User Guide To The New Mylor Yacht Club Website

Overview

This guide is to introduce users to the new Mylor Yacht Club website. The site is simple and straightforward to navigate and anyone used to browsing the web should have no difficulty finding what they want.

Most of the site can be accessed by anyone without the need to have an account or to log on.

The site is responsive to the platform it is being view on, so will look slightly different on a laptop, a tablet or a phone.

On a laptop, a menu appears across the top of every page. Clicking on a menu item may drop down a submenu and then clicking on a submenu item will take you to the required page.

On a tablet or phone, the menu is accessed by clicking on the menu symbol in the top right corner of a page. This will cause a complete menu and submenu to drop down from which the required page can be selected.

User accounts

Most of the site can be accessed without the need to log on to an account. However some areas are restricted to club members only, as are some functions, such as booking tickets for events. If you try to access one of these areas or functions and are not logged on you will get a message indicating that you must log on.

If you do not have an account at this point, you will have to follow the instruction given and request one.

Your New Account

When you request an account, you will receive an email with your user id, password and a link to the log-on screen. This may take up to 24 hours to come. The password is automatically generated and is a random set of characters. When you log-on you should go to your account page by clicking "Account" on the menu or by clicking the small head symbol at the top centre of the screen and there you will be able to change your password to something more memorable.

Once your have changed your password, click the "Save changes" button at the bottom of the screen to save your new password.

SAVE CHANGES

Additional Information

While on your account page, please fill in the additional information. (Click on "Additional information" of the left hand menu).

Here you can provide information on your boat and insurance (mandatory if you are going to race), tick the box at the bottom to allow us to publish your details in the yearbook, and also select which email lists you would like to be on. To do this, click one or more of the tick boxes on the right hand side to opt for social, racing and cruising emails. To remove yourself from any of these lists, simply untick the relevant box at any time.

If you make any changes to any of these tick boxes, click the "Submit Contact Preferences" button to implement the changes.

SUBMIT CONTACT PREFERENCES

Also, when you have completed filling in all your additional information, don't forget to click the "Update" button at the bottom of the screen to store your updates.

UPDATE

Events

Almost everything that happens in the club can be classed as an event. This might be a race, a social event, a training course or a meeting. As such, the website is structured around the "Event Calendar" which is accessed via the main menu.

The event calendar will normally show all the events for the current month, but can be switched to a weekly display in the "View as" box in the top right hand corner.

You can move forward to the following month, or back to the previous month by clicking on the relevant month name immediately above the calendar display.

If you hover your mouse over any event, you will see a pop-up giving more details on the event, and if you click on the event you will be taken to the detailed event page where if relevant you can book tickets, sign on to a course or view a race result.

Each event has a category (such as racing, social, ladies who launch etc.) and you can filter the display to show only the events you are interested in. Click on the "Event category" button at the top left and a drop-down list of categories will appear. Tick the boxes next the categories you wish to see and all other categories will be removed from the display. Simply untick all the boxes to get the full calendar back again.

You will see filtered lists of events on certain other pages. For instance the racing page will show the upcoming racing events, and the home page will always show the next 5 upcoming events in all categories. Wherever you see such a list, clicking on an event will take you to the details of that event where you can sign up for a race or book tickets for a meal etc.

Editor functions

There are certain functions, such as posting information to the website, booking rooms or creating new events which are only available to specific club officers who have received the relevant training. If you need be trained and have your account upgraded to an editor account, please contact the club manager or web manager.

However, if you only occasionally need to create an event and book a room, (note that room bookings are always associated with an event) please email the details to the club manager who can carry out the task for you.

Help

If you need help at any time, please contact the web manager or club manager who will do their best to sort out your problem as quickly as possible.