



# *British Aikido Board*

*Sport England Recognised  
Governing Body for Aikido in the UK*

## **How to Update Club Details on the BAB Website [www.bab.org.uk](http://www.bab.org.uk)**

There are 2 ways to update club details:

### **As an Association administrator**

An Association administrator can access the details of all of the clubs within his association and has a special Association login and password. This can only be used from the Association Update menu and its use is covered in a separate guide. Note that the login and password will not work for an individual club update from within the Club Search menu

### **As a Club administrator**

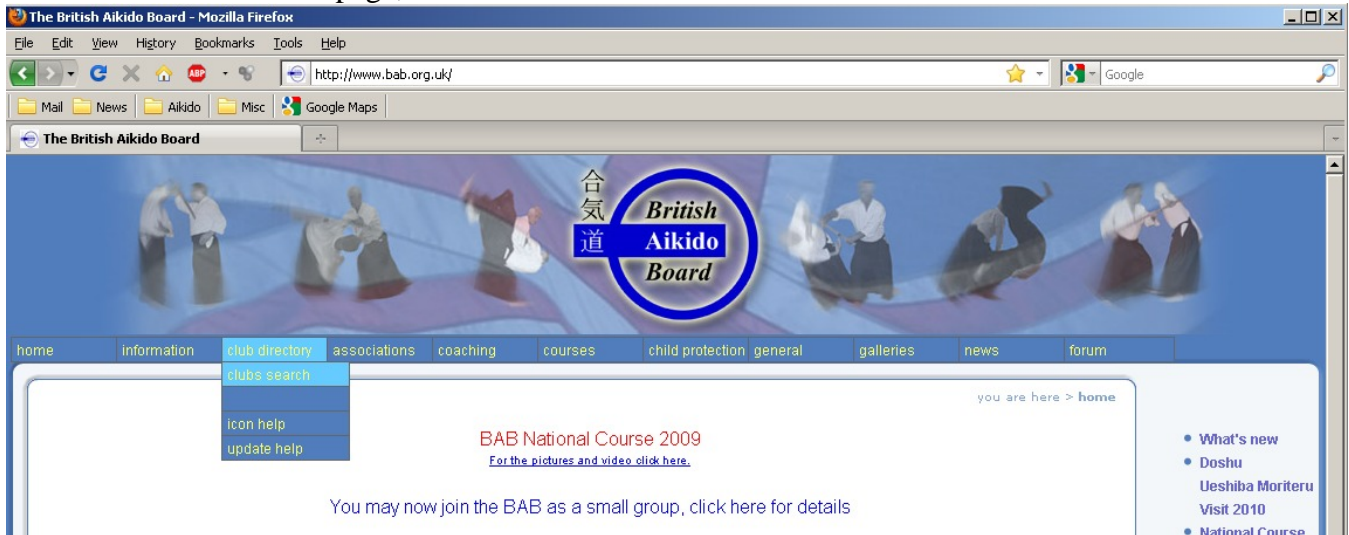
Every club can and is encouraged to, access their own details by using their individual club login and password. If you don't know what the password is but do know the club email address, you can request that the password be re sent automatically to that email address.

If you don't have any login details, you should contact your Association administrator, or, if your Head of Association doesn't know who that is, the BAB Webmaster, who can set up the login details for you. Any problems you may experience should in the first instance, be reported to your Association administrator in order to allow our (very busy) Webmaster to continue his upgrade and maintenance work with minimal interruption.

Note: A Club administrator can set up a new club from scratch provided they already have a login and password. This is really useful for a club who is planning to commence training at an additional venue.

## This guide is to show a Club administrator how to change their details

From your computer, the first step is to access you club details by typing [www.bab.org.uk/](http://www.bab.org.uk/) into your browser. From the Home page,



Select [club directory](#) then [club search](#) then [search for bab clubs](#).

