WEBSITE MANUAL

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LOGGING IN TO THE WEBSITE

The main club website at https://porsche356registry.org has many public features, however many documents and pages are for members only and require you to log in. Clicking the Member Login link will display the login screen (or it will log you in if you've already set the remember me flag).
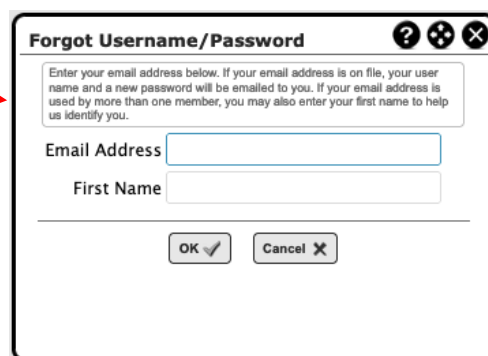
- Enter your user name and password then click the Login button. Click **Cancel** to return to the home page.

  If you check the Remember Me option, the system will store a cookie on your computer that allows you to log in without having to enter your user name and password each time. This cookie is secure; but you should only select this option on a computer that you control, so that others cannot log in as if they were you.

- ***Note that the main website will log you out automatically after 30 minutes of inactivity.***

- If you forget your username and/or password, click the **Forgot My Username/Password** button. The following popup dialog is displayed:

- The system will prompt you to enter your email address and, optionally, your first name. When you click OK, the system will search for this information in the club's membership database. If one matching record is found, the username and a new temporary password is generated and sent to the email address on file. You will need to retrieve this information before you can log in, and the system will then give you the chance to change it.

  If no match was found, or if multiple matches were found, the system cannot generate a new temporary password. If this happens, or if your email address is no longer valid, call ClubExpress toll-free on (866) 457-2582 to have your password reset manually.

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Logging into the 356Talk Forum

Once you log into the main Registry website, it will now automatically log you into 356Talk with "Single Sign On" (SSO). There is no longer a separate username and password to get into the Forum.

Log into the main Registry website, move to the 356 Talk menu, then click

Your browser will navigate to 356Talk and your name should appear in the upper right, indicating that you have been logged into your 356Talk account. You can now search and post.
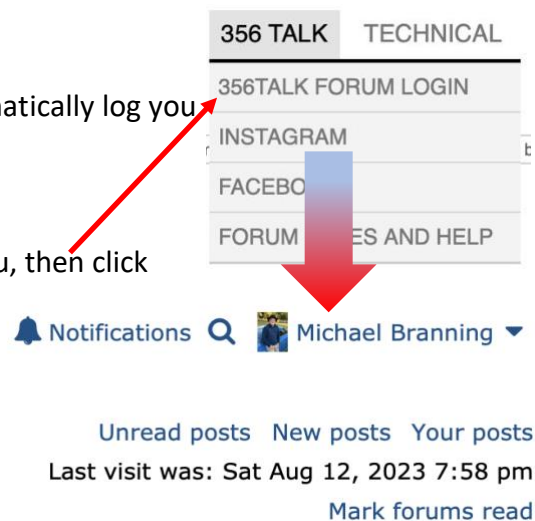
Alternative 356Talk Login methods:

If you navigate directly to the 356Talk website without logging into the main club website first, you will either see you name in the upper right -OR- you will see the login links. If the former, you are logged into 356Talk with posting and search privileges. If the latter, you'll need to log in to be able to post and you can do it from this screen in 2 ways:

⏻ Login help ⏻ Login with Club website

Alternative Method 1 – click here.   You'll either be logged in automatically by the main website or you'll be taken to the main site log in screen. In some cases, you may have to use the 356Talk menu item (as described above) to go back to the forum after you log in.
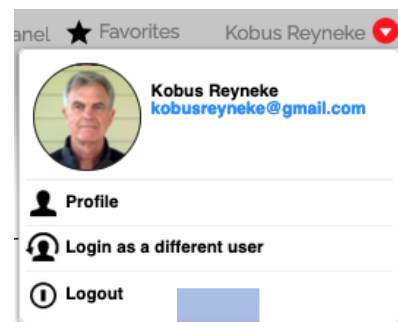
Alternative Method 2: Log in with email. If you click on "Login help", you may enter your email address to be emailed a link that when clicked   will log you in. *This will work even if the main website is down for maintenance.*

Login via Email

356Talk now uses the same username and password as the main website. If the login link (which invisibly verifies your membership on our main site) did not work, there could be several reasons. First, go to www.porsche356registry.org ; If the site is down, then that may be the problem and you can log in for now using the email method below. Otherwise, log into the club website.

If successful you'll see your user name in the upper right corner of the screen. If you cannot log in to the club website, reset your password -or- contact Lori Schutz at membership@porsche356registry.org | 304-935-0356. If you are successful at logging in, then navigate back to 356Talk using the menu and you will be logged in automatically. If this does not work, and especially if you get an error message, please email 356talkadmin@porsche356registry.org for help.

While you are waiting for help, if you enter your email address below (and your email matches the 356Talk database), in most cases you will be emailed a link that will log you in automatically.

The e-mail address associated with your 356Talk account:

☐ Remember me
☐ Hide my online status this session

[Email Me a Login Link]

MANAGING YOUR MEMBERSHIP PROFILE

You may manage all aspects of your account under the profile section of the website. These include payment methods, classified ads, cars listed, member directory visibility, and participation in the Travel Assistance Network. You can also edit your user name and password.

1. After logging in, at the top right of the screen, click on your name, then **Profile.**
2. This opens up the panel shown below.

Some things you can do from your profile screen. (Instructions for each are on following pages)

1. Update your contact information, including adding a phone number.
2. Set your *member directory visibility so other members can contact you.
3. Join the Travel Assistance Network so you can help fellow members who are traveling.
4. Print off or save your membership card.
5. Create a photo album to share with other members.
6. Add your car(s) to the Chassis Number History database.
7. Create and maintain Classified Advertisements.

* By default, other members can only see your name, city and state. You can also set yourself to be not listed at all.

Updated October 23, 2023

Update your contact information

All new members must provide a phone number and we ask all members to add theirs. It's very helpful to the Club Coordinator to have this in case we can't reach you by email. If you want to participate in the Travel Assistance Network, it's a necessity. *If you were broken down, would you want to email for help?*

1. After logging in, at the top right of the screen, click on your name, then **Profile.**
2. This opens the Member Profile panel shown below.
3. Click on Basic Member information and review it for correctness.
4. Hit the save button.

Click here to go to the contact information page.

Please review your information and include the best phone number to reach you in the "home phone" field, even if it's your mobile.

Set member directory visibility

Each member can control what personal information is visible to other members, including contact information. *By default, all new accounts are set to show Name, City, and State ONLY.* Unless you change the Visibility settings in Member Directory settings, only administrators can see your contact information.

