



COWES YACHT CLUB WEBSITE HOW TO DOCUMENTATION

Cowes Yacht Club



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How to access member only components of the Cowes Yacht Club Website :

Go to: www.cowesyachtclub.com

Either type/click the below:

<https://www.cowesyachtclub.com/account/>

Or click “account” button in top right-hand corner if your name is displayed:



– If you are not logged on, follow next section on how to login. (Click “member account” button and enter username & password).

How to login to member only components of the Cowes Yacht Club Website:

Go to: www.cowesyachtclub.com

Either type/click: <https://www.cowesyachtclub.com/login/>

OR click “Log in” button in top right-hand corner of the browser

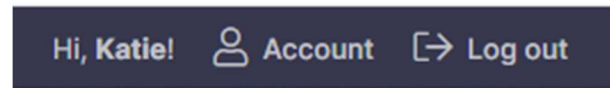


The following page will be displayed:

A screenshot of the Cowes Yacht Club login page. The page has a blue header with the text 'Home > Log in'. Below the header, there is a large white box with a blue border. Inside the box, there is a 'Log in' section. The section contains two input fields: 'Username' and 'Password'. The 'Username' field has a placeholder text 'Your username'. The 'Password' field has a placeholder text 'Your password' and a red error message 'This field is required.' below it. Below the input fields, there is a blue 'Log in' button. At the bottom of the box, there is a link that says 'Forgot login details?'. The background of the page shows a banner image of sailboats on the water.

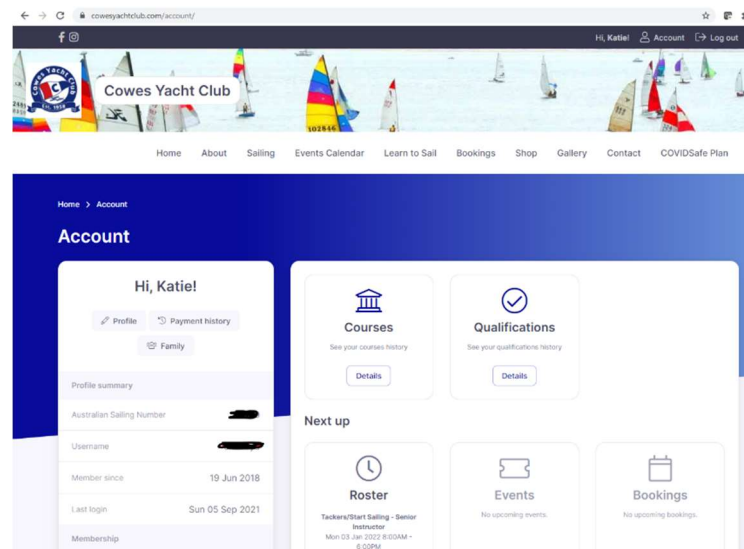
Enter your username & password & Click “Log in” button.

If you have successfully logged in – top right-hand corner will show the following:



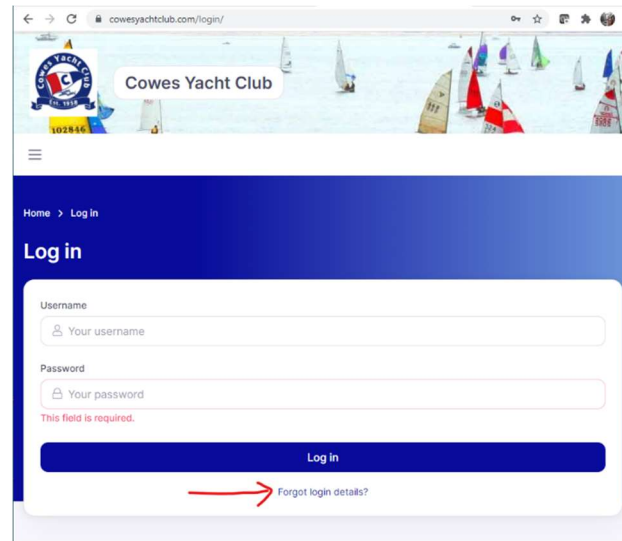
& URL = <https://www.cowesyachtclub.com/account/?>

& you will be taken to following screen:



Forgotten Username or Password

If you are unsure of your username or password – click the “Forgot login details?” link.