Make your selections and you should then see a screen with at least one club listed like this

The screenshot shows the website interface for the British Aikido Board. At the top, there is a navigation menu with links: home, information, club directory, associations, coaching, courses, child protection, general, galleries, news, forum. The main content area is titled "Harrow Town Club List" and includes a "Back" button. The club information for Harrow is displayed in a yellow box:

**Harrow**  
Kai Shin Kai  
Pinner KSK  
UK Black Belt Schools, 11 Kildare Close, Eastcote. HA4 9LG  
HA4 9LG [Google Map](#)

Contact Name : Bob Salloway  
Contact Tel :  
Email : pinner.aikido@ntlworld.com  
Website : http://www.pinneraikido.co.uk

Details

Back

you are here > dojo list

On the right sidebar, there are four notices:

- C1** The Instructor has completed the BAB Club Coach course
- C2** The Instructor has completed the BAB Association Coach course
- C3** The Instructor has completed the BAB National Level Coach course
- CT** The Instructor has completed the BAB Coach Tutor course

This is the "Top" screen of your club listing and you can see more by clicking on the **Details** button.

The screenshot shows the website interface for the British Aikido Board, displaying the details for the Pinner KSK club. At the top, there is a navigation menu with links: home, news, information, clubs, associations, coaching, courses, child safety, general, galleries, contact, privacy, terms, sitemap. The main content area is titled "Pinner KSK" and includes a "Back" button. The club information for Pinner KSK is displayed in a yellow box:

**Pinner KSK**  
Kai Shin Kai  
Pinner KSK  
UK Black Belt Schools, 11 Kildare Close, Eastcote. HA4 9LG  
HA4 9LG [Google Map](#)

Contact Name : Bob Salloway  
Contact Tel :  
Email : pinner.aikido@ntlworld.com  
Website : http://www.pinneraikido.co.uk

Add Info :

Training Times:  
Friday 8:00 PM to 10:00 PM Adults

Instructors: [More Instructor Details](#)

**Bob Salloway - 2nd Dan**  
Coach Level 1 BAB 000421  
Young People BAB 002914  
Coaching Disabled People BAB 003038  
Coach Level 2 BAB 003295

Last Updated : 06-Feb-2010

Club Members: [Club Members](#)

Back Login to Edit your Club Details

you are here > dojo list

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In the lowest part of the screen on the left, there is a **Login to Edit your Club Details** button. Click on this to get to the login page.

you are here > edit your club details

### Edit the 'Kai Shin Kai' Club Details

Enter your username and password (case sensitive)

Email Address:

Password:

[Forgotten your login click here](#)

Session Cookies must be enabled

When you login to your own club, the display will show your own Association name at the top. The email address and password have to match the ones already set up though once you have logged in, you can change both. Your Association administrator can access and change these details for all the clubs within his association at any time.

If the email address is set up but the password has been forgotten, you can request the details to be sent automatically by clicking on the link.

The concept here is that you are presented with a page of data (with some sub pages), which you may fill in or change. None of those changes will take effect until the **Update** button at the bottom of the page has been clicked. **If you fill in all your data and go back without clicking on **Update**, None of those changes will be saved.**

Once you have successfully logged in, you will see a Club Edit page, similar to the one below

### Update Club Record

[Add a New Club](#) ?

Club Name  ?

Address

Town  ?

County

Post Code  ?

Location

Map Satellite Hybrid ?

Drag the marker to change it's position.  
Click Update to save.

Website  ?

Additional Information

Path:

Association

Contact Name  ?

Address ... ? [Edit Contact Person](#)

Telephone ,Email , pinner.aikido@ntlworld.com

[Add a New Contact Person](#) ?

Training Times Friday 8:00 PM to 10:00 PM Adults

[Add / Edit Training Times](#) ?

Instructors

<b>Bob Salloway - 2nd Dan</b>	
Coach Level 1	BAB 000421
Young People	BAB 002914
Coaching Disabled People	BAB 003038
Coach Level 2	BAB 003295

[Add/Edit/Remove Instructors](#) ?

Login Username [ email address ]  ?

Login Password  Repeat Password  ?

