a new account with GBRC](#) link. However, you will need to take the additional step of contacting our website administrator Jake Hartsoch because he will need to grant race Director GBRC web access so you can use all of the options you will want to access.

## Greater Bellingham Running Club

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### New Account

**Create a New Member Account**

**New Account**

First Name

Last Name

User Name

E-mail Address

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Once you login to the secure maintenance section of the GBRC website, you will arrive at the following page.

GBRC Web Maintenance

## Greater Bellingham Running Club

[GBRC Home](#) [Event Calendar](#) [Results](#) [Membership](#) [Contacts](#)

### GBRC Web Maintenance

These pages are designed to allow updating the GBRC web content. Access is restricted to people who have a user name and password. When you are prompted for a name/password, remember that upper case and lower case aren't the same. User names and passwords are usually lower case so make sure you type the name correctly.

If you have any problems please e-mail us.  
If you don't have a user name/password and are interested in accessing these pages, e-mail [Rick](#) at GBRC.

Logged in as robsmi.

[Login](#)  
[Logout](#)

#### Event and Document Maintenance

[Events \(races, meetings, etc\)](#)  
[Documents \(articles, results, reports, minutes, etc\)](#)

#### Online Race/Event Registration

[Display List of Online Registration Events](#)

#### Email Functions

[List/manage GBRC Group EMail](#)  
[Compose GBRC Group E-Mail](#)  
[Upload a Member Email List](#)

#### Membership Management

[GBRC Membership Online](#)  
[Member List](#)  
[Volunteer List](#)

#### Web Account

[GBRC Web Account Maintenance](#)

#### Misc

[Web Application Reference Tables](#)  
[Display/Edit Images](#)  
[Ad Hoc Query Window](#)

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From this page you can do a variety of things that you would need to do as a race director such as; print a list of volunteers for your race, print a list of current members, publish a news item that will be displayed on the main GBRC website page or post race results.

## How to print a list of volunteers for your race or a list of current members:

Greater Bellingham Running Club

GBRC Home   Event Calendar   Results   Membership   Contacts

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### Email Functions

[List/manage GBRC Group EMail](#)  
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[Upload a Member Email List](#)

### Web Account

[GBRC Web Account Maintenance](#)

### Online Race/Event Registration

[Display List of Online Registration Events](#)

### Membership Management

[GBRC Membership Online](#)  
[Member List](#)  
[Volunteer List](#)

Click on member list  
Click on volunteer list

### Misc

[Web Application Reference Tables](#)  
[Display/Edit Images](#)  
[Ad Hoc Query Window](#)

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Click on Volunteer list or Members List and then select print. If you want a more customized list you can export membership data to an Excel spreadsheet and then will have more flexibility to manipulate the data for additional needs.

**How to export a list of members to an excel spreadsheet to create a custom list for additional purposes:**

GBRC Web Maintenance

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## Greater Bellingham Running Club

[GBRC Home](#)   [Event Calendar](#)   [Results](#)   [Membership](#)   [Contacts](#)

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[Events \(races, meetings, etc\)](#)  
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[Display List of Online Registration Events](#)

#### Email Functions

[List/manage GBRC Group EMail](#)  
[Compose GBRC Group E-Mail](#)  
[Upload a Member Email List](#)

#### Membership Management

[GBRC Membership Online](#) ← Click on GBRC Membership Online  
[Member List](#)  
[Volunteer List](#)

#### Web Account

[GBRC Web Account Maintenance](#)

#### Misc

[Web Application Reference Tables](#)  
[Display/Edit Images](#)  
[Ad Hoc Query Window](#)

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You will then come to the following page and select Download GBRC Member Data to Excel.

Greater Bellingham Running Club

GBRC Home   Event Calendar   Results   Membership   Contacts

### GBRC Membership Maintenance

[home](#) > [maintenance](#)

These links are designed for maintaining GBRC membership information.

If you don't have a user name/password and have a need to access these pages, e-mail [Webmaster](#) at GBRC.

