

# Sailing Club Manager (SCM) – Member User Guide

## 1. Logging in

Once your account has been activated by SCM Admin you will be sent an email with your login details and **password**:

**From:** Weston SC <[join@weston.org.uk](mailto:join@weston.org.uk)>  
**Sent:** 25 November 2019 21:22  
**To:** [abcde fghijk@gmail.com](mailto:abcde fghijk@gmail.com)  
**Subject:** Login details

Dear Alexander Meercat,

Your login details are shown below:

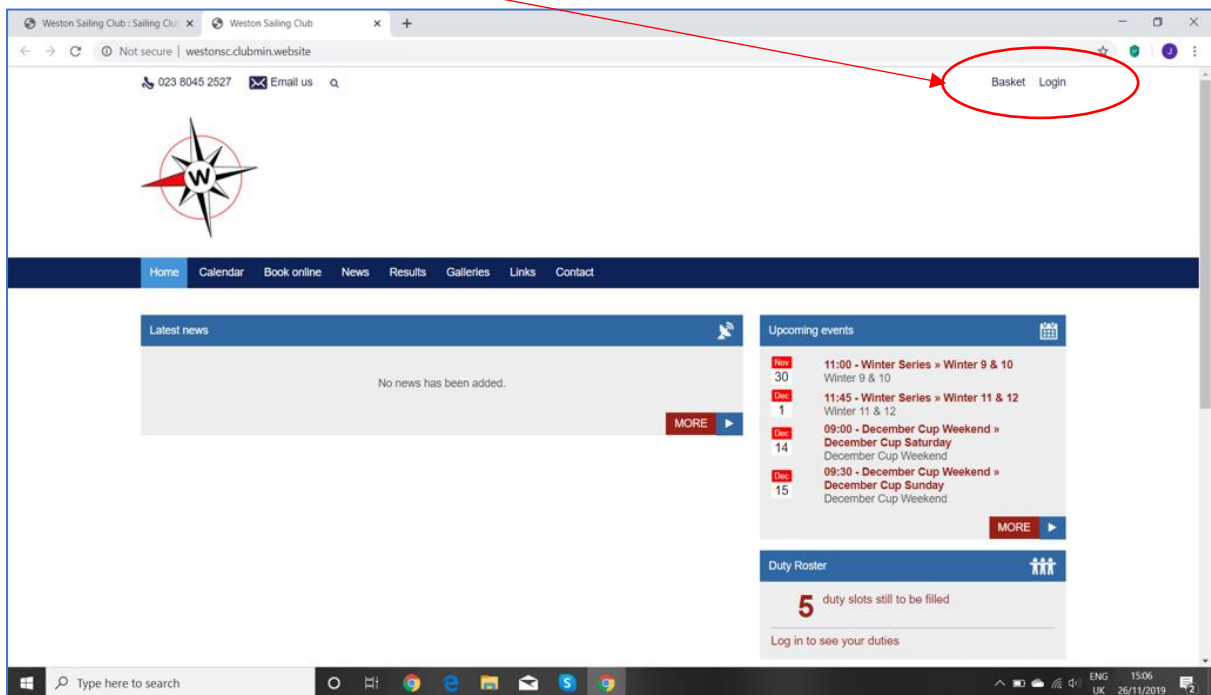
[abcde fghijk@gmail.com](mailto:abcde fghijk@gmail.com)

