

MBBC FILE STORAGE:

The Bank

Files are stored by year and committee.

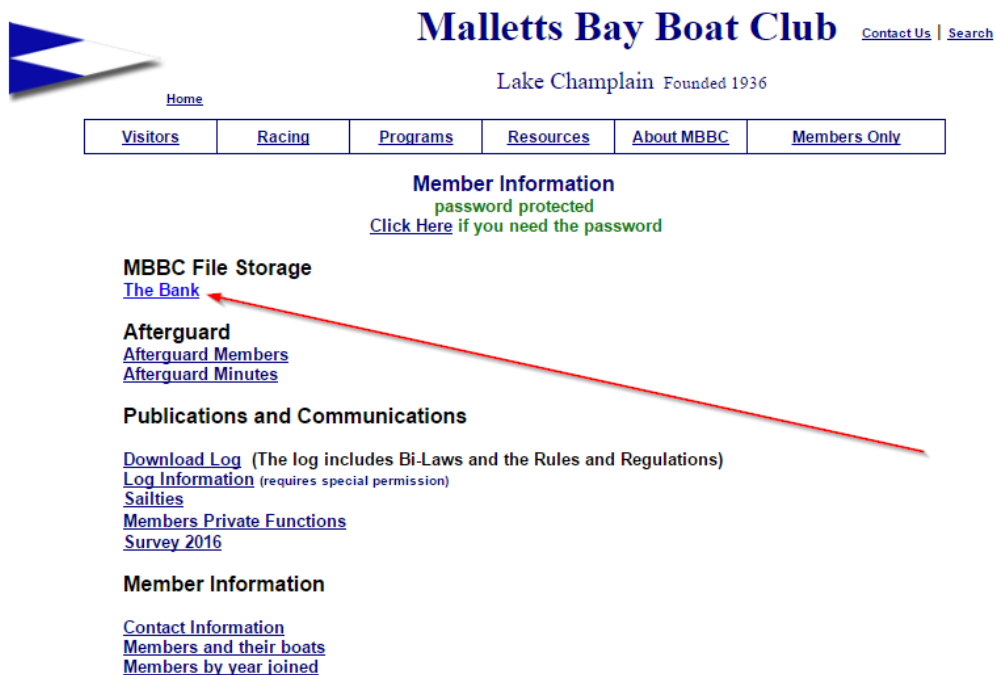
- view all files all committees
- view files by year all committees
- upload new files and create a record
- upload existing files which overwrites the existing file
- modify existing record

Start Here:



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Click this link



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Enter Password



Malletts Bay Boat Club

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Lake Champlain Founded 1936

[Home](#)

Visitors	Racing	Programs	Resources	About MBBC	Members Only
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Click Here if you need the password

please enter the password

Submit



Any questions or suggestions, contact Webmaster@mbbc-vt.org



662 West Lakeshore Drive Colchester, VT Lat/Long: 44.550061N/73.227274W
Mailing: PO Box 402, Colchester VT 05446



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Choose All or a specific year, click submit



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[Add New](#)
[Edit Existing](#)

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MBBC COMMITTEE RECORDS/REPORTS

Filed by Year and Committee

Choose Year

All ▼

submit

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Add new files and create a record

Click Add New



The screenshot shows the Malletts Bay Boat Club website. At the top left is a blue and white pennant logo. To its right is the text "Home". The main header features the club name "Malletts Bay Boat Club" in a large blue font, with "Lake Champlain Founded 1936" underneath. On the far right of the header are links for "Contact Us" and "Search". Below the header is a navigation menu with buttons for "Visitors", "Racing", "Programs", "Resources", "About MBBC", and "Members Only". On the left side, there are links for "Add New" and "Edit Existing". A red arrow points from the "Add New" link to a "Choose Year" dropdown menu set to "All" and a "submit" button. Below this is the text "This page downloads the file to your computer."

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Choose a file from your computer. (You need to know where it is and it's name)