1. After logging in, at the top right of the screen, click on your name, then **Profile.**
2. This opens the Member Profile panel shown below.
3. Access the settings and then choose the desired visibility.
4. Add information to your Bio, especially if you will participate in the Travel Assistance Network. For instance, what hours to call and what your capabilities are.

Click here to set visibility settings.

This list controls what other members can see. You must select one of the top 4 choices to participate in TAN so others can contact you.

Join the Travel Assistance Network

The Travel Assistance Network (TAN) is a long-standing network of 356 Registry members who have volunteered to lend a hand in case other members break down. The help can range from having a full garage and lift with tools and spare parts, to just providing a ride or advice, to a 356 mechanic in the area, or at the very least, a rescue and a hot cup of coffee.

1. After logging in, at the top right of the screen, click on your name, then **Profile.**
2. This opens the Member Profile panel shown below.
3. Follow the 2 instructions in the boxes below.
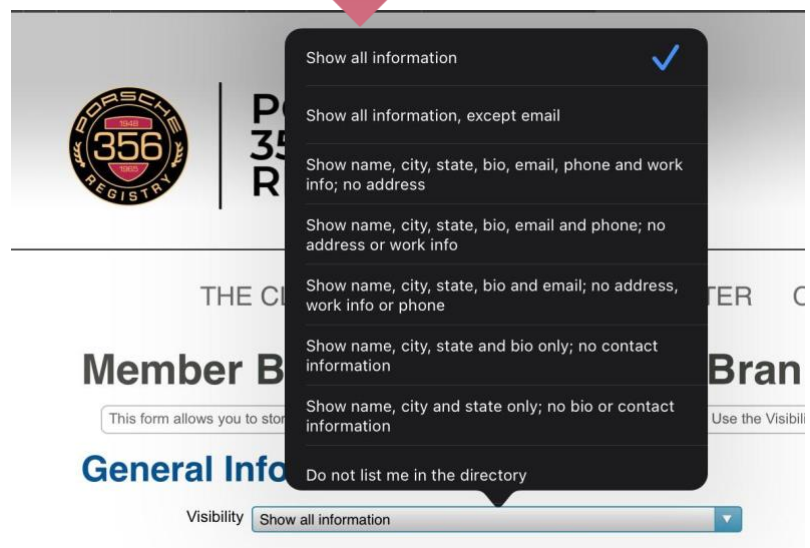4. In addition to this, go to your Member directory settings to make your contact information visible and add information to your bio about what you can do, when you should be contacted, and so forth.

Updated October 23, 2023

Print (or save) a Membership Card

Printing from a Mac
1. Click the **Download Membership Card** link. Once the image has downloaded, select the image to open it.
2. In the Print popup, select Orientation: Landscape, and Scale: 24%.
3. Select the Print button to print a copy of your card.

Printing from Windows
Windows users have two options to print their membership cards:

Option 1: Click the membership card link.
1. Find the image in your downloaded items. The location of the downloaded card will vary depending on the browser you are using. Open the image using Windows Photo Viewer.
2. Select the Print icon, or enter CTRL + P.
3. Select the appropriate printer, then select Photo Size -2 x 3 in. (Wallet), and Fit - Shrink to fit.
4. Select the Print button to print a copy of your card.

Option 2: Click the membership card link.
1. Find the image in your downloaded items. The location of the downloaded card will vary depending on the browser you are using. Right click the image and select Print.
2. In the Print Pictures popup, select Wallet from the list of size options on the right-hand side, and make sure Fit picture to frame is not selected.
3. Optionally, select the number of copies you would like to print, up to 9 of the same card per page.
4. Select the Print button to print a copy of your card.

Create and manage Photo Albums

From **Profile >> Your Website Functions >> Photo Albums**

IMPORTANT: If you feel your collection of photos are worthy of highlighting, please first send an email to Kobus Reyneke. We may want to publish it with a Feature article or a special album.

1. Log in to your account at the upper right-hand corner of the website and go to **Profile**.
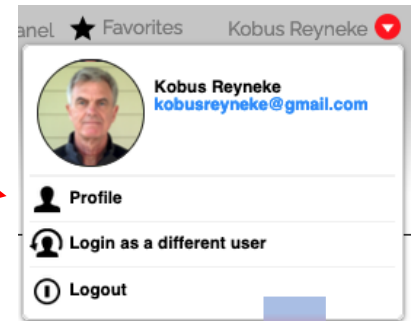
2. Click on **Photo Albums**.
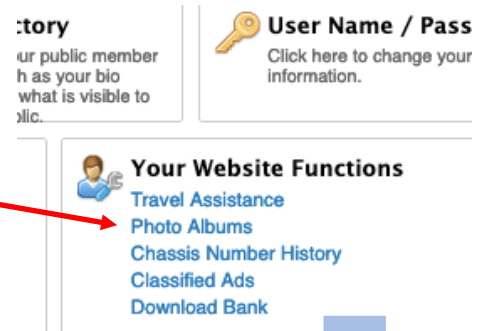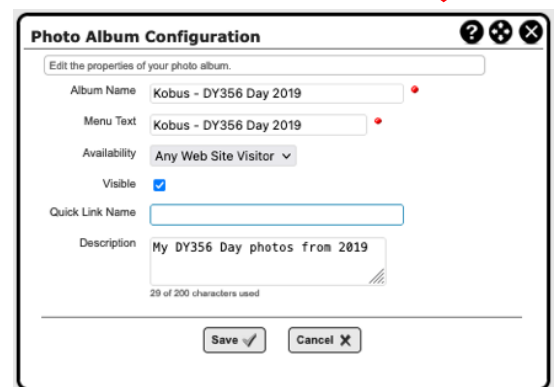
3. The next dialog allows you to **Add a new Album**.

4. Enter your Album name. **We suggest you start the name with your last name if it's a personal album, or the event name (East Coast Holiday 2019), so that all your albums – or event albums are grouped together in the Media Center > Albums page.**

5. Set availability, check visibility, add a quick link name and description.

6. Click **Save** and an **empty** Album will be created.

7. Next add photos to your new album by clicking on the **little pencil**.

8. Select photos from your computer, add tags, photographer name (**make sure you own the photos or have permission**), specify date taken, decide if downloadable, then **Save**.

9. Albums are viewable here:
   MEDIA CENTER >> PHOTO ALBUMS

10. Click Show All to sort albums or Filter.

Chassis Number History

From **Profile >> Your Website Functions and TECHNICAL >> CHASSIS NUMBER HISTORY**

This is where you add your 356s and add either single photos, or albums.

The Porsche 356 Registry expects its members to be accurate when making entries to the Chassis Number History This database will only be reliable if you are very careful when you enter your cars. We will not tolerate intentional falsification of these records.

