

Your Club, Online

A guide to the Bridgewater Sports & Social Club website

bridgewaterssc.org

What the website is for

- Replaces the old patchwork of Facebook posts, emails and paper notices
- One place visitors and members can find events, hire the hall, and contact us
- One place the committee can publish notices, manage bookings and update club info
- Mobile-first — works like an app on a phone, no install needed
- Everything you publish goes live on the public site straight away

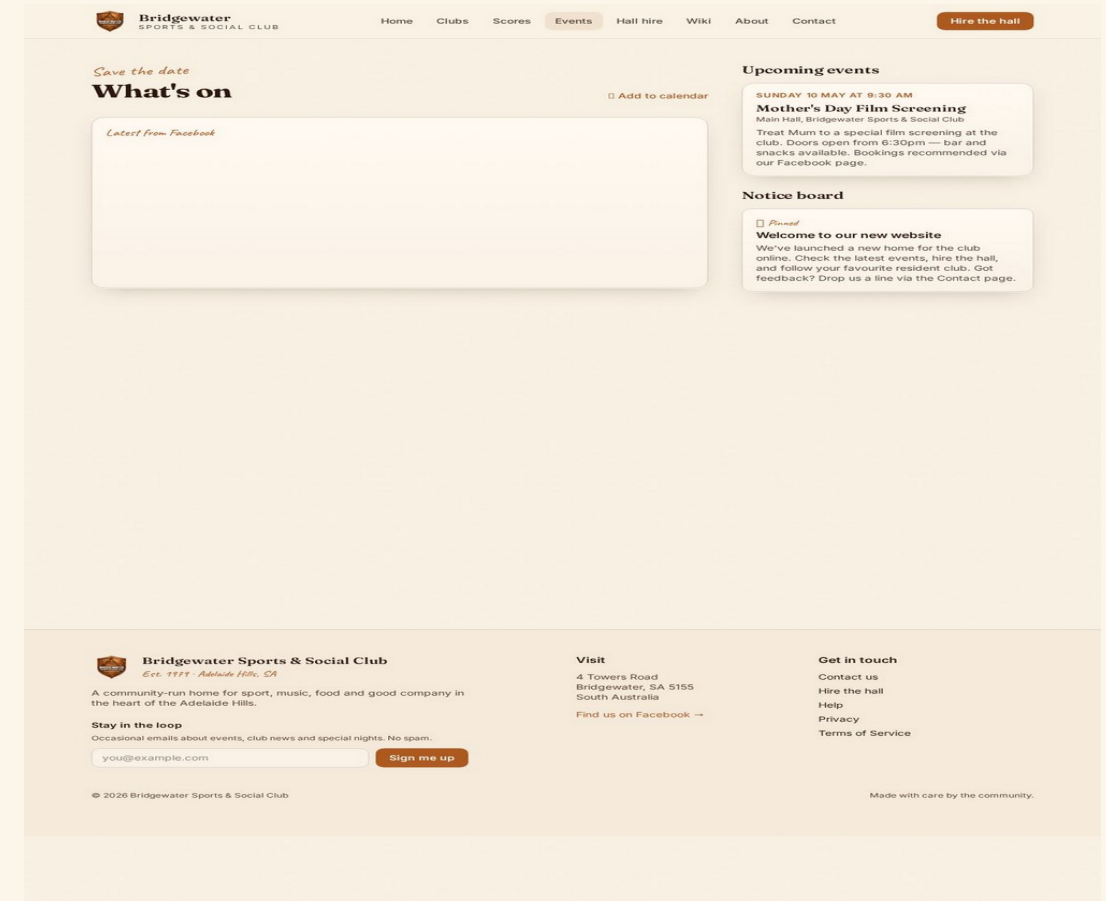
Tour of the public site

- Top menu: Home, Clubs, Scores, Events, Hall hire, Wiki, About, Contact
- Big 'Hire the hall' button stays visible
- On phones, the menu becomes a bottom bar
- The home page rotates a time-of-day background



