

St Mawes Sailing Club



Member's User Guide to

sailing  club manager

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What is Sailing Club Manager?

Sailing Club Manager (SCM) is an easy-to-use internet-based software application that St Mawes Sailing Club uses to administer its membership database, manage Club subscriptions and activities, run Junior Sail Training (JST) bookings, advertise sailing and social events, and communicate with our members and the outside world.

We realise that some people may need help to use SCM and so we have written this user guide to help you navigate the website and explain how to use the various functions.

SCM will make it much easier and less time-consuming to manage the Club's activities and provide a far more effective way of communicating with Club members.

As well as making the business of administering the Club's affairs more efficient and cost effective, there are also many benefits of using SCM for our members. Some examples of things that you will be able to do are:

- View and interact with the Club website
- View and change your personal information, including login details and password, and what information you would like visible to other members
- Apply for membership of the Club
- Renew your annual membership subscription and pay other fees
- View the Club calendar and sailing schedule
- Book tickets for Club events
- Keep your individual, family and boat records up-to-date

SCM offers a wide range of facilities, which we hope to make maximum use of as we get more familiar with the software. To start with, however, we will be keeping it to the basics!

We would welcome feedback about the new website so that improvements can be incorporated to make the site as user-friendly and useful as possible for Club members. If you have any ideas or comments, please email Rear Commodore Sailing at rscs@stmawessailing.co.uk.

The Sailing Club Manager Website

Almost all the things you need to do as a Club member are managed through the StMSC website. The image below shows the main or 'home' page for St Mawes Sailing Club. The web address for this page is www.stmawessailing.co.uk. You can either click on this link to take you to the page now or copy the address and paste it into your usual internet browser. Remember to make it a favourite!

SCM is based on the internet, so you can visit the home page on any computer, tablet device or smart phone connected to the internet.

The screenshot shows the website's home page with several key elements and annotations:

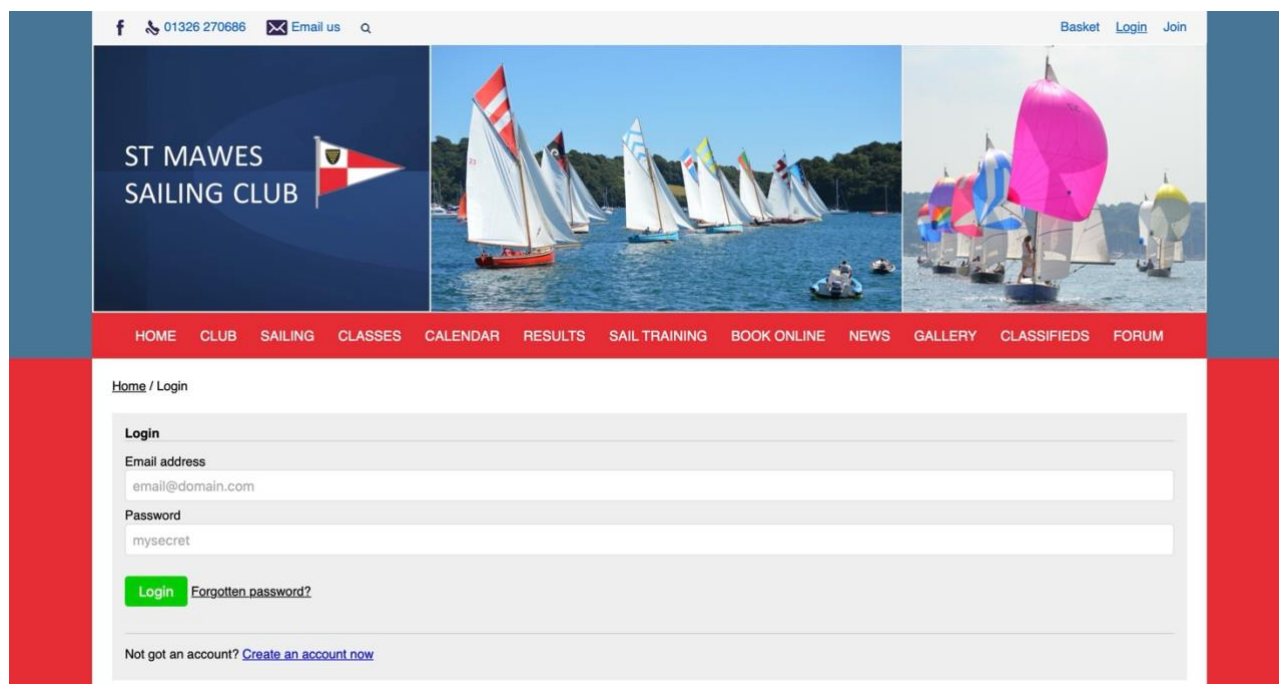
- Navigation Bar:** A red bar at the top contains links: HOME, CLUB, SAILING, CLASSES, CALENDAR, RESULTS, SAIL TRAINING, BOOK ONLINE, NEWS, GALLERY, CLASSIFIEDS, FORUM.
- Header:** Includes the club name "ST MAWES SAILING CLUB" with a logo, contact information (01326 270686, Email us), and user options (Basket, Login, Join).
- Main Content:** A large image of sailboats on the water. Below it, a "Welcome to St Mawes Sailing Club, a lively and friendly sailing and racing club" section contains introductory text and details about the club's activities.
- Latest news:** A section with two images: "Centenary Regatta" and "May Day Cups".
- Upcoming events:** A list of events with dates and titles, such as "JST Winter Sailing » Winter Sat Race Training 2" on Nov 11.