- When you have finished answering the questions in "Chassis Number History" you must click **Save** or the information entered will be lost and require reentry. Do not click **Cancel** if you wish to save your changes!
- Do not panic if you are interrupted, just hit **Save** and you may return to finish later. You can also edit your car records in the future as needed.

To add your data:

1. After logging in, at the top right of the screen, click on your name, then **Profile**.
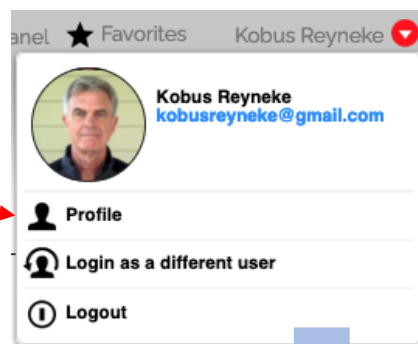
2. Under **Your Website Functions**, click on **Chassis Number History**.
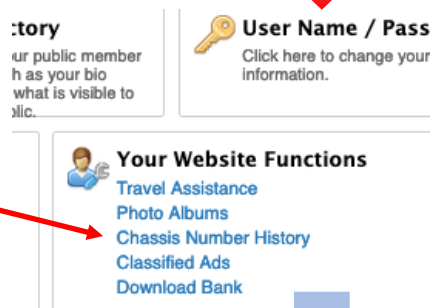
3. Click **Add Porsche 356** or you can edit a previous entry with the pencil icon**.**
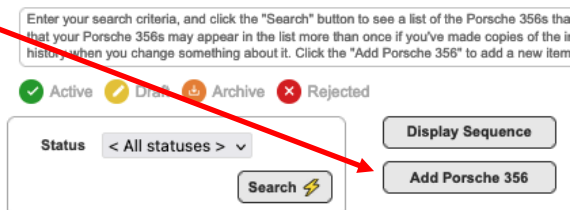
4. This first entry screen has 2 parts: **Basic information** and **Photos.** The questions with the **red dots** must be answered.

Porsche 356 Name can be the serial number or anything you wish.

Status must be "Active" to be visible.

Photos: Choose whether to add photos and if you would like more than one, first create an album (explained later...)

Please read before proceeding!

Basic Information

Porsche 356 Name: Silver Bullet
13 of 100 characters used

ID (Chassis ID (VIN)): 151512

(Full) Date Purchased / Acquired: 07/23/2018   OR   Year Purchased

(Full) Date Sold / Transferred: OR   Year Sold

Status: Active

Photos

○ No Photos ○ One Photo ● Use Photo Album

Photo Album: Reyneke - DY356 Day 2019

Questions

Please read this before you start!

The Porsche 356 Registry expects its members to be accurate when making entries to the VIN History Records. This database

5. Click **Next** to enter **General Information** and add known history.

Add/Edit Information for Kobus Reynel

Specify the Porsche 356 name and other information. Click "Save" to save and return to the item list or "Cancel" to r

Questions

General Information (required)

"General Information" questions must be answered. When finished click "next" for the next screen.

Model Year

Model
< Select >

Body Type
< Select >

History - Known and Legend

6. **To make your entry visible, make sure to select "Active" for Status**. Click **Next** to enter information described on the following page.

7. **Current configuration** is where you describe the car as it is right now. Every entry should have this page completed fully. This is what you can see when you look at your car today. When finished click **Next** for the following screen.

8. **ONLY IF YOU HAVE A KARDEX OR COA** answer the Kardex/CoA Sourced Records questions. If it isn't on a Kardex or CoA do not put it in this section. If you are not in possession of a Kardex or CoA you must not answer the questions on this page. When finished click **Next** for the following screen.

9. **ONLY IF YOU HAVE THE REUTTER FACTORY SOURCED RECORDS** data then add that data on this page. If you are not in possession of the Reutter Factory Sourced Records you must not answer any of the questions on this page. When finished click **Next** for the following screen.

10. **Legacy Registry** is controlled by the club administration. You can not edit this but you may contact us if you have any issues with the data. It comes from many sources over many years and we are accepting that "it is what it is". When finished click **Next** for the following screen.

11. **Engines and Transmissions Owned and Wanted** page has been created to help members achieve "matching numbers" status for their cars. Any member can search for the original engine or transmission for their car. Likewise, those willing to sell an engine or transmission may list them here. The searches can be made from the same screen used for searching for cars. ***BEWARE OF COUNTERFEITS AND CON MEN!*** Scofflaws will be dealt with harshly.

12. **Market History** is controlled by the club administration. You must not edit this but you may contact us if you have any issues with the data. This is where market transactions are recorded.

13. Click **SAVE** and you have created a record of your car! If you wish to edit your information do so through your profile and Chassis Number History records.

CLASSIFIED ADS

IMPORTANT:
This Help document is split into several sections. Click on the link to jump to the section:
A. Searching Classified Ads
B. The Basics of Classified Ads
C. Adding Classified Ads
D. Managing Classified Ads
E. Renewing Classified Ads

Quick Links

From the main, top menu there are 3 gateways to Classifieds:

1. A direct link to the classifieds search page labeled "CLASSIFIEDS".

2. "ADD OR MANAGE ADS" takes members to where they can add or manage their classified ads.

3. "ADD RULES AND HELP" links to a page that brings everything together, including help and guidance.
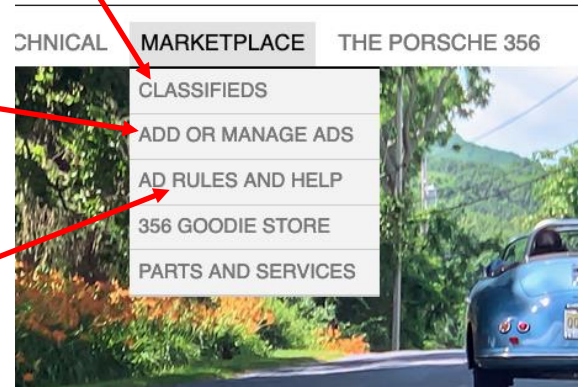
Search Classified Ads

Use the Search panel to filter the ads shown in different ways. When users access Classified Ads, they will see a screen similar to the following:

A small search panel at the top allows users to filter the ad list by category and keyword.

There is also a button to view the club's policies regarding classified ads posted by members.

If no filters are selected, the search returns all ads with the newest on top.

Each ad is shown with a photo, title, description, pricing and the member name who posted the ad.

Click the photo or prompt under the photo to display a popup screen showing one or more photos of the item(s) for sale. If multiple photos are available, the popup display will switch into slideshow mode after a couple of seconds to scroll through the available images. When users hover over an image, icons will appear allowing them to pause and resume the slideshow.

Click the **View More** button/icon to view more detailed information, including how to contact the ad poster.

