



# The Guild Website

A short guide for new users  
...a refresher for others



[www.gaugeoguild.com](http://www.gaugeoguild.com)

## About the new Guild website

THE GUILD WEBSITE has been growing steadily since 2003 and contains a huge amount of information for O Gauge modellers. It is testimony to Jim Hollom, the recently retired webmaster, and his tremendous efforts in maintaining and improving the site. With Julian Best now leading the web team, and a new design, it is a good time to bring members up to date and provide a guide for

those who may be unaware of how much information is available. As well as a mass of reference information, the website is a great way for you to get up-to-the-minute information on what is going on. With recent innovations such as *An Evening With...* and new products being added to the shop, you can be sure of never missing out. We strongly urge you to take a look.

## What will I see on the new home page?

When you go to [www.gaugeoguild.com](http://www.gaugeoguild.com) the first thing you see is the new Home Page. What you see depends on whether you are logged in or not. Always log in to ensure you have access to everything your membership entitles

you to – see how to log in below. The Home Page has a traditional menu bar, but also contains some images which allow quick navigation to areas of frequent interest, such as Sales and Wants, or the Knowledge Base.

**MENU BAR**

**HOME PAGE SYMBOL**

**LOG IN BUTTON** NOT LOGGED IN / LOGGED IN

**ONLINE SHOP**

**SOCIAL MEDIA LINKS**

**SOCIAL MEDIA SHORTCUTS ARE SHOWN AGAIN HERE AT THE BOTTOM OF THE PAGE TOGETHER WITH SHORT CUTS FOR JOINING, RENEWING OR CONTACTING US**

**SHORTCUT TO FORUM**

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## How do I log into the website?

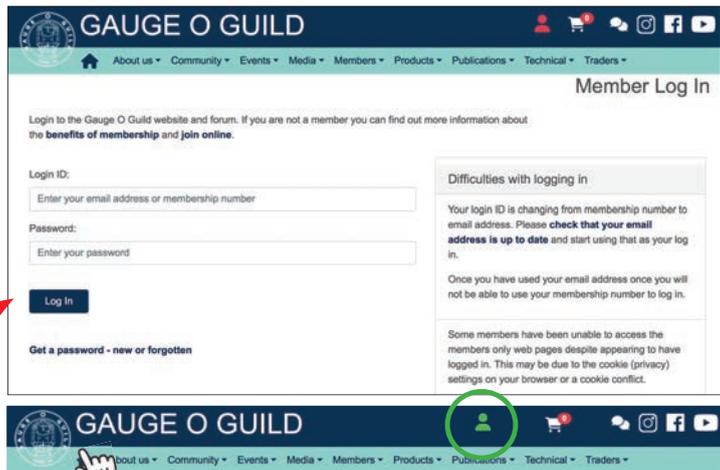
A lot of the website is exclusive to members. To access the members only area you must log in. If you haven't logged in before, here is a quick 'how to'. If you are using a desktop computer or laptop the top of the home page will look like the screen shot shown below.



**Step 1.** Click on the log in button (highlighted in red above) near the top right of the blue banner at the top of the website screen. In the log in form that opens (below)

**Step 2.** Enter your email address (as known to the Guild) and type in your password.

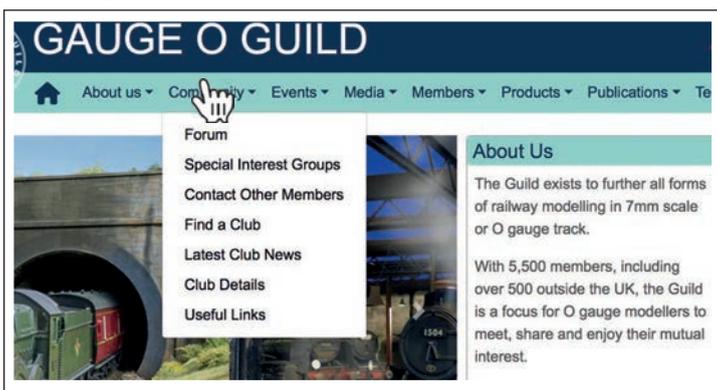
**Step 3.** Click the log in button.



You will now be able to go to all the members only features of the website. If you have forgotten your password or have never had one click on '**Get a password – new or forgotten**', enter your email address then click 'Send password link'. You will receive an email with a link that enables you to enter a new password.