#### Membership Services

- [New GBRC Member Registration](#)
- [List GBRC Members](#)
- [Download GBRC Member Data to Excel](#)

Click on Download GBRC Member data to Excel

Excel will automatically be launched and the membership information will appear in a new spreadsheet that you can save on your computer. Two things you should note:

1. We do not allow membership information to be used for anything other than GBRC club purposes. We want to honor the privacy of our members and consider this information to be highly confidential. This information should never be released for other purposes.
2. When using these data, you will want to filter out records that have a RegID=0. These are duplicate records that were created during an incomplete online membership registration process. These incomplete transactions occur when a transaction is interrupted, canceled after a certain point and/or a credit card transaction fails.

## How to publish a new item that will be displayed on the GBRC main web page:

Greater Bellingham Running Club (GBRC) Home Page

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[f](#)  Search GBRC

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2/1/11

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New item that is dated and displayed on GBRC main web page.

You will enter the secure Maintenance section of the website as previously described and under the Event and Document Maintenance section you will click on Documents (articles, results, reports, minutes, etc.).

## Greater Bellingham Running Club

[GBRC Home](#)   [Event Calendar](#)   [Results](#)   [Membership](#)   [Contacts](#)

### GBRC Web Maintenance

These pages are designed to allow updating the GBRC web content. Access is restricted to people who have a user name and password. When you are prompted for a name/password, remember that upper case and lower case aren't the same. User names and passwords are usually lower case so make sure you type the name correctly.

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### Event and Document Maintenance

[Events \(races, meetings, etc\)](#)  
[Documents \(articles, results, reports, minutes, etc\)](#)

### Online Race/Event Registration

[Display List of Online Registration Events](#)

### E-Mail Functions

[List/manage GBRC Group EMail](#)  
[Compose GBRC Group E-Mail](#)  
[Upload a Member Email List](#)

### Membership Management

[GBRC Membership Online](#)  
[Member List](#)  
[Volunteer List](#)

### Web Account

[GBRC Web Account Maintenance](#)

### Misc

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[Display/Edit Images](#)  
[Ad Hoc Query Window](#)

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Click on Documents (articles, results, reports, minutes, etc.)

This link opens the following page where you can post news items, results, meeting minutes etc.

## Greater Bellingham Running Club

[GBRC Home](#)   [Event Calendar](#)   [Results](#)   [Membership](#)   [Contacts](#)

### List of Documents

[home](#) > [maintenance](#)

Document Type

To see or edit the post details, click the ID number.

Select New Document

ID	Date	Type	Name	Author
<a href="#">2774</a>	5/18/11	news	Honeywagon RD Notice	Robin Smith
<a href="#">2771</a>	5/15/11	news	Trail Building - Raptor Ridge Trail Connector	Polly Favinger
<a href="#">2770</a>	5/14/11	news	Girls on the Run - Shoe FunD Run	Polly Favinger
<a href="#">2773</a>	5/7/11	Results	Haggen to Haggen 5K	
<a href="#">2772</a>	4/30/11	race_rep	Capitol Peak 50 miler	Heather Anderson

To publish, select New Document and it will open the following page:

Greater Bellingham Running Club

GBRC Home   Event Calendar   Results   Membership   Contacts

### Add New Document

[maintenance](#) > [list document](#)

Document Information

Key

Type:

Name:

Author:

Date:

Image ID:  [view images](#)

Security:   Display on Home Page  Approved

Link to this Document

Link:

html formatting (default)    "Results" formatting

Type text or cut/paste text from another source into this section.

Click on Add New record when you are ready to publish and go to the main GBRC page to review your news

Add New Record

Select the type of document you want to post. For a new "News" item that will be displayed on the Main GBRC web page, you would select "News". Then give your news item a name such as "Honeywagon RD Notice" and list yourself as the Author. The date will default to today's date. You can leave the Image ID blank as this will be automatically assigned when you enter a new document record. Then type or cut/paste from another document the text in the text box. Once you are ready to publish, click on the Add New Record button. You will want to go to the main

GBRC web page and review your news item to confirm that it looks like you expect it to. You can always return to the document page, select your document record and edit your item if needed. If you want to publish a link to a document located somewhere else such as race results from a non-GBRC race, click on the Link to this document checkbox and put the full URL to the document location. For example, <http://www.nookachamps.com/results> .

