

About Your Profile

Our new platform now has tools accessible through your profile. The information in your profile is not visible to other members, only the Treasurer, and the Membership and Communications Managers. Primary coaches and captains also have access, so that they can reach you or your emergency contacts if needed.

To access your profile, you must be logged into our website at <https://clubsake.com>. When logged in, click Account at the top-right corner in the blue bar. The resulting page will have two panes.

The Left Pane

- **Shows your profile photo.** Note, if your profile photo is sideways, this is because your phone retained its orientation when you took the picture. You need to edit it in a graphics program to straighten the orientation and then upload it again.
- **Profile with the little pencil next to it** – this is how you make changes to your profile information. For instance, changing your phone number, email address, or password. There is also an option to turn off automatic e-mail communications, if you want to cut down on how many notifications come from the system. Some, such as practice RSVP confirmations, will still come, but you can use your e-mail program to automatically put those in the garbage if you really don't want them. We can still reach you with club updates even if this box is unchecked.
- **Payment History** – clicking this button gets you into the payment records of your membership. If you have an invoice that is waiting to be paid, you can always find it here under the Outstanding button. You can view and/or download your invoices from the Completed button.
- At the bottom of this left pane, you can see what teams/groups you are a member of. These have been transcribed from Team Cowboy. If you are missing a team, please let your coach or captain know. Note that Club SAKE is not a team on this platform. We are all members of Club SAKE to start, and this list is for specialty teams on top of your membership, for example, Tillers, or Survivor SAKE.

The Right Pane

- **Bookings** is where you will find a summary of any equipment bookings you have made, such as SUP boards. You can cancel equipment bookings here. Note that the system needs to check for availability conflicts when you reserve equipment, so if you need to change a date or time on an existing booking, you will need to cancel and re-book. The next booking that you have for equipment is what is showing in this area, but you can see a full list by clicking My Bookings.
- **Events** – is where you will find a summary of any events you have RSVP'd for, and how you are RSVP'd. The next event that you have RSVP'd for is what is showing in this area.
 - When you click Options > Details, the specifics about the next event will display, such as location and event information.
 - When you click Options > My Events, you will see a full list of all of your RSVPs.
 - You can see upcoming events or past events by selecting the appropriate button in the top right corner of the right pane.
 - You can change your RSVP here, but not any comments you may have left when you made the original RSVP.
 - If you click Calendar, you will see some options for importing the list of calendar entries to your personal calendar by .ics file. You can import just one event by clicking into the desired event and using the calendar function there.
 - When you are in the detailed description of any event, you can see who else is going by clicking the “Who's Going?” button.
 - **Competitions** – will rarely be used. If you participate in a race that SAKE runs, such as the Bridge to Bridge, that information will appear here. Note that other local races will appear in your Events, if you attended.