Club and Teacher Contacts

# Overview

Lists of contact information for clubs and teachers within the unit are displayed on the website – currently by selecting the [CLUBS](https://www.denverbridge.org/clubs/) menu item, or the [EDUCATION](https://www.denverbridge.org/other-resources/education/) menu item under OTHER RESOURCES.

These displays may be changed by modifying the files listed immediately below **this** file in Board Procedures - [45C\_Club List.csv](https://www.denverbridge.org/wordpress/wp-content/uploads/BoardProcedures/40_Clubs%20and%20Teachers/45C_Club%20List.csv) and [45T\_Teacher List.csv](https://www.denverbridge.org/wordpress/wp-content/uploads/BoardProcedures/40_Clubs%20and%20Teachers/45T_Teacher%20List.csv) respectively.

This document is written for future webmasters and for Unit Board member(s) (Education Chair, Club Coordinator) responsible for ensuring that lists of contacts are current.

# List Contents

One file is provisioned each for the **club** list and the **teacher** list. They contain a number of fields which can be modified (i.e. to change a phone number or address), and the contacts listed may be added to, removed from, deactivated or reactivated. The field names (the first-line-headers in each file) are different, but their behaviors contain commonality.

## Field Descriptions

### Club,Teacher,(Contact)

Identifiers for the contact. The name of the **Club** or **Teacher** is bolded on the web page and heads the contact entry. In the club list, the **Contact** is also bolded and identifies the name of an individual (club owner or director) that can be contacted to get more information.

### Active

Indicates whether (“Y”) or not (“N”) an entry in the list should be displayed on the webpage. This allows for retention information without making it publicly available (i.e. House of Cards once existed, but no longer), for temporarily disabling of an entry (teacher XYZ is taking a sabbatical) or for providing a placeholder for future entries.

### Address Information

The fields Addr1 and CityStateZip are used to build a Google Map link on the Clubs page. Addr2 is also displayed for clubs as an additional locator. In all cases, CityStateZip is displayed on the website.

Home addresses of instructors ARE PURPOSELY NOT DISPLAYED to mitigate potential privacy issues. Should a teacher have a public business address where they are teaching, they may use the BusinessAddr field. (Work by Unit software developers would be required to enable a potential Google Map link).

### Phone Numbers

The fields “Phone” and “Cell Phone” are used to allow contact to the club owner, teacher or club director.

### Email Addresses

The fields “Email” and “Email2” are used to allow contact to the club owner, director or coordinator.

Email2 is frequently used in the Teacher’s list to indicate the email address of the second teacher.

In the CSV file, the email address may include a parenthesized identifier along with the recipient and domain (i.e. “(John) JohnBrown@HarpersFerry.net”).

### Website Addresses

The field “Website” in the clubs file indicates a fully qualified website reference for the club.

### Notes

This field contains additional information that the club or teacher desires to be displayed. For clubs it is often an abbreviated schedule summary. For teachers, additional qualification or availability information.

### Qualifications / Certifications / Offerings

The fields “Sanctioned”, “Lessons”, “ACBL Cert” and “Audrey Grant” all contain yes (“Y”) or no (“N”) flags depending on whether the certification or feature is offered.

* Sanctioned – “Y” indicates the club offers at least one ACBL sanctioned game a week.
* Lessons – “Y” indicates lessons are provided on occasion or supported by the club.
* ACBL Cert – “Y” indicates the instructor is ACBL certified.
* Audrey Grant – “Y” indicates the instructor is quailed in the Audrey Grant Better Bridge methodology.

## To make any content change

The following steps are suggested to make any change:

### Save a copy of the current file

### Log on to the server

### Copy the current file to a datestamped version (i.e. 45C\_Club List.20210420.csv). It is best to use the “Modified” date of the original file, rather than today’s date.

### Move the datestamped version to the sub-directory “Old”

### Edit the file and replace it

### Download the file to your PC

### Make modifications as needed

### Upload the modified file to the server.

# Webmaster/Developer Information

The Clubs and Education pages are driven by a common Javascript file (**contactDisplay.js**) it has code in common with the one used by the Online Directory (**denverUnitDirectory.js**).

ContactDisplay loads the appropriate data file and displays a “legend” block followed by a two-column list of contacts.

While the block displays for the two contact lists differ, the load, initial parse, and some of the individual field displays are used in common.

Changes to the form or format of the display will require modifications to this file. Both pages should be retested after said changes.