Home > Log in

Log in

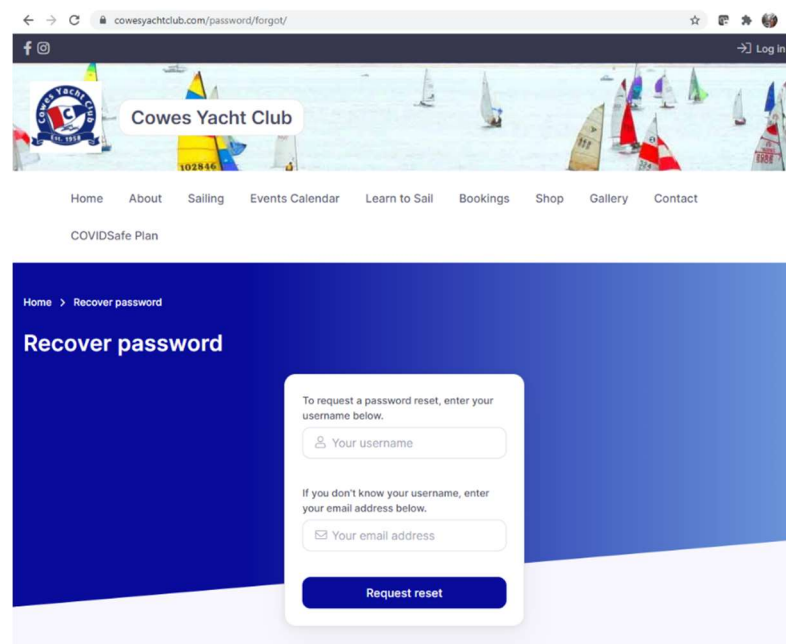
Username
Your username

Password
Your password
This field is required.

Log in

[Forgot login details?](#)

This will take you the following screen (or type/click the following:
<https://www.cowesyachtclub.com/password/forgot/>) :



Home > Recover password

Recover password

To request a password reset, enter your username below.

Your username

If you don't know your username, enter your email address below.

Your email address

Request reset

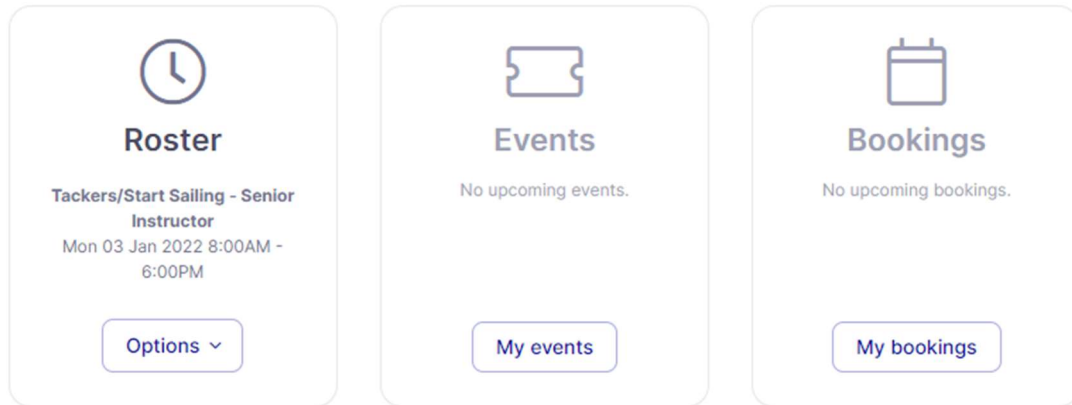
Either type in your username & click submit OR type in your email address & submit. Please use your email address provided to the club.

