Shalbourne Gliding Club Information Technology

System	Details	Firm Supplying the service	SGC Administrator(s)/ Contact	Cost
Phone in LPV	07453 601307	Vodafone???	Simon Zielonka?	
Contact Us number on SGC website	01488 504966	E-receptionist	M Selby but may be others higher up the food chain?	? Monthly
Contact Us email address on SGC website	contact@shalbourne-gliding.co.uk Forwarded to Stephen O and Martin S. and ?Simon Z?	part of XYZ@ shalbourne-gliding.co.uk system	John Douglass	
Group G-Mails	shalbourne-gliding@googlegroups.com	managed by logging on to sgtlbookings@gmail.com		Free
Google Groups	https://groups.google.com/g/shalbourne-gliding	It's where you add members' names	M Selby and others have admin status.	Free
Group Texts		Not currently used		
Google Calendar	https://calendar.google.com/calendar/u/0/r/week/2024/8/21	TL bookings etc		Free
Club Website	https://shalbournegliding.co.uk/	Wordpress	John Douglass	
Club Wiki	https://shalbournegliding.co.uk/members/wiki/index.php?title=Main_Page	MediaWiki GNU WikiMedia	JD? Chairman & M Selby have editing privil	Free
G-Forum	shalbournegliding.co.uk/forum/	Not is use? Use WhatsApp instead		Free
Facebook	www.facebook.com/shalbournegliding/	Not is use? Use WhatsApp instead		free
Twitter	@ShalbourneGlide	Not is use? Use WhatsApp instead		Free
WhatsApp	Announcements		Simon Z	Free
WhatsApp	Shalbourne Daily Flying		Simon Z	Free
WhatsApp	Shalbourne at Middle Wallop		Simon Z	Free
WhatsApp	Shalbourne at Lasham		Simon Z	Free
WhatsApp	Freeflight Questions and support		Simon Z	Free
WhatsApp	Club Expeditions		Simon Z	Free
WhatsApp	Club Maintenance		Simon Z	Free
WhatsApp	Instructors Only		Simon Z	Free
WhatsApp	Mowing at Shalbourne		Simon Z	Free
WhatsApp	Southampton Univ G. C.		Simon Z	Free

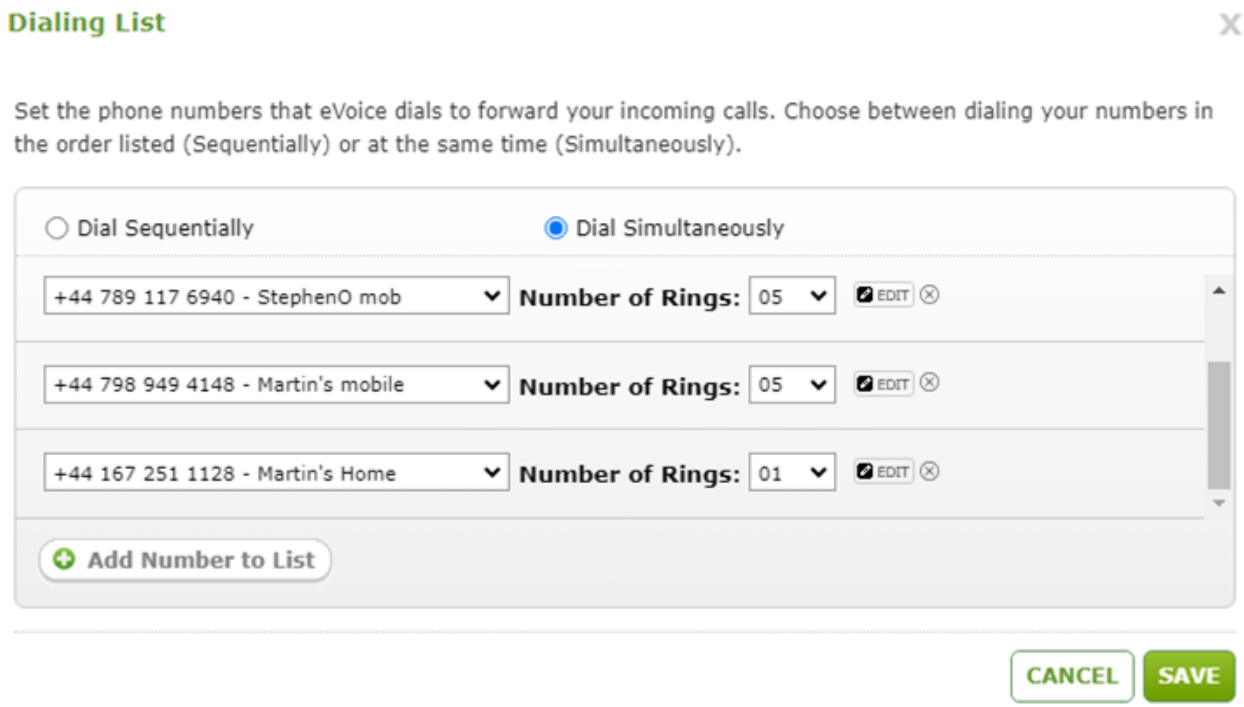
Freeflight	https://free-flight.info:8443/AwareIM/logonAdmin.html	Business Space box type in RIV	Simon Z	£30 pcm

