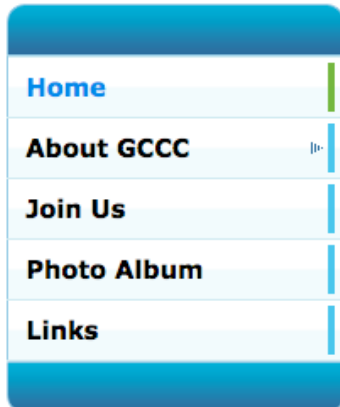


Guildford Coastal Cruising Club – New Website Help Manual.

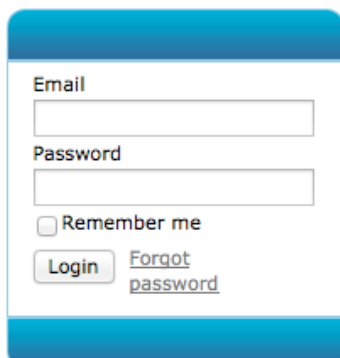
General Website

The General area provides an overview of the Club's aims and ambitions, a little bit of background and history, some relevant club pictures and the opportunity for interested visitors to Sign Up and join the Club. There are also some web links to other useful sailing sites and associated activities.

Login to the Members Area



In the general Public area you will see these two panels on the left hand side of the screen. Go to the lower panel to start the process to Login and enter the Members area. Please Note The Members area is intended for Members ONLY,,and so you should not share any details from here with non-members.

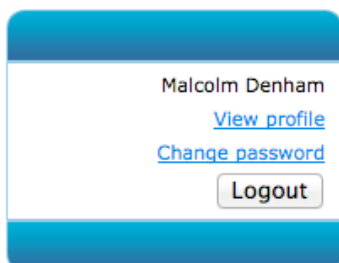
A login form with a blue header and footer. It contains an 'Email' input field, a 'Password' input field, a 'Remember me' checkbox, a 'Login' button, and a 'Forgot password' link.

Firstly, enter your Email address as your Login.

Then enter the Password that will have been separately mailed to you. If you are on a private computer you can ask the website to remember your details by clicking on the box "Remember me". Then click Login.

If you have not received the Password email or even forgotten your Password, click on "Forgot Password" and a new Password will be emailed to you.

Once you are Logged in you will firstly need to accept the Terms and Conditions of using the GCCC site as a Member. Once clicked, press "Continue". You then see a screen confirming your system Name:



View profile

This information is provided as a new box. When you Login for the first time, please check that all your details eg home address, boat name, boat location etc etc have been correctly imported. You can view and update your details here at any time as they change. You should also check the box to accept the Constitution of the Club.

Change Password

We also suggest that after Logging in for the first time you should change your Password to something more familiar, and perhaps easier for you to remember. It does need to be a minimum of 7 characters, and a strong password contains both upper and lowercase letters, and numbers.

You can remain Logged In without any time limit. We suggest that on shared computers, you should deliberately Logout at the end of your session, to close it down properly.

Once into the Members area, a new set of headings are shown in the left hand Panel. Most of the content is self-explanatory, but here are a few pointers to help you along:

Members Area	
Member Benefits	
News	
Our Current Programme	
Discussion Forum	
Members Photo Album	
Membership Directory	
Bar at Papercourt	
Sale and Wanted	
Your Committee	
Past Trophy Winners	
The Archive	
Help	

Member Benefits:

Members do enjoy a wide range of benefits! Here are a few of the factual ones. Buy a sweatshirt to wear whilst checking the tensioning of your rig under the watchful eye of someone who knows what he is doing!

News:

Exactly that wide-ranging, and from a variety of sources. If you have something that you consider to be newsworthy, email it through to admin@guildfordsailing.com and share it with other club members. Even better if it is sailing-related!

