



Using the WSC Members Portal

Club Craft Hire



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1. Introduction to Club craft hire

The club owns several dinghies and paddle boards ('craft') which are primarily for training, but are also available to hire by club members for either general use or racing (dinghies only). If not required for Training or Club organised events, members holding RYA Level 2 or above, or who have been assessed by a Club official as equivalent standard, may hire a club craft.

The club does not hire to members of the general public, as this is not allowed under our lease with SCC or our insurance. Club members may hire out craft to use with, or for, their signed in guests, but at all time remain solely responsible for its safe use and return.

The club craft are insured third party only and the hirer is fully responsible for the craft and its equipment, together with the safety of the craft and crew. **They must take due consideration of their experience/competence, the weather conditions, and the sailing area before launching.**

Club craft may only be used when any of the Race Officer, or Assistant Race Office, or Social Sailing Lead, or a member of the General Purpose Committee (GPC) is at the club and available to **Authorise** the use of the craft BEFORE launching.

The number of crew using a club dinghy is strictly limited to the recognised maximum crew or weight limit for the class of dinghy, usually marked on the manufacturer's plate. If in doubt please ask the Authoriser. Paddleboards must only be used by one adult or two small children and, as they are inflatable, great care needs to be taken around rocks and other sharp objects.

Club craft must be booked **at least 24 hours in advance** of the intended date by using the WSC members Portal 'Book a slot' (see 4 below).

Club craft will only be authorised for use on the day/date if:

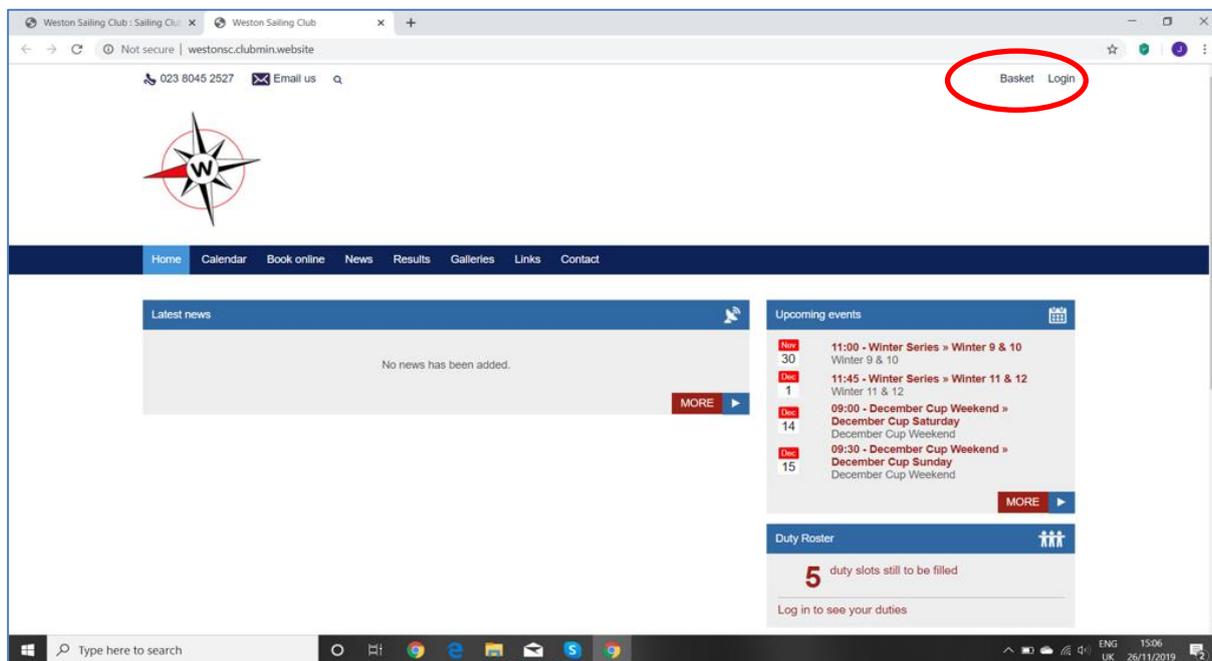
1. XC Weather Southampton wind is not forecast to increase above 20 knots for Dinghies, or 15 knots for paddleboards (link here: [XC Weather](#)), AND
2. Sotonmet mean wind speed has not exceeded 20 knots for Dinghies, or 15 knots for paddleboards (link here: [Sotonmet](#))

The Race Officer, or Social Sailing Lead, or GPC member decision on the wind is final.