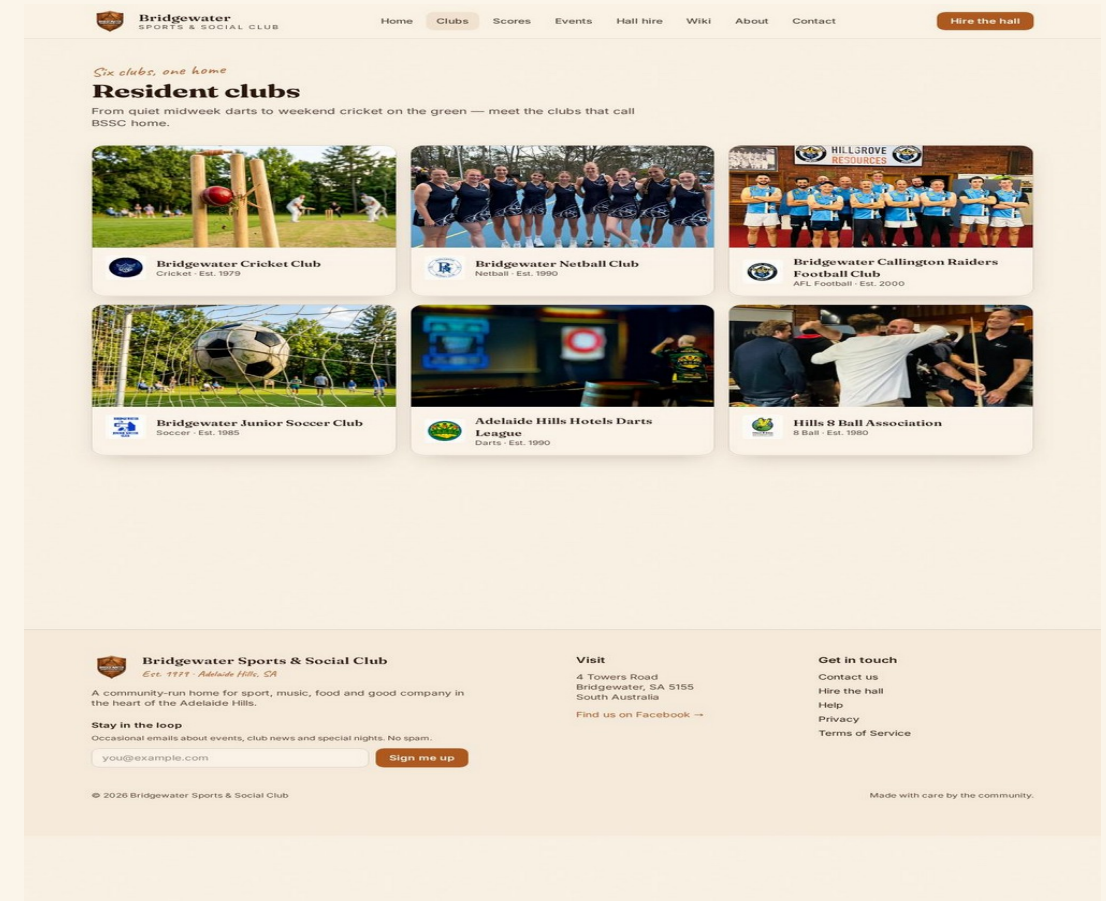
Finding events

- Lists upcoming events the committee has posted
- Embeds the BSSC Facebook page so the latest posts appear here too
- Each event can include an image, date, time and short description
- Visitors can add events to their own calendar



Resident clubs

- One page lists every resident club
- Each club has its own page with description, contact and recent scores
- Club reps can edit their own page — see slide 16



Hiring the hall

- Calendar shows what's already booked
- Enquiry form sends straight to the committee
- Visitor gets a confirmation, committee gets an email and a row in Hall enquiries

The screenshot displays the 'Hire the hall' page of the Bridgewater Sports & Social Club website. The page features a navigation bar at the top with links to Home, Clubs, Scores, Events, Hall hire, Wiki, About, and Contact. A prominent 'Hire the hall' button is located in the top right corner. The main content area is divided into two columns. The left column, titled 'Your event, our home', describes the hall's capacity (up to 120 seats) and lists amenities: Main hall with stage and A/V, Licensed bar (optional), Commercial kitchen (optional), Plenty of off-street parking, and Child friendly — outdoor area. Below this is a 'Live availability' section with a Google sign-in prompt. The right column contains a 'Send an enquiry' form with fields for Name, Email, Phone (optional), Preferred date, Start/End times, and Purpose. It also includes checkboxes for Bar service and Kitchen access, a text area for additional information, and a 'Send enquiry' button. The footer provides contact details, a 'Sign me up' button for newsletters, and a 'Made with care by the community' note.

Bridgewater Sports & Social Club
Home Clubs Scores Events **Hall hire** Wiki About Contact [Hire the hall](#)

Your event, our home
Hire the hall
Birthdays, wakes, club nights, fundraisers, community gatherings — our hall seats up to 120 with optional bar and kitchen access.

- ✓ Main hall with stage and A/V
- ✓ Licensed bar (optional)
- ✓ Commercial kitchen (optional)
- ✓ Plenty of off-street parking
- ✓ Child friendly — outdoor area

Live availability


Sign in to your Google Account
You must sign in to access this content
[Sign in](#)

Live availability from the club's Google Calendar — if a date is free here, it's free to enquire. For private bookings, please send an enquiry and a volunteer will confirm.

Send an enquiry
Your name *

Email *

Phone (optional)

Preferred date *
mm/dd/yyyy ☐
Start
--:-- -- ☐
End
--:-- -- ☐
What's it for? *

Estimated guests

☐ Bar service ☐ Kitchen access
Anything else we should know?

☐ I agree to the [Terms of Service](#) and [Privacy Policy](#).
[Send enquiry](#)

Bridgewater Sports & Social Club
Est. 1971 Adelaide Hills, SA
A community-run home for sport, music, food and good company in the heart of the Adelaide Hills.
Stay in the loop
Occasional emails about events, club news and special nights. No spam.
 [Sign me up](#)

Visit
4 Towers Road
Bridgewater, SA 5155
South Australia
[Find us on Facebook](#) →

Get in touch
[Contact us](#)
[Hire the hall](#)
[Help](#)
[Privacy](#)
[Terms of Service](#)

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Contact & newsletter

- Contact form goes to Messages in the admin portal
- Newsletter sign-up collects email + optional name
- Add-to-home-screen: on a phone, tap the share icon then 'Add to Home Screen' to install the website like an app

The screenshot shows the 'Contact us' page of the Bridgewater Sports & Social Club website. The page has a light beige background. At the top, there is a navigation bar with links: Home, Clubs, Scores, Events, Hall hire, Wiki, About, and Contact. A 'Hire the hall' button is also present. Below the navigation bar, the heading 'Drop us a line' is followed by 'Contact us' and a note: 'For hall hire enquiries, please use the [Hall hire](#) page.' The main content area contains a contact form with fields for 'Your name *', 'Email *', 'Subject', and 'Message *'. Below the form is a checkbox for 'I agree to the [Terms of Service](#) and [Privacy Policy](#)' and a 'Send message' button. The footer section includes the club's logo, name, and address: 'Bridgewater Sports & Social Club, Est. 1911, Adelaide Hills, SA'. It also features a 'Stay in the loop' section with an email sign-up field and a 'Sign me up' button. On the right, there is a 'Visit' section with the club's address and a 'Find us on Facebook' link. A 'Get in touch' section lists links for 'Contact us', 'Hire the hall', 'Help', 'Privacy', and 'Terms of Service'. The footer also includes a copyright notice '© 2026 Bridgewater Sports & Social Club' and a tagline 'Made with care by the community.'

