



Get Berkshire Active – Website Guidance Notes

Updated 14.03.2013

1. Adding Club details

- Go to www.getberkshireactive.org and click on 'login' in the top right hand corner.
- Enter your email address and password. Contact info@getberkshireactive.org if you have forgotten your password.
- Click on the 'CMS' link which you'll see in the top right hand corner of the page.
- Click on the 'Club Details' icon.
- Enter your club details, a club overview and your postcode. If the postcode doesn't put the marker in the correct location for your venue you can drag and move it to the correct location.
- Click on the 'Save' button.
- If your club details change you can go back in and edit these details.

2. Adding Activities

- Go to www.getberkshireactive.org and click on 'login' in the top right hand corner.
- Enter your email address and password. Contact info@getberkshireactive.org if you have forgotten your password.
- Click on the 'CMS' link which you'll see in the top right hand corner of the page.
- Click on the 'Activities' icon
- Click on the 'add new' button.
- Enter your activity details. **Please note the 'from' and 'to' date should be the same.** If it is a recurring/weekly session – tick the 'activity recurrence' box – this will allow you to add further details and an end date.
- Add a short description regarding the activity to the 'activity content' box – this text will be visible to website visitors.
- Once submitted Get Berkshire Active will go into the CMS and approve your activity/activities.