## What will I find when I am logged in?

On the menu bar you will see a series of headings (About us, Community, Publications etc). Clicking on these will give you a list of web pages – we have tried to group them logically.



Here's an example of one such list for 'Community'. Simply click on an item in this drop-down list to go to the relevant page.

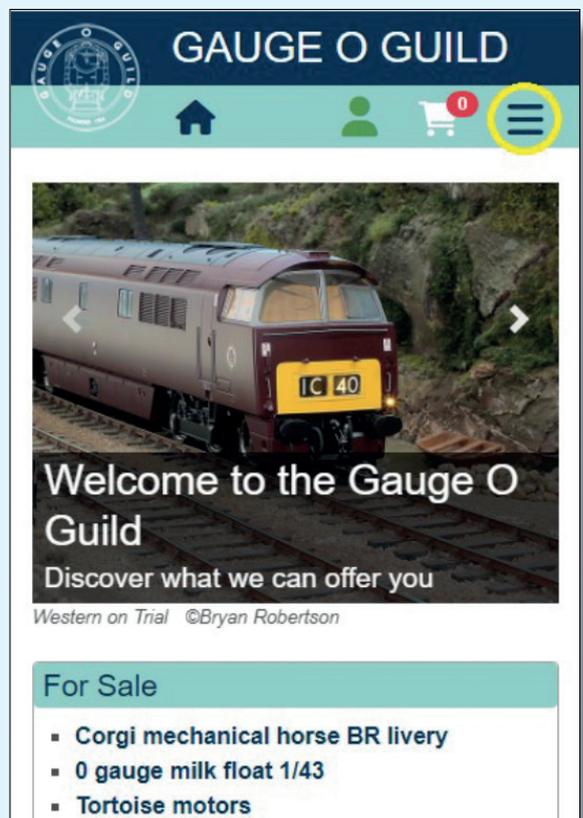
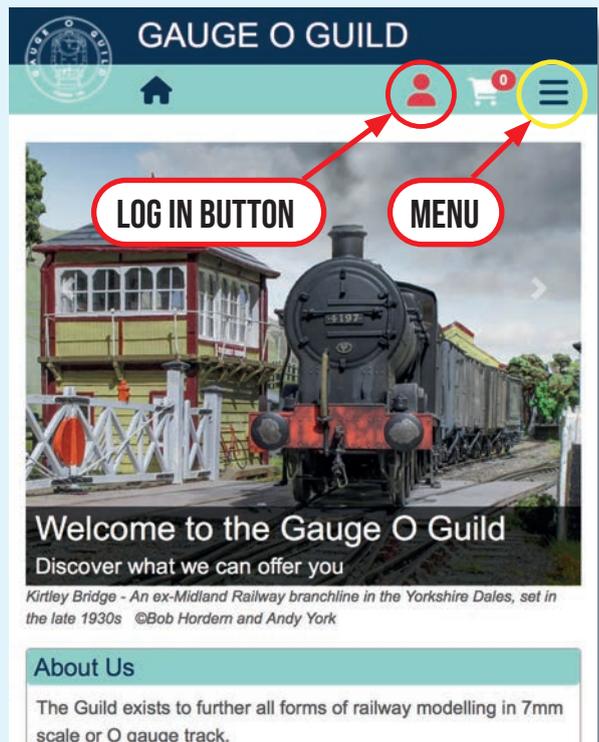
If you did not give us an email address when you joined because you did not have one but you do now or, if you think you have changed your details call the Guild Admin Team at Artytype on 01594 841856 to give them your latest email address. Your records will be updated and you will then be ready to follow the log in steps outlined above and get a password once Artytype have updated your record.

## Can I use a smart phone to access the website?

On a smartphone the page will look like one of the images below depending on whether you are logged in.

Touch the person symbol (circled in red on the first image) to open the log in page, then follow the procedure described for desktop log in, left.

The menu on a phone screen can be seen by pressing on the menu symbol  highlighted in yellow.