If this does not work – please send an email to admin@cowesyachtclub.com & a committee member will help you reset your password/ identify your username.

How to record roster unavailability

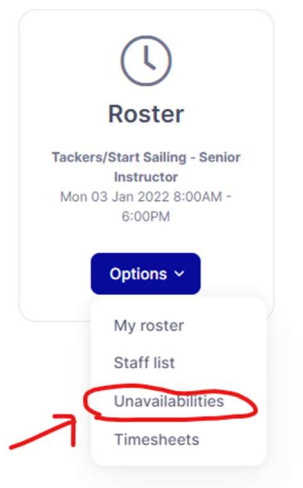
Go to <https://www.cowesyachtclub.com/account/>

Click the Roster Options button



Click the “Options” button & Select “unavailabilities” :

Next up

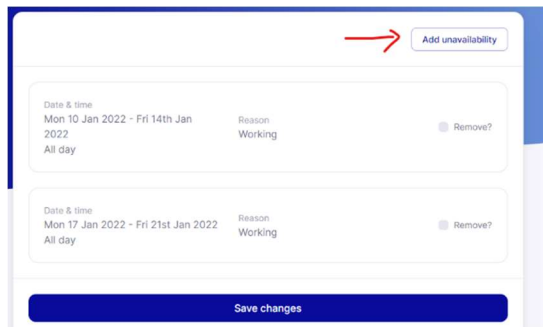


This will take you to:

<https://www.cowesyachtclub.com/unavailabilities/>

The below screen will be shown.

Click the “Add Unavailability” button

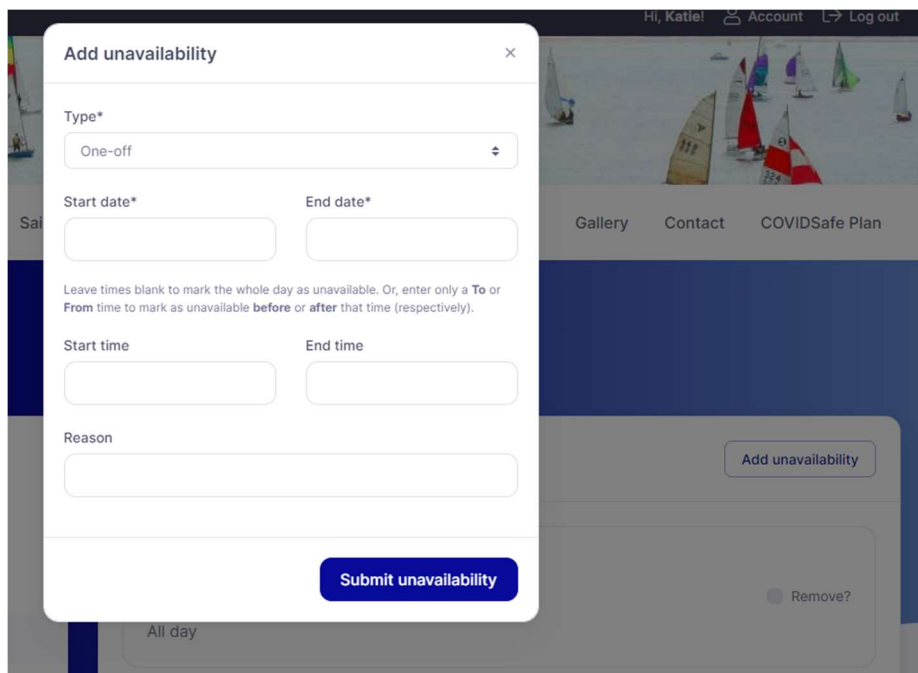


Add unavailability

Date & time	Reason	Remove?
Mon 10 Jan 2022 - Fri 14th Jan 2022 All day	Working	<input type="checkbox"/>
Mon 17 Jan 2022 - Fri 21st Jan 2022 All day	Working	<input type="checkbox"/>

Save changes

The following will be shown – enter the day or recurring day you will be unavailable throughout the season. Click the “Submit unavailability” button to save. Note – if you leave the times blank, you will be marked unavailable for the full day.



