



Shotley Point Yacht Club

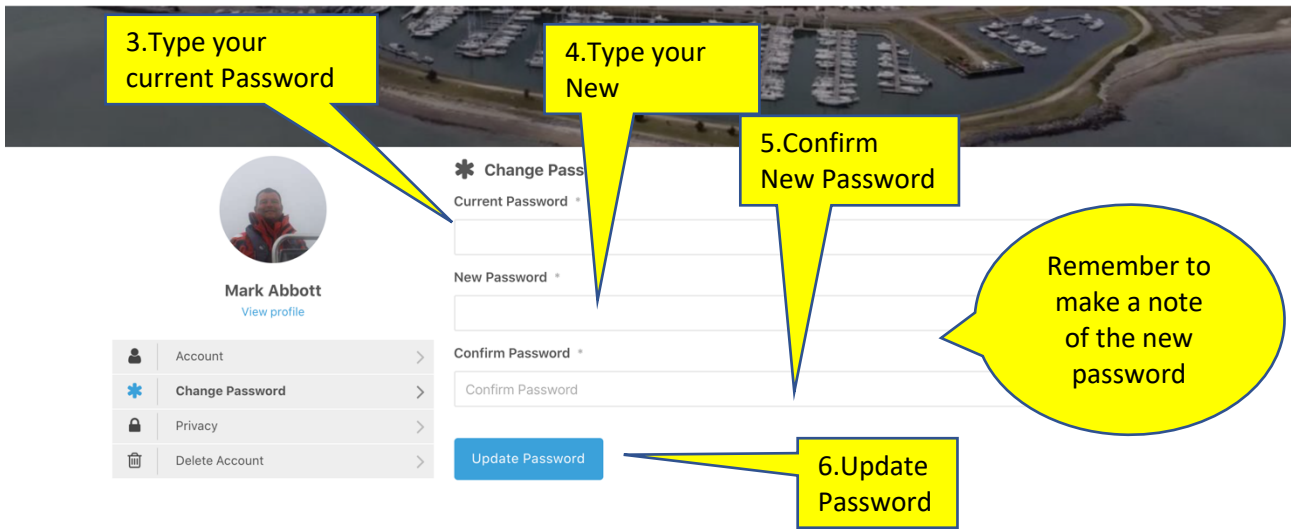
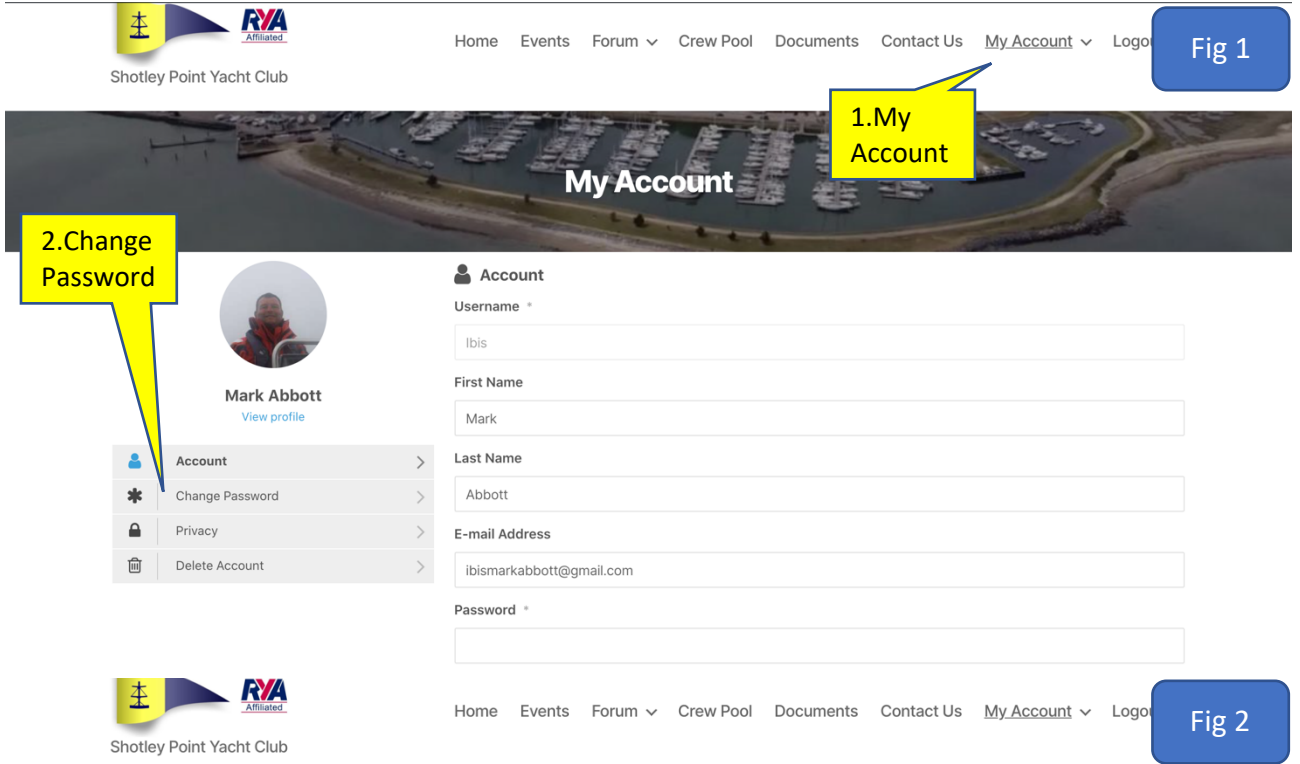
Shotley Marina, Shotley Gate, Ipswich, Suffolk, IP9 1QJ
Email: commodore@shotleypointyc.org
Website: www.shotleypointyc.org
www.facebook.com/shotleypointyachtclub