A hire period may last for the whole period of the club event on that day, or until the hirer has finished using the club craft and advises the Authoriser. Paddleboard hire is for a full hour or multiples thereof. This may mean that club craft can be hired again that day, subject to the 'Club Hire Principles' (see hire form)

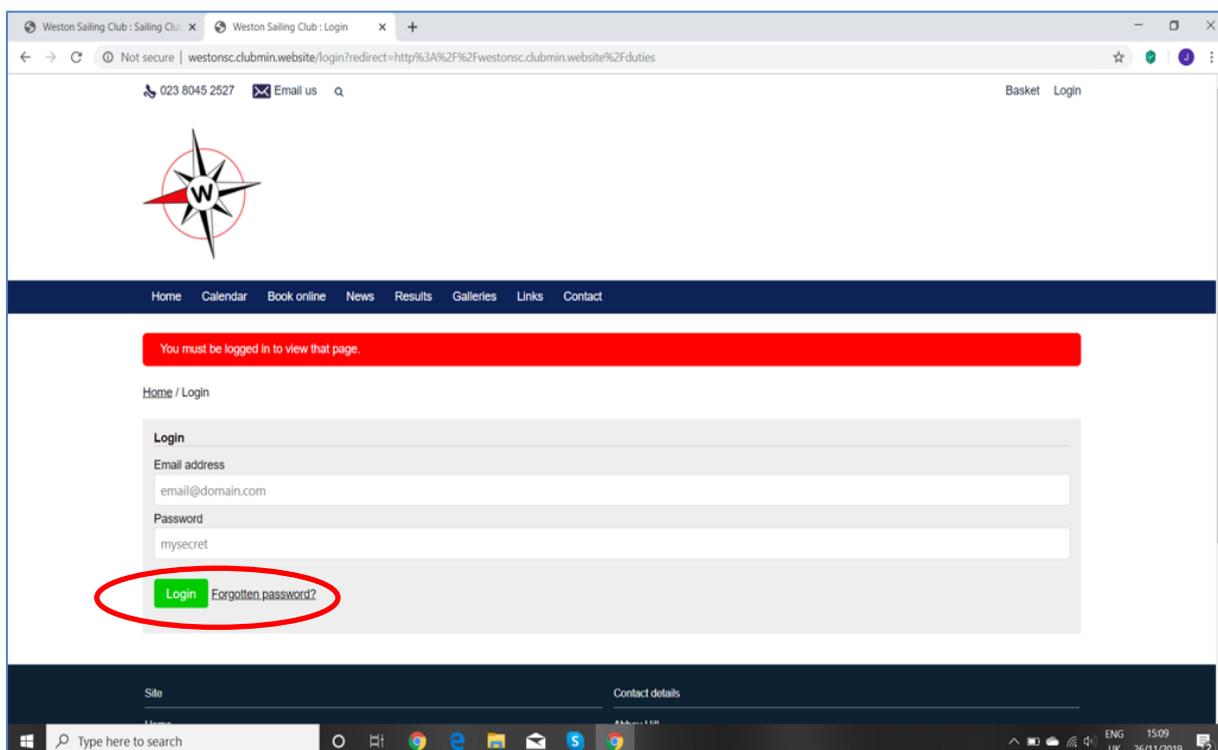
2. Signing in to the WSC members portal

To 'Book a slot' you will first need to sign in to your WSC members portal account. You can do this by clicking on the "Login" link which is in the very top right-hand corner of the WSC Portal homepage. Please see the image below.