- To jump through pages, look for the box with arrows showing page numbers. To scroll one page at a time, click on the **arrows**.
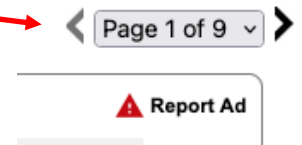
- To jump to a specific page, click on the **Page 1 of X** drop-down and you'll get a list of pages to jump to.
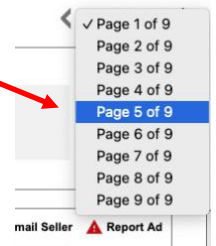
The Basics of Classified Ads

- Registry member's ads require approval by the Classifieds Team and once approved it will immediately become Active.
- Listings are limited to 60 days and can be renewed once.
- Before diving into classifieds, it's really important to go through the cautions and "Rules of Engagement" on MARKETPLACE >> AD RULES AND HELP.
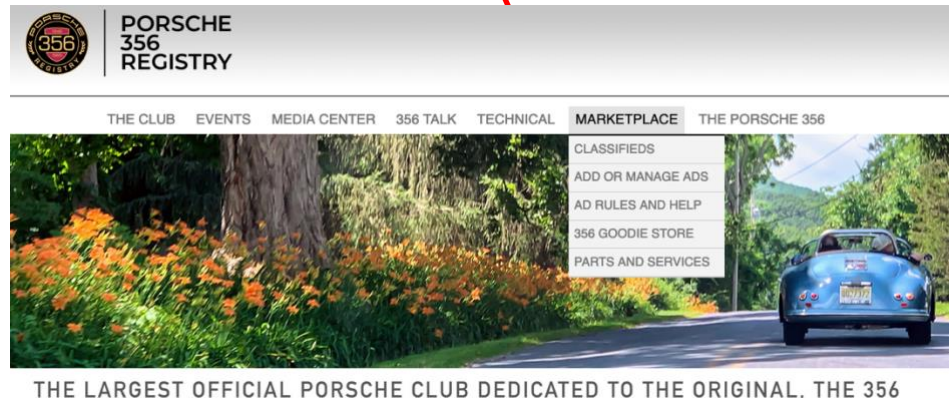
- Although you can access your ads through your Profile, this page is a better jump-off point.

Add a Classified Ad – SUMMARY

Important – there are three essential steps:
1. **Start an ad by adding basic information, then SAVE DRAFT.**
2. **After saving the Draft, add photos and select a main photo.**
3. **Edit your ad to make sure everything is fine, then click Submit.**

Navigate to Add or Manage Your Classified Ads.

THE LARGEST OFFICIAL PORSCHE CLUB DEDICATED TO THE ORIGINAL, THE 356
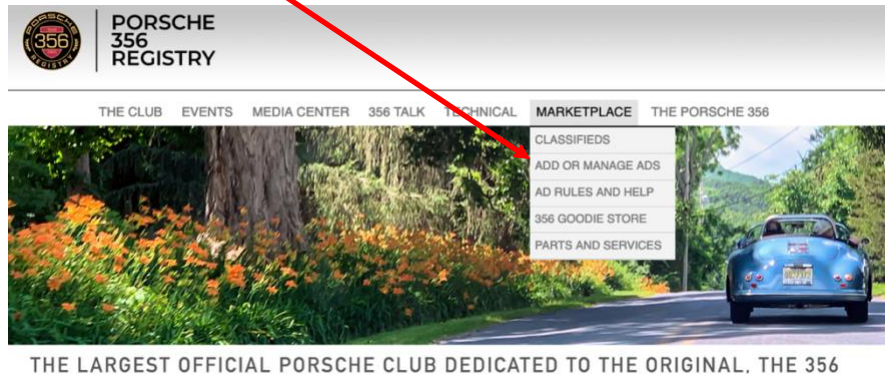
Step 1: Add basic information and Save Draft
(This will take you to the Classified Ad Manager page)

Step 2: In Classified Ad Manager, add photos

Step 3: Edit and when happy, Submit ad.

Updated October 23, 2023

Add a Classified Ad – DETAILS

Important – there are three essential steps:
1. **Start an ad by adding basic information, then SAVE AS DRAFT.**
2. **After saving the Draft, add photos and select a main photo.**
3. **Edit your ad to make everything is fine, then click Submit.**

Navigate to [Add or Manage Your Classified Ads](#).

THE LARGEST OFFICIAL PORSCHE CLUB DEDICATED TO THE ORIGINAL, THE 356

The first screen lists posted or draft ads, sorted by expiration date and title. Buttons at the top allow members to create a new ad (described below) and to view the club's **Classified Ads Policy**.
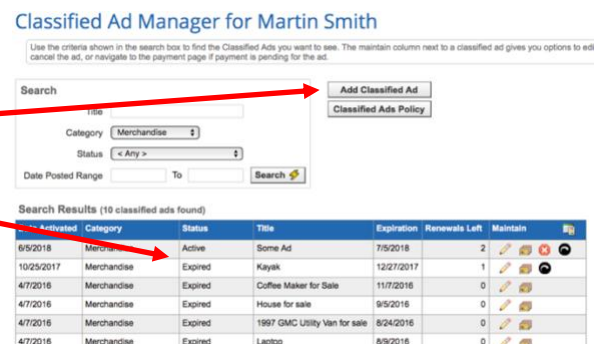
The system supports a number of **Status** values for each classified ad, with programming and screens to support each value:

1. **Draft** - The ad is being created by you but has not yet been finalized or submitted for approval.
2. **Submitted** - The ad has been submitted to the club for review and approval.
3. **Approved, Pending Payment** - The ad has been approved by the club but **ignore the payment part because we don't require payment for ads**.
4. **Active** - The ad is showing on the website.
5. **Declined** - The ad was declined by the club, but it can be edited and resubmitted.
6. **Expired** - The posting period for this ad has run out so it's no longer showing on the website.
7. **Renewed, Pending Payment** - The ad has been renewed but it cannot be activated until the specified payment is made.
8. **Canceled** - The ad was canceled by an administrator.

The following options can be found in the Maintain column:

Icon	Description
(Edit)	Edit the ad, including its title, description, pricing, etc. Note that for Cancelled and Expired Ads, the resulting screen is read-only.
(Pictures)	Upload one or more pictures to describe the item being advertised.
(Delete)	Delete the ad completely. This icon is only shown for Draft and Approved, Pending Payment ads.
(Cancel)	Cancel the ad so that it's no longer shown. This icon is only shown for Active and Renewed, Pending Payment ads.
(Make Payment)	This icon is only shown for ads that require payment before they can be activated. Clicking it takes you to the standard Pending Payment page.
(Renew)	Renew this ad. This icon is only shown for Active and Expired ads that have one or more renewals allowed by club policy.

Step 1: Add basic information and Save a Draft

Click the **Add Classified** Ad button displays the following screen where you can enter information:
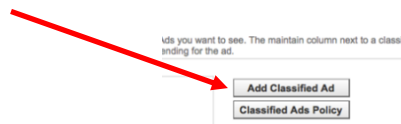
This screen has two panels, one for required information and the second for optional additional information.