ADMINISTRATION HELP FILE FOR WEBSITE

Contents	
i. Contents	Pages. 1
1. Change Password	2
Fig 1	
Fig 2	
2. Add Profile	2
Fig 3	
Fig 4	
3. Join Event	4
Fig 5	
Fig 6	
4. Cancel an Event	6
Fig 7	
Fig 8	
Fig 9	
5. Posting on the Forum	7
Fig 10	
Fig 11	
6. Sell Something	8
Fig 12	
Fig 13	
7. Cancel a Sale (not done yet)	9
Fig 14	
Fig 15	
8. Accept Member	10
Fig 16	
Fig 17	
9. Post Newsletter	11
Fig 18	
10. Post Event	12
Fig 19	
Fig 20	
11. Retrieve Event Summery	13
Fig 21	
12. Uploading Media	13
Fig 22	
Fig 23	
13. Documents Upload	14
Fig 24	
Fig 25	
14. Password Reset	15
Fig 26	
Fig 27	
Fig 28	
15. Add New Subscriber to Newsletters	16
Fig 29	
Fig 30	
16. Email Settings and Passwords	17
Fig 31	
Fig 32	
17. Setting Profile read and view list	18
Fig 33	
Fig 34	
18. Creating Booking Forms	
Fig 35	

1. Change Password



2. Add/Change Profile

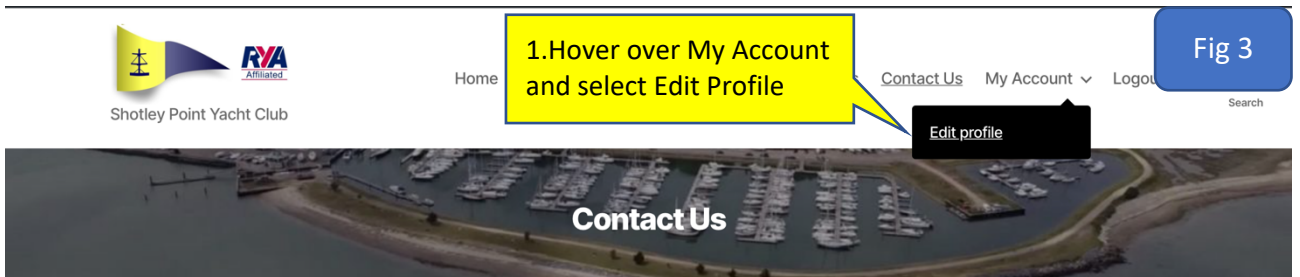
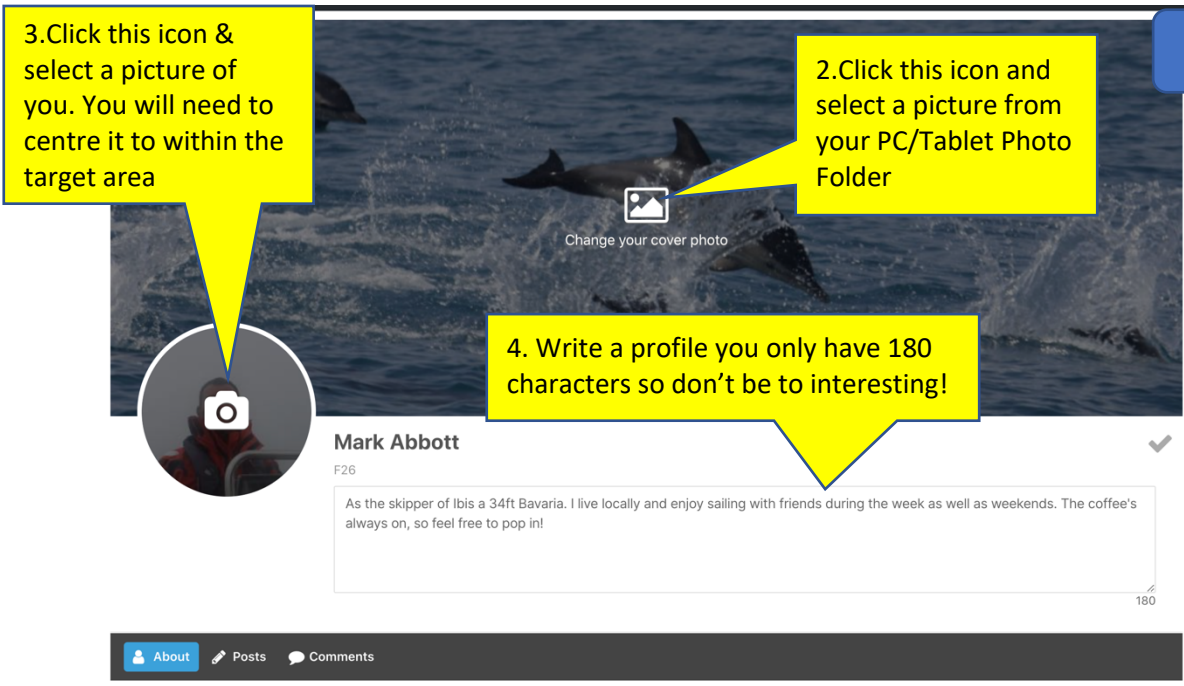


Fig 4



Phone number
07786393799

Boat name
Ibis

Boat length over all (LOA) (m)
10

Boat beam (m)
3.4

Boat draught (m)
1.9

Boat displacement (tonnes)
5.2

Boat air draught (m)
15

MMSI
235098626

Marina
Shotley marina

Berth
F26

Qualifications
 VHF Radio
 Day Skipper
 Yacht Master
 Competent Crew
 Coastal Skipper

I give permission for the above information to be used as stated in SPYC GDPR *
 Accept GDPR

Update Profile Cancel

Edit

5. Fill in as much as you can. Some of these items will auto-fill your events form saving you time later

5. Continued. and some will help skipper to see what skills you have.

6. Select the GDPR button which allows us to use this information within the members area of the site and to share with marinas when booking an event.

7. Select Update Profile. (You should receive an email saying your account has been changed.)

3. Join an Event

Shotley Point Yacht Club

Home **Events** Forum ▾ Crew Pool Documents Contact Us My Account ▾ Logou

Fig 5

1.Events

2.Select the Event you want to attend

<<	Mar 2021						>>
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	1	2	3	4	5	6 Night Sail	
7 Winter Workshop	8	9	10	11	12	13	
14 Fox's Lunch Cruise	15	16	17	18	19	20	
21	22	23	24	25	26	27	

Shotley Point Yacht Club

Home Events **Night Sail** Forum ▾ Crew Pool Documents Contact Us My Account ▾ Logou

Fig 6

Night Sail

By Mark Abbott 06/03/2021 1 Comment

Date/Time
Date(s) - 06/03/2021
5:00 pm - 10:00 pm

Location
[Shotley Marina](#)

Details
If you have never sailed at night or would like to practice more, this is your chance. I quick brief at he Control Tower, at 1730, followed by a night sail out to the Stone Banks (FL R 5s) with weather) Everyone back by 2000 approx. See Mark Abbott for details.