**XPA5WX**

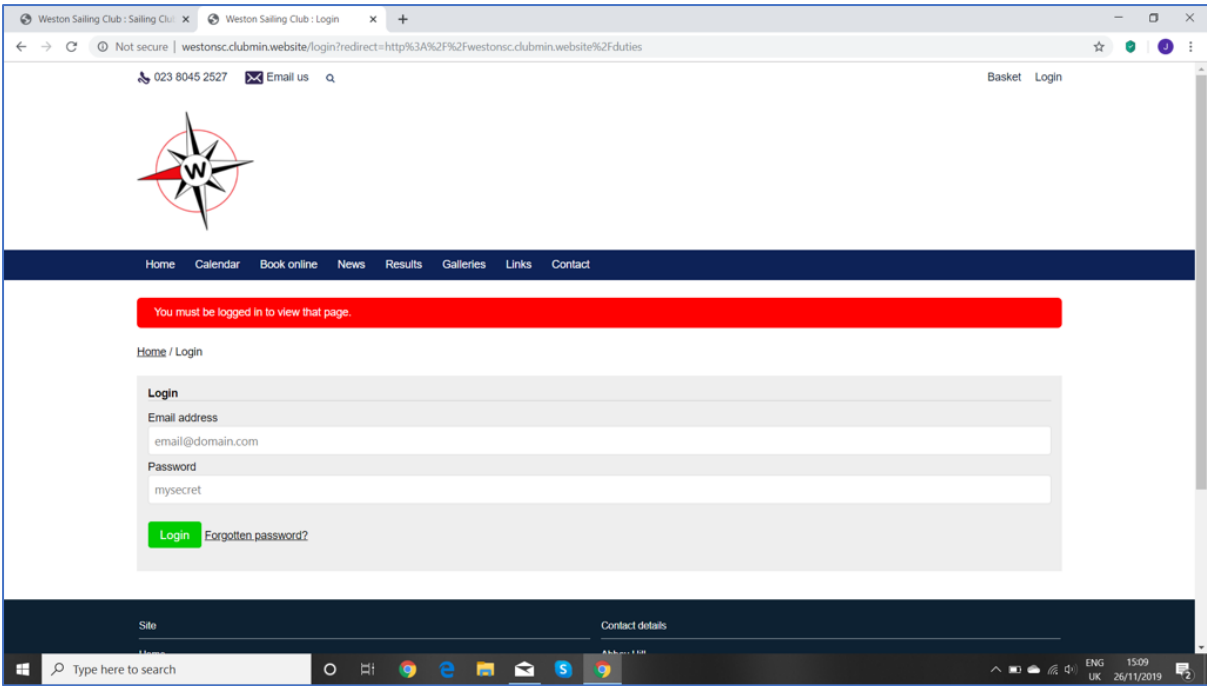
If you are unsure what to do, please contact us.

The email will include a link to the SCM web address, alternatively, simply search for <https://members.weston.org.uk/>

Click on the 'Login' (top right next to 'basket') or click on '**Log in to see your duties**' (bottom right)