Top panel (required):
- Asking Price is a free-form text field, to allow more than just a currency amount (for example, "$1,500 OBO" or $1,200-1,500 depending on options").
- Status is managed by the system and is shown for information purposes only.
- Hidden is available for administrators and module coordinators only, allowing them to hide or show a classified ad. For example, if the content of the ad is inappropriate.

Bottom panel (optional):
The **Description** field uses a text editor to allow you to create formatted descriptions, including font attributes, alignment, text size, links, bullets and numbering, and indenting.

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In the **Additional Information** box, paragraph breaks will be retained.

The **buttons** at the bottom of the screen will vary depending on the status. **When you are creating a new classified ad, <u>always first</u> <u>Save Draft</u>.**

You'll be returned to the Classified Manager page where you'll be able to add photos and make edits before Submitting.

Step 2: Add photos on Classified Ad Manager page

After Saving as a Draft, you have the option to add photos and optional titles one-by-one, by clicking on the **little icon**.

- Click **Add Photo** until all your photos have been added.

- If you uploaded more than one photo, you have to designate which one to use for the main image. Do this by checking the **Main Picture** box next to one of the uploaded photos to designate this as the photo shown immediately with the ad. You can also click the standard delete icon to remove a photo.

- Click **Return to Previous Page** to return to your Classified Ad Manager screen.

Step 3: Submit ad

A. When you're done adding photos, click **Edit** to review everything.

B. While still in the editing window, at the bottom, click **Submit** to publish your ad.
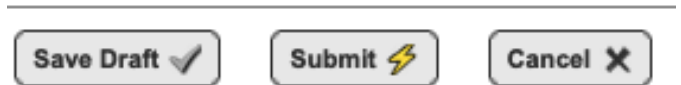
Managing your Classified Ad

1. Navigate to Add or Manage Your Classified Ads.
2. Click on the little pencil next to your ad to edit it.

Renewing a Classified Ad

1. Navigate to Add or Manage Your Classified Ads.
2. You have the option to renew an ad after the initial 60 days, by clicking on the **little icon on the far right** of the listing.

Updated October 23, 2023

356TALK FORUM

356Talk Overview

The 356 Talk Forum is a separate website first launched in 2008 when the club migrated away from an email based "listserv". _Methods of logging into the forum are described on page 4._ The 356Talk forum has over 400,000 searchable posts, containing considerable technical information on mechanics, restoration, and authenticity.

356Talk Screen Names

Each member has an account in the forum database which holds their screen name, which is displayed on their posts to promote civility and help members get to know one another. The club requires this to be a real given name. _The screen name is established automatically for new members from the name in the main website profile but is never automatically updated._ You must contact an administrator to change your screen name. Click to email the administrator

Posting to 356Talk

The following instructions will help you post a topic to the Talk Form. Log into the Registry and select 356Talk Forum.
1. From the 356 Talk Forum home page select the Forum area that you want to make your post (Main, Discussion, Projects, Outlaw, etc.)
2. From the Forum area page - select the "New Topic" button on the left side of the page
3. This will take you to a screen where you can post your topic.
4. To add a photo to your post, click on the attachment tab at the bottom of the screen and then drag your photos into the message box or click on the "Add Files" button. Then select the photos that you want from the list of files. Place the cursor at the point where you want the photo to appear and click the "Place inline" button. If you want to add a photo to a reply to a post, you must use the "Full Editor & Preview" button below the "Quick Reply" box and proceed as described above.
5. Once completed with your topic, remember to click the "Submit" button at the bottom of the screen.

Creating a 356Talk Avatar

Your 356Talk profile supports a small photo that is displayed by your Screen Name on every post.
 The following instructions will help you post a topic to the Talk Forum.
1. Select a photo on your computer. Ensure it is compliant with the rules.
2. Reduce the file size – you can use www.imageresizer.com and set it to 250 pixels high/wide.
3. Log into the Registry and select 356Talk Forum from the 356Talk menu
4. Select "Profile" from the menu under your name (top right side of screen); this will take you to the "User Control Panel"
5. From the menu on the left, select "Edit Avatar"
6. From this page, you can upload the photo from your computer.
7. Once you have selected the photo, click on the "Submit" button at the bottom of the screen.

Daily Email 356Talk Digest

356Talk can send a daily email of all the posts. Here is how to start and change these settings:
1. Log into the Registry and select 356Talk Forum Login from the 356Talk menu.
2. Under your screen name (upper right side of the page) select the down arrow and click on "User Control Panel"; this will take you to the User Control Panel.
3. You will see four tabs - Overview, Profile, Board preference and Digests - select "Digests"
4. On this page you can select the digest wanted on the basic tab on the left side of the page, which Forums you want to see (Forums selections tab), any filters or criteria. Look at all the choices on all four tabs to ensure you get the most customization for your Digest.
5. When completed with your selections - click on the "Submit" button at the bottom of the page.

356Talk Forum Search

- To start your search click the little **magnifying glass** at the top, right of the screen.

🔔 Notifications ❶ 🔍 Kobus Reyneke ▾

- There are many ways to refine your search:

A good way to refine your search is to search only within topic titles.

Enter keywords.

The system requires the full author name, which is not always known. To be effective, add a * in front and it will search only for that word.

SEARCH QUERY

Search for keywords:
Place **+** in front of a word which must be found and **-** in front of a word which must not be found. Put a list of words separated by **|** into brackets if only one of the words must be found. Use * as a wildcard for partial matches.

⦿ Search for all terms or use query as entered
◯ Search for any terms

Search for author:
Use * as a wildcard for partial matches.

*skirmants

SEARCH OPTIONS

Search in forums:
Select the forum or forums you wish to search in. Subforums are searched automatically if you do not disable "search subforums" below.

356Talk Main Discussion
Vendor Announcements & New 356 Products
356 Projects
Authenticity Corner
Outlaw Corner
Carrera 4 Cam Corner
Pre A Corner
356 Events

Search subforums: ⦿ Yes ◯ No

Search within:
◯ Post subjects and message text
◯ Message text only
⦿ Topic titles only
◯ First post of topics only

Display results as: ⦿ Posts ◯ Topics

Sort results by: Post time ⌄ ◯ Ascending ⦿ Descending

Limit results to previous: All results ⌄

Return first: 300 ⌄ characters of posts

Reset Search

Updated October 23, 2023

SEARCHING THE REGISTRY DOCUMENT LIBRARY

TECHNICAL >> DOCUMENT SEARCH

Our document library has nearly 6,000 PDF files at launch and will grow over time. Files are linked to from various pages on the Website. The built-in search tool does not search the contents of the files, but will search for information that our volunteers have created, such as article titles, descriptions, author names, and common terms ("Master Tags"). Once you've opened a file, almost all PDFs are internally text searchable within your browser or PDF reader.