Bookings

Here is where you can see the Event information

Fig 6 cont

Spaces

Phone *

Boat name

Boat length

Boat beam

Boat draught

Boat displacement

Boat MMSI

Names of crew (excluding themselves)

Estimated Time of Departure (ETD) Shotley

Estimated Time of Arrival (ETA) [destination]

Estimated Time of Departure (ETD) [destination]

Estimated Time of Arrival (ETA) Shotley

Comments for other info: eg menu

SEND YOUR BOOKING

Edit

3.If you have filled in your profile, these boxes will auto fill. If not type in required fields

4.Type required fields

5.Select Send Your Booking. (You should receive an email saying you have booked on this event)

← Winter Workshop

Winter Workshop →

1 reply on "Night Sail"



Mark Abbott
31/01/2021 at 09:55 • Edit

I'm still not sure what this does?

If the Author or Host wish to share farther information with you it will be here.

4. Cancel an Event

a. Complete steps 1 & 2 from Chapter 3 (Booking an Event)

Fig 7


By Mark Abbott | 06/03/2021 | 1 Comment

Date/Time
Date(s) - 06/03/2021
5:00 pm - 10:00 pm

Location
[Shotley Marina](#)

Details
If you have never sailed at night or would like to practice more, this is your chance. I quick brief at he Control Tower, at 1730, followed by a night sail out t back. (route might change with weather) Everyone back by 2000 approx. See Mark Abbott for details.


Bookings
You are currently attending this event: [Manage my bookings](#)

 Edit

//

[← Winter Workshop](#) [Winter Workshop →](#)

Fig 8




- Home
- Events
- Forum ▾
- Crew Pool
- Documents
- Contact Us
- My Account ▾
- Logout

My Bookings

Event	Date	Spaces	Status
Night Sail	06/03/2021	1	Cancelled
Night Sail	06/03/2021	1	Pending Cancel

4.Cancel (depending on your operating system you might have to confirm cancellation)

