

AutoRegister – Classic Car Enthusiasts

USERNAME	
PASSWORD	

AR4

Thank you for listing your club with www.AutoRegister.co.uk

We have designed this guide to setting up and maintaining your club listing so you can get the most out of the website.

You have administration rights to your own account, which consists of a user profile and club contact page. Changing your information at regular intervals will keep your listing fresh and interesting. The club will be automatically listed in the Club Directory.

Your account has been created using information supplied. If you have any questions or problems, please email info@autoregister.co.uk

[1] CREATE YOUR ACCOUNT

All club administrators must create a FREE account in order to use the website. We will set up administration rights to your club page once your account is created.

1. Click **CREATE AN ACCOUNT** on the **red menu bar**
2. Fill in the form
3. Tick box to agree to our Terms & Conditions
4. Click **CREATE ACCOUNT**
 - Make a note of your username and password; you'll need this information to access the site in future
 - To maintain your privacy, only your username will appear on the website
 - You can change any of your details at any time
5. You will be taken to a **NEW CAR** page – you can add a car now or skip this section by
6. Clicking your username on the **red menu bar** to access your **PROFILE** page
7. To logout, click **LOGOUT** on the **red menu bar**

[2] ACCESS YOUR ACCOUNT

AutoRegister uses on-page editing which means that you have full access to all the pages on the website but only you can see and edit your own information.

1. Click **LOGIN** on the **red menu bar**
2. Fill in your username and password
3. Click the **LOGIN** box
4. You are now logged in to your **PROFILE** page and can edit your account.

- Click on your username on the red menu bar any time you need to return to your profile page

[3] EDIT YOUR ACCOUNT

Change personal details on your account.

1. Access your account and open your **PROFILE** page
2. Click **EDIT ACCOUNT** (under profile name)
3. Change your contact details, username and password as required
4. Click **UPDATE ACCOUNT** when finished

[4] ADD YOUR NAME TO A CLUB

Link your username with a club.

1. Access your account and open your **PROFILE** page
2. Click **CLUBS** on [blue menu bar](#)
3. Find the club page using the directory
4. Under **MEMBERS** you will see a **JOIN THIS CLUB** link
5. Click the **JOIN THIS CLUB** link to add your name to the club
6. Add your name to other clubs in the same way
 - You must be a fully subscribed member of a club to claim membership
7. You can remove your name from a club by following the instructions above and clicking **REMOVE ME FROM THIS CLUB** listed under **MEMBERS**

[5] ACCESS CLUB PAGE

Edit your club page.

1. Click **LOGIN** on the [red menu bar](#)
2. Fill in your username and password
3. Click the **LOGIN** box
4. You are now logged in to your **PROFILE** page and can edit your account
5. Your club administration rights are listed in the [red menu bar](#) e.g. **CLUB ADMIN: BANBRIDGE OLD VEHICLE CLUB**
 - Anytime you need to return to your club page just click the club name on the [red menu bar](#)

[6] CHANGE CLUB DETAILS

Edit the club page.

1. Click on you club name in the **red menu bar**
2. Click **EDIT** (below address)
3. Change the club contact details and text as required
4. Click **UPDATE**
 - Click on the club name in the **red menu bar** anytime you want to return to the club page
 - Use full website address i.e. <http://www.autoregister.co.uk>

[7] **ADD/CHANGE PROFILE PICTURE**

Add your logo or picture to club contact page.

1. Click **ADD ONE**
2. Tick box to certify that you have the right to add the picture
3. Identify the document you want to use with **BROWSE**
4. Click **UPLOAD** to add picture
 - The profile picture is 212 x 198 pixels; less than 15kB, jpg format
5. You can change a profile picture by clicking **CHANGE PROFILE PICTURE** below the logo and filling in the details as above

[8] **ADD NEW EVENT**

Add club events, static shows and outings.

1. Click **NEW EVENT**
2. Fill in detail as required
3. Click **CREATE**
 - Keep the **TITLE** short i.e. Easter Run; the **DATE** will be the first day on which the event occurs; the **TIME** will be the start time; **DURATION** will be in days or hours e.g. 1 day. **DESCRIPTION** should give details of the event including location and any special requirements.
 - Each event will be listed on the Events page
 - In the case of a joint event, please list the event once
 - Past events will be removed automatically from the main events page. The club page administrator should delete them from the club page
4. If you need to edit an individual event this can be done on the events page – find the event and click on the name; click **EDIT** and **LOGIN** – change the details and **UPDATE**

[9] **ADDING A MEMBER**

- You can ignore this section as individual members can add themselves through their own accounts

[10] ADDING DOCUMENTS

Documents can be added under **FILES & FORMS**.

1. Click **UPLOAD A DOCUMENT**
2. Identify the document you want to use with **BROWSE**
3. Click **UPLOAD** to add document
 - Documents must be pdf format only
 - Documents can be membership forms, entry forms for runs and events or samples of your newsletter

[11] NOTES

[a] CAR OF THE DAY

The **CAR OF THE DAY** feature appears on the home page for seven days. The featured vehicle will either be chosen by AutoRegister or can be nominated by a club or individual.

The featured vehicle must meet certain criteria:

- It must have an interesting story (restoration, ownership, anniversary) or be a good example of a particular model
- The listing must be complete with photographs and text

[b] CAR CLUBS OF THE MONTH

The **CAR CLUBS OF THE MONTH** feature three clubs for one calendar month. The featured clubs will either be chosen by AutoRegister or can be nominated by a club or individual.

The featured club must meet certain criteria:

- The listing must be complete with logo, text, events and members
- There must be a reasonable number of active members on site
- Preference will be given to a club or marque anniversary or big event

[c] CHARITY LISTINGS

Many clubs nominate a charity each year. AutoRegister will give a free **DIRECTORY** listing to these charities. Listings will stay on the site indefinitely.

The offer will have the following restrictions:

- Application for a free charity listing will only be accepted through a club
- Charity must be club's nominated charity for that year
- Only one listing per charity
- The offer does not include button adverts

[d] MEMBER DISCOUNTS ON ADVERTISING

AutoRegister offers advertising to relevant businesses. Club members will be entitled to an automatic 10% discount on advertising products.