Last Updated 02/03/2010 09:55:17

Last Updated By

The very first entry is on the right hand side in blue and is “Add a new club”. This gives you a completely blank form to create another club. This would be used for example if your club has decided to run another class at a different venue or one of your coaches has obtained permission to start a new club within your association. Since the data to be entered is identical in format, I won’t expand on this option but will continue with the current page.

Please Note. Not all fields are available straight away. If you want to add data but the field isn’t there, click , and then return to editing. You will find the fields become available.

## Club Name

Put in the name you want your club to be known by.

Please note that your Club will be listed in the “Club Search” under the “Town Name”. If there is more than one club in that Town, they will be sorted into ascending Club name order. For this reason and for respect to other existing clubs, please ensure that you choose a unique club name.

## Address

Put in the club Address

## Town

Put in the Town the club is in. You must fill in this field as it is used to display the “Clubs by Town” selection in the “Club Search”.

## County

Put in the County the club is in

## Post Code

Put in the club Post Code. This is a very important field to fill in. If it remains blank you will not get a map showing the club location. You will be able to set the position of the pointer on the map, so if you aren’t sure of the exact Post Code, it’s better to put a nearby one in, than have none at all.

*Remember. Not all fields are available straight away. If you want to add or change data but the field isn’t there, click , and then return to editing. You will find the fields become available.*

## Google Map

This is the usual type of Google Map display, so you can move around it by ‘grabbing’ a bit of the map, holding the left mouse button down and dragging a new bit of the map into view, or by using the direction arrows in the top left. You can also enlarge or reduce the scale using the  or  buttons in the top left.

The new “Search for Clubs using Google Maps” feature from the main menu has meant that the application interface with Google is unfortunately less accurate than using Google Maps directly. The marker peg, which displays the Post Code location, may be out of place by up to half a mile. The good news is that you can move the peg into the correct position merely by dragging it there and of course making sure that you click , before leaving the ‘Club Edit’ page.

## Website

If you have one, enter the full url for your website. (include http://)


## Additional Information

If you don't have a website, you can use this text box to give additional information you think is important, maybe for newcomers or visitors.

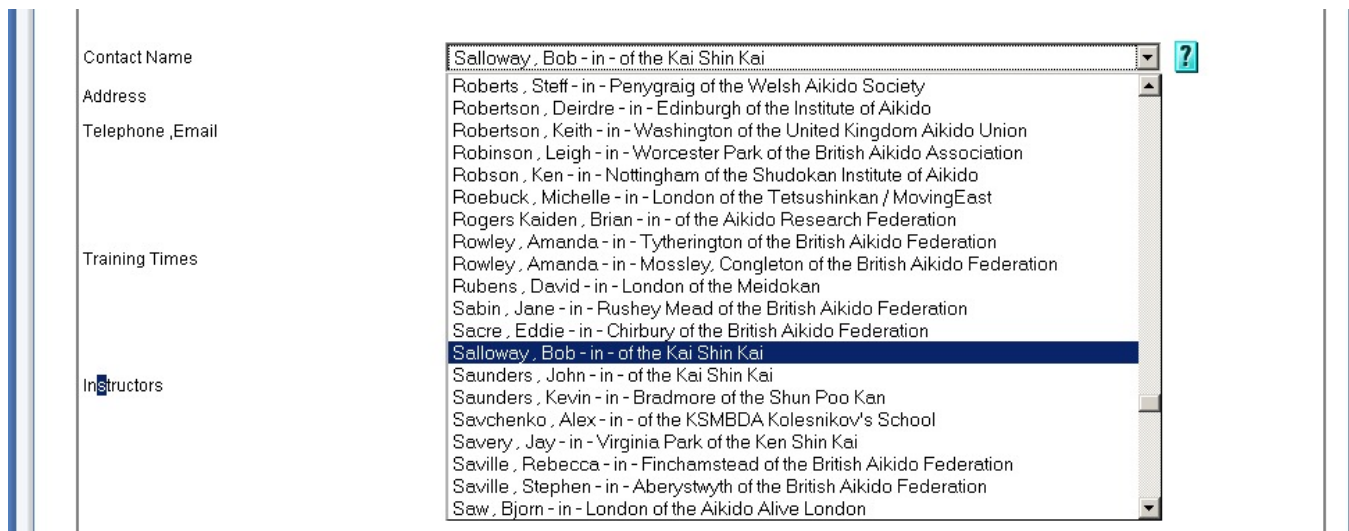
## Association

If you should change your association, you can change how it displays here. You should also, of course, as a minimum, notify the heads of both old and new associations and also the BAB registrar.