Fig 9



- Home
- Events
- Forum ▾
- Crew Pool
- Documents
- Contact Us
- Logout

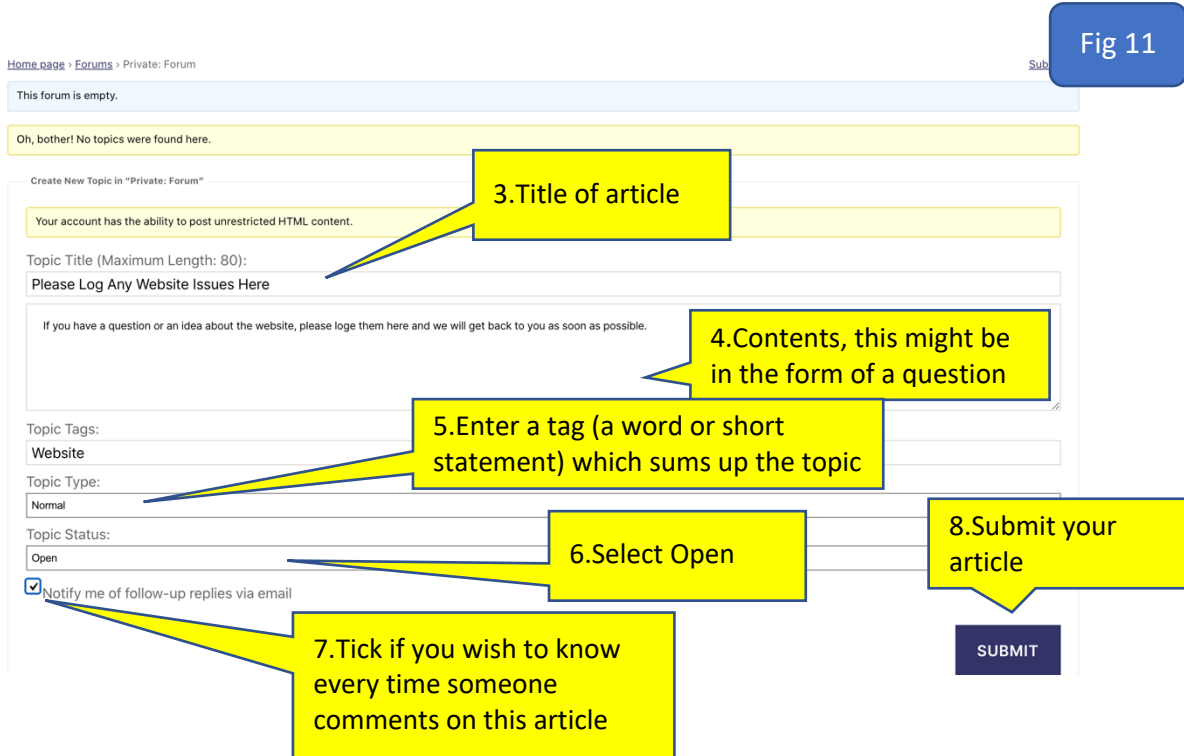
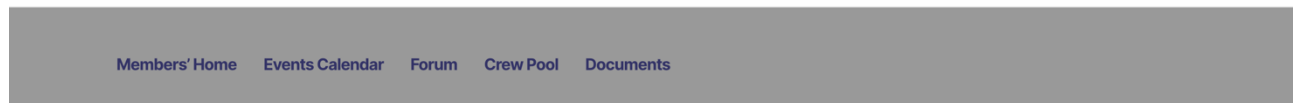
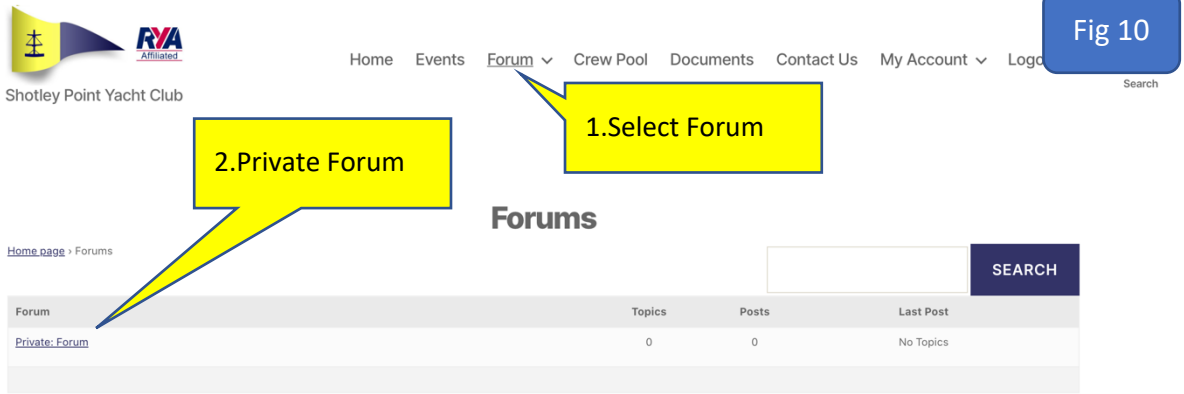
