

Swarkestone Sailing Club



SSC Member's User Guide to

sailing  club manager

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What is Sailing Club Manager

Sailing Club Manager (SCM) is an easy-to-use internet-based software application that Swarkestone Sailing Club will be using to administer its membership database, manage Club subscriptions and activities, run Junior Sail Training bookings, advertise sailing and social events, and communicate with our members and the outside world.

We realise that some people may need help to use SCM and so we have written this user guide to help you navigate the website and explain how to use the various functions.

SCM will make it much easier and less time-consuming to manage the Club's activities and provide a far more effective way of communicating with Club members.

As well as making the business of administering the Club's affairs more efficient and cost effective, there are also many benefits of using SCM for our members. Some examples of things that you will be able to do are:

- View and change your personal information, including login details and password, and what information you would like visible to other members
- Renew your annual membership subscription
- View the Club calendar and sailing schedule
- Arrange duty swaps
- Directed to our website to book Club's social events
- Directed to our website to view race results
- Keep your individual, family and boat records up-to-date

SCM offers a wide range of facilities, which we hope to make maximum use of as we get more familiar with the software. To start with, however, we will be keeping it to the basics!

We would welcome feedback about the new website so that improvements can be incorporated to make the site as user-friendly and useful as possible for Club members. If you have any ideas or comments, please email the membership secretary at swarkestonescmembership@gmail.com.

The Sailing Club Manager Website

We have two websites, one is the club's website and the other is the Swarkestone SCM website.

Most things you need to do as a Club member are now managed through the Swarkestone SCM website, whilst others will be managed through the club's main website. The system will be set up to enable you to go back and forth between both websites.

The image below shows the main or 'home' page for the SCM Swarkestone website. The web address for this page is <http://swarkestonesc.clubmin.website/> You can either click on this link to take you to the page now or copy the address and paste it into your usual internet browser. Remember to make it a favourite! This website can also be accessed from the club's website by selecting 'Sailing Club Manager'

SCM is based on the internet, so you can visit the home page on any computer, tablet device or smart phone connected to the internet.

Once you have registered with SCM and set up your password, you will be directed to the login page where you will enter your email and password:

Logging into Sailing Club Manager



[Home / Login](#)

Login

Email address
email@domain.com

Password
mysecret

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

Not got an account? [Create an account now](#)

What you can do in Sailing Club Manager

Once logged in, you will see this screen with all your personal data. Using the menu options available, you can see your 'Personal Home Page' referred to as 'Portal'

[My Profile.](#)

This link allows you to insert your personal information as you wish, including a personal photo. By default, all details are shared with other Club members and will appear in the Membership Directory. However, you can choose to make any of the details completely private by selecting this option from the appropriate drop-down box.

[My Boats.](#)

This link allows you to record the boats that you own; you can add a new boat from this page.

[My Crew](#)

This link allows you to add crew members or request a crew

[My Qualifications](#)

This link allows you to provide a list of the qualifications you hold, such as First Aid, RYA Level 2 Powerboat etc.

[My Login Details.](#)

This link allows you to change your login email address and password.

[My Berth/Spaces.](#)

This link shows you where your boat(s) are parked in the dinghy park.

[Duty Roster](#)

This link shows all the duty rosters.

[My Duties](#)

This link shows all your duties

[My Duty Swaps](#)

This link shows all your requested duty swaps.

[Other Links](#)

Other links include membership, renewals, mailings plus others as explained below.

Your Personal Home Page

When logged into SCM, you will see this page below:

01332 863220 Email us

Basket Messages Joe Levy

Swarkestone Sailing Club

A friendly and welcoming club

Ingleby Lane, Swarkestone, Derby, DE73 7HW

Home Gallery Test Page The Club Calendar **Book online** News Results Links Classifieds Contact Return to Portal Logout

Return to Portal

Welcome to the members portal.

