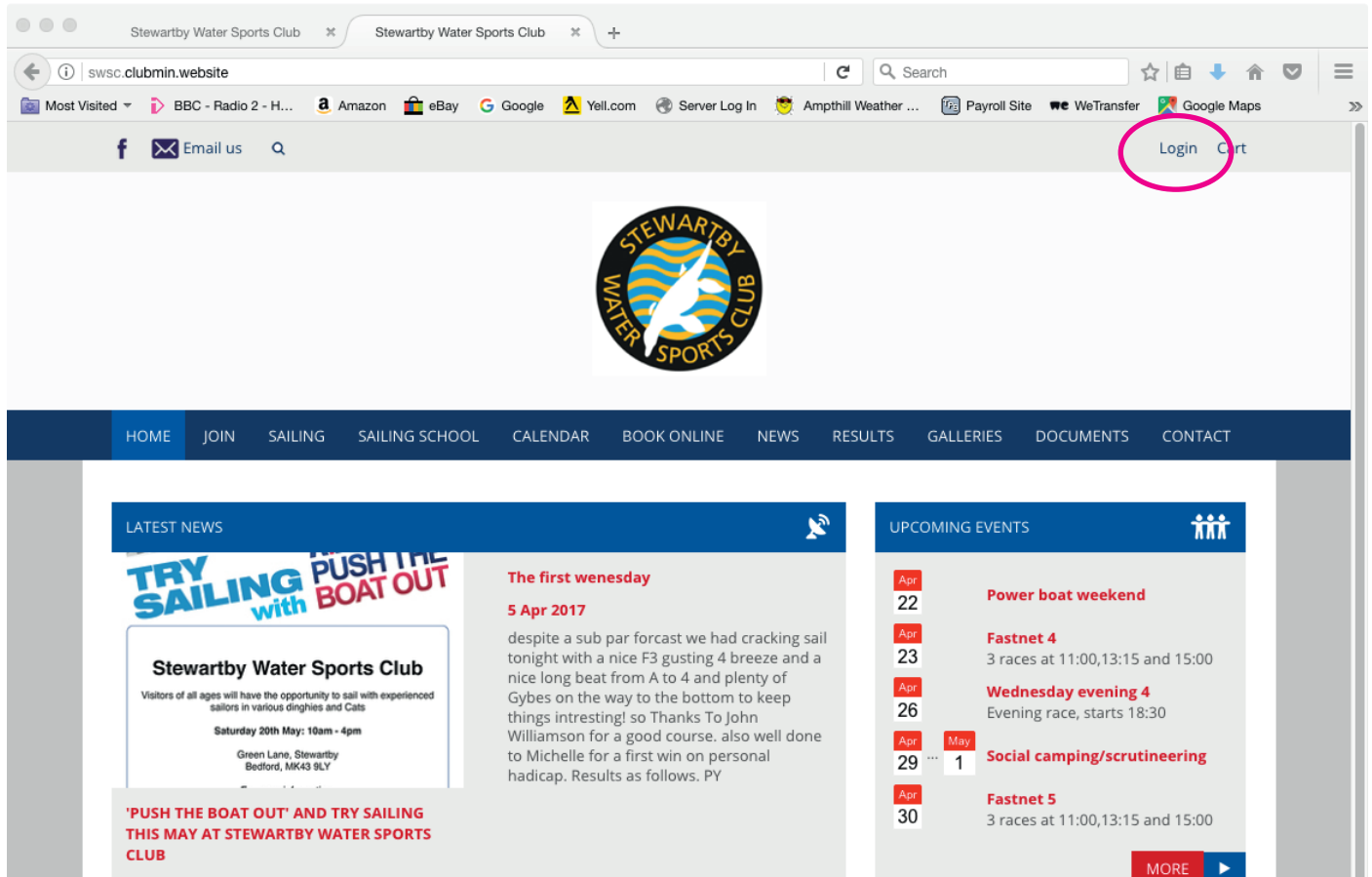


# HOW TO LOG IN TO THE WEBSITE

With our new system, members are now able to log in to the website to view their duties, along with other information.