For committee & club reps

The admin portal — what's behind the curtain

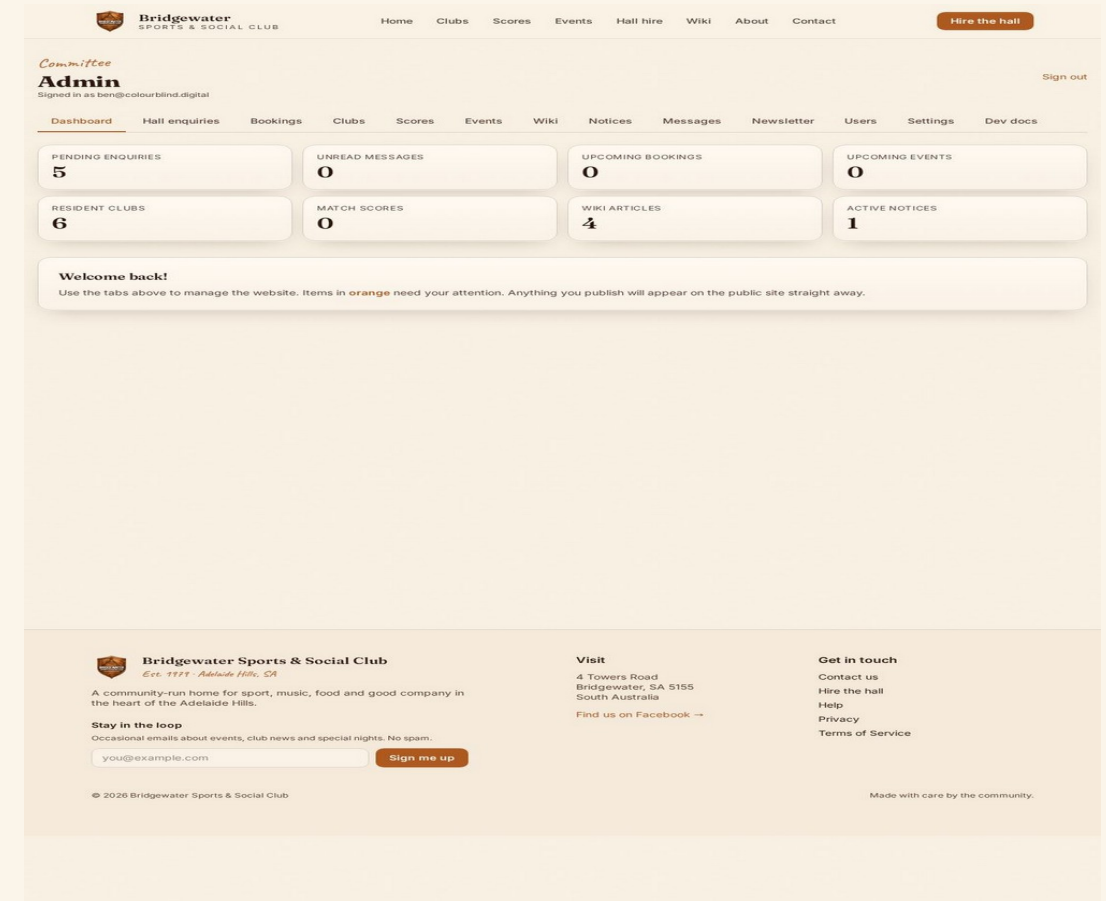
Signing in

- Go to /admin (link in the footer)
- First sign-up becomes the admin automatically
- After that, an existing admin grants you a role on the Users page
- Your role decides what tabs you see

Tip — bookmark /admin on your phone for one-tap access.

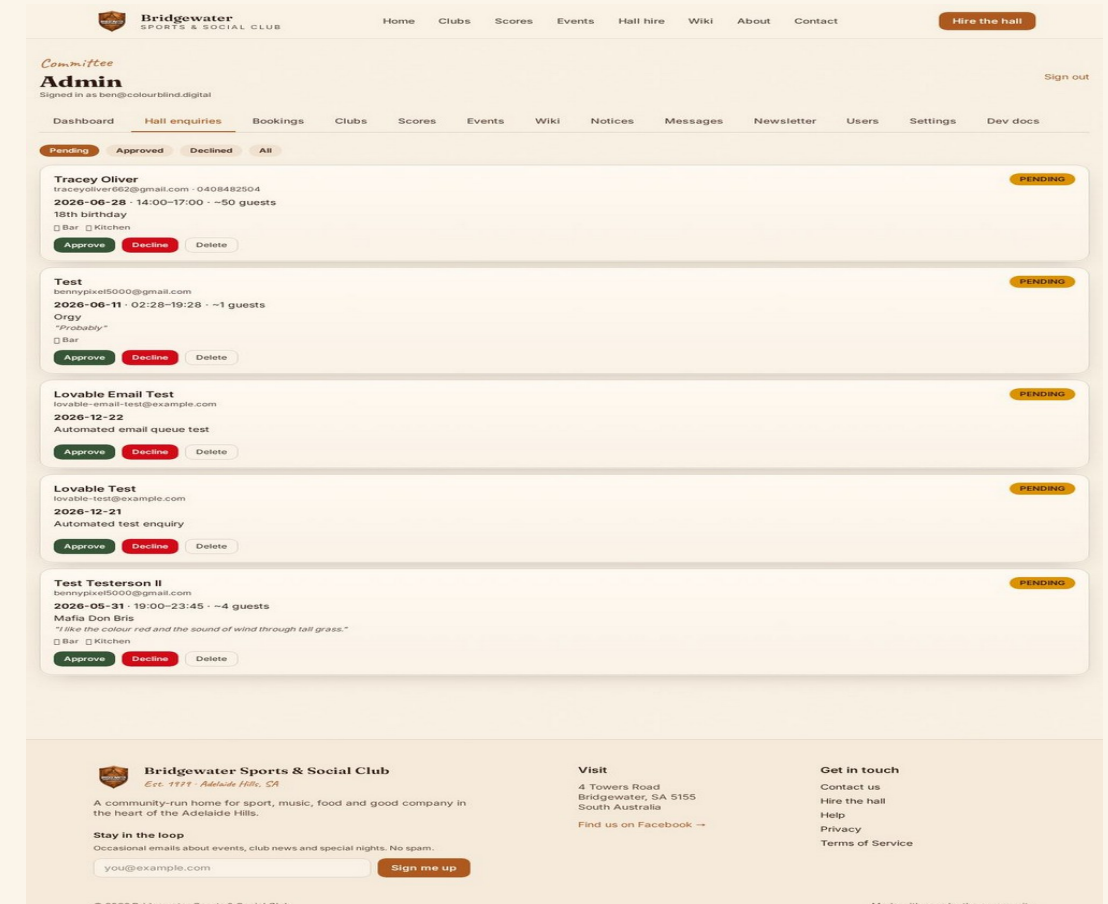
Dashboard overview

- Each tile is a live count — click to go straight there
- Tiles ringed in orange need your attention
- Tabs across the top get you anywhere in two clicks



