

TBYC Member Website User Guide

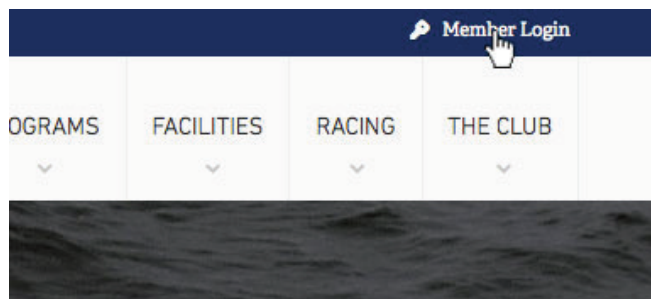
The Thunder Bay Yacht Club website provides members with access to useful member-only features, including:

- a searchable Member Directory.
- access to club documents and forms.
- a printable membership card.
- the ability to view and update your membership information at any time.

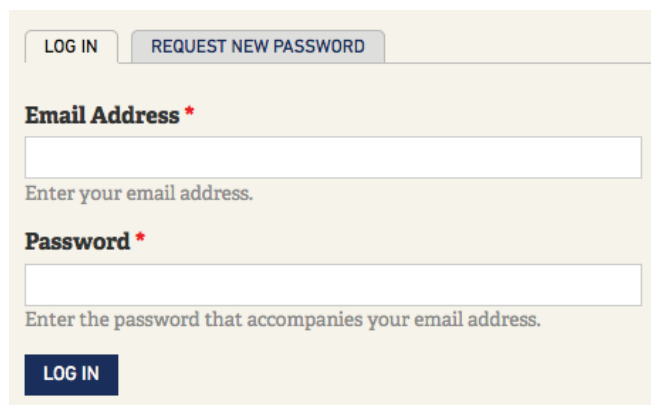
Logging In

The steps for logging in to the member area of the TBYC website are always the same:

1. Click **Member Login** at the top-right corner of the website



2. Fill out the **Email Address*** and **Password**** fields and then click the **Log In** button

A screenshot of the Member Login form. At the top, there are two tabs: "LOG IN" (active) and "REQUEST NEW PASSWORD". Below the tabs, there are two input fields. The first is labeled "Email Address *" and has a placeholder text "Enter your email address." below it. The second is labeled "Password *" and has a placeholder text "Enter the password that accompanies your email address." below it. At the bottom of the form, there is a dark blue button labeled "LOG IN".

* By default, the email address you use to log in is the address you supplied to us when joining the club. If you do not have an email address, contact admin@tbyc.on.ca to be issued one.

** If you have forgotten your password, click the Request New Password tab (seen above and follow the directions on the screen.

The Toolbar

When you are successfully logged in, you will notice the blue bar along the top of the website has changed, and now includes some new information. We call this the toolbar:



The toolbar is your menu for accessing members-only website features:

Membership Card: view and print your TBYC membership card.

Documents: download club-related documents.

Member Directory: search for member contact and boat information (see more details below).

My Account: manage your user account; view your public profile, review and update your membership information (see more details below).

Log Out: exit the member's area and return to the home page of the website.

You'll notice your username in the toolbar as well. The website remembers whether or not you were logged in the last time you left the website, so if you visit the site and see someone else's username instead, log out and log in again. If you're using the website on a computer other people can use, be sure to log out before leaving the site.

Member Directory

The Member Directory shows a list of the names, contact information, and boat information for all yacht club members. The directory allows you to search for other member contact or boat information.

A search and filter interface for the Member Directory. It features a text input field labeled 'Search', a dropdown menu labeled 'Sort by' with 'Name' selected, another dropdown menu labeled 'Order' with 'Ascending' selected, and a dark blue 'GO' button.

To use the directory, you can do any of the following, then clicking the **GO** button:

- type a search term, such as a name, in the **Search** field
- sort the listing by choosing either 'Name', 'E-Mail', 'Boat Name', or 'Boat Type' from the **Sort by** dropdown
- change the listing order by choosing either 'Ascending' or 'Descending' from the **Order** dropdown

You can control how much of your own member information can be seen by other members in the Member Directory by editing your profile in the My Account area of the the website.

My Account

The My Account area of the TBYC website offers you the ability to review and maintain your club-related information, including:

- review and edit your contact information
- choose whether to receive invoices or the Bulletin in the mail or by email
- maintain boat information, including insurance documentation
- control what contact information is shared with other members in the Member Directory
- change your My Account log in information

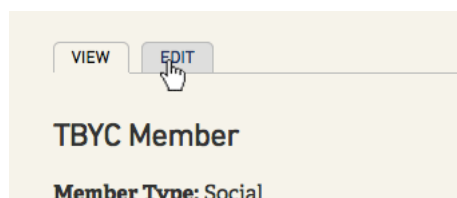
Viewing Your Member Information

When you log in, or when you click the My Account link in the toolbar, you will come to your My Account page. Here you will see your public profile, which is what other members can see when they view your profile.

Only your contact and boat information will be visible to the public. You can review the rest of your member information on the My Account edit page.

Editing Your Member Information

Editing your member information is easy. Simply click the **Edit** tab above your public profile, and you will be taken to the My Account edit page:



On the My Account edit page, you will see two tabs: **Member Info** and **Email Address and Password**.

On the **Member Info** tab, you can add or edit your membership information.

There will be some membership information you will not be able to edit. If you see any information that needs correcting but you can't edit yourself, contact admin@tbyc.on.ca for assistance.

On the **Email Address and Password** tab, you can update your contact email (which is also used to log in) and change your password.



To keep your changes, click the **SAVE button at the bottom of the page!**