# Tell me about some of the most useful features of the website...

**The Knowledge Base** (previously known as the 'Wiki') – under the **Technical** menu

You may be familiar with Wikipedia, an online encyclopaedia that anyone can contribute to. Our knowledge base was launched in 2021 and is still growing. It is an attempt to bring a lot of the 'how to' type of information on the website under one banner. It doesn't matter whether the topic concerned is a section from the Guild manual, an article from a previous **Gazette**, information that has been exchanged on the Forum, a video from the original video library, or one of the short films that our technical team or our members have posted on YouTube, you will eventually be able to reach it all via the Knowledge base.

**The Forum** – under the **Community** menu

The forum is an on-line community for members. It gives you the opportunity to seek or offer advice and information to fellow members, to show each other models, or just to exchange ideas, whether about model railways or anything else. It's a useful way of getting to know your fellow members.

**The Online Shop** – click on the **shopping trolley icon** on the page header

New in 2021, the online shop offers a growing range of items, including Guild branded clothing, mugs etc, scale drawings (over 3000), modelling items and Guild publications. Please note that you need to be logged in to purchase items at preferential member prices.

**The Gazette Archive** – part of the **Knowledge Base**

Every **Gazette** from the very first **Newsletter** in 1956 is available online.

You can look up a particular issue using the **Gazette** listing, or you can use the search facility to find an article or articles by several criteria including subject, author etc.

Also under the **Publications** menu you will find a link to a

page listing back issues of **Guild News** (but only from August 2020) and another page, listing a growing number of overseas groups' newsletters. Together these keep you in touch with many of your fellow members and the development of the Guild.

**News and Events Information**

The latest News and Events are listed in the **News and Events** image of the front page

The forthcoming Guild events will have an image on the front page of the website and you can click on the image to access a more detailed information page. You can also go to the drop-down menu under 'Events'

## Event Organisers

List your event in the Events Diary (see under **Events**).

Also, under the **Events** menu you will find the 'Exhibition Layout Register', with descriptions, photos and contact details of layouts that our members are happy to make available to show managers.

**Members' Sales and Wants**

The most recent **For Sale** items are listed on the **Home Page**, if you're logged in, and you will find more under the Members menu

You can advertise your items for sale free of charge on the members' sales page. It's helpful if you put some pictures of the item there. Experience has shown that this is very effective, but please remember to mark your item as sold so the page doesn't get cluttered with items that are no longer available. Similarly, you can post your wants on the Wants page.

## What else can I do?

- **Find an O Gauge Product – (Products menu):** Have you ever wondered who can supply something you are looking for? Rather than hunt through the 60 or so adverts in each Gazette, you can search the product directory which contains details of over 20,000 items.
- **Find a Trader (Traders menu):** We are becoming aware of more and more traders relevant to O Gauge modellers and we list their websites and contact details under the Traders' details page.
- **View a choice of over 200 videos (Media menu)** – There are two sources of videos. The longer videos that used to be available on DVD from Chris Simpson can now be watched online free of charge. The Guild also has a YouTube channel where shorter videos can be found, also under the Media menu. Many of the videos are now listed in the Knowledge Base according to their subject matter. N.B. You do not need to have a YouTube account to watch the videos on our YouTube channel.
- **Submit a good idea (see Ideas Page under Members):** Members are invited to submit their ideas for improving the Guild by emailing ideas@gaugeoguild.com. The Ideas previously submitted are shown on the Ideas Page together

with how they have been progressed. Have your say.

- **Publish your pictures in the Gallery** – Go to the Gallery page (Media menu) and near the top right there is a button marked 'upload your photos,' click on this and follow the instructions on the page.
- **Find your nearest club or group** – see Find a club (Community menu).
- **Contact Guild officers and committee members** – Look under the Members menu and click on Guild Contacts where you can fill in an online message to the person you wish to contact.
- **Contact other members:** Using Contact other members (Community menu) you can add your name and the first letter(s) of your postcode so that other members can contact you and you can find members near you who have added themselves to the list.
- **Renew your subscription online:** Under the Members menu.
- **Update your personal and contact details:** Under the Members menu

**There's so much to explore - enjoy**

### News alerts

Let us know your email address. You can sign up for news alerts – look under Members / Update your details. We can then let you know of upcoming events and other important information via email

### Volunteers always welcome

Would you like to help to keep the website content up to date? Only very minimal IT skills are needed for many tasks, such as maintaining the product directory. Please contact James Aitken if you would like to help. You can send a message to him if you click on his name on the Guild Officers page (found under the Members menu).