Logbook

My logbook My boats My berths / spaces My crew

Crew Finder

Crew available (0) Crew wanted (0)

Profile

My profile My directory listings My login details My qualifications

Booking

My bookings & allocations Book event

Duties

Duty roster My duties My duty swaps My tasks

Membership

My membership My renewals Member directory Boat directory

Trophy cabinet

Communication

Duty Roster

Some sailing clubs will rely on their members selecting dates and duties, however we have always allocated duties based on feedback from our members. This has enabled us to have a race programme that adheres with our member's wishes. SCM allows our members to request swaps easily allowing them to select up to 10 potential duty swaps, all of which you would be happy to swap with, therefore making swaps much easier.

My Duties

By selecting 'My Duties' in the member's portal, duties that have been allocated to you will be shown with the option to 'Swap' them if required:

Home News Calendar Book online The Club Racing Members Area Results Links Classifieds Contact Main SSC website > Members Portal

Success

Members Portal / My duties

Duty roster **My duties** My duty swaps My tasks

Upcoming · Calendar · 2025 season

| Event | Duty | Member | Individual Contact | Group Message | Status |
|---|---------------------------------|----------|--------------------|-------------------------|--|
| Test Swaps 05 Jan 2025 | RBO event start to event end | Joe Levy | | Send... | Accepted / Acknowledged Transfer... Swap... |

Swapping a Duty

To swap a duty, select the 'Swap' option and explain why you want to swap, click on the duty or up to 10 duties you could consider swapping with, then select 'Request Duty Swap'

Note 1: Only those with a Power Boat RYA Level 2 qualification will be allowed to swap to an RBO (Rescue Boat Operator) duty. Also only request a swap with a type to duty you are conformable doing.

Note 2: If you prefer do your duty with a partner or friend, both of you will require separate SCM logins using different email addresses, Each of you would need to request the swap. If the swap is with another couple, they too would need their own login accounts and email addresses to accept those swaps. If one of you does not have your own email address, and the swap is arranged outside of SCM, you can request the relevant committee member (Rear Commodore) to change the duty roster as an administrator of SCM.

Contact Joe Levy, membership secretary if login accounts are required to enable you to have separate logins into SCM.

Home News Calendar Book online The Club Racing Members Area Results Links Classifieds Contact Main SSC website > Members Portal

Members Portal

Duty roster

My duties

My duty swaps

My tasks

Create a duty roster swap request

You are asking to swap:

RBO
Test Swaps
5 January

Please explain why you would like to swap your duty*:

I need to swap this duty, can you swap?

Please select up to **ten** positions you are interested in. You must pick at least one*:

Test Swaps for Different Event (19 Jan) @ OOD ~ Anew1 Acontact

[Show more options...](#)

Request duty swap

* Indicates required fields.

The following email is sent to the member you requested the swap from:

Invitation to swap duties Inbox x Updates x

Swarkestone SC <mail@scm.swarkestonesc.co.uk> 5:49 PM (2 minutes)
to me ▾

Dear Anew1,

Joe Levy has invited you to swap your **OOD** duty currently set for the **Test Swaps for Different Event (19 Jan)**,
to the RBO duty on the Test Swaps (5 Jan)

Swap message:- I need to swap this duty, can you swap?.

I hope you can help out, many thanks, that is much appreciated.

At your soonest convenience, could you logon to the portal, select Duty Swaps and either Accept or Decline the swap invitation. Thank you for helping out :-).

My Duty Swaps

This shows all your duty swaps.

Incoming swap / transfer requests

You have no incoming swap / transfer requests.

My pending swap requests / transfers

None

My successful swap requests

? David Moore ⇄ ? Joe Levy
OOD Anew1 Acontact ⇄ RBO Joe Levy

When the recipient of the swap logs into their account as requested by the email they received, the swap you requested will be shown in 'Duty Swaps' ready for them to accept or decline it:

Please [complete your profile](#) by uploading a photo.

Members Portal / Duty swaps

Duty roster My duties **My duty swaps** My tasks

Duty swaps

Incoming swap / transfer requests

Joe Levy has asked if you would like to swap your duty
 OOD @ Test Swaps for Different Event (19 Jan)
 for their duty
 RBO @ Test Swaps (5 Jan)
 "I need to swap this duty, can you swap?"

Accept Decline

Accepting the swap presents this screen:

Members Portal / Duty swaps

Duty roster My duties **My duty swaps** My tasks

Duty swaps

Incoming swap / transfer requests

You have no incoming swap / transfer requests.

