

GET TO KNOW THE WOMAN'S CLUB WEBSITE: lbwc.member.buzz


SIMILARITIES BETWEEN	A BOOK (PAPER)	A WEBSITE
WHAT YOU NEED IN ORDER TO LOCATE . . .		
1. HOW to get to there	Car to drive or walk to a library, bookstore, bookcase, etc.	A computer, i.e. desktop, tablet or smartphone and an Internet browser, e.g., Chrome, Safari, Firefox, Edge
2. What is the ADDRESS	Location identifier, e.g., street address	Website address/URL
WHAT YOU FIRST SEE . . .		
3. What the author wants you to read first	Cover, Title Page, Preface, Introduction	Homepage
4. What is the overall organization	Table of Contents	Navigation/Main Menu near the top of the screen
5. How to know where you are	Header and/or footer on the page identifies the Table of Contents' section you are reading	Header which includes the top bar showing a logo and "login" and the Navigation/Main Menu. <i>The highlighted Menu Item identifies where you are on the website</i>
6. What is the CONTENT	Pages of info, pictures, forms, etc.	Webpages of info, pictures, forms, videos, etc.
7. Want to access PRIVATE or GROUP INFORMATION	Must show permission or authorization, e.g., badge, permit, etc. to gain access	Log in credentials, i.e., username or email address and password required for access
8. Want to view/update YOUR INDIVIDUAL INFORMATION	You physically retrieve the book with the information or verify your identity to gain access.	Menu not shown until you log in and click your name/image to access your personal info, e.g., Account, Profile, etc. and any website features specific to you
INTERACTING WITH . . .		
9. You may be asked to do something	Open a fold-out page, a tab to reveal something, tear out a perforated page, etc.	Click an underlined word/phrase or an image that asks you to do something. Click a command button that asks you to take a specific action, e.g., Save, Submit, Continue, etc.
10. You may be asked to fill out a FORM	A form or worksheet with blanks to write-in. Some information must be provided before the form is considered complete.	A website form collects and saves the info that you enter when you click SUBMIT or COMPLETE. Some fields must be filled-in (*) before the form can be accepted.
11. When your FORM is incomplete	The form is returned to you by the recipient for correction.	An error (!) message appears next to a field entry that needs correction. The form will not be accepted by the system until all the error messages are resolved.
12. When your FORM is completed properly	The form is processed.	You click SUBMIT or COMPLETE buttons to get a "success" message and usually, a confirmation email sent to you.

GET TO KNOW THE WOMAN'S CLUB WEBSITE: lbwc.member.buzz

WHAT YOU NEED TO LOCATE THE WEBSITE


- A COMPUTER can be a desktop, laptop or notebook, tablet or smartphone. A smartphone is not recommended until you first become familiar with the layout of the Woman's Club website.
- AN INTERNET BROWSER on your computer. Internet browsers include Microsoft Edge, Google Chrome, Mozilla Firefox, and Apple Safari among others.
- WEBSITE ADDRESS/URL used to locate the website on the Internet. The Woman's Club website address is lbwc.member.buzz, NOT www.lbwc.member.buzz.
- **Optional: BOOKMARK the website for one-click access.** Click <https://mycomputerworks.com/how-to-bookmark-webpages-browser/> for instructions on how to bookmark a webpage in your Internet browser.

WHAT YOU FIRST SEE ON THE WEBSITE

- Your Internet browser indicates whether website or webpage is secure by showing to the left of the website address: https:// for MS Edge or a padlock icon  for Chrome, Firefox, and Safari.
- HOME PAGE is the first page you encounter that usually has links to other pages on the website.
- HEADER is the consistent area at the top of the site that contains the logo and navigation menu. "Lake Barcroft Woman's Club" and ["Login" and "Register to Join"] or your name when you have logged in successfully are shown on every page of the Woman's Club website. **CLICK "Lake Barcroft Woman's Club" TO RETURN TO THE HOME PAGE.**
- NAVIGATION MENU/MAIN MENU is part of the header and takes you to other parts of the website. The Woman's Club navigation menu consists of Lake Barcroft Events, Woman's Club Garden, Home Health Aids, Charities, Join LBWC, Website Help and Members Only.

- **MENU ITEMS ACCESSIBLE BY ANYONE** – Lake Barcroft residents and the public (login optional): Lake Barcroft Events, Woman's Club Garden, Home Health Aids, Charities, Join LBWC and Website Help.
- **MENU ITEM ACCESSIBLE ONLY BY LBWC MEMBERS IN GOOD STANDING** (login required): Members Only
- **MENU ITEMS ACCESSIBLE ONLY BY YOU** (login required): Click your name for a dropdown menu: Dashboard and Profile contain information or any website features that are specific to you.
- **YOU CAN LOG INTO THE WOMAN'S CLUB WEBSITE FROM ANY PAGE WITHIN THE SITE.**

INTERACTING WITH THE WEBSITE

- CLICK A CALL TO ACTION that asks you to take a specific action or to do something. It can be shown as an underlined word or phrase, a command button , e.g., Save, Submit, Continue, Complete, etc., or an image, e.g., a photo or graphic.
- **WHEN FILLING OUT A FORM, double check for (!) error icon for incorrect entries and (*) asterisk for entries requiring a value BEFORE you click a Call-to-Action, e.g., Complete, Submit, etc. at the end of a form to save and send it to its recipient(s). You will receive an email confirmation from notification@lbwc.member.buzz when the form has been sent successfully. If it is not in your email Inbox, check your spam/junk folder. If it is not there then, your form was NOT submitted. Try again.**
- **IT'S A GOOD HABIT TO LOGOUT MANUALLY.** Not logging out manually leaves your personal information accessible to others including hackers. Click <https://www.vinu.edu/web/securevu/logging-out-tips> for ten (10) reasons to log out of websites manually.