Hi, Katie! Account Log out

Gallery Contact COVIDSafe Plan

Add unavailability

Remove?

All day

Add unavailability

Add unavailability

Type*

One-off

Start date*

End date*

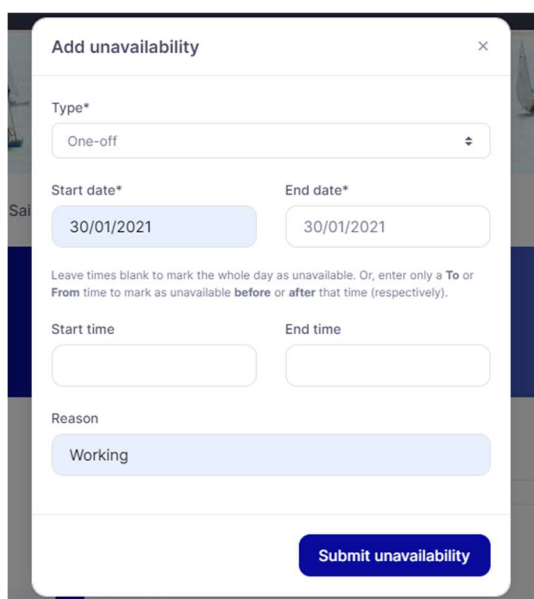
Leave times blank to mark the whole day as unavailable. Or, enter only a To or From time to mark as unavailable before or after that time (respectively).

Start time

End time

Reason

Submit unavailability



Add unavailability

Type*

One-off

Start date*

30/01/2021

End date*

30/01/2021

Leave times blank to mark the whole day as unavailable. Or, enter only a To or From time to mark as unavailable before or after that time (respectively).

Start time

End time

Reason

Working

Submit unavailability

You will then be brought back to:

Add unavailability

Date & time
Mon 10 Jan 2022 - Fri 14th Jan 2022
All day

Reason
Working

☐ Remove?

Date & time
Mon 17 Jan 2022 - Fri 21st Jan 2022
All day

Reason
Working

☐ Remove?

Save changes

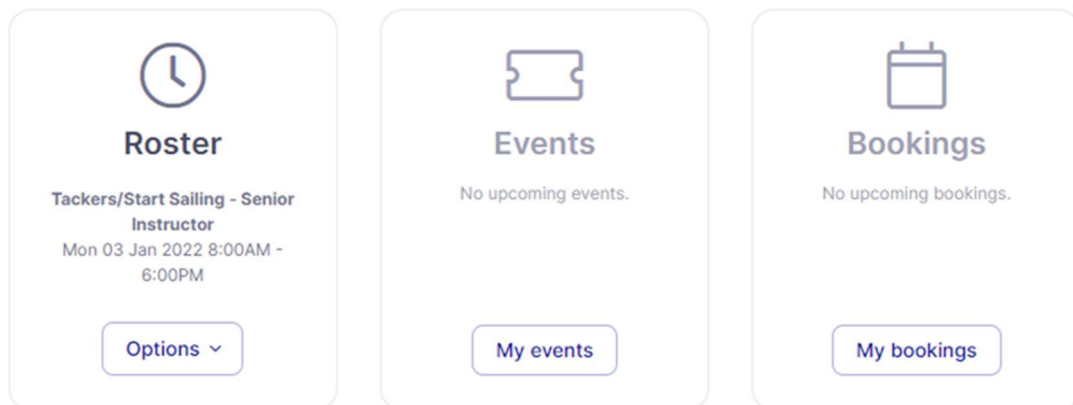
And your unavailability will be listed. You can repeat to add further dates or remove dates if you make an error / change your availability.