## Contact Name

To the right of the Contact Name, there is a Grey down arrow button like this 

When you click on it, a drop down list will appear of names in surname order. Select your club contact from this list.



The screenshot shows a web form with several fields: Contact Name, Address, Telephone ,Email, Training Times, and Instructors. The Contact Name field is active, and a dropdown menu is open, displaying a list of names in surname order. The selected name is "Salloway, Bob - in - of the Kai Shin Kai". A question mark icon is visible in the top right corner of the dropdown menu.

Field	Value
Contact Name	Salloway, Bob - in - of the Kai Shin Kai
Address	
Telephone ,Email	
Training Times	
Instructors	

- Roberts , Steff - in - Penygraig of the Welsh Aikido Society
- Robertson , Deirdre - in - Edinburgh of the Institute of Aikido
- Robertson , Keith - in - Washington of the United Kingdom Aikido Union
- Robinson , Leigh - in - Worcester Park of the British Aikido Association
- Robson , Ken - in - Nottingham of the Shudokan Institute of Aikido
- Roebuck , Michelle - in - London of the Tetsushinkan / MovingEast
- Rogers Kaiden , Brian - in - of the Aikido Research Federation
- Rowley , Amanda - in - Tytherington of the British Aikido Federation
- Rowley , Amanda - in - Mossley, Congleton of the British Aikido Federation
- Rubens , David - in - London of the Meidokan
- Sabin , Jane - in - Rushey Mead of the British Aikido Federation
- Sacre , Eddie - in - Chirbury of the British Aikido Federation
- Salloway , Bob - in - of the Kai Shin Kai
- Saunders , John - in - of the Kai Shin Kai
- Saunders , Kevin - in - Bradmore of the Shun Poo Kan
- Savchenko , Alex - in - of the KSMBDA Kolesnikov's School
- Savery , Jay - in - Virginia Park of the Ken Shin Kai
- Saville , Rebecca - in - Finchamstead of the British Aikido Federation
- Saville , Stephen - in - Aberystwyth of the British Aikido Federation
- Saw , Bjorn - in - London of the Aikido Alive London

If some of the details of the Club Contact have changed, click on the blue "Edit Contact Person" button, amend the details and then click **Update** to save the changes.

The "Edit Club Contact" screen is the same as that for adding a New Contact Person, referred to in the following section and you can see a screen shot of the Update Form below that.

If the Contact Name isn't displayed in the drop down list at all, you can add a new name to the list by creating a new record. Click on the blue button "Add a New Contact Person" situated on the 'Address' line, to access the "Update Contact Record" screen.

Fill in the details of your Contact person and click the click **Update** to save the record

After you have created and saved your new contact, you may find that they don't then appear in the drop down list.

In this event, you must click **Update** to save the entire Club Record and then go back into it. You will then find the newly created club contact is in the drop down list.

A screenshot of the 'Create a New Contact' is shown below

you are here > [pop edit club contact record](#)

### Update Contact Record

Firstname	<input type="text" value="Bob"/>
Surname	<input type="text" value="Salloway"/>
Address	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text" value="pinner.aikido@ntlworld.com"/>
Association	<input type="text" value="Kai Shin Kai"/>
Last Updated	15/01/2008 17:05:36
Last Updated By	<input type="text" value="Admin"/>

## Address

This displays the Address that is currently in the “Contact Name” details. If it is incorrect, you can update it by clicking on the blue “Edit Contact Person” button, amending the details and then clicking on the  button to save the changes.

## Telephone, email

This displays the Telephone and email address that is currently in the “Contact Name” details. If they are incorrect, you can update them by clicking on the blue “Edit Contact Person” button, amending the details and then clicking  to save the changes.