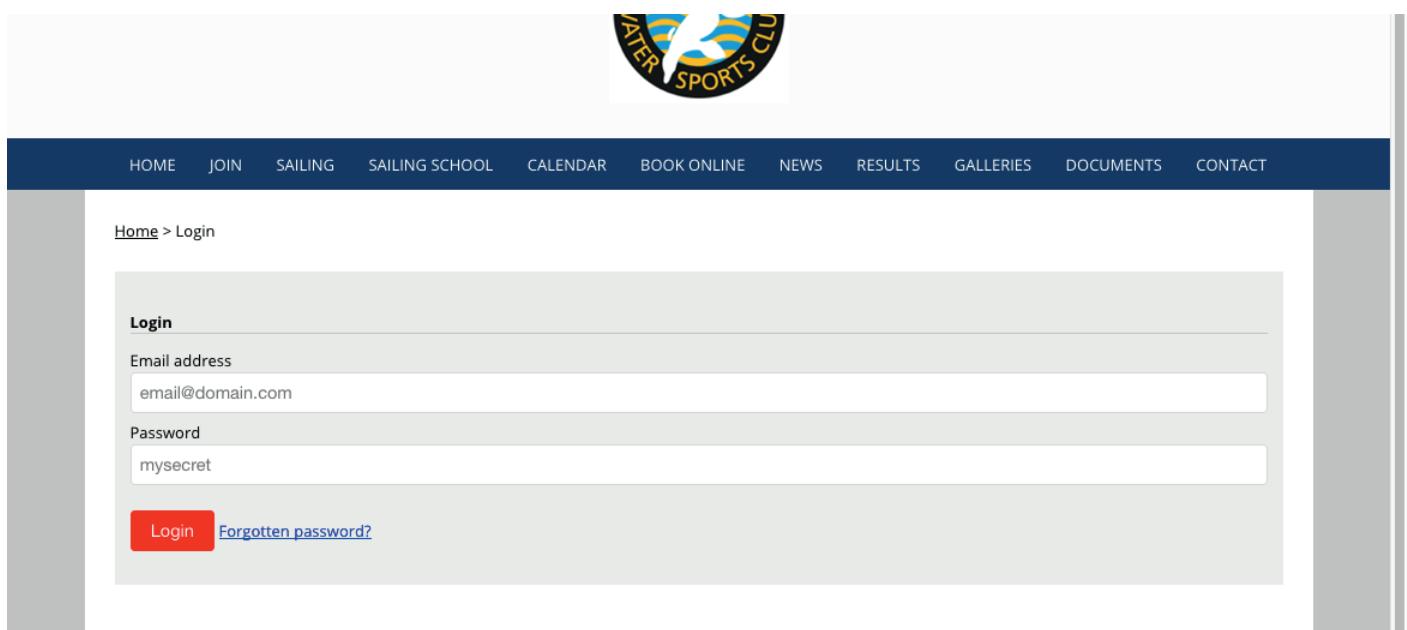
## STEP 1

To start, use your web browser go to - [swsc.clubmin.website](http://swsc.clubmin.website)  
The screen should look similar to this



You will find the 'login' link in the top right of the web window. It is circled in the image above.

Once you have clicked this, the screen will change and show the log in window, which will look like this



## STEP 2

Enter your email address, followed by your password and click 'Login'. You can then go to **STEP 5**. If you do not have a password or have forgotten your password, simply click on the 'Forgotten Password' link and go to **STEP 3**



HOME JOIN SAILING SAILING SCHOOL CALENDAR BOOK ONLINE NEWS RESULTS GALLERIES DOCUMENTS CONTACT

Home > Login

**Login**

Email address  
email@domain.com

Password  
mysecret

[Login](#) [Forgotten password?](#)

## STEP 3

If you have clicked 'Forgotten Password' the screen will look like this. Enter your email address and click 'Reset Password'.

