

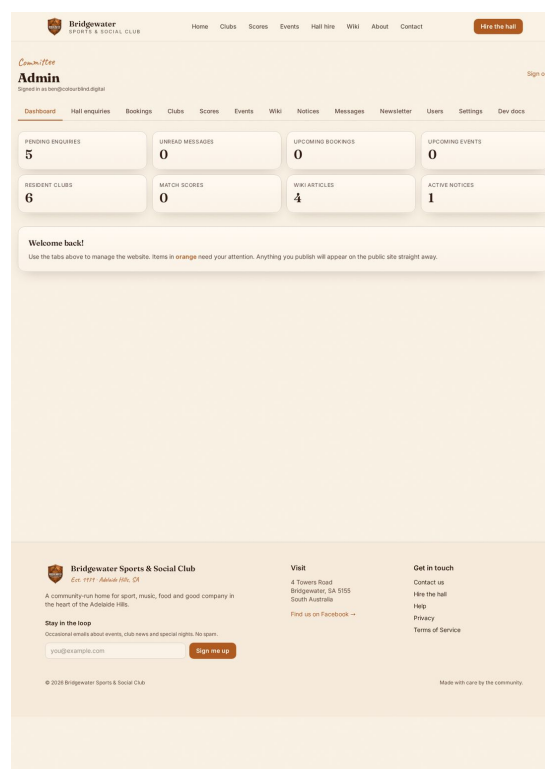
COMMITTEE GUIDE

Admin portal reference

A two-page tour of every tile in the committee admin portal at /admin.

Dashboard

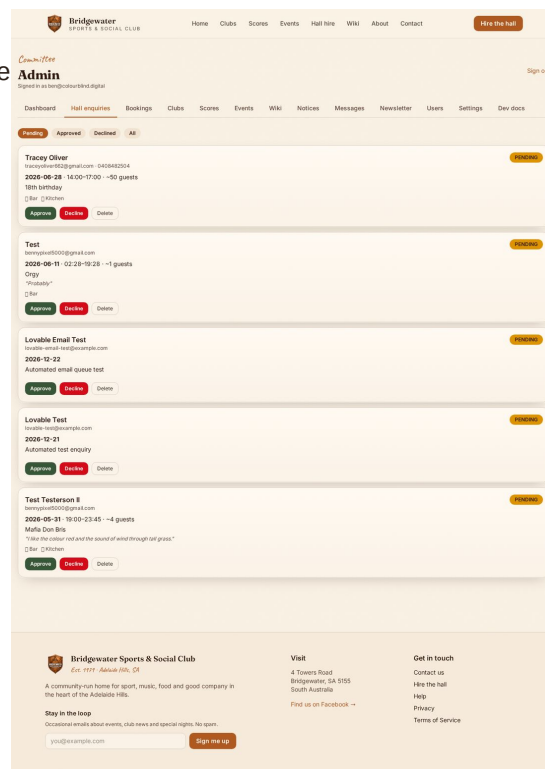
- Each tile is a live count — click to jump straight there.
- Tiles ringed in orange need attention (pending enquiries, unread messages).



Admin dashboard

Hall enquiries & bookings

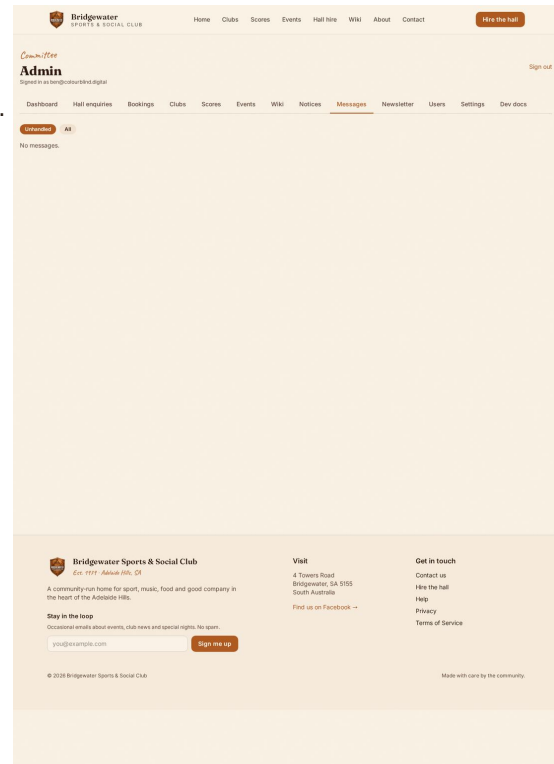
- **Hall enquiries:** every form submission lands here. Approve to turn into a booking, or message back.
- **Bookings:** add walk-ins or recurring slots manually. Confirmed bookings show on the public hall calendar.



Hall enquiries

Contact messages

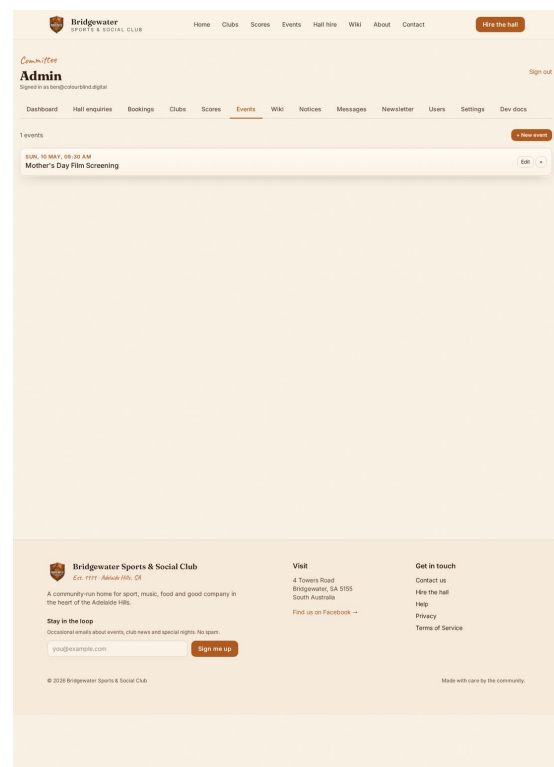
- Anything sent via Contact lands here.
- Click the email address to reply from your normal mail app.
- Mark handled when done to keep the queue clear.