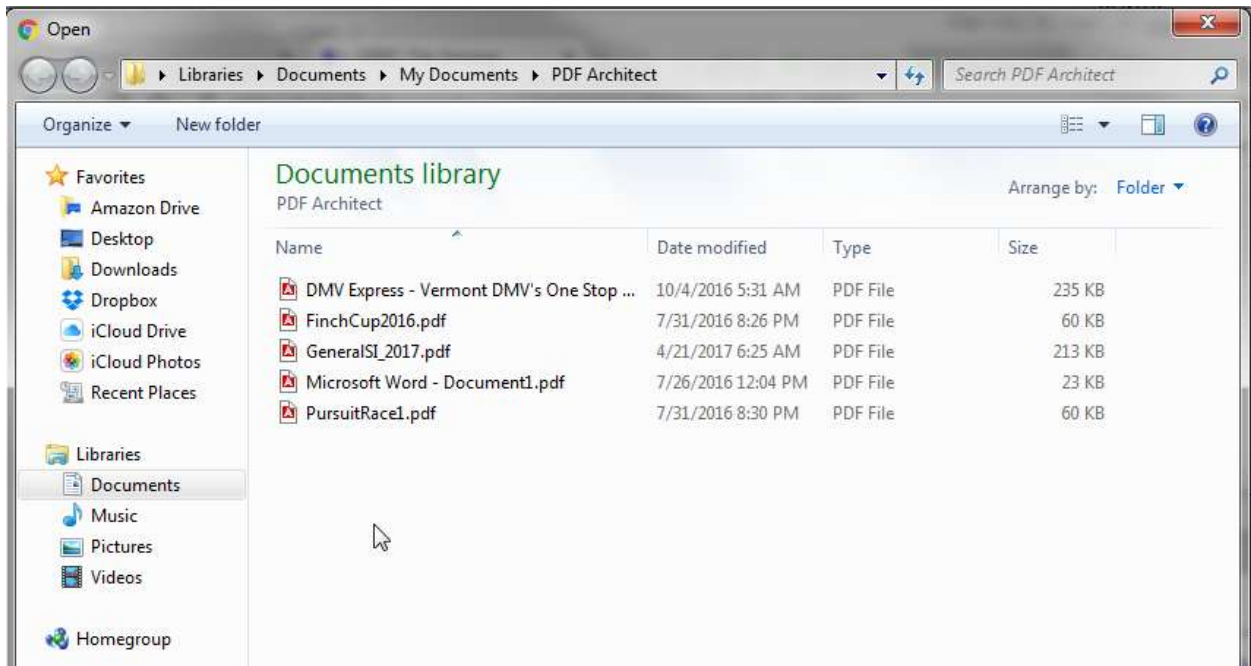
Then click submit



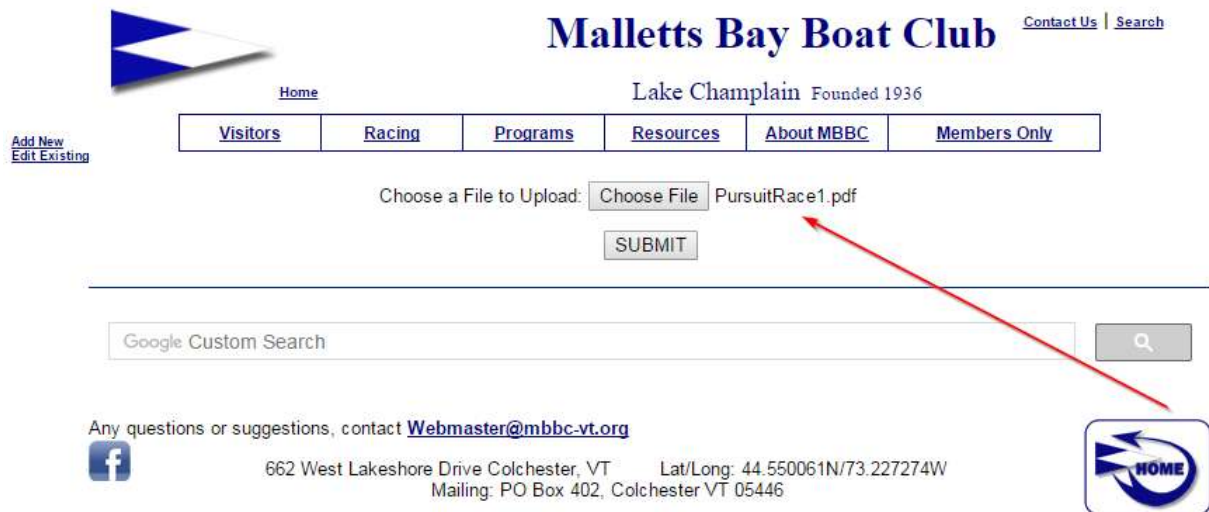
The screenshot shows the same website as above, but with the file upload interface. The "Add New" link is now highlighted. Below the navigation menu, there is a "Choose a File to Upload:" label, a "Choose File" button, and the text "No file chosen". A "SUBMIT" button is located below these elements. A red arrow points from the "SUBMIT" button to the bottom of the page. At the bottom of the page, there is a "Google Custom Search" bar, a Facebook icon, contact information for the webmaster, and a "HOME" button with a circular arrow icon.

Using Windows:

A window will open looking similar to this... it's looking at your computer. Navigate to the file and click it then click open at the bottom of that window.