When you first access the Document Library, you'll see the window below. Several notes are shown on how to expand the folder tree (much like Windows Explorer or the Mac Finder) and to access search.

- At first glance it seems as if there are very few documents, when in fact there are thousands. To visually explore, click **Expand All** and **Collapse All to** close.
- Although some folders show (0) documents, there are in fact documents in sub-folders. Click folders to open or collapse them.

Click "Search" to start a new search.

At first glance it seems as if there are very few documents, when in fact there are thousands. To visually explore, click "**Expand All**" and "**Collapse All**" to close.

Document Library

Documents are organized into folders. Hover over a folder to view that folder's description. Click a folder to view its documents. The docume a details window where you can leave comments or rate the document (if enabled). You may also download the document from within the d the Documents pane if uploads are enabled for that particular folder.

Expand All ➕   Collapse All ➖   Search 🔍

Document Folders	Reference Files	Upload ⬆
📁 Porsche Factory Documents (0)	📄 Chassis and Engine Numbers Tables	⬇
📁 Magazines and Magazine article (0)	📄 Trailing Arm Adjustment	⬇
📁 Garage - Technical (0)	📄 Spring Assemble Tool	⬇
Zenith NDIX 32 (7)	📄 Early Fuel Line	⬇
Electrical (13)		
Tech articles - Legacy Website (193)		
Reference Files (4)		
📁 About the Cars (0)		
Buy and Sell (0)		
📁 Activities (0)		
📁 About the Club (0)		
📁 Website Documentation (1)		

Although it shows (0) documents, there are in fact thousands in this folder. Click any folder to expand or collapse it.

The devil is in the details

Document Search supports 4 options, which can be combined (numbered below):

1. Search for a text string in the document title, description or author list. It does not work like Google. What you typed is searched for exactly, as if you put quotes around it in a Google Search. Boolean search is not supported. If you typed "Skirmants engine" it will only find instances where those words are consecutive. It will not find an article description stating "Skirmants built the engine".

Document Search

Search for documents by text, tags, format, and/or folder .

Search Criteria

Search Text	V331
	Searches document title, description, and author
Document Tag(s)	
Document Format	< Any Format >
Folder	Magazine Articles - PDF
	Include Sub-folders ☑
	Search

2. Search for documents with one or more predefined Master search tags. Enter any string to narrow down the list of Tags, then select one or more. *See list at end of this document.*

4. Search only within certain folders. Select a folder to search only in that folder and any subfolders under it.

3. Document type (format). For example, look only for PDF files.

Note there is a box to check to search in subfolders and it is not checked by default, which can lead to "no results".

When you click the Search button, the system will return a list of documents that match all specified criteria. **The maximum results returned is limited to 30 items**. You can combine any of the 4 options above to narrow down your search.

There are over 5,100 PDFs in the library that represent individual articles from our magazines. (The full magazine PDFs are also available.) The file names are included in the titles.

The format is VXXYZZ where:
- XX is the volume number
- Y is the issue (1-6
- ZZ is a sequence starting at 01 for the first article

For example, entering "V331" in the search field will result in an alphabetical list of PDF articles from Volume 33, Issue 1 as shown below. Alternatively, you could simply navigate down the folder list to the V33 folder. In either case, if you click on the article name it will pop up a box with more information plus a download link.

Click on a document's little green icon and it will open the document.

Click on a document name and the description pops up.

Narrowing your search down

The **system's limit of returning only 30 documents** can to some extent be overcome by narrowing your search down before hitting the Search button.

For example, when searching for Pellow magazine articles, do it piecemeal by limiting your search to a range of magazine editions. In the image below, we selected **Pellow** articles only from the **V20-29** (Volume 20-29) range.

Magazine Articles

In addition to viewing full magazines from the MEDIA CENTER >> MAGAZINES page, you can also find individual articles in the Document Library.

● To view individual articles when you know the volume #, click the **Search** button above, then
    in the left-hand pane, drill down until you reach the volume you're interested in, click on it and the articles in that volume will get listed on the right.

- Within that window you may also click **Search** to find articles.

Additional ClubExpress Document Library Help:

https://help.clubexpress.com/Content/Users/Modules/Documents.htm?cshid=70#Searching

VIDEO CONTROLS

The embedded YouTube videos sport several controls:
- The three dots at the top right allows you to Watch later or Share.

- At the bottom:
  - Pause / Play
  - Sound control
  - Position in video / Total length
  - "cc" switches closed captioning on and off
  - Little gear provides settings such as quality, etc.
  - "YouTube" takes you away from our site to YouTube
  - The little box makes it full screen within our site

Pause /

Sound control

Position in video/Total

Closed captioning

Quality etc.   View on YouTube   Full screen
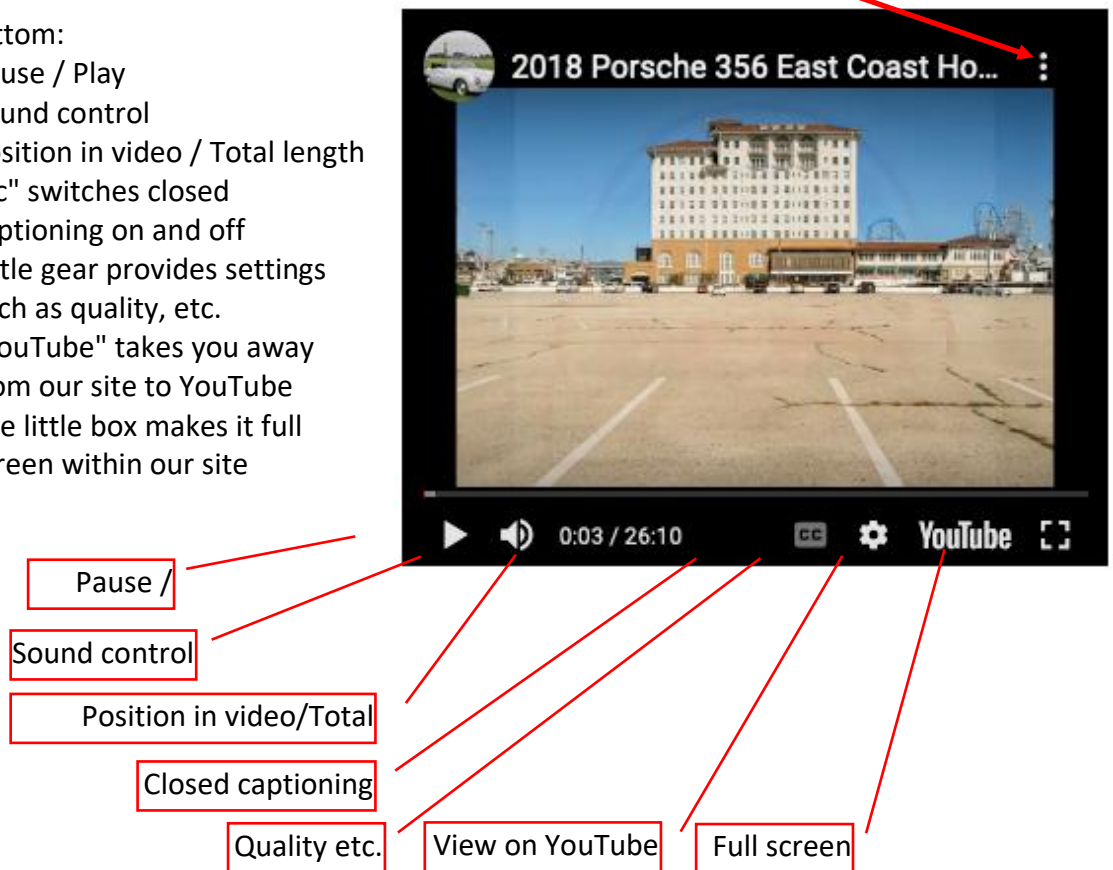
SLIDESHOWS CONTROLS