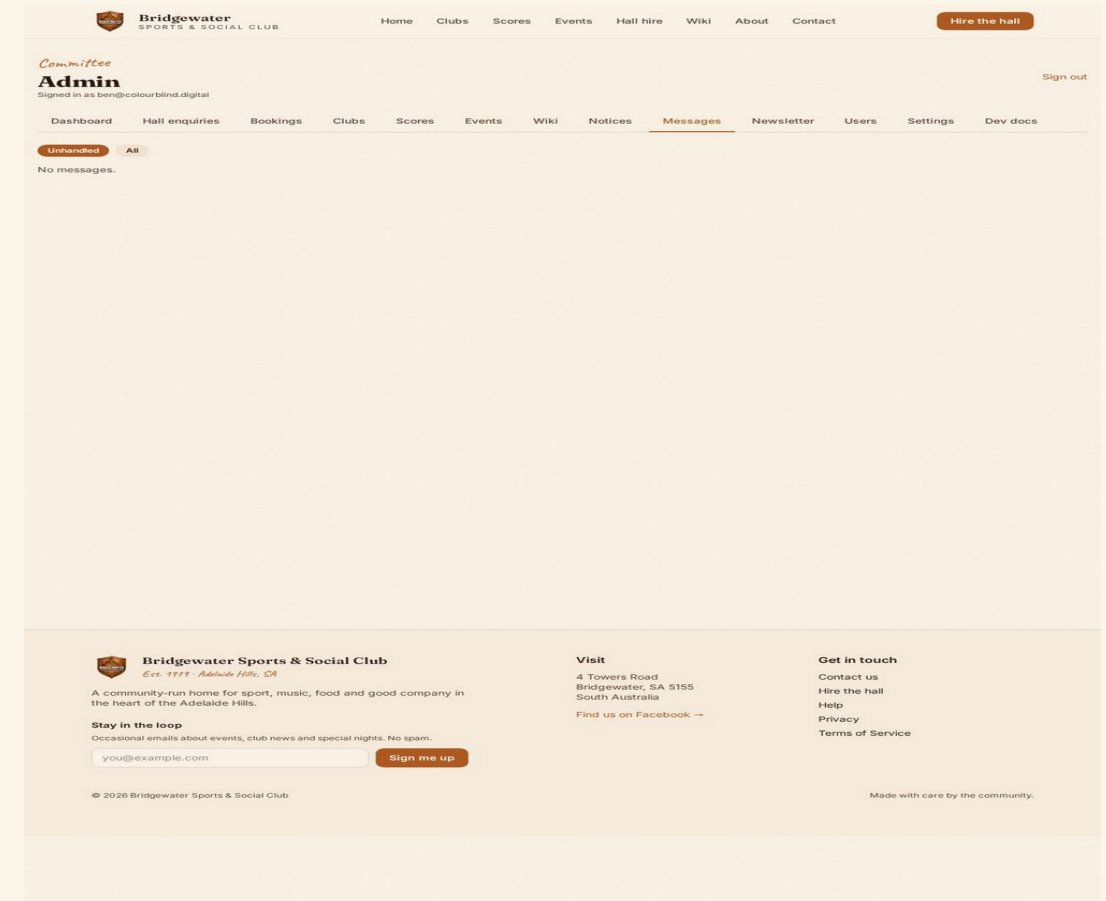
Hall enquiries → bookings

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



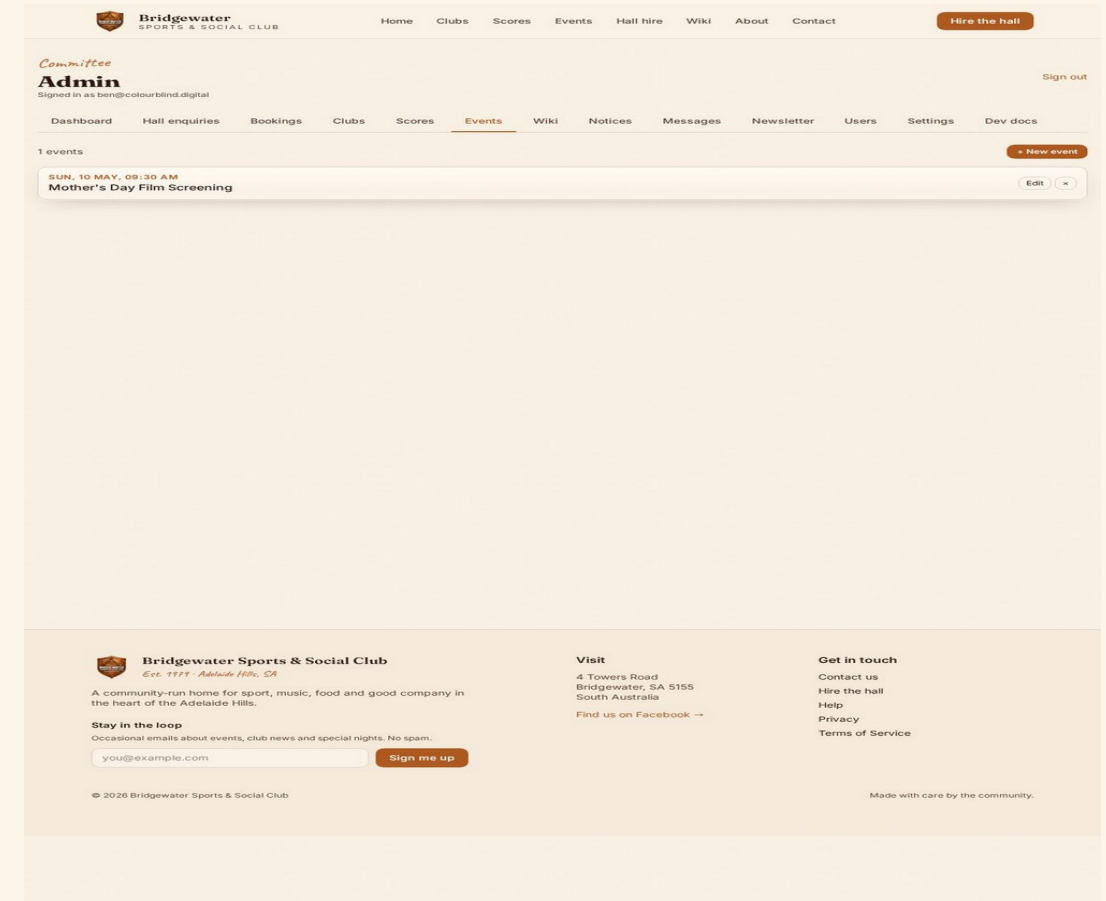
Contact messages

- Anything sent via Contact lands here
- Reply by clicking the email address