Our Current Programme:

Exactly that! This is a clever part of the new website. It presents more information about Upcoming events – for both Summer and

Winter Programmes, and allows members to interact. For most events it is possible for Skippers and Stowaways to register their names in advance for a future weekend rally by clicking on the “Register” box. Your email is confirmed ... click on “Next”. Step through a couple of stages, updating details as you go, and you will be registered. You will even get a Confirmation Receipt, similar to this, which can be Printed if you’d like:

Marchwood Yacht Club



Event	Marchwood Yacht Club
	03 May 2014 12:30 - 05 May 2014 15:30
	Location: Marchwood Yacht Club
Registration type	Skipper - Free
Total amount	Free

Event registration: Confirmation (Receipt)

Thank you for your registration!
 Your registration is complete.
 Below are your registration details - you may wish to [print](#) this page.

Discussion Forum:

You can take part in any one, or more “threads” of conversation, discussion and debate. This is the place to ask that awkward question, or contribute your own knowledge for others to benefit from. Arrangements can be made here for sailing in company, or a rendezvous, to find crew or to “stow away”. The Forum is only limited by your own imagination, and replaces the current GoogleGroup email Forum. You choose the extent of your involvement and the frequency of email updates – just work your way through the instructions at the top of the page.

Members Photo Albums:

A great way to share your memories of a particularly enjoyable evening meal at a rally, the beach at a BBQ, full sails under way, or other boats of interest with other Members. It is easy to upload your pictures.... but of course there must exist some sensible guidance regarding picture size, and there is also a level of expectation as to taste and relevance.

Membership Directory:

This offers two level of Search within the details held on file about our Members.

Simple search

The standard view initially list all members. As you type a word in the search box it starts filtering the available answers - for example typing “comm” in search shows committee members and commodores, “commo” shows Commodore, Vice Commodore and Rear Commodore. You are able to search on any of the displayed fields. As an example, you might hear a boat name but not know the owner name, or where she is usually berthed.

Advanced search

Click [Advanced search](#) and you can go much further and search any field or combination of fields in the database.

Crew Invited	<input type="text"/>	<input type="radio"/> Y
		<input type="radio"/> N
Available As Crew	<input type="text"/>	<input type="radio"/> Y
		<input type="radio"/> N

For example if you select “Crew Invited as “Y” this will return all those skippers who are looking for crew, like this

Membership Directory

This membership directory is only viewable by members of GCCC with a login.

Clause 5.9 of the constitution relating to members records says ".....to facilitate communication with and between members and shall not be divulged to any other person or organisation outside the Guildford Coastal Cruising Club without the express approval of the member or members concerned."

Crew Invited: is "Y"

[Edit search](#) [Clear search](#)

Search: Found: **9**

Name	Boat Name/Location	Committe Role	Photo
Aldous, David davidaldous@hotmail.com	Kamelya Fareham	Committee member	
Armstrong, Paul hest1apaul@greenbee.net	Pagetal Shamrock Quay		
David, Gareth isodavid@ntlworld.com	Kik Haslar Marina	Hon Treasurer	

If instead you selected “Y” for “Available as Crew” then you will get those people who are looking for crewing opportunities.

Be careful to clear Searches using the “Clear Values” box to the top right before making a new Search, because if you had set both fields to “Y” in the example above you would only receive Members who are both looking for crew and also are available to crew for others.

Search results are shown in the [Simple search](#) screen with the criteria shown at the top of the screen as a reminder. To continue in your Advanced search, click [Edit search](#) and alter your criteria. To leave the search area, choose a new heading in the left hand panel, or Logout.

Bar At Papercourt:

GCCC has the use of the Papercourt SC clubhouse facilities on each Tuesday night throughout the year from 8pm. It is comfortable and has wonderful views across the 30 acre lake, as well as offering ample parking. To help provide a focus for social meetings we operate a Volunteer Bar Rota where Club Members open up the building, open the bar, serve, wash up and put away and then close everything down.

Running the Bar is not an onerous task, and you are guided by that Month's Bar Manager. Most importantly, it does give both existing and new Members the chance to meet up with other club Members that they might otherwise not know or see in a long time. We ask that you do volunteer for a duty, which might only be once a year. Please indicate your willingness to "do a Duty" on your Account Profile (see earlier). Partners are of course welcome to assist!

The current Rota for GCCC Bar Duty at Papercourt SC is displayed on this page.

