

Dear Members,

The Club organises a wide variety of sailing activities but they can only go ahead if members take on supporting roles which we call “duties”. They are a great way to observe Club racing and can enhance member’s knowledge and skills on the water regarding race management and safety cover. A duty rota is put together by the Duty Secretary (Kevin Nichols) and members are notified by email of the assigned dates. Anyone who has been allocated a duty who is unable to manage the date allocated, is responsible for swapping duties with another member.

The club has invested in a new database management system called Sailing Club Manager, in order to improve the club administration and interactions with members.

One of the functions allows us to manage duties in an interactive way through a web portal. Duties for the coming year have been loaded into the new system, which automatically issues reminder emails (much like our previous access based system). You may well have already received early email notifications as part of the set-up process. E-mails will come from admin@mg.ncsc.org.uk and **if you have spam filters enabled you may need to add this address to your safe senders list in order to avoid it going into your junk filter.** If you don’t receive a duty notification 21 days before the assigned date please let Adrian Jones know using the e-mail address vice.commodore@ncsc.org.uk so we can check the system records.

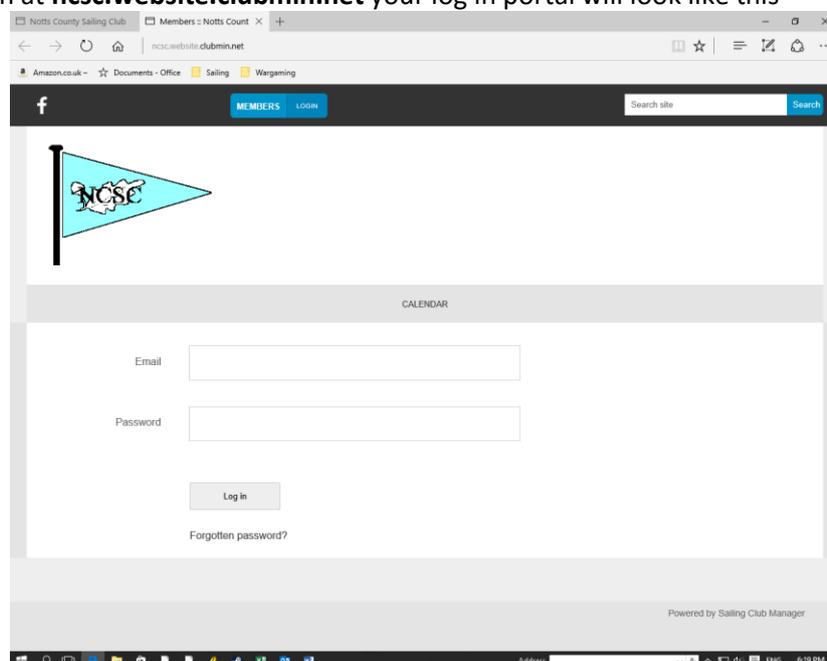
We have published the full years rota in the handbook , it is also accessible via the members page on the web site & on the duties noticeboard at the sailing club so there 3 different ways for you to check your assigned dates in addition to the “auto emails” that the new system generates. Sailing Club Manager contains all the essential contact details for all members of the club. As we populate further membership details you will be issued with a personal secure login into the club system. This is intended to help you manage your duties as the new system will allow you to flag potential swaps, update your contact details, maintain separate contact details for members of the same family, your boat details, as well as other details held on the system.

Clearly, for the secure storage of some personal information, the data is held in a password protected system. To enable access you will be sent a *User Login* and *Password* details to allow you to log into the members portal.