You'll find photo albums throughout the site and most have a few controls:

Embedded Slideshow:

Scroll left

Scroll Right

Show Thumbnails

Pause / Play

Image Number / Total

Image Name

Pop out Image to Enlarge and Scroll

Full screen

Popup slideshow:

Close slideshow

Maximize popup

Image Number /

Download original

Full screen

Pause / Play

Post to social media etc.

Scroll right

Scroll left

Thumbnails (Click to

Jump through images
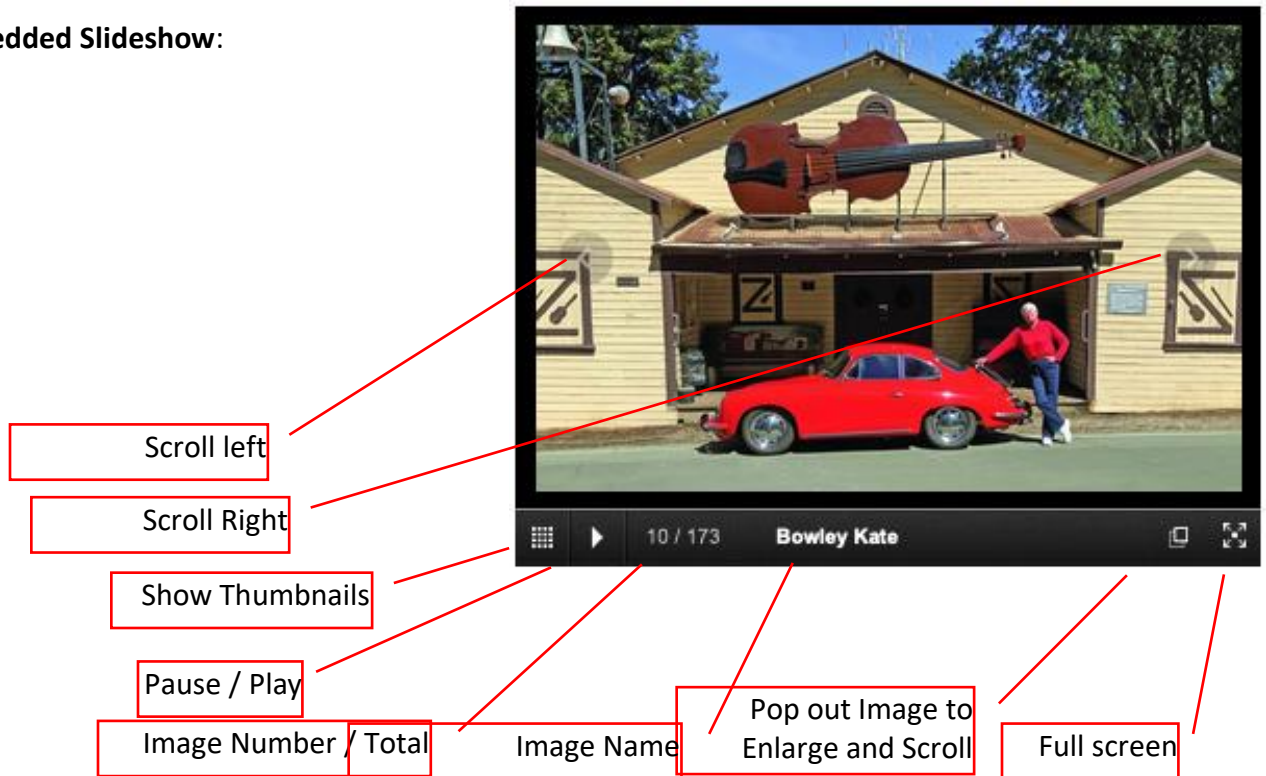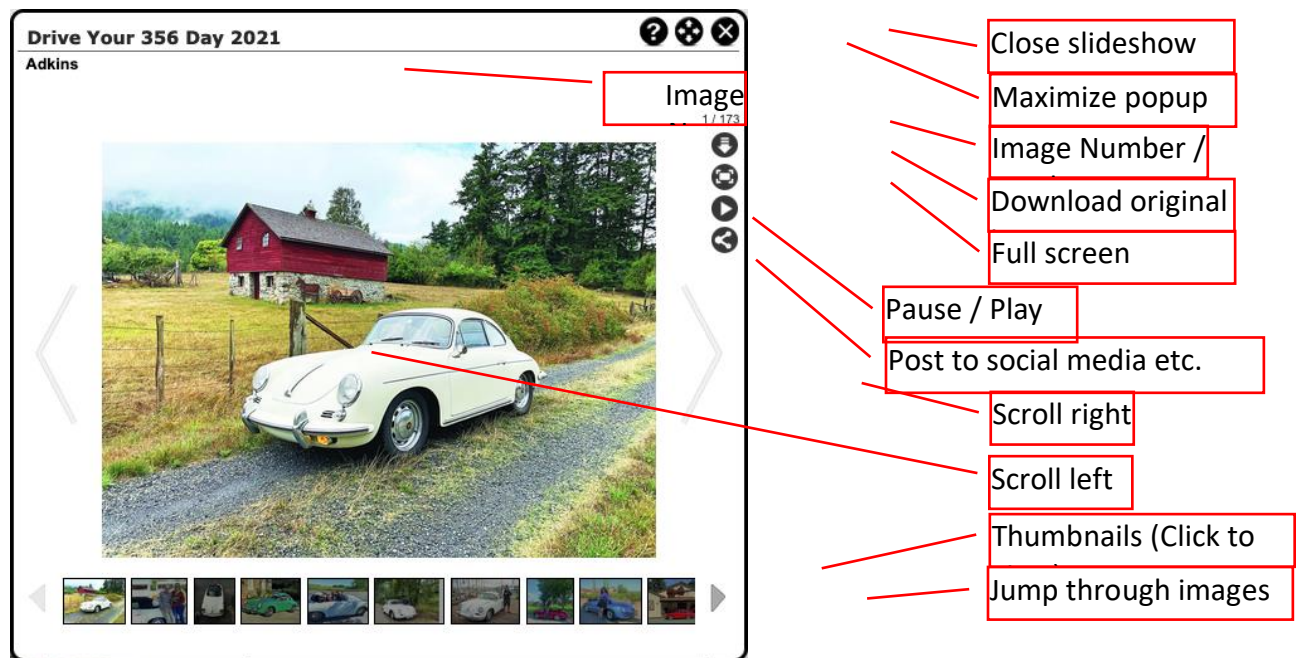
REGIONAL PORSCHE 356 CLUBS