- Mark handled when you're done — keeps the queue clear



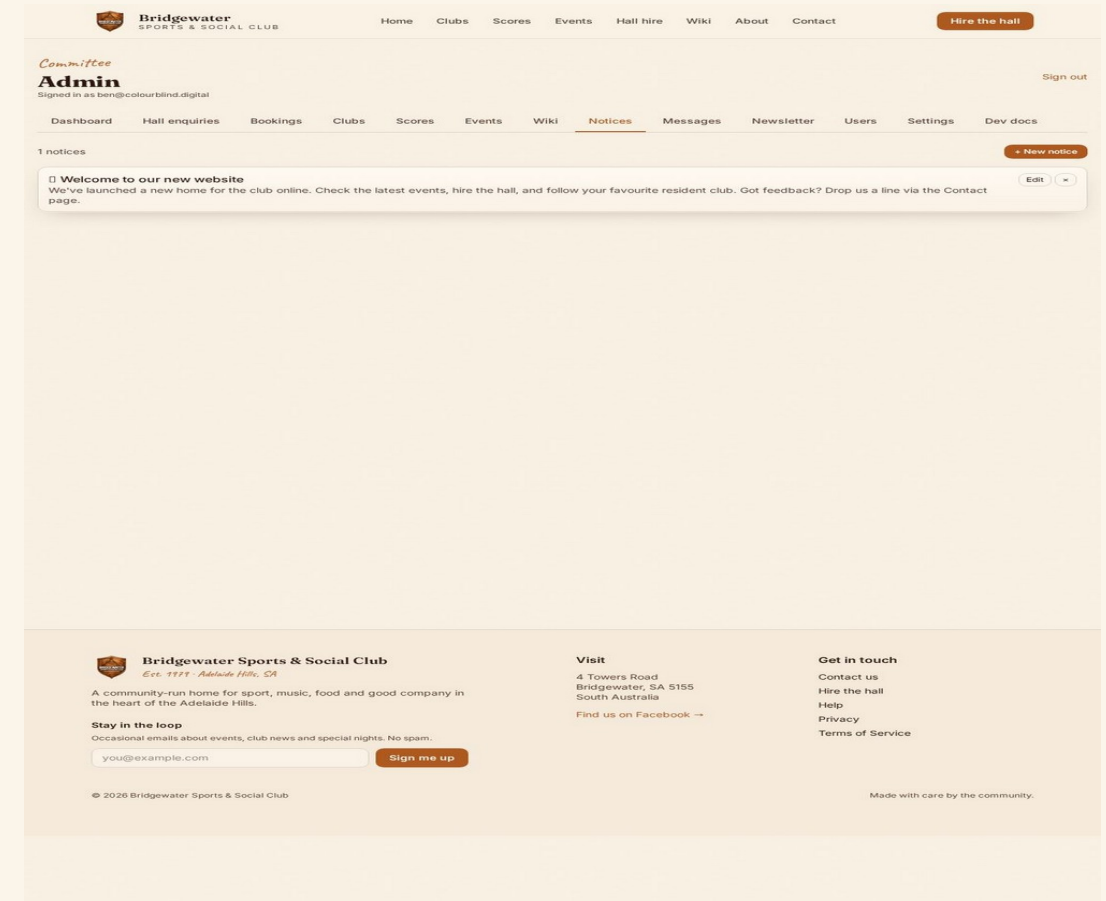
Posting events

- Title, date/time, short description
- Drag-and-drop an image to upload
- Saves straight to the public Events page
- Edit or delete any time