Telephones

1. **Phone in the Launch Point Vehicle.**
   Website says "Launch Point: 07453 601307 (only on when we are flying; please do not text or leave voicemail." Phone is only on when the cooker-switch is ON in the LPV. If not answered a recorded message says "0044 7453 601 307 cannot take your call right now", please leave a message, which contradicts the advice on the website.

2. **The other phone number posted on the Shalbourne Gliding Web site :**

"Enquiries and bookings: 01488 504966"
Calls go to e-receptionist. https://www.ereceptionist.co.uk/
e-receptionist account managed by Stephen Ottner and Martin Selby and ???
As of Aug 2023 ereceptionist is set up so to forwarded to Stephen Ottner's home landline and mobile, and Martin Selby's home landline and mobile phone, to ring 5 times then diverts to offer the caller to leave a voice message. On receiving a call, the receiver needs to press 1 to connect the incoming caller to their phone. e-receptionist's message recording service send an email to the above people alerting them to the message. The message is attached to the email? And is accessible by logging in to e-receptionist.



Internet Communications (info provided by Steve Barber in 2017)

This is a summary of the club's internet-based communication and information systems. We have a **Google group** for quick messages to all, a **members' forum** for discussion and notices, **texts** for urgent announcements, information on **web pages, a WhatsApp messaging system** and a Facebook page.

1) Google email group - for quick messages to all members

A list of emails of members, ex-members and associates is kept on GoogleGroups. The list is managed by the Membership Secretary; one or two other members also have management

privileges. Each mail address has a setting which varies the frequency of emails sent to each addressee (from always-immediate to abridged to none-never). Each email address also has a setting to control whether the email addressee can send emails to the group (default is yes they can). The group email address is shalbourne-gliding@googlegroups.com and it is managed by logging on at sgtlbookings@gmail.com (the "owner".) No info about password or who is administrator.

According to Google, I am a ***moderator*** of the group shalbourne-gliding.

This is a handy quick-message facility, so should only be used for brief announcements of a temporary nature. The members' forum is a better place for discussions and posting permanent information. (To this end, this message is also posted on the forum for future reference)

- **To send an email to everyone else,** send an email to shalbourne-gliding@googlegroups.com . To send to the group, you must be a member. If you have multiple email addresses, probably only one is registered with this group and you must send to the group using that one.
- **If you want to reply to a message, before you hit "send" please check** whether it will go to everyone (possibly not intended) or just the sender, and alter the address accordingly.

2) The members' forum** - **for discussions under topic headings and permanent notices.**
All members are encouraged to sign up to the forum.
The forum needs a separate forum username and password even to read the contents (this is so that we can use it for discussions that may not be appropriate for the public to see). If you have a google account, you can "login with google". To get started, attempt to access the forum shalbournegliding.co.uk/forum/ and await approval. If usernames and passwords are a nuisance to you, see suggestions below.