To remove – tick the date you want to remove & click “Save changes” button.

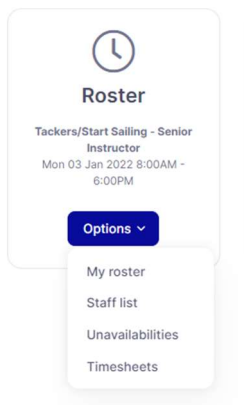
How to view the Roster

Click the Roster “Options” button from the Account screen & Select “My roster”

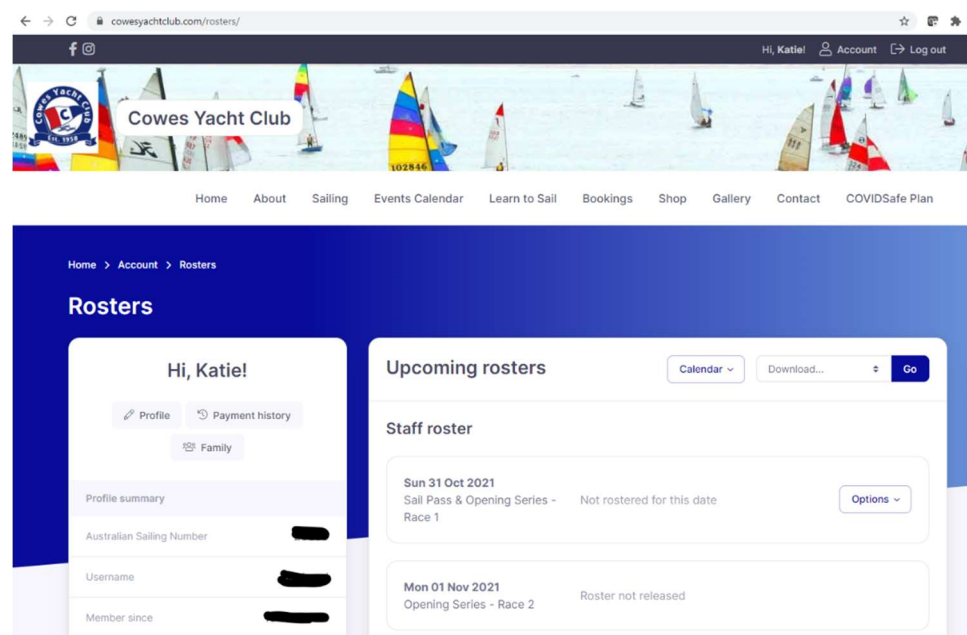
OR you can go to: <https://www.cowesyachtclub.com/rosters/>



Next up



This will then show upcoming rosters. If roster is unreleased, it means people have not yet been confirmed.



If you have been rostered on for a particular date, it will show the event you are rostered on for & what role you are rostered on. In the below, I am rostered on as Senior Sailing instructor for Tackers/Start Sailing. The system will send an email, two weeks ahead of rostered event & will include links to expectations/training material.

Mon 03 Jan 2022

Tackers/Start Sailing

Senior Instructor

08:00 - 18:00

Options ▾


← → ↻

cowesyachtclub.com/bookings/

☆

🔍

👤



Home About Sailing Events Calendar Learn to Sail Bookings Shop Gallery Contact COVIDSafe Plan

Home > Bookings

Bookings

Welcome to Cowes Yacht Club's booking site for Pacers & Optis.

Please select which Pacer (or Opti) you wish to reserve, the date & times.

Note: Some dates are reserved for Club events such as the Pacer challenge & Match racing. You do not need to book in via this booking site for these events - just remember to sign up for the event via the events page.

Please see click link for [Club Regulations - Use of Club Boats](#) - By booking a boat you agree to abide by these regulations.

