Using the Probus Website

To help you use our new website we've put together some information that we hope you will find useful. Some of this is deliberately basic to help first time web users but read on for more specific information. This document is available on our website under Club Documents.

What our website does

The Pittwater Mens Probus Club website provides information for members and visitors. The website is updated as soon as possible so it provides the current information on the club and its activities. The website provides:

    Who we are
    What we do for members
    Upcoming events
    Membership information
    Newsletters
    Past archived newsletters and other documents
    Links to Probus South Pacific including insurance updates

Our website provides much more so it is worth exploring to find more information about our club and its members. The website is often updated so be prepared to find new gems on the site.

How to use our website

Home Page
When you go to the website you arrive at the 'Home Page'. The home page has some of the most important information and up to date news. For example the major activities of the club such as our monthly meetings, Golf, Investment Group and Probus insurance are featured here. In addition the current and past newsletters are also available on this page as well as the upcoming Club Activities.

Navigation
Our website is divided up into different sections, each accessed from the menu bar along the top of the site. You can explore the website by using the menu to navigate to the page you need. The menu is on every page under the banner:

Click on the name of the page you want to visit and the page will open, To return to the home page click on the logo at the top left.

Breadcrumbs

The breadcrumb trail is just above the page title on each page. It helps you to see where you are on the site, how you got there and how to get back.

Each section in the breadcrumb is a link, so you can click on it to take you back to the previous area you visited. A breadcrumb trail looks like this:

Home > Events

Using your browser

Our site is optimised to work with a wide range of recent web browsers. Some pages may not display properly in older browsers, but we have tried to minimise any such problems. Please email us if you encounter any browser problems. If you have problems with Microsoft Explorer, try using Firefox or Chrome.

Mobile devices

Our website has been designed to be viewed on tablets, smartphones and desktops. Pages resize themselves automatically according to the size and shape of your screen. If you're using a desktop and you want to view more of the page, just drag your browser window so that it is taller and narrower.

Accessibility issues

Our site has been designed with accessibility in mind. We use cascading style sheets, and users can override the style sheets by changing their browser preferences. All our text is scaleable, so users can increase or decrease the size by using their browser's 'view' options.

Data privacy

We do not share members details with anyone.

Social Media

At present, Probus has no social media presence.

Cookies

A cookie is a small text file that your web browser stores on your computer; it can track your movements around a website. Our website uses two different types of cookie: a temporary 'session cookie' which remembers that you've logged in. This is classed as strictly necessary to the operation of our site, so you can't opt out of it. You can disable it by changing your browser settings not to accept it, but this means that some parts of the site won't work, including the login process itself.

Screen readers

Our website is compatible with recent versions of the most popular screen readers, such as Jaws. You can also use screen magnifiers, speech recognition software such as Dragon, and operating system speech packages.

Text size and colour

You can change the size of the text on our website by selecting 'View' then 'Zoom' from the main menu in your browser. Alternatively, hold down the CTRL key and use the mouse wheel or '+' and '-' keys.

Hints and Tips

Links

Links take you to other pages or websites. Just click on the link to go. Some links open a new tab in your browser and other links may require you to use the page back function in your browser. For example the are links to Probus South Pacific website.

When you see a word highlighted in blue and turns red when you place the cursor on it, it is a link to another article. The link may take you to another page on our site or it may take you to another website. Click (or touch) the link once and it will take you to the linked page

Searching the website

If you are looking for something specific and you aren't sure where to find it, use our Search function. The site search facility will usually provide the easiest, fastest way of locating information on our site. At the bottom left of any page type in your search phrase and click the "search" button. You can search our entire site using this simple search tool.

Website Pages

Many pages will be updated from time to time with current information so not all pages stay the same.

Home Page

This is the first page of the website so it contains important information. It also is where visitors first find information about our club. The left side column contains links to newsletters.

Travel Insurance Page

Links to the Probus South Pacific website for their latest information on their insurance products.

Newsletter Subscribe

Go here to commence a subscription to our mailing list. Subscriptions are for members only.

Events

The club's events are listed here in date order. Click in the link go go to a page with the details including a location map.

Probus Investment Groups

Information about or Probus Investment Group (PIG). There is also a menu item to view the PIG investment portfolio.

Contact Us

The club's contacts including club members who can assist with inquiries. You can email the club from here by using the form on the page.

Club Documents

Information such as membership lists and links to external documents from Probus South Pacific.

Club News Archives

Links to archives of past newsletters

Probus Insurance Plans

Links to important documents for the Probus South Pacific insurance scheme. Look here for the latest information fro the Probus head office.

PDF Documents

Our website contains several documents that are not pages but separate pieces of information. An example is our monthly newsletters or documents relating to insurance. PRF documents are a universal 'standard format'. PDFs do require a reader to view the document. Most devices such as computers and mobile devices will run a PDF reader automatically when it detects you are trying to open a PDF. The benefit of PDFs is that they can be easily shared with other devices. This document is itself a PDF and can be accessed from the Club Documents menu tab.

Printing PDF documents

Most PDF readers provide a printing option. Make sure you select the printer that is attached to your device.
Printing a webpage is dependant on the browser you are using.

Subscribing to our email information

Our club sends email information to the members such as notices of meetings, newsletters etc. You can manage your subscription to this services by going to:

Created your new subscription
> Select the menu item on the home page. This provides a form which will created a subscription. This form is for new subscribers only

Managing you subscription. Changing and cancelling your subscription
> This can only be done by using the link at the bottom of any subscription email. This shows a form which will remove you from our subscribers list or change any details as you require for example changing your email address.

Suggestions

Feedback about our website

We are very interested in any comments or feedback you may have about our website. Please email probus@pittwater.org.au providing as much detail as you can.