HOME JOIN SAILING SAILING SCHOOL CALENDAR BOOK ONLINE NEWS RESULTS GALLERIES DOCUMENTS CONTACT

Home > Forgotten password

**Reset my password**

Email address  
email@domain.com

[Reset password](#) [Cancel](#)

If your email address is the one we have on record for you, then you should get the screen below, with the green banner message! Go to **STEP 4**

You have been sent a new password

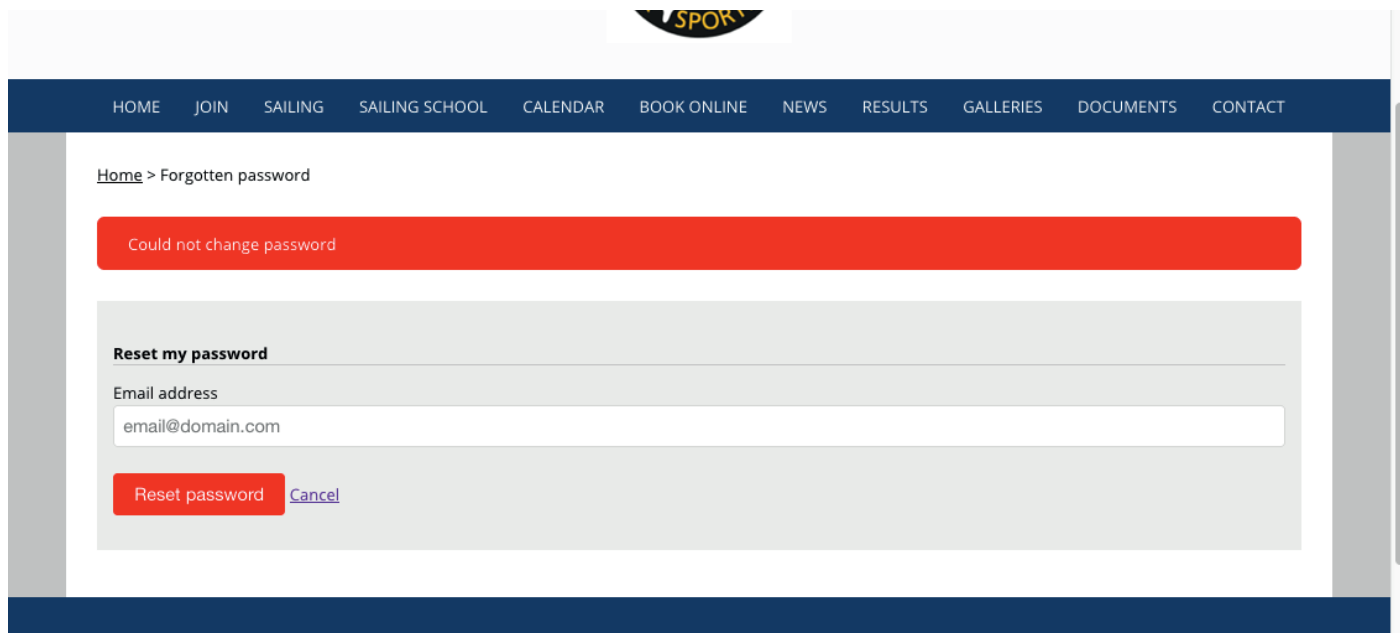
**Login**

Email address  
email@domain.com

Password  
mysecret

[Login](#) [Forgotten password?](#)