## Training Times

Click on the blue “Add / Edit Training Times” button and select your training times and days. To add new times from scratch, or to add an additional Training Time, you will get to the following screen.



you are here > [pop add training times record](#)

### Add Training Times Record

Day

Type

Start Time

Finish Time

BAB Ref No 476

Last Updated By

If you already have a training time set and want to amend it, just click on edit (to the right of your class ending time), which will bring you to the screen above.

you are here > [pop club training times information](#)



### Club Training Times

BAB Ref no	Day	Type	Start	End	Edit	Delete
476	Friday	Adults	20:00:00	22:00:00	Edit	Delete

Please note that your update will not display on the edit page until it has been saved.

If you have more than one time or more than one training day at your club just add another record by clicking on the **Add a New Club Training Time** button

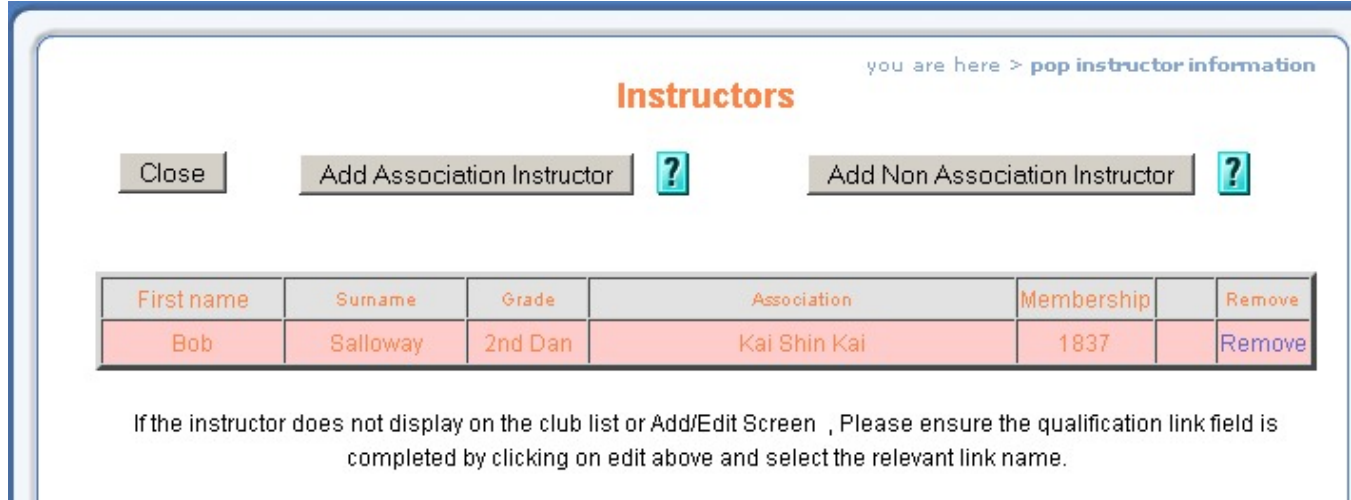
Note: The Icons that display about your club are controlled partly by the selection of the club Training Times Type. If you select a type that includes:-

Weapons this  icon will display, if you select juniors then  icon will display.

## Instructors

You can Add, Edit or Remove club instructors. You can only add an instructor who is already listed in the BAB Qualifications Database. This is done after passing a coaching award so it means that all listed instructors are qualified to teach.

Click on the blue “Add/Edit/Remove Instructors” Button and you will see this screen