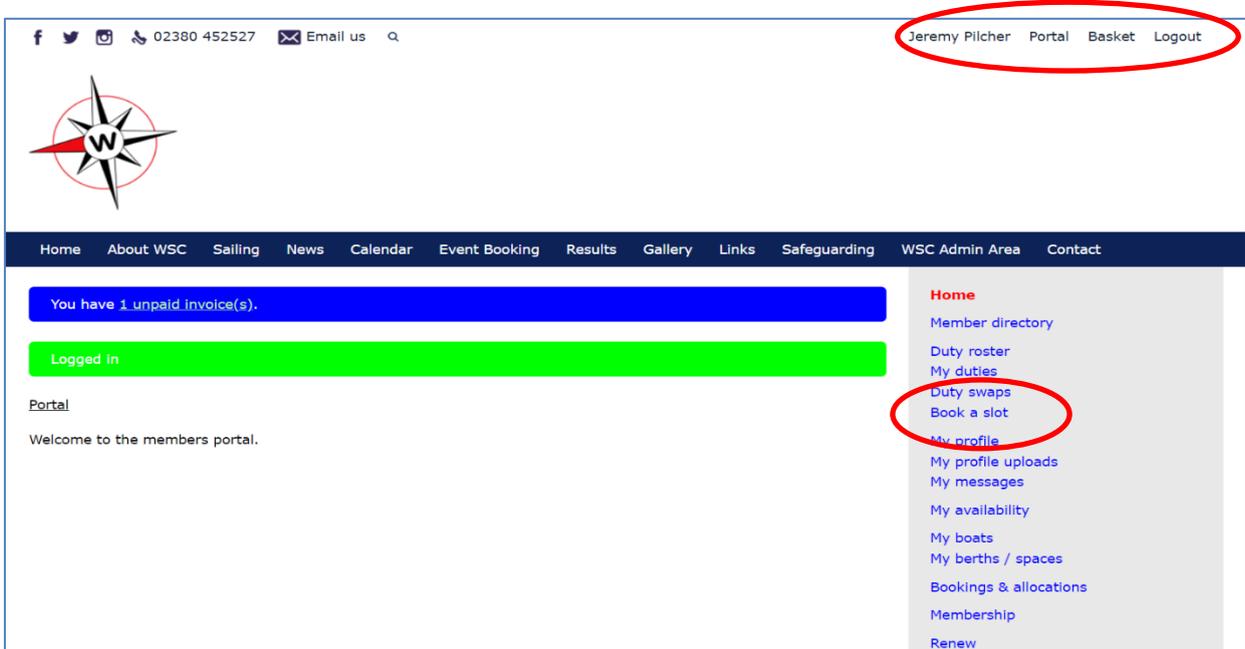
You can log in using your registered email address and password. When you have entered your log in details, click the "Login" button.

If you have forgotten or lost your password, click on the "Forgotten Password" link (see below) and we will send you a new one.