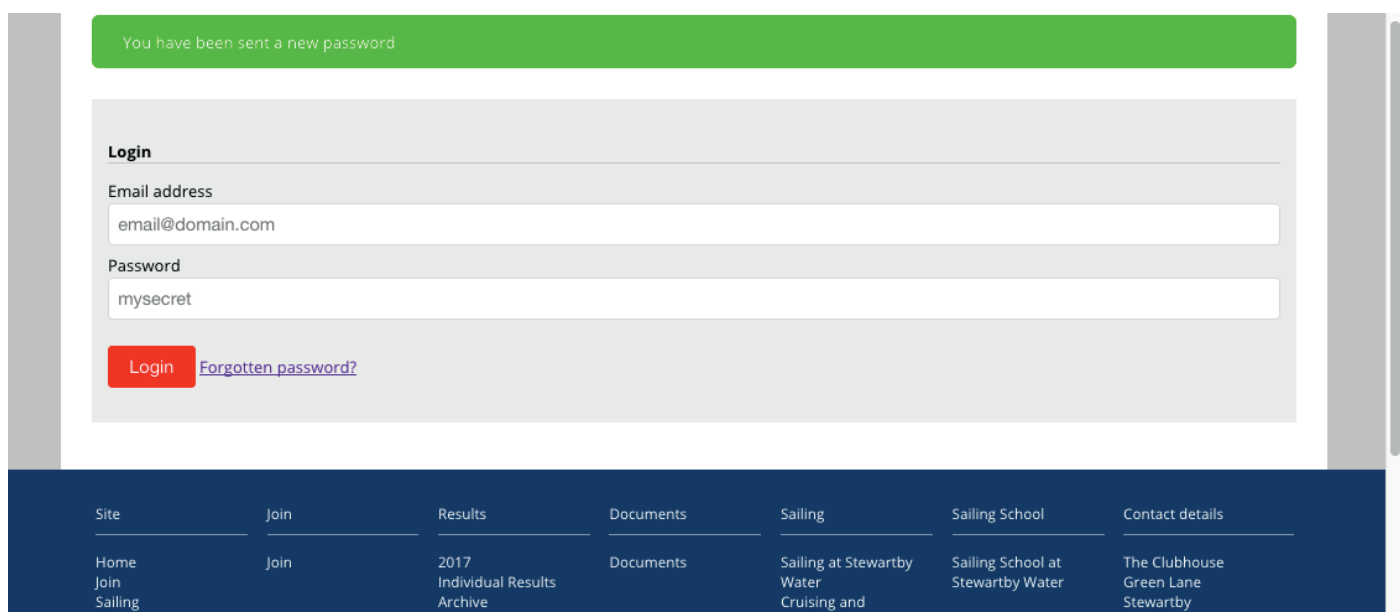
If however you get this screen, with a red banner message *'Could not change password'*, it means that we either do not have an email address for you on our system, or the one we have does not match the one you are trying to log in with.



You will need to email [membership@swsc.org.uk](mailto:membership@swsc.org.uk) to ask us to update the system to your newer email address. Once this has been done and acknowledged, you will need to run through the first 2 steps again.

#### STEP 4

If you got the green banner message *'You have been sent a new password'*, find the email just sent to you, (please remember to check your spam folder), and use the new password, along with your email address to log in. Go to **STEP 5**