Category (All) Go

Opti - 01

Options ▾

Calendar

Book this item

Options ▾

Opti - 02

Options ▾

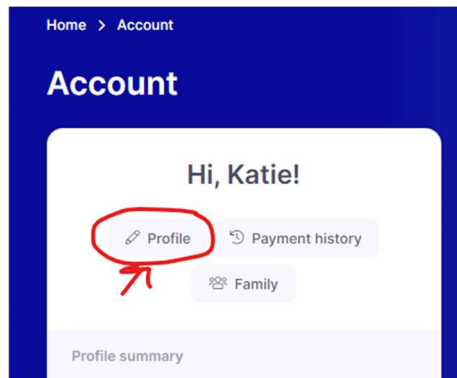
Opti - 03

Options ▾

How to update contact details & password change

Click below or login as above.

Select “Profile” button OR <https://www.cowesyachtclub.com/profile/>



Update contact details & any other information such expertise, training requirements etc.

This is where you also update your password – leave blank if you DON'T want to change your password details:

Password

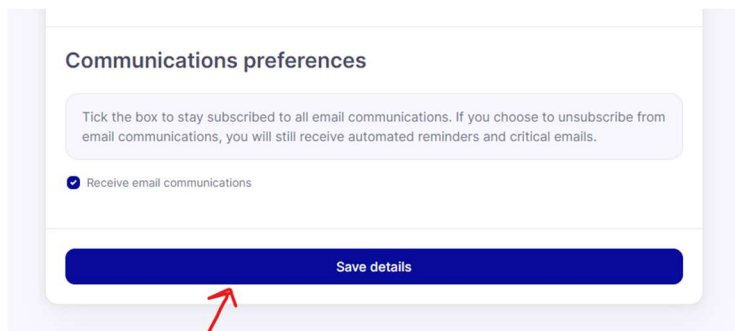
Leave these fields blank if you do not wish to change your password.

Current password

New password

Confirm password

Scroll to bottom of page to find the “Save” button.

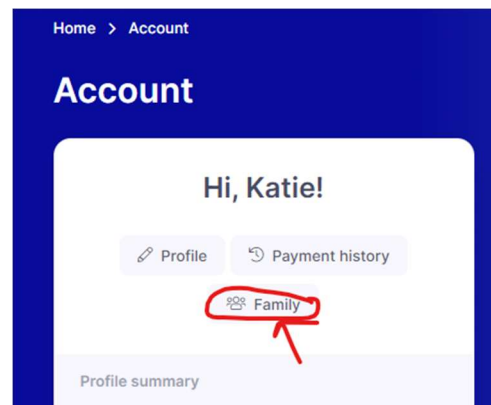


Ensure you click the “SAVE details” button once you have updated & ready to submit the changes. Below will show if you saved the changes successfully.