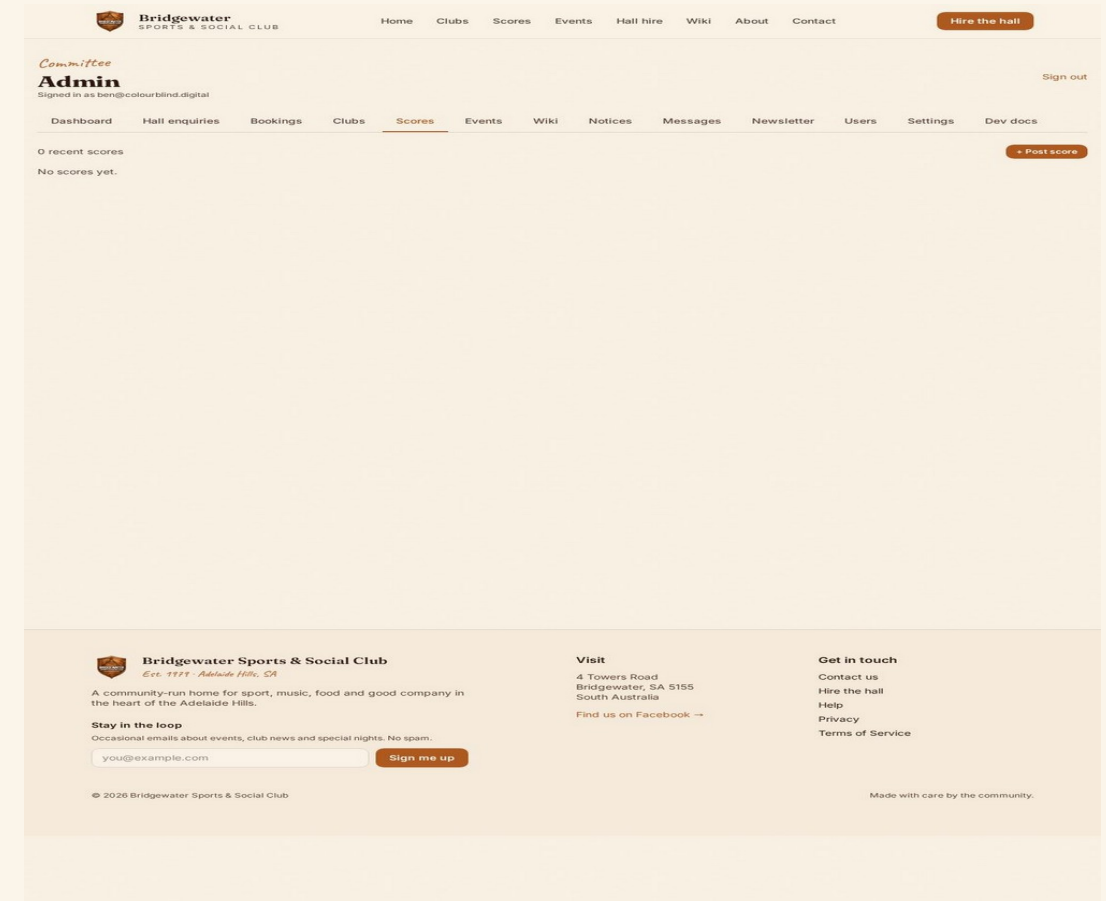
Posting notices

- Notices appear on the home page board
- Short and punchy — like a pinned post
- Toggle published / unpublished
- Use for: AGM dates, closures, urgent updates



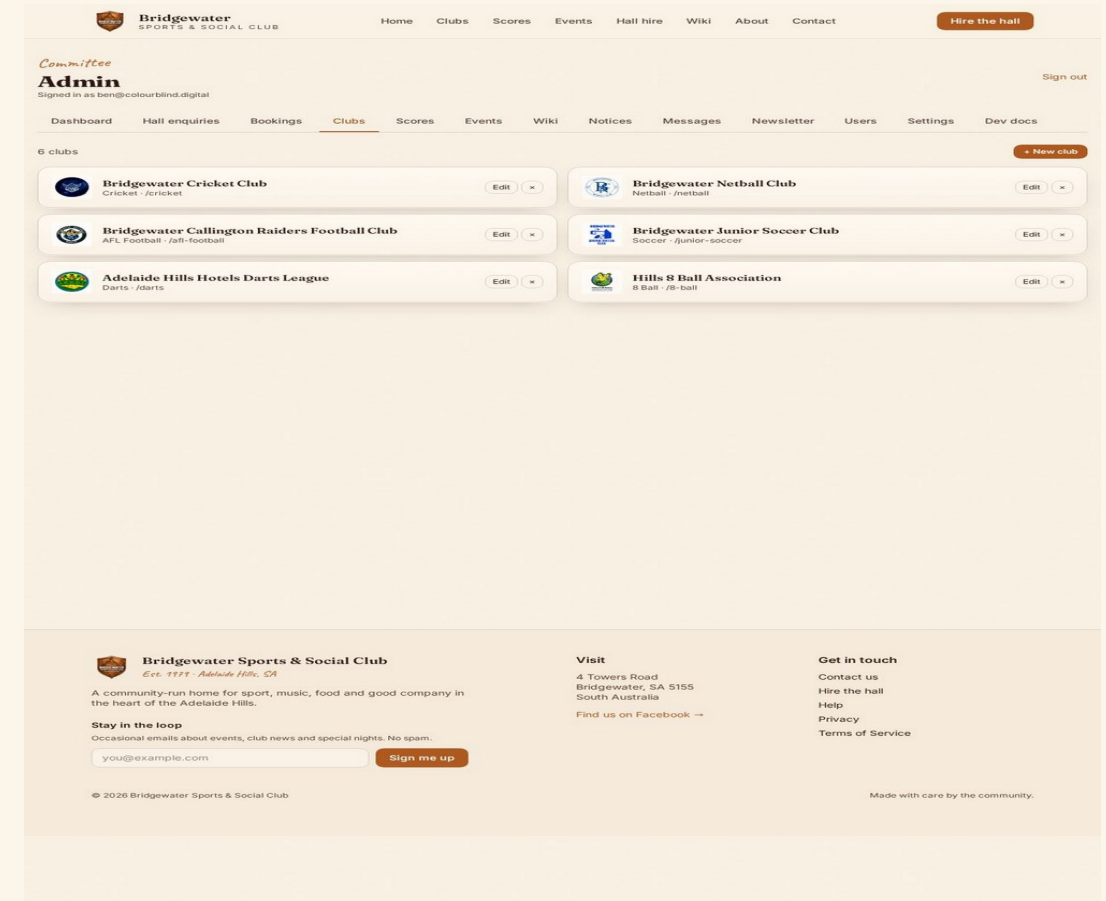
Posting match scores

- Pick your club, enter the opponent and the score
- Add a note if you want (player of the match, weather, etc.)
- Shows on the public Scores page and your club page