Problems with not receiving these messages :

Here are some examples of failure responses...

```
535 ...authentication rejected [as username / password is wrong]
535 ...authentication rejected as source IP has a poor reputation
535 Too many SMTP auth failures. Please try again later.
```

3) Text notifications - there's a "weekend" list and a "midweek" list. This is for short-notice announcements, delivered by text and email. Only certain people can send messages, but ask me (steve@shalbournegliding.co.uk) to add you as a recipient to either or both lists. I will need your email address, and mobile number if you wish to receive texts**.**

4) Information on web pages accessed via your web browser (Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome, ios Safari etc). You may like to add these links to your favourites/bookmarks. For most of these, you don't need to log on to read the pages, but some* need a log on to contribute

- **the main public website**: shalbournegliding.co.uk
- **the blog*** at the bottom of the website home page, or separately at shalbournegliding.co.uk/blog
  It would be good to have more contributors to the blog. If you would like to be able to post new items, please ask to become an "author".
- **log-o-matic** (on-line view of the log sheets): shalbournegliding.co.uk/members/log_o_matic/log.php
- **the wiki*** (contains various articles of useful reference): shalbournegliding.co.uk/members/wiki

- **the google group** (see 1 above). If you have a google account associated with your email address, you can access groups.google.com/forum/#!forum/shalbourne-gliding where you will see a listing by thread

  the members' forum see 2 above

- Google groups is hidden away but the app called Groups is in the extended app listing at https://about.google/products/

- I can log on as Mselby454@gmail.com and then add members to https://groups.google.com/g/shalbourne-gliding I can delete members and change when they receive group emails and whether they can send group emails.

@shalbournegliding.co.uk
Not sure who manages this system. They can create email address on this site such as secretary@shalbournegliding.co.uk. I do not have any info as to what **host site** to log on or a password to make changes to the forwarding addresses of these email. I cannot remember who set up forwarding of membership@shalbournegliding.co.uk. It might be John Douglass?

5) We're also on Facebook www.facebook.com/shalbournegliding/ and Twitter @ShalbourneGlide (which is linked with our Facebook page). I'll assume you already know what you are doing if you go into this territory, but please remember that anything you post is visible to the public.

* see next page October 2017
* anyone can read these pages, but you do need to log on to contribute:

- **the blog** (strictly "WordPress blog")
  This needs a WordPress username and password to allow you to comment on blog posts - click Login/Register at the top of the main website home page. Note that this is separate from the forum log-on at (2) above.
  It would be good to have more contributions to the blog. If you would like to be able to post new items, please ask to become an "author".
- **the wiki**
  This needs a username and password if you want to upload new files or edit content. Ask if you would like to be added.

If usernames and passwords are a nuisance to you, please read on...

- To prevent abuse and protect privacy, some facilities need a username and password. Although general advice is to remember your passwords, the sites mentioned here do not protect crucial sensitive information, so your passwords don't have to have strong security. You could write them down on a piece of paper and hide it in a book; or you could let your computer remember the passwords for you (most web browsers allow this).
- Also, to prevent automated spammers accessing websites, you may have to pass a captcha (completely automatic process to tell computers and humans apart). This is a simple test for a human that requires understanding beyond a machine's ability, such as reading disguised text.

Google Calendar
Google Calendar is linked and accessed via sgtbookings@gmail.com (which is not used as an email sending and receiving facility.) By invitation only. Email addresses of all instructors and the

bookings secretary have permission to download this Google calendar into a Google Calendar app. John Douglas and Martin Selby have “Make Changes and Manage Sharing” privileges. Stephen has Make Changes privileges. Other Instructors only have read only privilege.

Find “My Calendars” listed then move cursor onto sgtbookings@gmail.com

and click on the three vertical dots ⋮ sometimes known as “more”

Find the “Share with specific people or groups” area where a list of emails and their permission levels is displayed; at the end find “add people and groups”. Use this admin tool to add email addresses which seems to send an invitation to email holders to add this calendar.

Alternatively try this advice “To help people find shared calendars, you can send them the calendar ID.

1. Open Google Calendar.
2. Under My calendars, find the shared calendar.
3. Point to the shared calendar and click
4. Click **Settings and sharing**.
5. Scroll down to the Integrate calendar section and copy the Calendar ID. It's long.
6. Paste this ID into a document or website that you give to new users.
7. Tell them to take the following actions:
    1. Next to Other calendars, click **Subscribe to calendar**.
    2. Paste the Calendar ID into the Add a calendar box and press **Enter**.

The calendar then shows up in the user’s Other calendars list.”

WhatsApp

I think you can self-apply to join the various subgroups; but some will be restricted by the Owner.