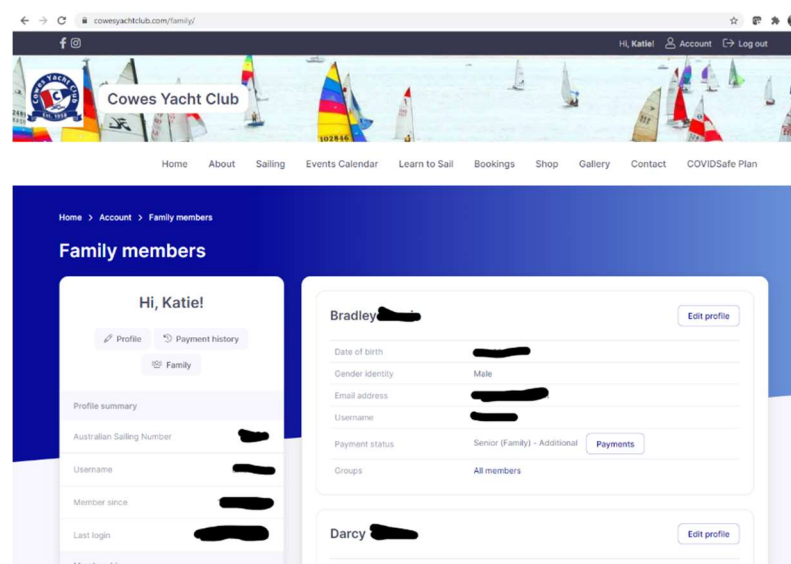


How to Update Family member's profile details

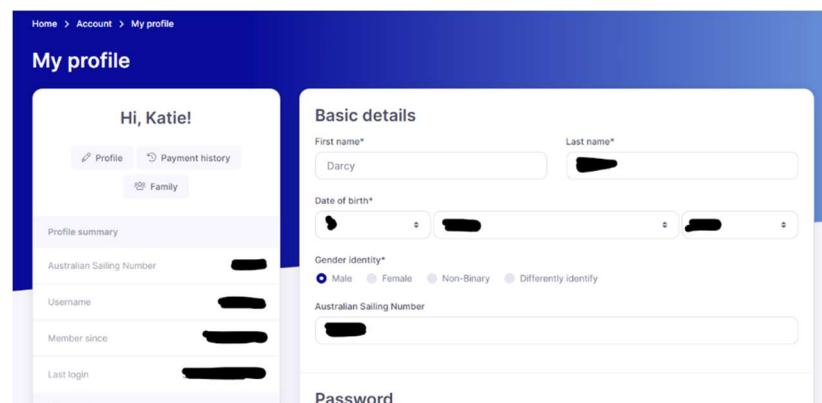
If you have been set up as the Primary account owner, your Account page will show the "Family" button OR go to following URL: <https://www.cowesyachtclub.com/family/> :



Click "Family" & a similar screen will show – listing all the family members who are linked to your account. If your family members are missing – please email admin@cowesyachtclub.com & we will link them to your account.:



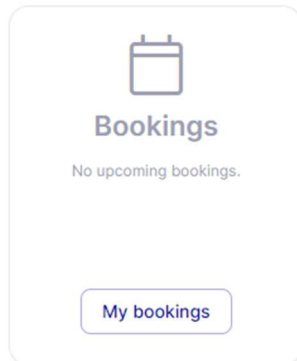
Click the "Edit Profile" of the person you wish to update (or if you want to reset their password). The details will appear on the right-hand side of the screen (or scroll down on a mobile phone). Make your changes & scroll all the way to the bottom to "save" the details.



How to book a Club Pacer or Opti

Login to Cowes website

Go to the [account page](#) & click on Bookings “My bookings” button:



Or you can Click the Bookings link from the www.cowesyachtclub.com home page:



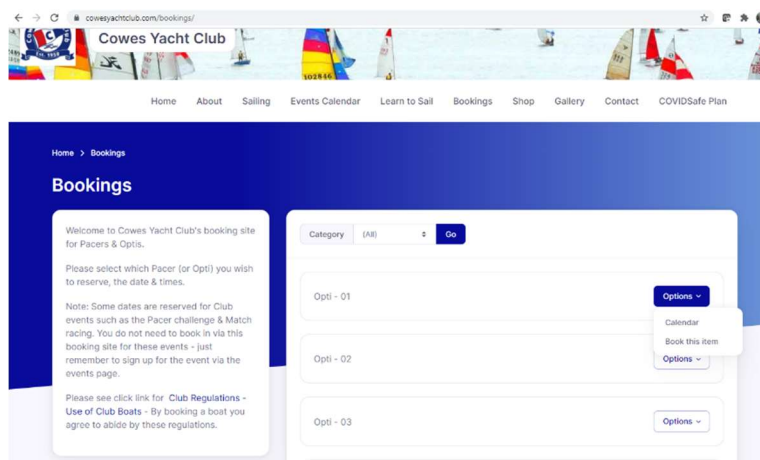
Or click the following link: <https://www.cowesyachtclub.com/mybookings/>

Note: You must be logged in & a member to make a booking.

