



## How to update Handbook information

This document will guide you through the process of updating tower information on the website, and checking the current list of members of a tower. Please follow the steps below:

- 1) Go to <https://kcacr.org.uk>, and click '**Admin Log In**' at the top-right of the home page:



- 2) At the login screen, enter the username '**handbook**' and the password provided to you by your District Secretary and click '**Log In**':

- 3) Once you have successfully logged in, you will be taken directly to the Handbook Data page:



This page provides you with the ability to see and update the information for your tower which appears both on the website and in the handbook.

Tower Information Tower Information

Additional Updates

Search or navigate through the table below for your tower. To show all of the information held for your tower, select the row and then click 'Edit' - this will present you with a form editor where you can change/update the information. **Please only change the information for your own tower or tower(s) that you are responsible for.**

Note: Updates made here will immediately affect the information shown against the tower on the website.

+ New entry   ✎ Edit   🗑 Delete

- 4) To update the information for your tower, scroll down to the table which contains details for all towers within the Association:

Note: Updates made here will immediately affect the information shown against the tower on the website.

+ New entry   ✎ Edit   🗑 Delete

Show  entries Search:

Tower ▲	District ▲	Bells_Number ▲
ALDINGTON St Martin	Ashford	6
APPLEDORE SS Peter & Paul	Ashford	8
ASHFORD St Mary the Virgin	Ashford	10
BENENDEN St George	Ashford	12+1
BETHERSDEN St Margaret	Ashford	6
BIDDENDEN All Saints	Ashford	8
BRABOURNE St Mary the Virgin	Ashford	8
BROOKLAND St Augustine	Ashford	6
BURMARSH All Saints	Ashford	6
CHARING SS Peter & Paul	Ashford	6

Showing 1 to 10 of 245 entries << < 1 2 3 4 5 ... 25 > >>

- 5) To find your tower you can either scroll through the list, or use the Search box at the top-right of the table. Once you have found your tower, click on the row to highlight it and then click the 'Edit' button at the top-right of the table to view the information currently held and/or make changes:

Note: Updates made here will immediately affect the information shown against the tower on the website.

+ New entry **Edit** Delete

Show 1 entries

Search:

Tower ^	District ^	Bells_Number ^
ALDINGTON St Martin	Ashford	6
APPLEDORE SS Peter & Paul	Ashford	8
ASHFORD St Mary the Virgin	Ashford	10
BENENDEN St George	Ashford	12+1
BETHERSDEN St Margaret	Ashford	6
BIDDENDEN All Saints	Ashford	8
BRABOURNE St Mary the Virgin	Ashford	8
BROOKLAND St Augustine	Ashford	6
BURMARSH All Saints	Ashford	6
CHARING SS Peter & Paul	Ashford	6

Showing 1 to 10 of 245 entries

<< < 1 2 3 4 5 ... 25 > >>

- 6) The **'Edit Entry'** screen will now appear. Make any changes required to the information shown, and to save it click on **'✓✓OK'**:

Alternate\_Contact\_Email: tower-captain@recbr.co.uk

Website: 0

✕ CANCEL   ◀ PREV   NEXT ▶   ✓ APPLY AND ADD NEW

✓ OK

- 7) Your tower information is now up to date and immediately live on the tower details pages of the website.

- 8) If you have any obituaries/births/deaths/announcements for inclusion in the Handbook, select the **'Additional Updates'** tab on the top-left of the screen:

This page provides you with the ability to see and update the information for your tower which appears both on the website and in the handbook.

Tower Information

Handbook Updates

Additional Updates

Use the form below to send in any additional information to be included in the next Handbook:

**Name \***

First Last

**Email \***

Tower (if applicable to the information being provided)

Which update(s) do you wish to provide? \*

- 9) Complete the form as required – note you can include multiple updates in one submission, just select all the required checkboxes. Once complete, click **Submit**. You will get a confirmation message on screen and a copy of what you have submitted will be sent to your email.
- 10) Once you have finished making changes, simply click the '**Log Out**' link at the top-right of the page to be taken back to the main website homepage.