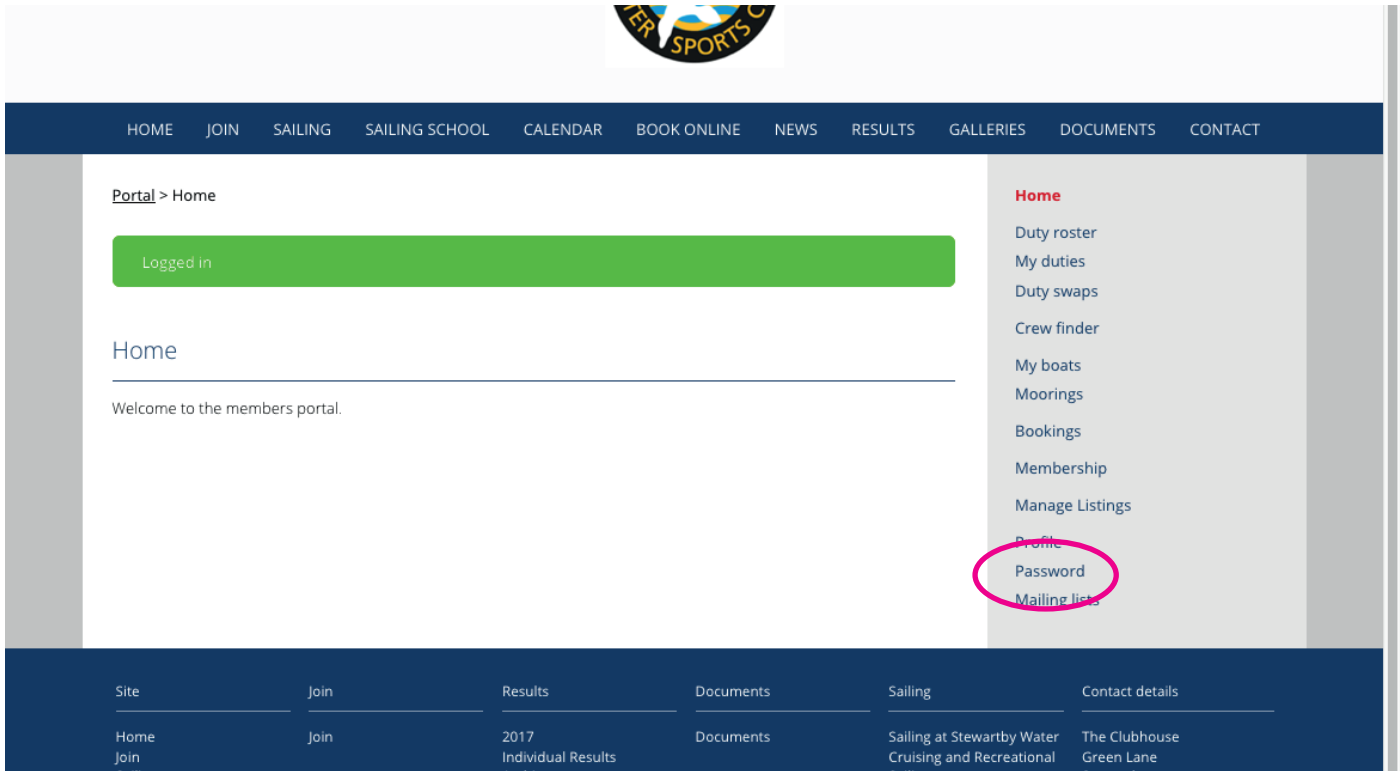


## STEP 5

Once logged in, the screen will look like this.

On the right hand side, you will see a grey menu panel with various options.

If you have been sent a new password, towards the bottom of the menu on the right, you will see 'Password'. In here you can select a more memorable password for yourself.



Portal > Home

Logged in

Home

Welcome to the members portal.