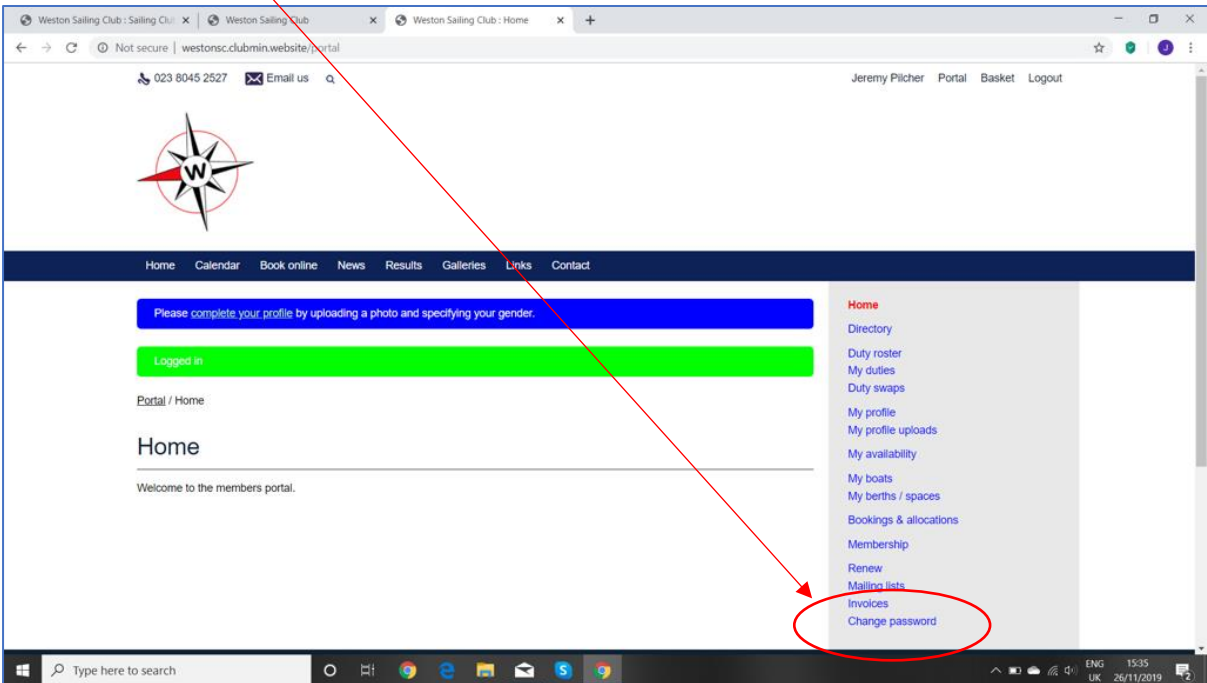


Please login with your email address and the supplied password and this will take you to the Weston SCM home page. You might want to save this page as a 'bookmark' or 'favourite'.



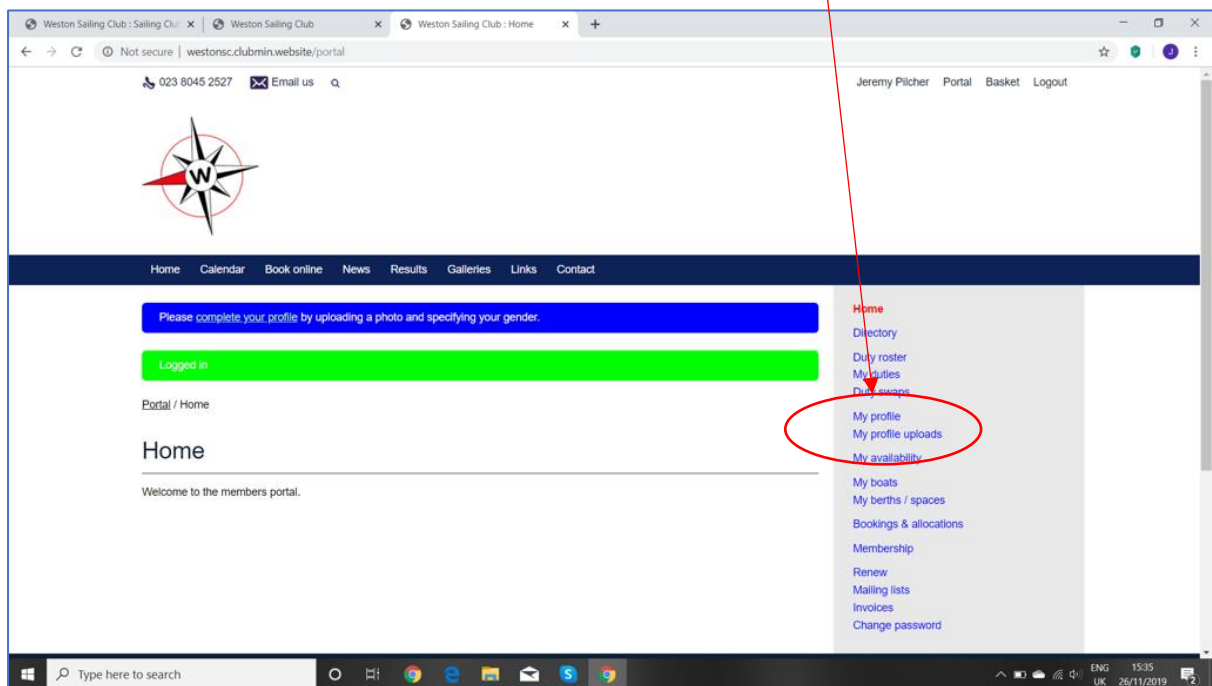
## 2. Changing your Password

You can 'Change password' (recommended when you login for the first time):