Sale and Wanted:

This is the area of the website where you have a chance to give-away, sell, or find useful items to other Members within the Club. If you want to Post an item for Sale, click on the "Add Post" button, and complete the details on the next page. Once complete, click on the "Post" button and it will be added to top of the list for Sale. Once published, it is possible to edit your own Posts as details change, and once Sold or withdrawn, you can also Delete your own Posts.

If you are interested in purchasing something, use the details on the Post to contact the Seller, or find their contact details by looking them up using the Membership Directory (see above).

Your Committee:

An important page, as it lists the great and good of the Club who are currently acting in roles that are responsible for making the whole thing happen. Without them, put simply, there would be no Club! To make it easier to spot them on a Tuesday evening at the Club, or on a Rally in the summer, most are pictured too – our version of a Rogues Gallery!

Also on this page is a link to "Our Constitution" which defines the principles and methods by which the GCCC is run. Written in fairly plain English, it is worth reading once as it gives a clear outline of the club procedures in different scenarios.

Past Trophy Winners:

Guess what? A list of the glorious Winners of the various Trophies that the Club is able to award each year to those worthy participants. Have a look, and salute them.

Several trophies are awarded each year, a few trophies are awarded based purely on effort deserving of suitable recognition. We have a really healthy Club when the Winners change year by year. Make your own plans to be a Winner!

The Archive:

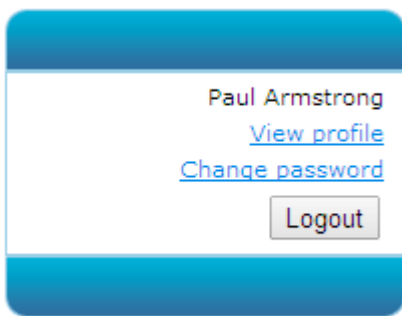
For those of us who might like to see what happened in past years regarding Sailing Programmes for both Summer and Winter – perhaps as a stimulation to see what has gone on before. It is also the place where Committee and Annual Accounts are stored safely and can be accessed going back several years. Very interesting, and jolly useful for some people! One big benefit of this page is that at least you don't need to keep these bits of paper stored at home any longer!

Help:

The Help page leads you to this helpful User Manual. Enjoy!

Logout:

After your trawl through all the pages on the GCCC Website, it will be time to leave.



It is always best to Logout, which can be found in the Panel to the bottom left-hand side of each web-page. Simply click on “Logout”.

There are a couple of other useful titbits

More on Email addresses, and Notifications

The Member must have a valid email address and ideally the Partner Member should have a separate email address. It is a fact that the site can only accept email addresses as a key part of the the Login process. It is also the case that every member has to have a unique Login.

So if you and your spouse/partner share one email address and you wish to have all club emails go to that account then there are a few work-arounds to help out. One easy thing you can do when the Partner Member first Logs onto the site is to Disable email notifications on their Account Profile, to avoid receiving all emails twice.

Email Providers:

Such as Gmail, ntlworld, hotmail, (and some others also do this

These email systems follow a standard protocol where you can put a + sign in the email address and everything after + and before the @ is ignored. Eg fred.blogs@gmail.com can be modified to fred.blogs+freda@gmail.com and all emails will go to fred.blogs@gmail.com but the website thinks they are two different people.

Yahoo

Yahoo allows you to have a second email address, although you need to go to your Yahoo profile to organise this. There you can create a second email associated with the first and all the emails go to one primary account.

AOL, TalkTalk, Sky

Your Website Administrator is still trying to find a work around for these email providers. Temporarily you can use a made-up email for the Partner, but clearly you won't receive any notifications (and the GCCC email account will get “bounced back” emails, as they can't be delivered.

In the interim, we intend to use <firstname>@gcccnemail.org for the few Partners that do not have a separate email address. These Members will not be able to use Password reset on their Account Profile because the system cannot send you an email with the new Password. Instead, if and when needed, you will need to contact the Administrator directly to ask them to issue a new Password.

Finally any comments on this document, helpful or otherwise, can be directed to the Website Administrator, admin@guildfordsailing.org who will make amendments as they are required. Thank

you for reading!