Recently resolved swap requests

2 Jan 2025 17:49
 Joe Levy asked if you would like to swap "RBO @ Test Swaps (5 Jan)" for their duty "RBO @ Test Swaps (5 Jan)".
 This swap has now been closed.

My pending swap requests / transfers

None

My successful swap requests

None

My failed swap requests

None

When returning to the duty roster, both duties would now have swapped:

Please [complete your profile](#) by uploading a photo.

Members Portal / Duty roster

Duty roster My duties My duty swaps My tasks

Duty roster

Filter: Duty... Event type... Volunteers needed

| Event | Duty | Times | Contact / Status |
|--|------|--------------------------|----------------------------------|
| Sun 5 Jan Test Swaps | RBO | event start to event end | Anew1 Acontact ✓ |
| Sun 19 Jan Test Swaps for Different Event | OOD | event start to event end | Joe Levy ✓ |

How to Book an Event or Course

There are two ways to find information about and book upcoming Club's events on the SCM website (see image below):

The first way is to click on "Calendar" on the SSC home page, In this case, one event has been selected, if the event is bookable, the option to book it will be available:

| March 2025 | | | | | |
|------------|------|-----------------|----------------------|----------|------|
| Saturday | 15th | 9:30am - 4:00pm | Junior 1 15/03/2025 | training | book |
| Saturday | 15th | 9:30am - 4:00pm | Jo's Junior Test | training | book |
| Saturday | 22nd | | Presentation Evening | social | |

The other way to book is to select 'Book online'. All the bookable events will be available to select, in the example below it is a junior training event:

[Home](#) / [Events](#) / [Book Online](#)

Training

Book a Training Event

Select Training and all the bookable events for Training will be shown:

[Home](#) / [Events](#) / [Book Online](#) / [Training](#)

Show all



Training

Mar 2025

Junior 1 15/03/2025

15 March
9:30am - 4:00pm

Jo's Junior Test

15 March
9:30am - 4:00pm

Choose the event you want to book and select the number of tickets you require:

[Home](#) / [Events](#) / [Jo's Junior Test](#)

Jo's Junior Test

15th March, 9:30am - 4:00pm

Junior 1 open for bookings

Tickets

0 + Test Booking System
1 purchased £15.00

After selecting number of tickets, scroll down and complete all the questions you are presented with and select 'Reserve 1 now'

Select...

All sailors will have access to appropriate club boats for the session. Depending on the activities planned by the instructors, sailors may have the choice to use their own boat for some/ all of the session, and this will be specified on the day. If you have a boat you would like to use should the instructor deem it appropriate, please indicate so below:

They don't have their own boat

They don't have their own boat

Have Opi

Have Topper

Have Laser

Have Other

Please confirm you have the necessary insurance as specified by the Sailing Club

How or ask about? If so, comment here, otherwise leave blank.

Can you assist during the day? *

Ensuring everyone has signed in Shore duties

Remove

Have you completed a 2025 Junior Registration Form this year?
If not, please asap. Copy and paste this link into your address bar
https://docs.google.com/forms/d/e/1FAIpQLScbrv56wa4gs4f_envjXMzfb8P7G4EulFr07xnvUHI7xh29A/viewform

Reserve 1 now

An email will be sent to you confirming your booking:

Hi Joe,

A new booking has been made under your name.

Have you completed a 2025 Junior Registration Form this year?

If not, please asap, here is the link:

[2024 Junior Training Registration Form](#)

Thanks

[My Bookings and Allocations](#)

This allows you to view all your bookings you have made:

Home News Calendar Book online The Club Racing Members Area Results Links Classifieds Contact Main SSC website > Members Portal