## How to publish race results that will be displayed in the Race results section of the GBRC website:

You will follow the same steps described in the previous section for posting a news item with the exception of selecting "Race results" from the drop down list instead of "News".

Add New Document

### Greater Bellingham Running Club

[GBRC Home](#)

[Event Calendar](#)

[Results](#)

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[Contacts](#)

#### Add New Document

[maintenance](#) > [list document](#)

##### Document Information

Key

Type

Results

Name

Lake Samish Runs 6.5M/13.1M - 1/8

Author

Robin Smith

Date

Jan 8 2011

Image ID

[view images](#)

Security

Not Secured

Display on Home Page

Approved

Link to this Document

Link

html formatting (default)

"Results" formatting

Lake Samish Runs 6.5 Miles; Half Marathon

##### 6.5 Mile Race Results

Place	Name	Sex	Age	Time	Group	Grp Place
1	Daniel Julian	M	28	39:39	M 20-29	1
2	Kevin Benner	M	28	40:59	M 20-29	2
3	Christopher Fredlund	M	14	41:44	M 10-19	1
4	Amber Morrison	F	29	41:52	F 20-29	1
5	Ryan Thompson	M	16	41:56	M 10-19	2
6	Steve Stange	M	54	42:52	M 50-59	1
7	Alex Springer	M	15	42:57	M 10-19	3

Click Add new record once you are done formatting the results and are ready to post.

Select "Results" from drop down list.

Enter the name of race.

Enter your name as the author.

Enter date.

Select race results formatting.

Paste race results into this section.

Be sure to check the formatting of the race results you just posted by returning to the GBRC Home page and selecting Results on the left hand list. Then select the link to the results you posted and confirm that they look as you expected. If you need to make adjustments or edits, you can go back in to the maintenance section and return to the Documents section. Click on the ID hyperlink to open the existing document race results record you would like to edit. Then make your edits.

## Greater Bellingham Running Club



### Edit Document

[maintenance](#) > [list document](#)

Document Information

Key: 435

Type:

Name:

Author:

Date:

Image ID:  [view images](#)

Security:   Display on Home Page  Approved

Link to this Document

Link:

html formatting (default)  "Results" formatting

Lake Samish Runs 6.5 Miles; Half Marathon

6.5 Mile Race Results

Place	Name	Sex	Age	Time	Group	Grp Place
1	Daniel Julian	M	28	39:39	M 20-29	1
2	Kevin Benner	M	28	40:59	M 20-29	2
3	Christopher Fredlund	M	14	41:44	M 10-19	1
4	Amber Morrison	F	29	41:52	F 20-29	1 *new
women's course record						
5	Bryan Thompson	M	14	41:56	M 10-19	2

Once you make the edit corrections you would like to make, select update form.

Be sure to return to main page and review the results again to make sure everything looks as you expect it to.

## How to publish meeting minutes that will be displayed in the Member Resources section of the GBRC website:

To publish, select New Document and it will open the following page:

Greater Bellingham Running Club

GBRC Home   Event Calendar   Results   Membership   Contacts

### Add New Document

[maintenance](#) > [list document](#)

Document Information

Key

Type:

Name:

Author:

Date:

Image ID:  [view images](#)

Security:   Display on Home Page  Approved

Link to this Document

Link:

html formatting (default)    "Results" formatting

Type text or cut/paste text from another source into this section.

Click on Add New record when you are ready to publish and go to the main GBRC page to review your news

Add New Record

Click the arrow for the drop down list to appear and it will allow you to select the type of document you want to post:

- Contact
- Minutes
- Race\_Report
- Results
- News

To post a news item, select "news".