My Bookings

Booking Cancelled

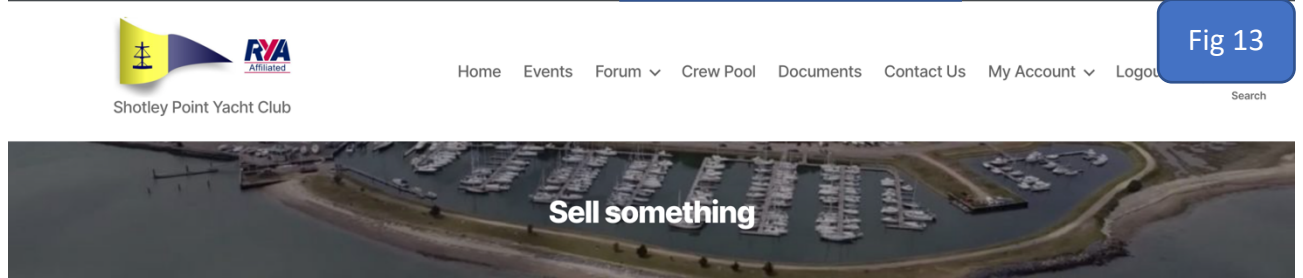
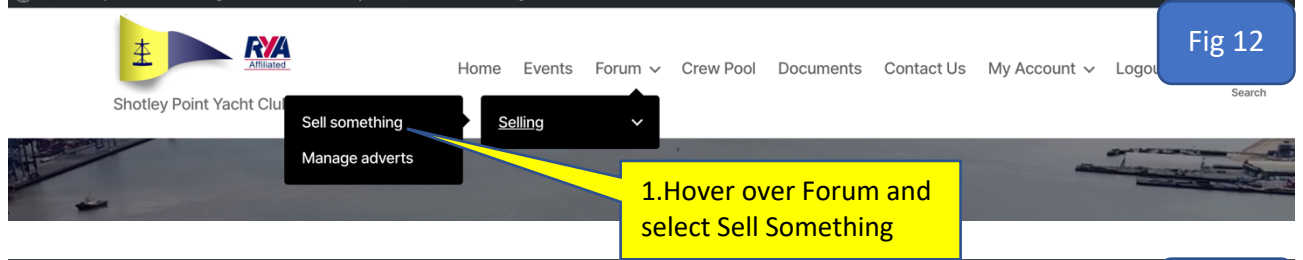
Event	Date	Spaces	Status
Night Sail	06/03/2021	1	Cancelled
Night Sail	06/03/2021	1	Cancelled