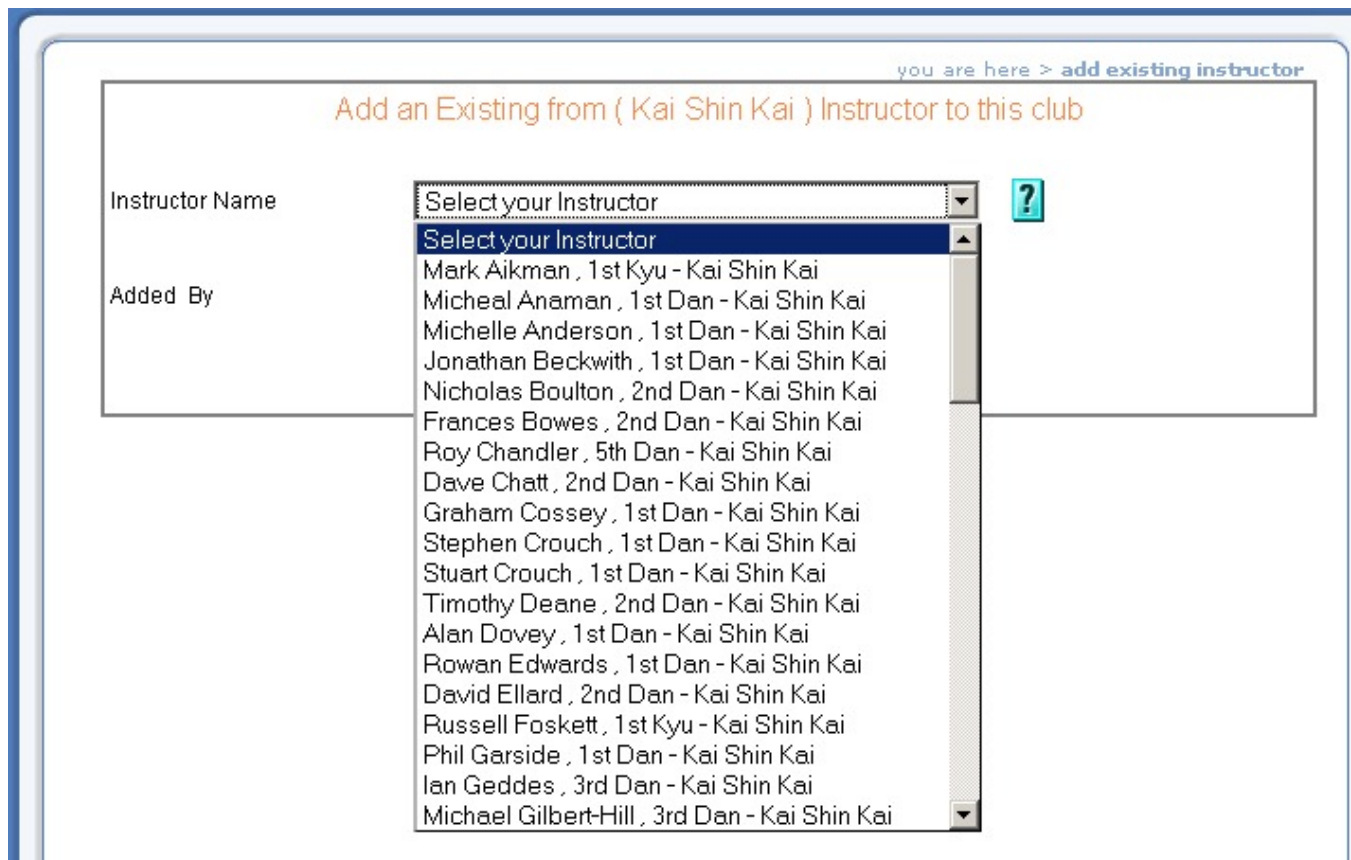


**Instructors** you are here > pop instructor information

First name	Surname	Grade	Association	Membership	Remove
Bob	Salloway	2nd Dan	Kai Shin Kai	1837	<a href="#">Remove</a>

If the instructor does not display on the club list or Add/Edit Screen, Please ensure the qualification link field is completed by clicking on edit above and select the relevant link name.

The instructors for your association should already be linked to your association providing their details are correct. Click the  button



**Add Existing Instructor** you are here > add existing instructor

Add an Existing from ( Kai Shin Kai ) Instructor to this club

Instructor Name  ?

