**Members Website Update**

Over the past 6 months we have had an influx of new members and with our more established members using the new club website, I thought this would be a good time to inform you of some of the functionality that is available when using the site.

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**Bank Payments**

As the cost of using the” Wild Apricot” financial package is not warranted by our relatively small membership levels we have not purchased the financial module. We ask members were possible to make payments into the club bank account via bank transfer and we manually reconcile any payments to the individual members, this process may lead to a small delay between funds being transferred and your payment being acknowledgement. We try to minimise this delay.

**Membership Renewal**

The website automatically sends out a membership renewal email to each membership number on the 14th March. We manually reconcile any payments to your membership and update your membership renewal date by one year example from 2021 to 2022. Once this is done you will receive a confirmation email of your membership renewal and a process to follow on **how to download your new Virtual Membership Card** to your smartphone or tablet. Instruction will soon be available on the website as well.

If you have not paid your renewal by 1st April you will automatically receive a reminder and the process will follow the above. You make a payment, we reconcile, you get an email. If you have just made a payment, you may get a reminder due to the delay in reconciliation.

If you fail to make payment by 30th April we will suspend your membership, this will mean that you are unable to book onto or attend any function or rallies until your membership fee is paid. We will confirm this by email and your membership will not be renewed until funds are received and reconciled.

If you choose not to renew your membership, we would ask you to confirm this by email to the club and we will stop all electronic communication. We will miss you and your membership will be archived. If you later decide to renew, your membership will be reinstated, functionality and access will be reinstated from that date.

**My Member Details**

All the information that you provide when you joined the club or subsequently amended, is stored on the website. Only you and the club administration team have access to this data. It is your responsibility to ensure that this data is maintained and up to date. Occasionally new information will be requested by the club i.e. Berth Number, Membership card preference. When new information is requested, we will ask each of you to review your data and update the added fields.

To see how to access your private data please watch the helpful video **Membership Details** available on the website

**My Privacy Settings**

Your privacy settings are set up by you to allow fellow members to see or not see some of your Member Details. These details **are not** available to the general public as only members who have logged on to the site can access them. It is useful when new members or new friends would like to make contact. They are able to use whatever details you make visible to help them make contact via the Members Search Function.

To see how to access your privacy settings please watch the helpful video **Privacy and Email Settings** available on the website

**My Email Settings**

This function allows you to enable or disable automatic emails sent from the club site to inform you of things like events or up coming rallies. It is also used by the club to send out mass emails like renewal notices.

To see how to access your email settings please watch the helpful video **Privacy and Email settings** available on the website

**Rally and Social Event Bookings**

The club runs rallies, events and zoom presentations during the year. These are all available on the club website and can be viewed by both members and non- members by opening the website www.PSYC.uk.com Only members who are currently logged onto the website using their account name and password can register for events or rallies.

**Rally Guests**

When registering for rallies any guests that are sailing with you on your boat only need to be recorded in the number of diners fields. You can bring as many friends as you see fit but remember where dinning restrictions are in place members will be given priority

You only need to register a guest joining us on a rally if they are on their own boat. We ask that any friend attending rallies on a second boat have their attendance approved by the rally leader. We allow guests attending on their own boat to attend a single rally in any given year but only with the approval of the rally leader. Be aware that members will be given preference over guests.

**Registration**

Registration for an event or rally takes place on the events page, use the register button on the rally and just follow the directions to complete your registration. An automatic email will be sent to your email address confirming your registration. You will not receive any further calling notices for this rally but will be sent an automatic event reminder approx. 14 prior to the event. Within 14 days all communications will be made by the rally leader.

**Cancelling off a Rally**.

You are allowed to cancel a rally registration up to 7 days prior to a rally using the website. There are two ways to cancel a rally.

By going to the rally page:- Go to the rally and scrolling down to the cancellation button and follow the instructions.

Or

By going into your profile page and viewing your registrations, select the appropriate rally and follow the cancelation instructions. If you cancel a rally booking you will receive an automatic email confirming your cancellation. The club will confirm your cancellation with the marina but has no accountability for any booking costs incurred by you prior to cancellation.

To see how to register and cancel onto/off a rally please watch the helpful video **Rally and Social event booking** available on the website.

If you wish to cancel a registration with the 7 days limit, we ask you to contact the rally leader

**Members Search**

To enable communication between members especially new members or newly acquainted members the website provides a simple search function Member Search. You can use this function to find and message members in a private one to one way. It is also good for finding and communicating with the clubs committee members

To see how to email members when you only remember their name or boat name, please watch the helpful video **Members Search** available on the website.

**Membership Cards**

As a club we have in the past used hand written membership cards. Although these hand written cards are still available we are encouraging our members to move to virtual membership cards carried on your smartphone or tablet. We would ask all members to view their profile page and select their preference either **Yes** for a hand written card, or **No** for a virtual card downloaded to your smartphone. A how to guide for downloading a virtual membership card was attached to your membership confirmation email. A copy will be available on the website.

**Club Handbook and Membership Cards**

We have in the past posted these items to the home address held on the club database. We have found that not all members provide a full postal address.

Our Membership Secretary will hold pick up your handbook days in April May. We plan to set up a table in the Port House and encourage members to come along to receive their handbook and physical membership card if requested. We will also help members download a virtual card if asked.

For those members unable to collect their handbook we will be able to leave them in a location on your boat or post them as in the past. If requesting a postal delivery please ensure we hold your full postal address in your profile on the website. (See above)

**Other information available**.

The website also contains other information under the welcome page banners

WELCOME, Our Sponsors, The Burgee with copies backdating to 2014,

JOIN US, Club Rules and Privacy Policy

RALLIES, Rally reports

SOCIAL EVENTS, Monthly Club meeting and major social functions

ABOUT US, Your committee

MEMBERS SEARCH, Link to fellow members and their photo albums

USEFUL IFORMATION, Useful guides to using the PSYC websites and links to websites to help you with your sailing requirements

Hope you find this helpful

Commodore Mike