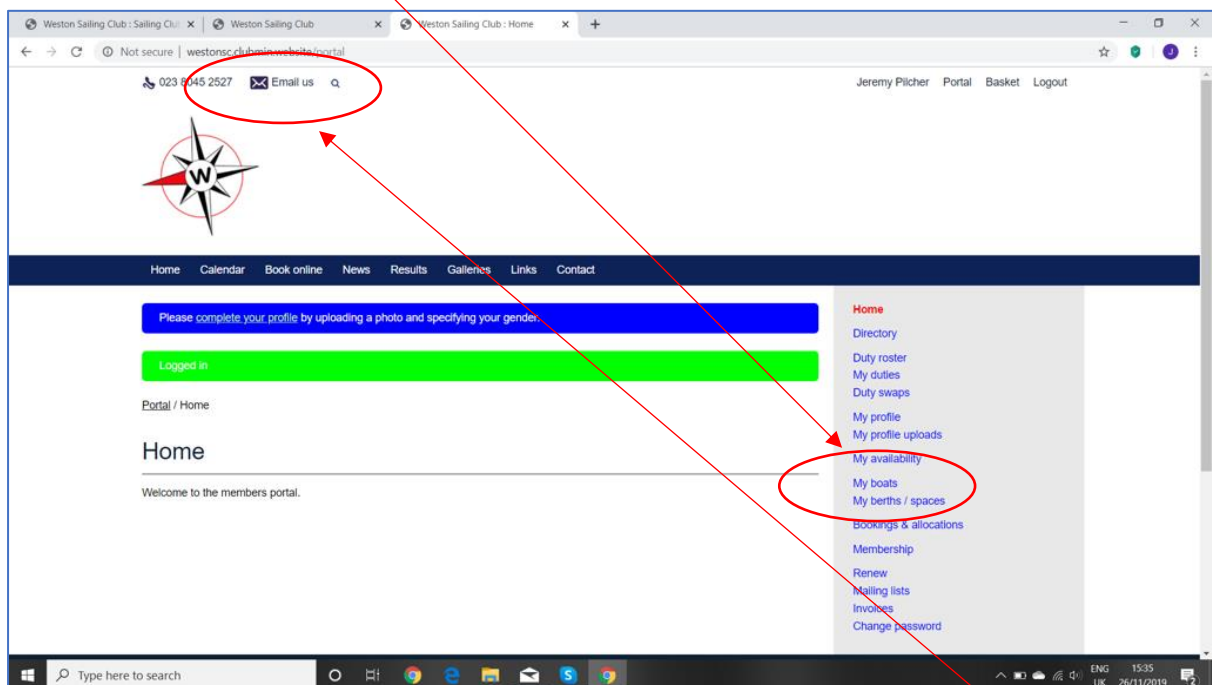


### 3. Personal Profile

Please regularly check/update your personal details in 'My profile' and **as these may have been migrated incorrectly or incomplete**. You can upload a personal photo if you wish.



Please look at the 'My boats' section and check your dinghy and pound space details are correct, but **please do not update these**.



If any boat or pound space information is missing or incorrect, just use the 'Email us' icon and tell us the correct information. If you click this and an email template fails to load up please just send it using your normal email application (e.g. Outlook) and send to [info@weston.org.uk](mailto:info@weston.org.uk). Your boat/pound details will then be updated centrally.

### **Additional Information/Tips**

For your information and main areas to check, based on member feedback (this list is not exhaustive):

1. Don't be shy – please upload a recent photo!
2. If you wish to have emails addressed to a short/nick name (e.g. 'Bill' instead of 'William') please let us know using the '[get in touch](#)' link
3. Telephone number may be missing zeros, usually at the beginning of mobiles. We suggest that all STD codes are separated from the number by a single gap e.g. 07739 612345, or 02380 123456
4. Family members cannot share a single email address
5. Gender is often missing – please update
6. Date of Birth can be incorrect or missing – please update as this affects membership fees
7. **Email addresses ideally need to be set to 'member' please**, so that other members can contact you, as this is the club's preferred contact policy.
8. If you need to go back to the initial profile page click '**Portal**' (top right) but once set up, '**Home**' will usually get you back to the main options you will need