Confirmation of cancellation (you should receive an email confirming this)

5. Posting on the Forum



6. Selling Something



Contact Information

Account

You are posting as **Mark Abbott**.
If you want to use a different account, please [logout](#).

Contact Person *

Mark Abbott

Email *

ibismarkabbott@gmail.com

Phone Number

Item Information

Title *

Category

Select options ...

Drop files here to add them.

browse files ...

Description *

7. How much are you selling it for

6. Describe the item, possibly condition if applicable

Price

Location

PREVIEW

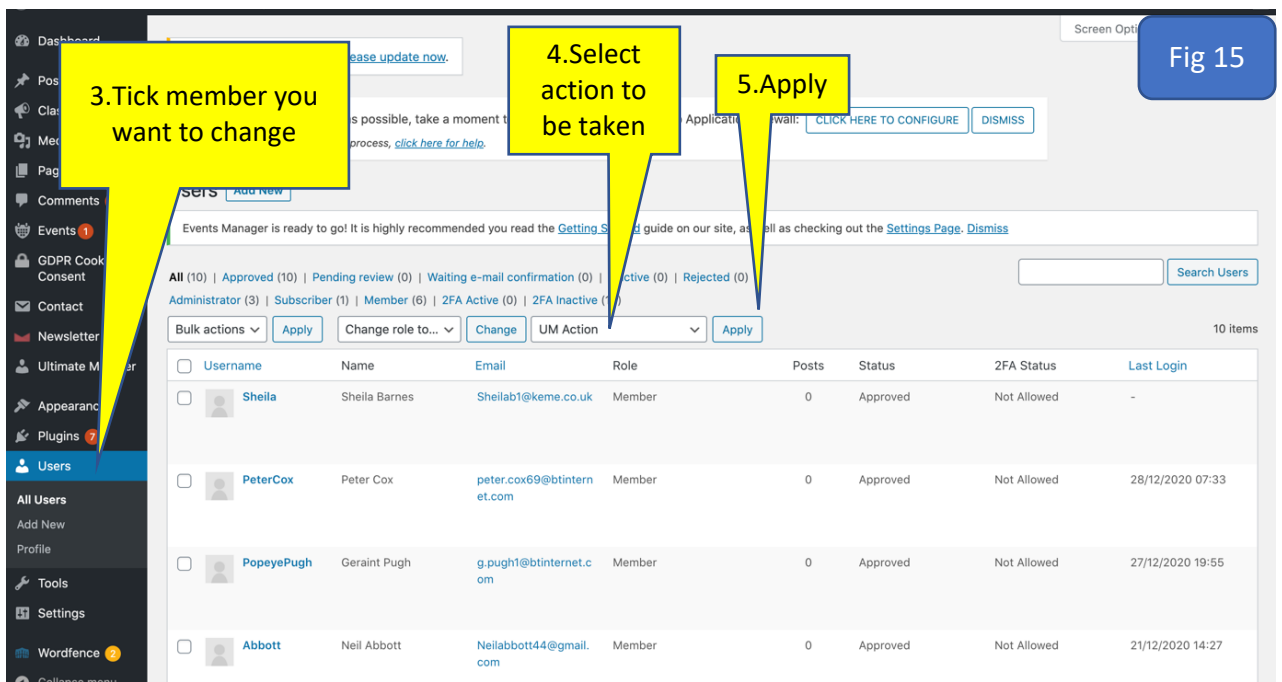
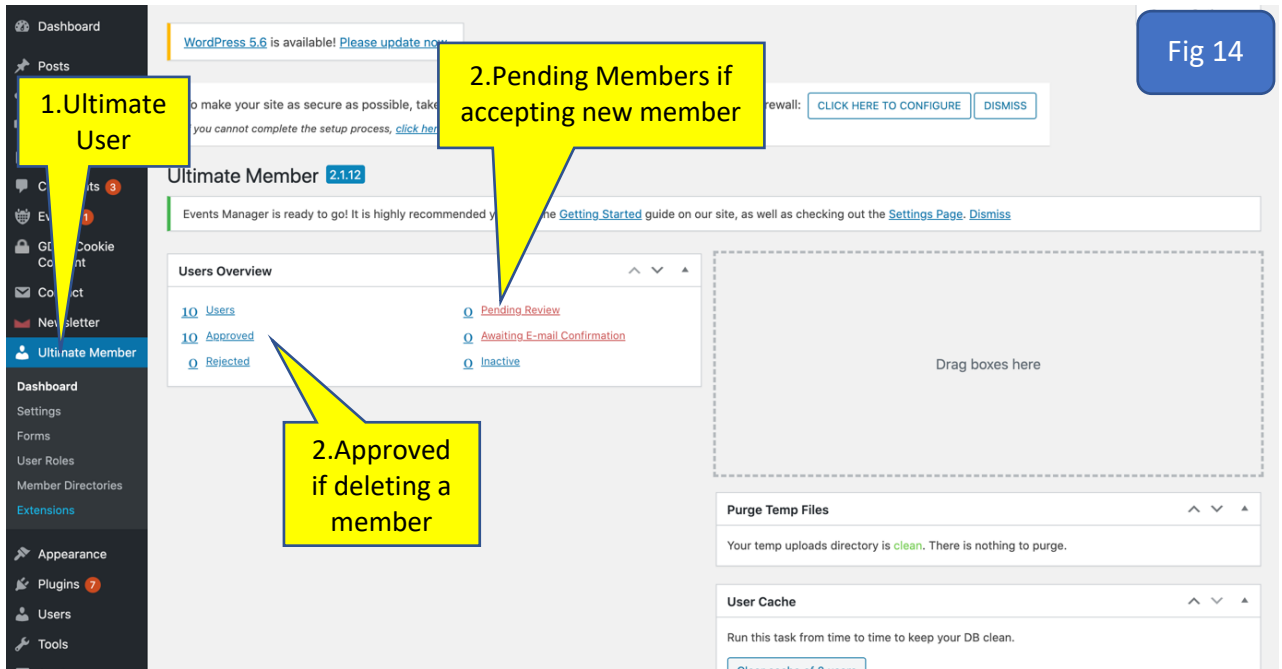
9. Preview & then Publish

8. Where is it

Edit

7. Cancel a Sale

8. Accept Members.



9. Post Newsletter

This screenshot shows the 'Create Newsletter' interface in WordPress. The left sidebar contains navigation options like 'Overview', 'Configuration', and 'Create Newsletter'. The main area has a text input for the subject line, an 'Add Media' button, and a rich text editor. A preview of the newsletter is shown below, featuring a header image with the club's name and a 'Help File' section. A right-hand panel shows subscriber management options.

1. Newsletter (points to the 'Create Newsletter' menu item)

2. Create newsletter (points to the 'Create Newsletter' menu item)

3. Title (points to the 'Enter email subject here' input field)

4. What do you want to say (points to the rich text editor)

5. Who do you want to see it (points to the 'Subscribers' panel)

View what the recipient will see (points to the newsletter preview)

Fig 16

This screenshot shows the 'Send Newsletter' interface. It includes a table of code strings for inserting content, a 'Send Newsletter' button, and a 'Queue Newsletter' button. The interface also shows options for sending from a specific address and formatting the email.