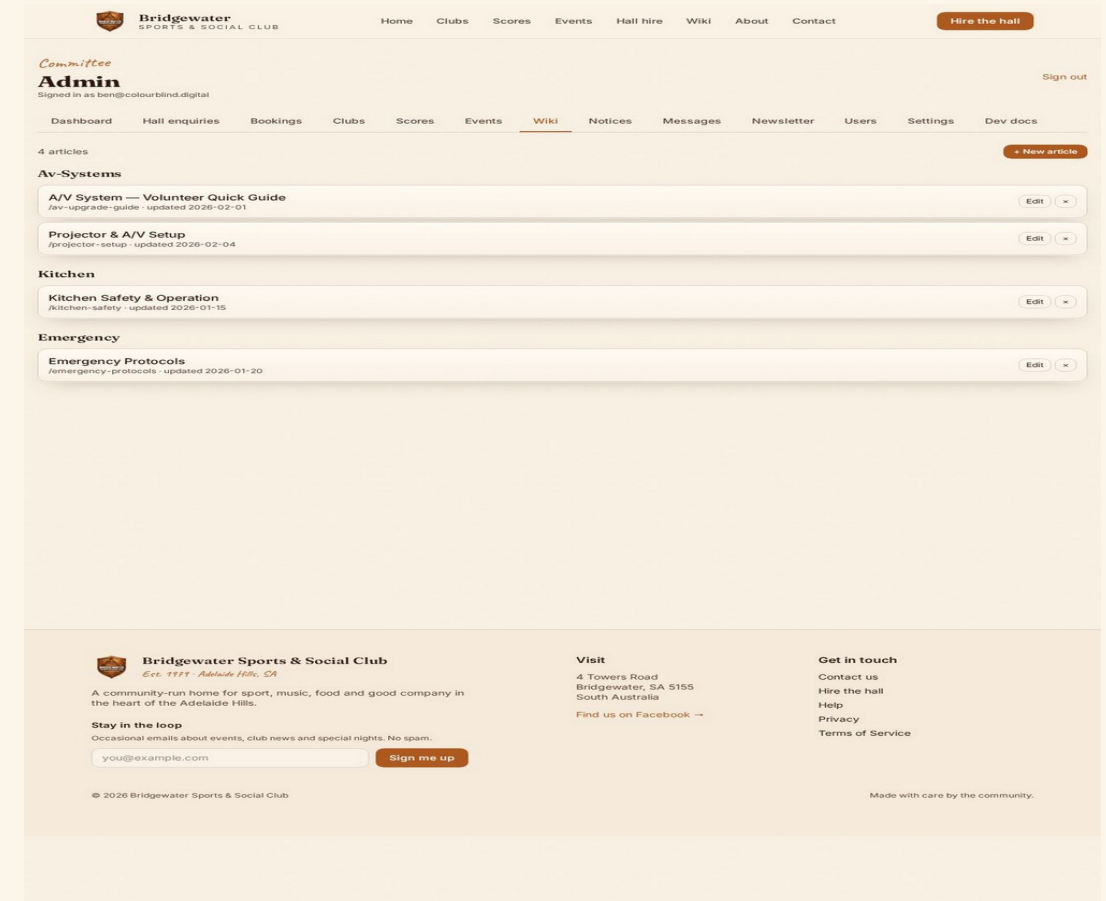
Editing your club page

- Clubs tab → your club
- Edit description, contact details, meeting times
- Upload a cover photo
- Public page updates immediately



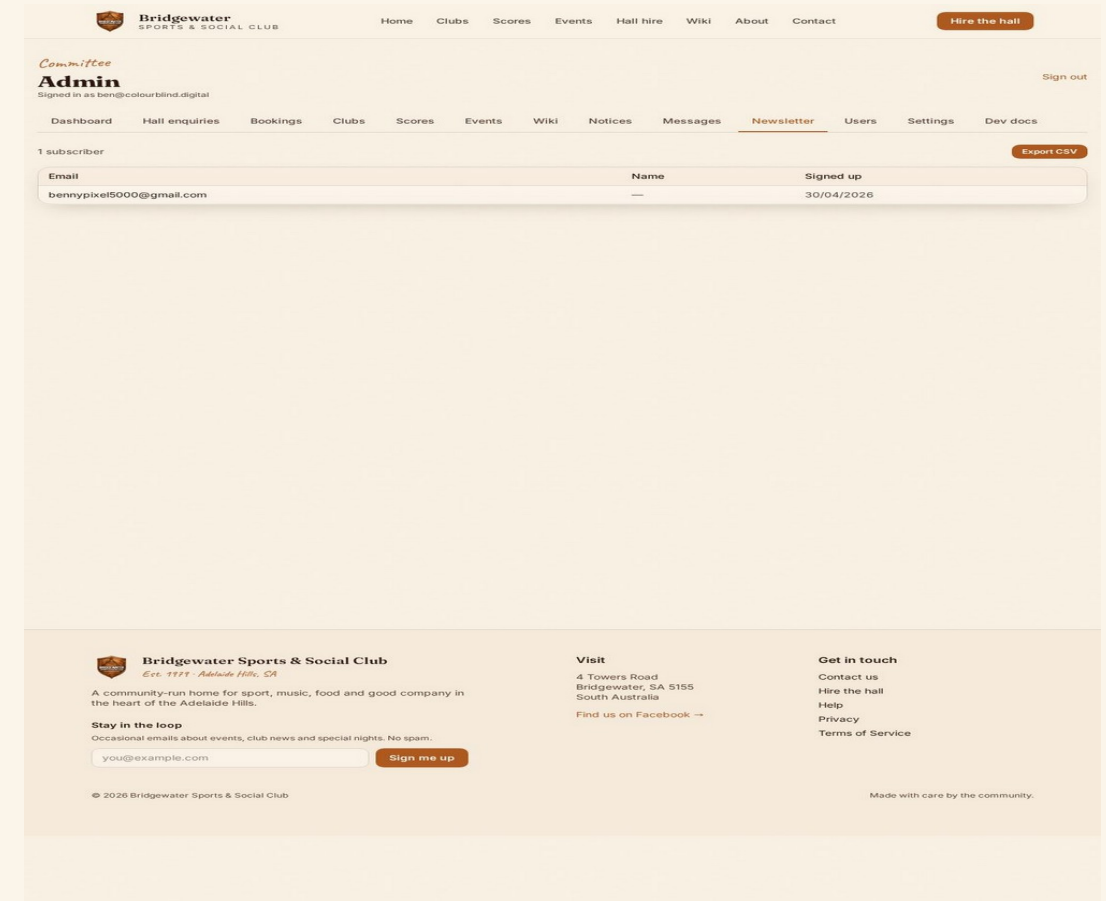
Wiki / how-to library

- Short articles for volunteers: bar handover, lock-up, AV setup
- Markdown — headings, lists, links
- Categories keep it tidy
- Search from the public /wiki page