Members Portal / Bookings and allocations

My bookings & allocations Book event ↗

Upcoming reservations and bookings

Upcoming event tickets

| Event Date | Event | Ticket | Status | Booked | Options |
|--|----------------------------------|-------------------------|--------|-------------|---|
| 15 March, 09:30 - 16:00 | Jo's Junior Test | 1 x Test Booking System | | 31 Dec 2024 | Update choices |
| <small>Select Most Recent Relevant Sailor's experience Beginner Stage 1 All sailors will have access to appropriate club boats for the session. Depending on the activities planned by the instructors, sailors may have the choice to use their own boat for some/all of the session, and this will be specific you have a boat you would like to use should the instructor deem it appropriate, please indicate so below: They don't have their own boat If your sailor is using their own boat please confirm you have the necessary insurance as specified by the Sailing Club No Can you assist during the day? * listen for radio calls etc</small> | | | | | |
| ... | | 1 x Test Booking System | | 2 Jan 2025 | Update choices Cancel |
| <small>Select Most Recent Relevant Sailor's experience completed Stage 4 All sailors will have access to appropriate club boats for the session. Depending on the activities planned by the instructors, sailors may have the choice to use their own boat for some/all of the session, and this will be specific you have a boat you would like to use should the instructor deem it appropriate, please indicate so below: They don't have their own boat If your sailor is using their own boat please confirm you have the necessary insurance as specified by the Sailing Club No Can you assist during the day? * Ensuring everyone has signed in Shore duties</small> | | | | | |

[Crew Finder](#)

SCM enables you to request a crew or volunteer to crew for another Club member at a forthcoming event.

[Crew Available.](#)

This link provides a summary of recent crew requests you have made, and any potential matches.

[Crew Wanted.](#)

This link allows you to specify the details of crew you are seeking.

[My Availability.](#)

Allows you to specify when you would be available to crew for other Club members.

[Membership](#)

This section shows you a list of all your current membership details. It enables you to update your details and to renew any memberships that you currently hold. If you wish to change your membership type, then you will need to contact Joe Levy, the Membership Secretary, at swarkestonescmembership@gmail.com.

[My Membership.](#)

This link shows your membership details.

[My Renewals.](#)

This link allows you to renew your membership.

[Member Directory.](#)

This link takes you to a directory listing of all current members of the Club and may include a

picture and contact details, where these are available and have been authorised by the respective member. Clicking on the member's name shows their contact details and allows you to send them a personal email message direct from SCM. You can choose to be removed from this directory by contacting the Club Administrator or changing the settings in your profile (see My Profile section above).

[Boat Directory](#)

This link shows details and photographs (where they have been uploaded) of members' boats.

[Communication](#)

This section allows you to send and receive emails from other Club members, post messages on the Forum page and decide which Mailing List you would like to receive.

[My Messages.](#)

This link allows you to compose emails to other Club members and shows a record all messages sent and received.

[My Forum Posts.](#)

This link provides a record of all the messages you have posted on the Forum.

[My Mailing Lists.](#)

This link enables you to opt in or out of the Club's discretionary mailing lists. Your data will be held securely and not be shared with any other organisation without your explicit consent in line with the SSC Data Privacy Policy.

[Payments](#)

This section provides details of invoices and any payments that you have made. It also allows you to setup GoCardless Payments should we decide to use and pay for their services in the future.

[My Invoices.](#)

This link shows you a list of invoices for any subscriptions and/or event tickets etc. that you have ordered. It contains details of what you need to pay and the payment options.

[My Statement of Account.](#)

This link provides details of all the transactions you have made.

[Main Menu Options](#)

[Home](#) [News](#) [Calendar](#) [Book online](#) [The Club](#) [Racing](#) [Members Area](#) [Results](#) [Links](#) [Classifieds](#) [Contact](#) [Main SSC website >](#) [Members Portal](#)

As we already have our own SSC website and SCM also has a website for sailing club use, we need to decide which of the two websites we use for different information. This will be more apparent once we start using SCM. Therefore some of the main menu options in SCM shown above have yet to be developed.

There will be links connecting the two websites allowing us to easily navigate between both. The menu item 'Main SSC website' links to the SSC website. If for example we choose to keep our results on the SSC website, the 'Racing' menu above will link to the results page on the SSC website. There will also be a link on the results page to return back to the SCM website.

[Help using SCM](#)

Should you require any help or advice regarding the features of SCM or require a change that has to be done by an administrator, please contact any of the following committee members:

Joe Levy – Membership Secretary – email: swarkestonescmembership@gmail.com

David Moore – Rear Commodore – email: rearcom.swarkestonesc@gmail.com

Joanne Hill – Training Officer – email: swarkestonesctraining@gmail.com