Annotations with red boxes and arrows point to:

- "Click to access Club Facebook page" pointing to the Facebook icon in the top left.
- "Click to search website" pointing to the search icon in the top left.
- "Click to sign into the members area or to book online" pointing to the "Login" and "Join" links in the top right.
- "Click on a future event for more information" pointing to the "MORE" button at the bottom right of the upcoming events list.

Your Personal Home Page

You can visit the public pages of the website without logging into the site but if you wish to access the members area or book something online (such as a JST course or an event) you will need to click 'login' at the top right of the screen. This will take you to the screen below:



If it is the first time that you have logged in, click the link 'Create an account now'. This will allow you to setup a password and login. If you already have a password, simply login.

Once you have logged in you will see your 'Personal Home Page' (shown on the next page). The various links are grouped under 8 sections, each dealing with a specific activity: Logbook, Profile, Booking, Duties, Crew Finder, Membership, Communication and Payments. The following paragraphs explain what each of the links covers.

[Logbook](#)

This section allows you to insert information about your boats and qualifications.

- [My Boats](#). This link allows you to record the boats that you own; you can add a new boat from this page. If any of these are stored at Stoneworks Quay, there is the facility to show the allocated quay space.
- [My Qualifications](#). This link allows you to provide a list of the qualifications you hold, such as First Aid, Powerboat etc.

[Profile](#)

This section covers your personal information.

- [My Profile](#). This link allows you to insert your personal information as you wish, including a personal photo. By default, all details are shared with other Club members and will appear in the Membership Directory. However, you can choose to make any of the details completely private by selecting this option from the appropriate drop-down box.



Logged in

Members Area

Welcome to the members portal.

Logbook			
My boats	My qualifications		
Profile			
My profile	My data	My login details	
Booking			
My bookings & allocations	Book event ↗		
Duties			
Duty roster	My duties	My duty swaps	
Crew Finder			
Crew available	Crew wanted	My availability	
Membership			
My membership	My renewals	Member directory	Boat directory
Communication			
My messages	My forum posts	My mailing lists	
Payments			
My invoices	My statement of account	My GoCardless setup	

- [My Data](#). Provides a summary of the personal information that the Club stores to allow us to communicate with you and provide services for you.
- [My Login Details](#). This link allows you to change your login email address and password.

Booking

This section allows you to book events.

- [My Bookings and Allocations](#). This link shows a list of all event bookings you have made.
- [Book Event](#). This link takes you to the Book Online page and allows you to book events.

Duties

SCM allows the Club to setup and manage duty rosters for the likes of our Safety Boats, Race Office and JST courses. It is only relevant for Club members who undertake these duties.

- [Duty Roster](#). This link provides visibility of all the Duty Rosters.
- [My Duties](#). Provides details of any duties you have agreed to undertake.
- [My Duty Swaps](#). Allows you to swap or transfer duties with other members.

Crew Finder

SCM enables you to request a crew or volunteer to crew for another Club member at a forthcoming event.

- [Crew Available](#). This link provides a summary of recent crew requests you have made, and any potential matches.
- [Crew Wanted](#). This link allows you to specify the details of crew you are seeking.
- [My Availability](#). Allows you to specify when you would be available to crew for other Club members.

Membership

This section shows you a list of all your current membership details. It enables you to update your details and to renew any memberships that you currently hold. If you wish to change your membership type, then you will need to contact Jane Pearce, the Club Administrator, at office@stmawessailing.co.uk.

- [My Membership](#). This link shows your membership details.
- [My Renewals](#). This link allows you to renew your membership.
- [Member Directory](#). This link takes you to a directory listing of all current members of the Club and may include a picture and contact details, where these are available and have been authorised by the respective member. Clicking on the member's name shows their contact details and allows you to send them a personal email message direct from SCM. You can choose to be removed from this directory by contacting the Club Administrator or changing the settings in your profile (see My Profile section above).
- [Boat Directory](#). This link shows details and photographs (where they have been uploaded) of members' boats.

Communication

This section allows you to send and receive emails from other Club members, post messages on the Forum page and decide which Mailing List you would like to receive.

- [My Messages](#). This link allows you to compose emails to other Club members and shows a record all messages sent and received.
- [My Forum Posts](#). This link provides a record of all the messages you have posted on the Forum.
- [My Mailing Lists](#). This link enables you to opt in or out of the Club's discretionary mailing lists. Your data will be held securely and not be shared with any other organisation without your explicit consent in line with the StMSC Data Privacy Policy (<https://test.stmawessailing.co.uk/legal-1/data-policy>).