3. Your personal home page

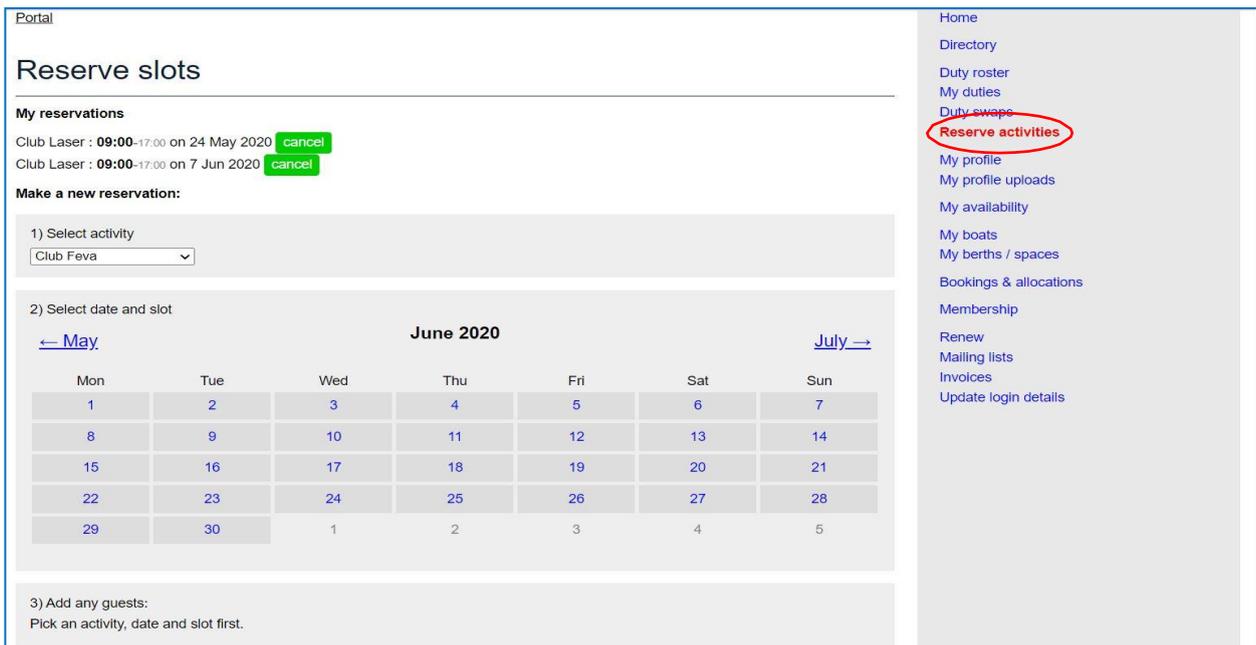
Once you have signed in successfully you will see your personal home page. This shows your name, 'Portal', and a 'Logout' link at the top right of the screen. Clicking the 'Logout' link logs you out of the members' area and returns you to the main public website.



The 'Book a slot' screen can be accessed by clicking on the link in the light blue panel on the right-hand side of the page. By clicking 'Portal' at the top right you can return to this menu list from any other screen on our website.

4. Viewing 'Book a slot'

Click on 'Book a slot' and this opens a screen that will look similar to the image below:



‘My Reservations’ - This shows any previous and current reservations, please do not cancel any that have been successfully completed in the past. If you need to cancel a future reservation, please use the green **cancel** button.

‘Make a new reservation’

1. ‘Select Activity’ - Each club craft has a separate calendar, so firstly select the craft you want to book from the drop-down list
2. ‘Select date and slot’ - Select a **Saturday or Sunday date** (see 4 below) from the pop-up calendar. If the craft is available on that date a message will be displayed with the time of the slot and the number of craft available.
3. Please note: All slots are shown as 09:00 to 17:00, however you will need to refer to the Club programme to check the actual event and therefore tidal window when the Authoriser will be available.
4. Member booking is weekends only. If you wish to book an evening, or week day when a club event is organised, please contact administrator@weston.org.uk.
5. ‘Add any Guests’ – This is in addition to yourself, if required (members and non-members)
6. Click the green box **Reserve Activity** and the reservation process is complete and linked to your membership

2) Select date and slot

← [December](#) **January 2022** [February](#) →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	
23 Jan 2022 close						
09:00 - 17:00 : 1 free						
24	25	26	27	28	29	30
31	1	2	3	4	5	6

3) Add any guests:

Select... ▾

Reserve activity

This new reservation should now appear in the **‘My Reservations’** section on this page

5. Confirmation and Payment

Soon after you have reserved your craft via the portal you will receive a confirmation email that your booking has been successful and this will be copied to the Authoriser so they can expect you.

The email will also request that you complete a 'hire form' if you have not hired before (in that calendar year) and this is available on the club website via this link: [Craft rental form](#). There are also rigging guides for most of our dinghies on the club web page for most of the club dinghies here: [New to sailing](#).

You must bring the confirmation email (or show on your phone) and the completed/signed craft rental form to the club on the day and pass the rental form to the Authoriser please.

Separately to this confirmation email, you will receive an Invoice (if fees are payable) and need to make payment via Online secure payment or Bank Transfer. Please do this as soon as possible and **at least 24 hours before** your hire. If payment has not been made ahead of the day, please speak to the Authoriser when you arrive at the club as 'contactless' payment facilities may be available.

Unfortunately, a hire cannot proceed until all the above documents and payment have been seen/confirmed by the Authoriser.