The file name will now be displayed. If it's along file name it may be truncate on the screen.



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You have uploaded the file, now you need to **create a record**

Title should be short and sweet - date MUST be a date mm/dd/yyyy - Notes can be any length

Important: you must enter the year if other than the current year and select the committee.

This Form Adds the File to the List by Year and Committee

Year:

*This auto fills the current year.
It is important to use the correct year*

File Name:

*This auto fills to the file you uploaded.
DO NOT EDIT*

Title:

Keep it short and sweet

Date:

*Needs to be mm/dd/year
Use the date associated with the file.*

Notes:

Optional

Committee:

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It will look similar to this: If you are happy, click submit

This Form Adds the File to the List by Year and Committee

Year:

*This auto fills the current year.
It is important to use the correct year*

File Name:

*This auto fills to the file you uploaded.
DO NOT EDIT*

Title:

Keep it short and sweet

Date:

*Needs to be mm/dd/year
Use the date associated with the file.*

Notes:

Optional

Committee:

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Suppose there was an error on the actual file and you wanted to replace that file.

Click Edit Existing:



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[Home](#) Lake Champlain Founded 1936

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[Add New](#)
[Edit Existing](#)

Choose Year

This page downloads the file to your computer.

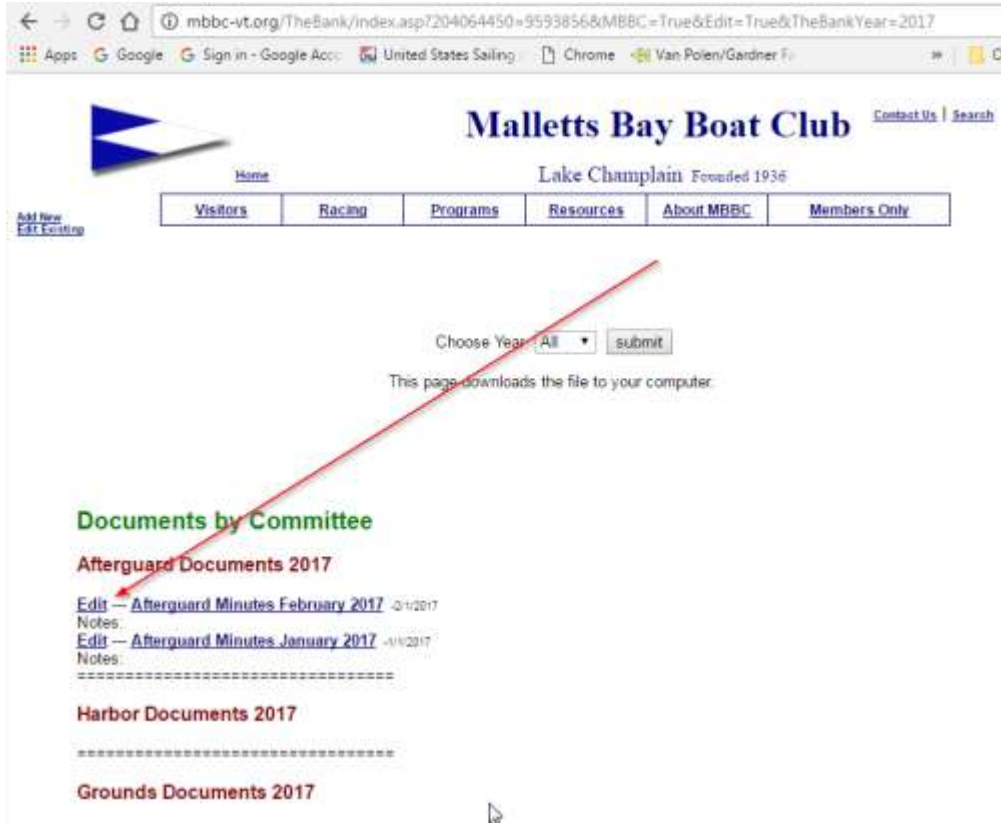
Documents by Committee

Afterguard Documents 2017

[Afterguard Minutes February 2017](#) -2/1/2017

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It defaults to the current year. You may need to actually find the record you need to update: Click Edit



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You have two choices:

The top choice is to over write the current file then edit the record

The bottom choice is to edit record without uploading a file

Use this form when you need to overwrite the current file

File Name: No file chosen

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Click below when you only need to update the listing

[Continue](#) without uploading a new file.

In either case you will come this screen that allow you make changes to the record. If you want to hide the record, choose Hide. We NEVER delete, only hide. Again click submit and you should be done.

You are editing this entry.

Year:

File Name:

Title:

Date:

Classification:

Edit this box to update the notes

Notes:

Hide Show