Find a Regional Club using the Map

Besides scrolling through the list of clubs or clicking on a **red** button to jump to a section, you can also use the map to zoom in on regions and clubs. Here's how:

- Click on a **Blue** highlight to zoom in and open a map with controls.
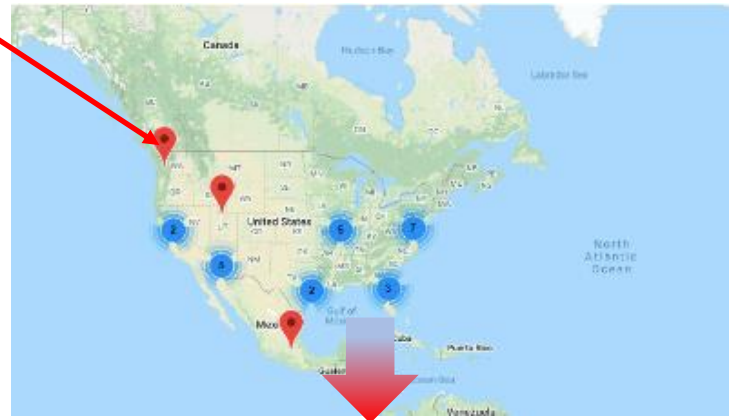
- **Orange** and **Blue** symbols indicate multiple clubs and **Red** flags indicate a single club.
- Zoom in by clicking on a symbol or use the +- controls.
- On a computer use your mouse to move the map around.
- On a mobile device use two fingers to move the map around.

EMAILING

Throughout our Website you'll find email links. When you click on one of those, your computer will open up your computer's **default** email application – not necessarily the one you regularly use.

You're probably reading this because your computer prompts you to log in or configure an alien (to you) computer-based email application such as Outlook, Apple Mail, or Windows Mail. These links are called Mailto links, and if you do not already have your computer configured to send mail using Mailto, this can be frustrating and time consuming. (Mobile devices rarely have this problem.)

The easy fix:
● **Right**-click on the link -> Click on "**Copy** Email Address -> **Paste** into your email app's "To" field.

To permanently set Mailto up on your computer:
Please note that these are only suggested operating system and browser settings that have nothing to do with the Registry Website. It doesn't cover all email applications and if these suggestions don't work, please consult your system provider.

Microsoft Windows
1. Windows settings -> Apps -> Default apps
2. Choose the correct email application

Mac OS
1. Open your default Mail app (such as Apple Mail or Outlook) on your computer.
2. Choose Mail > Preferences, then click General.
3. Choose an email app from the "Default email reader" menu.

Updated October 23, 2023

Web-based email in your browser

This is for when you access your email such as Outlook, AOL, Gmail, Yahoo and others through a Web browser. Please note that this can only be done in Chrome or Firefox. Currently Safari, Internet Explorer, and Microsoft Edge are not compatible with this.

For Google Chrome:

- Open Google Chrome and log into your email account.
- There should be two diamonds in the address bar (if you do not see the diamond icons, see the instructions below)
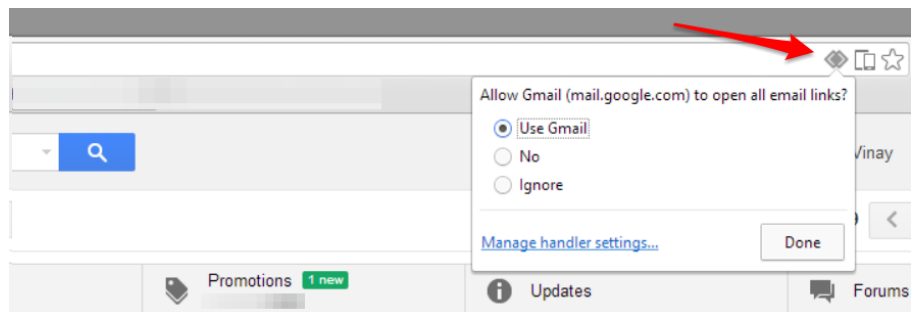
- Click on that icon, and it will ask your permission to change the handlers for Chrome to allow you to use Gmail or Yahoo instead of Outlook or another. When prompted, click "Use Gmail" and then Done.

For Mozilla Firefox:

- Open Firefox and log into your browser email account.
- Click the **3 horizontal bars** in the upper right corner and then click **Settings**.

Updated October 23, 2023
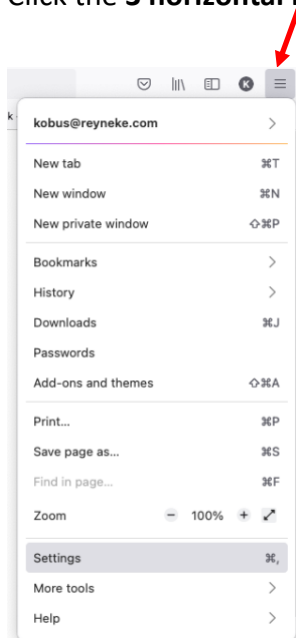
- In the General tab, scroll down to the Applications section.
- Next to **mailto**, click the drop-down and change it to use your email account of choice.

Applications

Choose how Firefox handles the files you download from the web or the applications you use while browsing.

🔍 Search file types or applications

Content Type ▲	Action
DMG file	🗨️ Always ask
Extensible Markup Language (XML)	🔴 Open in Firefox
gotoopener	⚠️ Use GoTo Opener (default)
irc	🗨️ Always ask
ircs	🗨️ Always ask
itmss	🗨️ Always ask
JPEG Image	🖼️ Save File
macappstores	🗨️ Always ask
mailto	
Microsoft Excel (Open XML)	
MP4 file	
MPEG-4 Video	
msteams	🗨️ Always ask

| 🗨️ Always ask |
| 🔺 Use Mail (default) |
| 🟣 Use Yahoo! Mail |
| Ⓜ️ Use Gmail |
| Use other... |
| Application Details... |