## **CITRUS HILLS LADIES GOLF ASSOCIATION**

## **Procedures for adding Phone Icon**

- 1. Open a browser (Safari, etc.) on your phone. I have had great luck with Safari.
- 2. Search or type URL:
  - a. <u>www.CHLGA.org</u> (use upper or lower characters, not case sensitive
- 3. You should see something that looks like this:



- a. Click on this diagram.
- b. Look for the option that says Add to Home Screen.
  - i. It might look like this:



- c. Once you click on the diagram, a screen will come up titled Add to Home Screen.
  - i. At the top of the page, you should see an Add Button.
  - ii. Click the Add Button.
  - iii. Close the browser and check your phone for the icon.
  - iv. Click on icon to make sure it works.

## Procedures for adding Desktop Icon

- 1. Open a browser (Google, Internet Explorer, etc.) on your computer.
- 2. Search or type URL:
  - a. <u>www.CHLGA.org</u> (use upper or lower characters, not case sensitive
- 3. At this point you should be on the Citrus Hills Ladies Golf Association Home Page.
- 4. Using your mouse:
  - a. Click the right mouse button.
  - b. A long menu will come up.
  - c. Look about  $\frac{1}{2}$  way down the list until you see the words that say
    - i. Create Shortcut.
    - ii. Click on that option.
    - iii. You should get a message that says:
      - 1. Do you want to put a shortcut for this website on your desktop?
        - a. <u>HTTP://www.CHLGA.org/</u>
        - b. Yes/No
        - c. Click Yes
    - iv. Close the browser and check your desktop for the icon.
    - v. Click on icon to make sure it works.