Messages

Events & notices

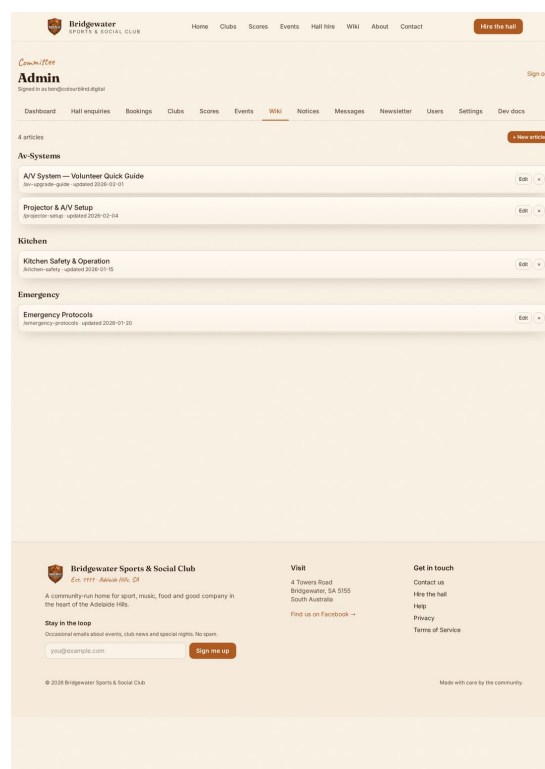
- **Events:** title, date/time, description, optional image. Goes straight to the public Events page.
- **Notices:** short pinned posts on the home board (AGM dates, closures, urgent updates).



Events admin

Clubs, wiki, newsletter

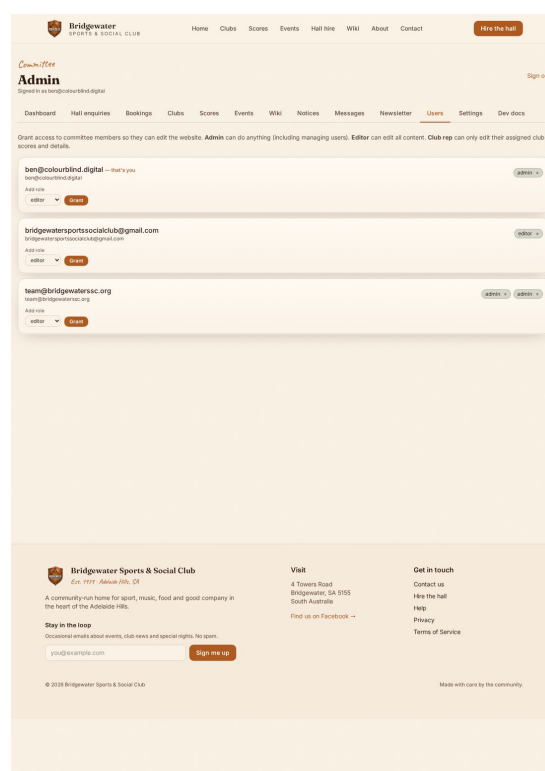
- **Clubs:** add/remove resident clubs, assign club reps.
- **Wiki:** how-to library for volunteers (bar handover, lock-up, AV setup). Markdown.
- **Newsletter:** view subscribers, export CSV for Mailchimp/Gmail. We don't send from the site.



Wiki admin

Users & roles

- **admin** — everything, including granting roles.
- **editor** — public content (events, notices, wiki, clubs).
- **club_rep** — their club page and scores only.
- Users tab: invite by email, then assign the role.



Users & roles

Site settings

- Contact email — where Contact and Hall enquiry forms send to.
- Facebook page URL — drives the embed on the Events page.
- Hall calendar feed — for syncing externally (Google/Outlook).

The screenshot shows the 'Admin' interface for the Bridgewater Sports & Social Club. The top navigation bar includes links for Home, Clubs, Scores, Events, Hall Hire, WHI, About, and Contact, along with a 'Hire the hall' button. The 'Admin' section is titled 'Digital Assistant by cotocourtindigital' and includes a 'Sign out' link. A sidebar menu lists various administrative functions: Dashboard, Hall enquiries, Bookings, Clubs, Scores, Events, WHI, Notices, Messages, Newsletter, Users, Settings (highlighted), and Dev docs. The 'Site settings' panel is open, showing fields for: Club Facebook page URL (https://www.facebook.com/bridgewatersportsandsocialclub/), Form notification recipients (bridgewatersportsandsocialclub@gmail.com, ben@cotocourtindigital), Public contact email (bridgewatersportsandsocialclub@gmail.com), and Calendar feeds (Apple Public Events, Apple Public Hall Hire, and Apple Public Bookings). A 'Save settings' button is at the bottom of the panel. The footer contains the club's name, address (4 Towers Road, Bridgewater, SA 5155), a 'Sign me up' button, and a 'Get in touch' section with links for Contact us, Hire the hall, Help, Privacy, and Terms of Service.

Site settings