Payments

This section provides details of invoices and any payments that you have made. It also allows you to setup GoCardless Payments.

- [My Invoices](#). This link shows you a list of invoices for any subscriptions and/or event tickets etc. that you have ordered. It contains details of what you need to pay and the payment options.
- [My Statement of Account](#). This link provides details of all the transactions you have made.
- [My GoCardless Setup](#). In order to provide members with an efficient method of paying membership fees and other bills, the Club has decided to offer the online Direct Debit facility provided by GoCardless. Many Clubs have adopted this payment method, which is simple to setup, easy to manage and secure. Following this link allows you to quickly setup your Direct Debit mandate, which you can then be use for all payments to the Club.

How to Book an Event or Course

There are two ways to find information about and book upcoming Club events on the StMSC website (see image below):

The first way is to click on “Calendar” on the StMSC home page, you should see a page similar to that shown below. In this case, ‘All’ events have been selected, but you can filter the view by choosing a particular calendar, such as JST. Once you have found a bookable event that you are interested in attending, click the “book” link against the event. This will take you to a booking screen. **Note that not all events require you to book a place and some events require payment on booking and others do not or are not chargeable.**

January 2024						
Thursday	18th	19:30 - 21:00	● Talk - Peter Young: Global Warming - is it Real?	social		
Saturday	20th		● JST Winter Sailing » Winter Sat Race Training 12	junior sail training		book
Thursday	25th	20:00 - 21:30	● Talk - Martin Brockman from Penlee RNLI Lifeboat	social		
Saturday	27th		● JST Winter Sailing » Winter Sat Race Training 13	junior sail training		book
Monday	29th	20:00 - 22:00	● Hidden Cinema - The Man Who Knew Infinity	social		
February 2024						
Thursday	1st		Test Event			book
Saturday	3rd		● JST Winter Sailing » Winter Sat Race Training 14	junior sail training		book
Thursday	8th	20:00 - 21:30	● Talk - Debbie Purser: Why I like Pilot Cutters	social		
Saturday	10th		● JST Winter Sailing » Winter Sat Race Training 15	junior sail training		book
Thursday	15th	20:00 - 21:30	● Talk - Rupert Kirkwood, The Loan Kayaker	social		
Saturday	17th		● JST Winter Sailing » Winter Sat Race Training 16	junior sail training		book
Saturday	24th		● JST Winter Sailing » Winter Sat Race Training 17	junior sail training		book

Click on the event for more information

Click on 'book' to make a booking

Once you have clicked on ‘book’ the booking form below will appear (in this case for the ‘JST Winter Sailing – Winter Sat Race Training 17’).

ST MAWES SAILING CLUB

HOME CLUB SAILING CLASSES CALENDAR RESULTS SAIL TRAINING BOOK ONLINE NEWS GALLERY CLASSIFIEDS FORUM

Home / Events / JST Winter Sailing

JST Winter Sailing

4th November 2023 - 23 March 2024

Dates

The following form part of this event:

- [Winter Sat Race Training 12 : 20 January](#)
- [Winter Sat Race Training 13 : 27 January](#)
- [Winter Sat Race Training 14 : 3 February](#)
- [Winter Sat Race Training 15 : 10 February](#)
- [Winter Sat Race Training 16 : 17 February](#)
- [Winter Sat Race Training 17 : 24 February](#)
- [Winter Sat Race Training 18 : 2 March](#)
- [Winter Sat Race Training 19 : 9 March](#)
- [Winter Sat Race Training 20 : 16 March](#)
- [Winter Sat Race Training 21 : 23 March](#)

Tickets for [JST Winter Sailing](#)

0 + Winter Sailing Sat
24 remain £100.00

Add ticket(s) to continue...

Junior Sail Selecting one or more tickets and clicking 'Add to Cart' takes you to the payment page, where you can select payment by either BACS or GoCardless (which is the preferred method). If an event is Free but still 'Bookable' (perhaps because the Club wants an indication of likely attendance) the process is exactly the same – but there is nothing to pay!

The second way is to use the Book Online tab at the top of the StMSC home page after you have logged in, which will take you to the page below.

HOME CLUB SAILING CLASSES CALENDAR RESULTS SAIL TRAINING BOOK ONLINE NEWS GALLERY CLASSIFIEDS FORUM

Home / Events / Book Online

Junior Sail Training Social

In this example, clicking on the Junior Sail Training events tab will show all bookable events on this calendar (see next page). You can then select 'JST Winter Sailing', which will enable you to book as previously shown.

ST MAWES SAILING CLUB



- HOME CLUB SAILING CLASSES CALENDAR RESULTS SAIL TRAINING **BOOK ONLINE** NEWS GALLERY CLASSIFIEDS FORUM

Home / Events / Book Online / Junior Sail Training

Show all



Junior Sail Training

Nov 2023

JST Winter Sailing

4 November 2023 - 23 March 2024

Covers 10 events

Apr 2024

JST Spring Sat

20 April - 6 July

Covers 12 events

JST Spring Sun

21 April - 7 July

Covers 11 events