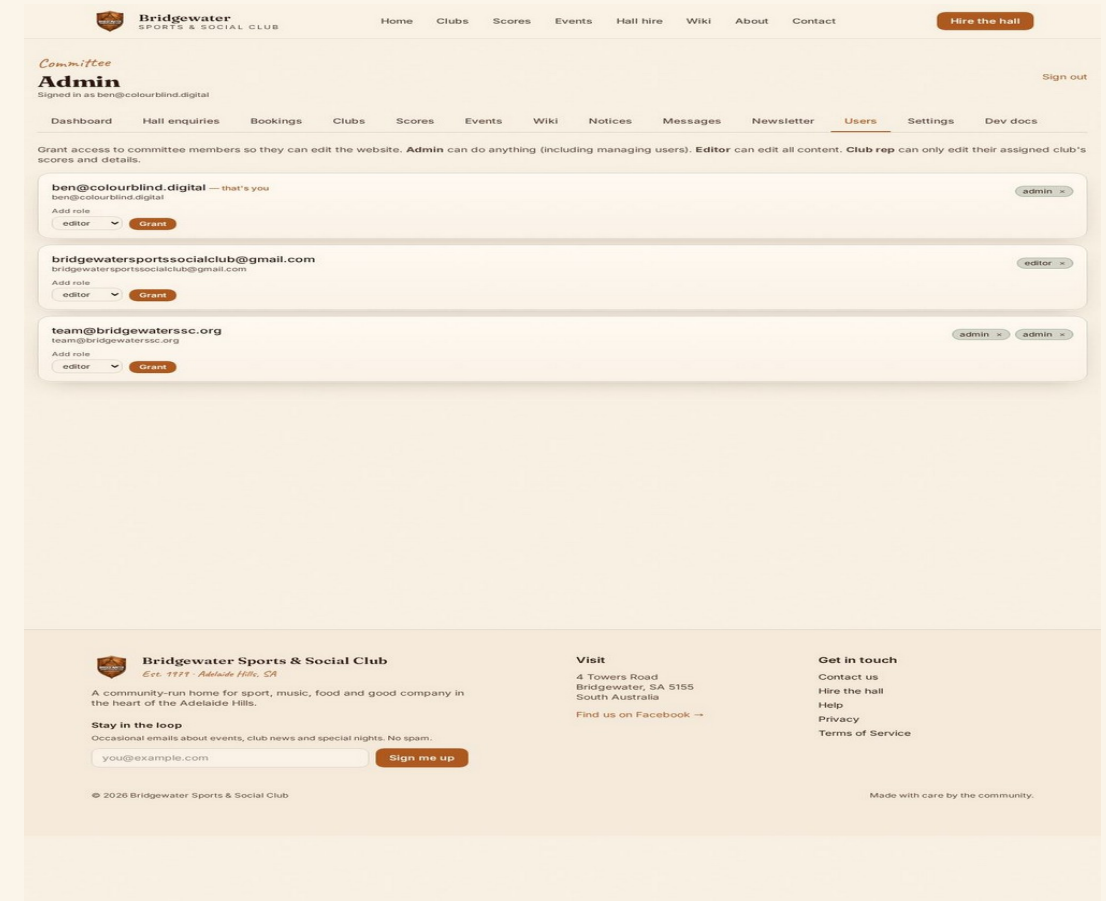
Newsletter list

- See everyone who's signed up
- Export to CSV for use in Mailchimp / Gmail
- We don't send from the site — you stay in control



Roles & users

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



Site settings

- Contact email — where forms go
- Facebook page URL — drives the embed on Events
- Hall calendar feed — for syncing externally
- Change once, the whole site picks it up

The screenshot shows the 'Site settings' page in the admin portal. The page has a top navigation bar with links: Home, Clubs, Scores, Events, Hall hire, Wiki, About, Contact, and a 'Hire the hall' button. Below this is a sub-navigation bar with links: Dashboard, Hall enquiries, Bookings, Clubs, Scores, Events, Wiki, Notices, Messages, Newsletter, Users, Settings (highlighted), and Dev docs. The main content area is titled 'Site settings' and contains three sections: 1. 'Club Facebook page URL' with a text input field containing 'https://www.facebook.com/bridgewatersportsandsocialclub/' and a note 'Shown as a feed on the Events page. Page must be public.' 2. 'Form notification recipients' with a text input field containing 'bridgewatersportsocialclub@gmail.com, ben@colourblind.digital' and a note 'Comma-separated. Every Hall hire enquiry and Contact form message will be emailed to these inboxes.' 3. 'Public contact email' with a text input field containing 'bridgewatersportsocialclub@gmail.com'. Below these is a 'Calendar feeds' section with a note 'Shareable iCal feeds — anyone can subscribe in Google Calendar, Apple Calendar or Outlook.' and two links: '/api/public/events.ics — published events' and '/api/public/hall.ics — hall bookings'. A 'Save settings' button is at the bottom of the settings panel. The footer contains the club's name 'Bridgewater Sports & Social Club', its location '4 Towers Road, Bridgewater, SA 5155, South Australia', and a 'Sign me up' button for a newsletter. It also includes a 'Get in touch' section with links for Contact us, Hire the hall, Help, Privacy, and Terms of Service.

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Est. 1911 - Adelaide Hills, SA

A community-run home for sport, music, food and good company in the heart of the Adelaide Hills.

Stay in the loop
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you@example.com [Sign me up](#)

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[Hire the hall](#)
[Help](#)
[Privacy](#)
[Terms of Service](#)

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Made with care by the community.

Troubleshooting & who to ask

- Forgot password — use 'Reset password' on the sign-in form
- Form didn't send — check Messages / Hall enquiries first; it usually got through
- Image won't upload — make sure it's under 5 MB and a JPG/PNG
- Can't see a tab — your role doesn't include it; ask an admin
- Anything else — message the committee chair

Questions?

Thanks for keeping the club online.

bridgewaterssc.org/help