The following page will be shown – Select the Option drop down next to the boat you wish to book & select “Book this item”.

You can use the filter button to filter by Opti or Pacer or Laser or show all by default.

Select which boat you wish to book & click the “BOOK” button. You may also select the calendar button to see when the boats are available.



Once “Book this item” is selected & the following will be shown:

Home > Make a booking

Make a booking

Opti - 01
FREE

Calendar

Opti Boat 01

Booking type
One-off

Date

Start time
End time

Please select a start time no earlier than 09:00. Please select an end time no later than 18:00.

Next step

Select a time & date for the booking. Click NEXT STEP

Opti - 01
FREE

Calendar

Opti Boat 01

Booking type
One-off

Date
30/09/2021

Start time
12:00

End time
15:00

Please select a start time no earlier than 09:00. Please select an end time no later than 18:00.

The start time must be before the end time.

Next step

You will then be asked to confirm your booking & add any notes:

Home > Confirm your details

Confirm your details

Booking details

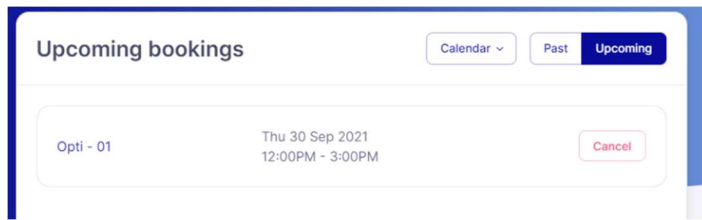
Item	Opti - 01
Date(s)	Thu 30 Sep 2021
Time	12:00PM — 3:00PM
Subtotal	FREE
Amount due	\$0.00

Order details

Notes
Add notes if required

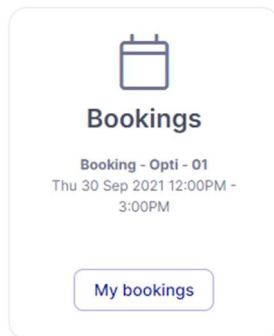
Confirm booking

Click “Confirm Booking” to record booking in system. You will then be returned to the main screen & your booking will be listed. See below as an example.

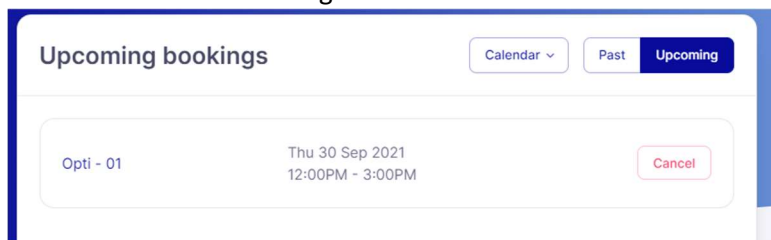


When you go back to the account page, you will see your upcoming bookings:

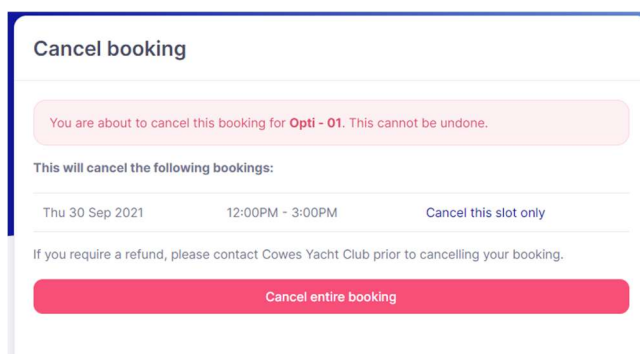
Next up



You can cancel the booking or add new ones from the “MY BOOKINGS” screen:



Click “Cancel” button & you will be taken to following screen



Click “Cancel entire booking” to remove your booking. The following will be shown to confirm booking was removed.