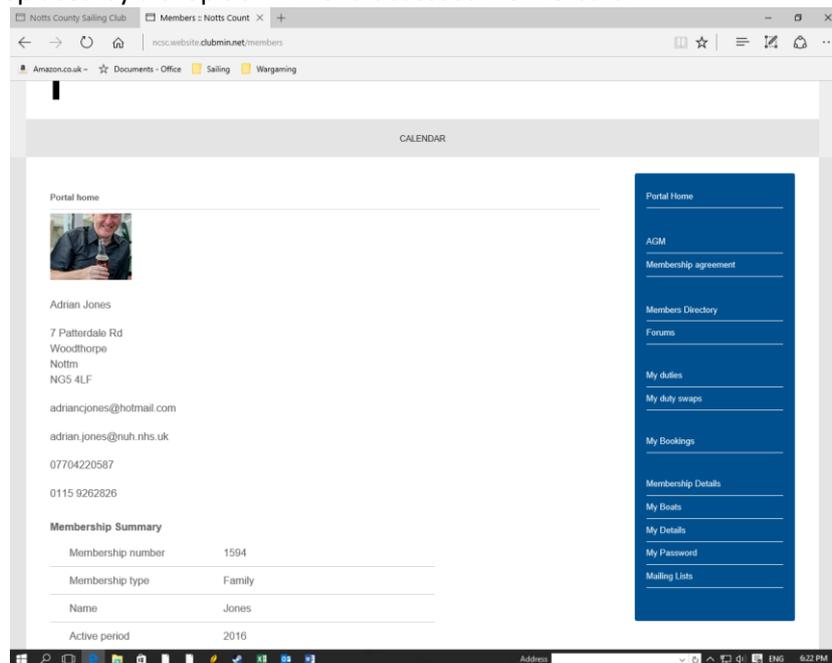
E-mails will come from admin@mg.ncsc.org.uk and if you have spam filters enabled you will need to possibly look for this in your junk email and add this address to your safe senders list.

If you don’t receive an email in the next few days please contact Adrian Jones using the e-mail address: vice.commodore@ncsc.org.uk to resolve any issues.

When you log in at ncsc.website.clubmin.net your log in portal will look like this



Just enter your email and the password that you were sent and you will be taken to the members' portal where you can see your allocated duties, update your contact details, add a photo etc. Your home page will look something like this on a PC/MAC. On a smartphone/tablet many of the screen will be replaced by a drop down menu accessed from 3 bars.



The first thing I would suggest is go to My Password and set the password to something you will remember.

Then click on membership details where you can edit your membership details. If you find you can't edit your family members, please let me know – it will be because one of you needs to be set as the prime member. You can add individual details in terms of emails and phone numbers for individual members of the family. To do this click on the update button below each member. By default, the names of all members are visible in the club directory but contact details are hidden. You can however email members using the send email button but their email is not visible.

We would encourage adult members to make their email and principle phone number visible to members only in line with our membership agreement. This facilitates swaps etc. To do this select the relevant telephone number and email and use the drop down box to make it visible to "Members". I wouldn't suggest making either visible to the public even though the website is not currently directly searchable from the internet.

We would also encourage you to add the age of all family members – this will enable us to add age-related security features in the future.

We would strongly encourage you to add a photograph so we can all recognise each other to do that select My Details and add a photo image to the site by uploading and then pressing update.

By selecting "My Boats" you can add details and sail numbers of any boats you have – in the future this will be developed to link with the boat park and possible race results but this is a future development and not yet fully live.

In terms of features the first bar you see labelled Calendar – as expected takes you to the club calendar which contains all the sailing activities as well as many of the social events.

Your duties can be selected on the tab at the right hand side and will show you your date and who you are on with – e.g.

Event	Role	Name	Status
Black & White Series 10-Apr-2016	Assistant Race Officer	Rebecca Ogden	Waiting
	Crew	Alan Kenyon	Waiting
	Race Officer	Paul Brown	Waiting
	Crew	David Snutch	Waiting
	Safety Officer	Adrian Jones	Accepted / Acknowledged
	Crew	Paul Barnes	Waiting
	Rib Driver	Vivienne Weston	Accepted / Acknowledged
	Race Clerk	Sue Barnes	Waiting
	Rib Driver	John Wells	Waiting
	Race Officer	Nadina Lincoln	Waiting
Regatta 28-May-2016	Responsible Organiser	Adrian Jones	Accepted / Acknowledged
	Rib Driver	Ian Craig	Accepted / Acknowledged
	Race Officer	Ian Firth	Waiting
	Race Officer	Ross Ryan	Accepted / Acknowledged
	Crew	Stephen Lowe	Accepted / Acknowledged
	Safety Officer	Jeffrey Hardy	Accepted / Acknowledged
	Crew	David Craig	Waiting
	Race Clerk	Nick Orgles	Accepted / Acknowledged
	Race Clerk	Sue Orgles	Accepted / Acknowledged
	Assistant Race Officer	Michael Dean	Accepted / Acknowledged
Regatta 29-May-2016	Race Officer	Kenneth Twemlow	Waiting
	Race Clerk	Stephen Lowe	Accepted / Acknowledged
	Assistant Race Officer	Ian Craig	Waiting
	Safety Officer	Jeffrey Hardy	Accepted / Acknowledged
	Race Officer	Nadina Lincoln	Accepted / Acknowledged