Added By

- Select your Instructor
- Mark Aikman , 1st Kyu - Kai Shin Kai
- Micheal Anaman , 1st Dan - Kai Shin Kai
- Michelle Anderson , 1st Dan - Kai Shin Kai
- Jonathan Beckwith , 1st Dan - Kai Shin Kai
- Nicholas Boulton , 2nd Dan - Kai Shin Kai
- Frances Bowes , 2nd Dan - Kai Shin Kai
- Roy Chandler , 5th Dan - Kai Shin Kai
- Dave Chatt , 2nd Dan - Kai Shin Kai
- Graham Cossey , 1st Dan - Kai Shin Kai
- Stephen Crouch , 1st Dan - Kai Shin Kai
- Stuart Crouch , 1st Dan - Kai Shin Kai
- Timothy Deane , 2nd Dan - Kai Shin Kai
- Alan Dovey , 1st Dan - Kai Shin Kai
- Rowan Edwards , 1st Dan - Kai Shin Kai
- David Ellard , 2nd Dan - Kai Shin Kai
- Russell Foskett , 1st Kyu - Kai Shin Kai
- Phil Garside , 1st Dan - Kai Shin Kai
- Ian Geddes , 3rd Dan - Kai Shin Kai
- Michael Gilbert-Hill , 3rd Dan - Kai Shin Kai

Select the instructor from the drop down list, put your name in the ‘added by’ field and click .

If the instructor you are looking for does not display on your association list, you can try clicking on the **Add Non Association Instructor** button

This lists all of the instructors from all the associations. If the instructor is BAB qualified but still cannot be found you should contact the BAB Coaching team to check it out.

If you have found your instructor and clicked **Add**, his details will be transferred to your own association.

### **Sort Sequence.**

The instructors are listed in a pre-determined order, which cannot be changed by trying to alter their position within the edit table. The sequence is firstly by descending rank and secondly in ascending alphabetical order by surname. This isn't a perfect solution in all cases and an upgrade may well be implemented at a later date.

### **Login Username (email address)**

Put your own or your clubs email address in here. This serves two purposes;

1. It is your user login name
2. Whenever a change is made to the club record, a notification email will be sent to that address.

### **Password & Repeat Password**

You can reset your password here. Please type the repeat password, rather than using cut and paste, as if you made a spelling mistake, you will find you have locked yourself out of the system and will then need to contact your Association administrator to reset it for you. (contact the Webmaster if the administrator can't help).

### **Last Updated**

Displays the date and time of when the **Update** button was last clicked

### **Last Updated by**

Put your name in here so that the Webmaster knows who to contact if there are problems with the last update.

### **Update Button**

Saves any amendments you have made to the Club record.

### **Cancel Button**

Discards any amendments you have made since the last time you clicked on the **Update** button.

### **Delete this Club Button**

Care should be used with this option. When you delete a club, it doesn't actually disappear altogether as this would potentially cause computer problems with members still associated with that club. Although it appears to be deleted, it is actually stored in a "recycle bin". None of this is of any concern unless the club "re-activates" for some reason. For example, there may have been venue issues or the instructor has quit but later a new one is found.

In these cases, the obvious move would be to re-create the club and all of it's details, however, if the club name and town remain the same, it will appear to the computer to be a duplicate in the system and because of the problems that can cause, "this is not a good situation!".

If you should delete a club by accident or need to resurrect one for any reason, please contact the Webmaster who will 'restore' it from the 'recycle bin' for you.

**Return to Club List** **Button**

This takes you back to the club listing, that is to say, the screen of your club details before you logged in to make your changes.

## **Troubleshooting & Miscellaneous**

- **Session Timeout.**  
Once you have logged in, you are allowed to stay in as long as you are actively doing something. After a period of inactivity, you will be denied access and have to log in again.
  
- **Strange Computer Code appears when I try to update my details.**  
This indicates that there is a problem at that time. Go back to the main screen of the Club record and click **Update** to save any other details you have already entered. Logout and then try again, if you still have problems, leave it for a while (a couple of hours maybe) before trying again. If you still have a problem, notify the webmaster, letting him know what the error message said and what you were trying to do when it happened, so he can check it out and fix it.
  
- **Automatic notification of changes to club details by email.**  
These are automatically sent both to the Club administrator using the club login email address and also to the Association administrator regardless of who actually changes the records.