You will follow the same steps described in the previous section for posting a news item with the exception of selecting "minutes" from the drop down list instead of "News".

## How to setup online race registration:

Select [Display List of Online Registration Events](#) under the Online Race/Event registration section of the GBRC Web Maintenance page.

GBRC Web Maintenance

### Greater Bellingham Running Club

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This will display the GBRC races that have online registration already setup.

Greater Bellingham Running Club

**Race Director Menu**

Click on the number next to the race you are interested in.

If the race has already been setup, click on the numeric hyperlink next to the race name.

Num	Race	Start Date	Close Date	
<a href="#">16</a>	Lake Samish Runs	11/1/10	1/7/11	<a href="#">register</a>
<a href="#">18</a>	Chuckanut Ridge 50K	2/27/09	3/5/09	<a href="#">register</a>
<a href="#">19</a>	Honeywagon Runs	1/15/11	3/4/11	<a href="#">register</a>
<a href="#">22</a>	Chuckanut Foot Race	4/4/11	4/8/11	<a href="#">register</a>
<a href="#">26</a>	Padden Mudfest	10/1/11	11/5/11	<a href="#">register</a>
<a href="#">28</a>	Birch Bay Marathon/Half Marathon/10K	11/29/07	2/15/08	<a href="#">register</a>

Once you click on the online race number, the following menu opens up.

Greater Bellingham Running Club

**Lake Samish Runs**

**Race Director Menu**

This page lists the functions and activities available for managing this event and doing the set-up.

**Work with lists of Runners**

- [Manage Runners List](#)
- [Export Runners List to Excel](#)
- [Display a Public List of Current Runners](#)
- [Move Standby Runners into Regular Status](#)

**Race setup and configure**

- [Configure/Setup Race](#)
- [Go to the Registration Page](#)

**GBRC Membership**

- [Display list of current GBRC members](#)
- [Display potential volunteer list](#)

From this menu you can update the race registration for the new year. You can also export a list of registered runners.

Note: You can print a list of race volunteers or membership from this page.

[▲ Top](#)

To configure existing online race, update web form and click update button.

## Greater Bellingham Running Club

### Setup for Lake Samish Runs Registration.

#### [Race Directors Menu](#)

1. Registration Dates, Fees, Waivers and Limits. 0 = no limit

Event: Lake Samish Runs      Event Date: 1/8/11

Reg. Opens: Nov 1 2010      Reg. Closes: Jan 7 2011

Reg. Limit: 300      Standby Limit: 0

Fees Charged     Waiver Required     Optional Purchase (t-shirt,etc)     Questions

2. Distance(s) and entry limits. 0 means no limit

Distance: 6.5 ml	Reg. Limit: 0	Standby Limit: 0	<a href="#">delete this row</a>
Distance: 13.1	Reg. Limit: 0	Standby Limit: 0	<a href="#">delete this row</a>

Distance:  Reg. Limit:  Standby Limit:

3. Fees for each Distance

Distance	Group	Effective Date	End Date	Amount	
13.1	non-member	11/1/10	1/10/11	10.00	<a href="#">delete</a>
13.1	member	11/1/10	1/10/11	0.00	<a href="#">delete</a>
6.5 ml	non-member	11/1/10	1/10/11		
6.5 ml	member	11/1/10	1/10/11		

13.1 non-member Sep 18 2011 Sep 18 2011

4. Select Payment Type(s) to use

Online Payment (Pay Pal)     Mail In (check/money order)

Type	More Info Name	More Info Value
Online Payment (Pay Pal)	<input type="text"/>	<input type="text"/>

Recent News about the Event.. to display on the event web page

Welcome to the 2011 Lake Samish Race. Online registration for this event will open starting November 1, 2010 and will be available until 2 days prior to the race. This year we will have chip timing! We will also have an extra shuttle van to help get runners from the Lake Samish Park & Ride parking lot to the race start

Make updates and click update buttons.