Home

Duty roster

My duties

Duty swaps

Crew finder

My boats

Moorings

Bookings

Membership

Manage Listings

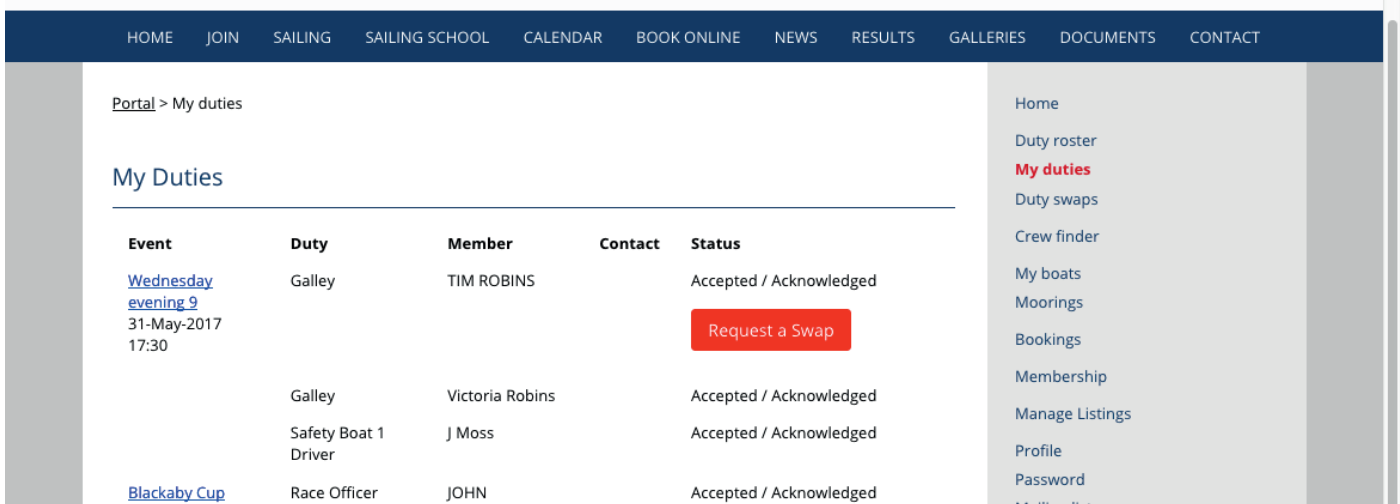
Profile

Password

Mailing lists

Site	Join	Results	Documents	Sailing	Contact details
Home	Join	2017 Individual Results Archive	Documents	Sailing at Stewartby Water Cruising and Recreational Sailing	The Clubhouse Green Lane Stewartby

Third down on the right is 'My Duties' which is where you can view, accept or swop any duties that you have been allocated. It should look similar to this.



Portal > My duties

My Duties

Event	Duty	Member	Contact	Status
<a href="#">Wednesday evening 9</a> 31-May-2017 17:30	Galley	TIM ROBINS		Accepted / Acknowledged <a href="#">Request a Swap</a>
	Galley	Victoria Robins		Accepted / Acknowledged
	Safety Boat 1 Driver	J Moss		Accepted / Acknowledged
<a href="#">Blackaby Cup</a>	Race Officer	JOHN		Accepted / Acknowledged

Home

Duty roster

**My duties**

Duty swaps

Crew finder

My boats

Moorings

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Membership

Manage Listings

Profile

Password

Mailing lists

If you click on the 'Duty Roster' you can view ALL of the upcoming duties and also see where we are short on duty crew. You can then volunteer for an extra duty, which is always very much appreciated!

You can also update your address, phone numbers, email address, along with your boat details. You can also view your membership details and status. Have a good look around at the various menu items. There is even a 'Crew finder' section!

We would like all members to help with the running of the club by keeping their personal details updated.

While you are logged in, if you go back to the general area of the website and then want to go back to the member portal, simply look in the top right of your screen for 'Portal' and select this.

The screenshot shows the website for Stewartby Water Sports Club. At the top, there is a browser address bar with various tabs and a search bar. Below the browser bar, the user's name 'TIM ROBERTS' is displayed, followed by navigation links: 'NS', 'Portal', 'Cart', and 'Logout'. The 'Portal' link is circled in pink. Below the navigation bar is the club's logo, which features a stylized sailboat on a circular background with the text 'STEWARTBY WATER SPORTS CLUB'. A dark blue navigation bar contains links for 'HOME', 'JOIN', 'SAILING', 'SAILING SCHOOL', 'CALENDAR', 'BOOK ONLINE', 'NEWS', 'RESULTS', 'GALLERIES', 'DOCUMENTS', and 'CONTACT'. The main content area is divided into two columns. The left column is titled 'LATEST NEWS' and features a promotional banner for 'TRY SAILING with PUSH THE BOAT OUT' and a news article titled 'The first wenesday' dated '5 Apr 2017'. The right column is titled 'UPCOMING EVENTS' and lists several events: 'Power boat weekend' on Apr 22, 'Fastnet 4' on Apr 23, 'Committee Meeting 7:30' on Apr 24, 'Wednesday evening 4' on Apr 26, and 'Social camping/scrutineering' on Apr 29 to May 1.

Your name should also be displayed to the left of 'PORTAL'.

Remember, if you are using this site on a shared computer, make sure you log out at the end of your session.

If you get in to any difficulties email [membership@swsc.org.uk](mailto:membership@swsc.org.uk) and we will try to help