To acknowledge a duty you need to tick the button “accept/acknowledge”. To request a swap click on the “request a swap” button. This will take you to a screen which lists all possible upcoming swaps and you can select a possible one and choose it to request a swap.

CALENDAR

Create a duty roster swap request

Message:

Pick any swaps you are interested in. You can pick as many as you like:

- Adam Bellamy ~ Race Officer @ Summer Class series and Wadsworth (22 May)
- Tony Monaghan ~ Assistant Race Officer @ Summer Class series and Wadsworth (22 May)
- Suzanne Bellamy ~ Race Clerk @ Summer Class series and Wadsworth (22 May)
- Charles Kidger ~ Safety Officer @ Summer Class series and Wadsworth (22 May)
- Edward Poyser ~ Rib Driver @ Summer Class series and Wadsworth (22 May)
- Caroline Stafford ~ Crew @ Summer Class series and Wadsworth (22 May)
- Simon Palmer ~ Crew @ Summer Class series and Wadsworth (22 May)
- Ross Ryan ~ Race Officer @ Regatta (28 May)
- Nadina Lincoln ~ Race Officer @ Regatta (28 May)
- Ross Ryan ~ Race Officer @ Regatta (29 May)
- Ross Ryan ~ Race Officer @ Regatta (30 May)
- Kenneth Twemlow ~ Race Officer @ Regatta (28 May)
- Ian Firth ~ Race Officer @ Regatta (28 May)
- Karl Scothern ~ Race Clerk @ Regatta (28 May)
- Ian Craig ~ Rib Driver @ Regatta (28 May)
- Stephen Lowe ~ Crew @ Regatta (28 May)
- David Craig ~ Crew @ Regatta (28 May)
- Nadina Lincoln ~ Race Officer @ Regatta (29 May)
- Kenneth Twemlow ~ Race Officer @ Regatta (29 May)
- Ian Firth ~ Race Officer @ Regatta (29 May)
- Joe Taylor ~ Race Clerk @ Regatta (29 May)
- Stephen Lowe ~ Race Clerk @ Regatta (29 May)
- Nick Orgles ~ Rib Driver @ Regatta (29 May)
- Sue Orgles ~ Crew @ Regatta (29 May)
- David Craig ~ Crew @ Regatta (29 May)
- Kenneth Twemlow ~ Race Officer @ Regatta (30 May)
- Nadina Lincoln ~ Race Officer @ Regatta (30 May)
- Ian Firth ~ Race Officer @ Regatta (30 May)
- Stephen Harrison ~ Race Clerk @ Regatta (30 May)
- Ian Smout ~ Race Clerk @ Regatta (30 May)
- Ian Craig ~ Rib Driver @ Regatta (30 May)

Apologies for the small type face. You can also insert a message. It is a little slow due to the size of the data base so best to use a laptop/PC/MAC rather than a phone. If there is a problem then you will need to use the old system of searching on the duty roster on the club website and contacting members directly and then emailing us to manually change the duties in the admin part of the system. If you do swap it must be into a duty and with someone who can do the relevant duty. If all your family aren't there – don't worry, I am still working through all the membership forms to update.

We will be keeping you informed about the other features of Sailing Club Manager in due course.
All the best

As always any problems please let me know at vice.commodore@ncsc.org.uk

The Notts County Team