Code/String	Description
<code>[newsletters_post post_id="X"]</code>	Inserts the excerpt of a single post
<code>[newsletters_posts]</code>	Insert the excerpts of multiple posts
<code>[newsletters_post_thumbnail post_id="X"]</code>	Insert a post featured thumbnail image.
<code>[newsletters_post_permalink post_id="X"]</code>	Insert the permalink URL of a post
<code>[newsletters_email]</code>	Inserts the email address of each user

6. Save as Draft (points to the 'Save Draft' button)

7. Publish when ready (points to the 'Queue Newsletter' button)

Fig 17

10. Posting Events

Fig 18

1. Event
2. Title
3. Information about event
4. Add date & time of
5. Add a Tag to add searches
6. Tick Enable Registration
7. Add total spaces for event if required
8. Add max people per booking if required
9. Add a booking closed Date/time if required
10. Add the Form type. Shore based events or SPYC Event Form [Default]
11. Add the location of the events
12. Save as Draft
13. Publish when ready

11. Retrieve Event Summary

1.Event (points to the Events menu item)

2.bookings (points to the Bookings menu item)

3.select event (points to the 'Future events' dropdown)

4.Click CVS (points to the 'Columns to export' table)

5.Drag required items from white to yellow list (points to the 'Columns to export' table)

6.Export Booking to an excel spreadsheet (points to the 'Export Bookings' button)

Fig 19

12. Uploading Media

1.Media (points to the Media menu item)

2.Add New (points to the 'Add New' button)

3.Select File (points to the 'Select Files' button)

Fig 20

4.Title (points to the Title field)

5.What page if any is it attached to (points to the Page field)

6.If needed a description of what it is (points to the Description field)

Fig 21

13. Documents Upload

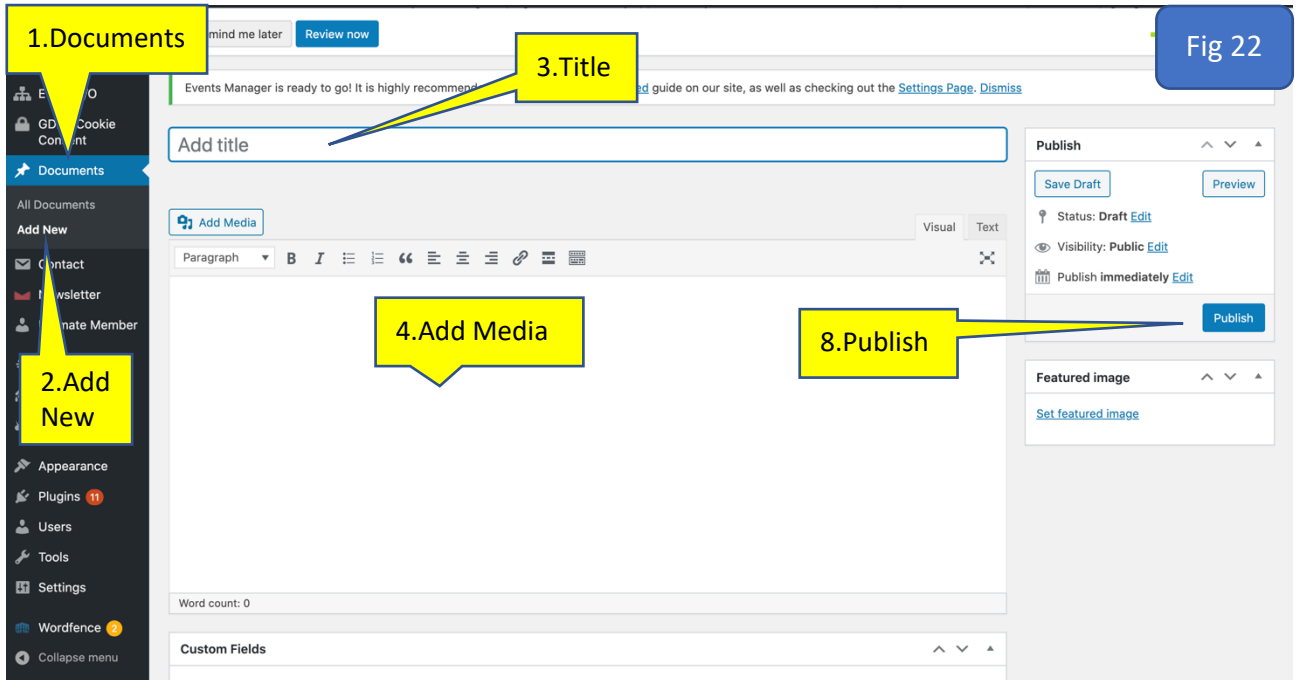


Fig 22

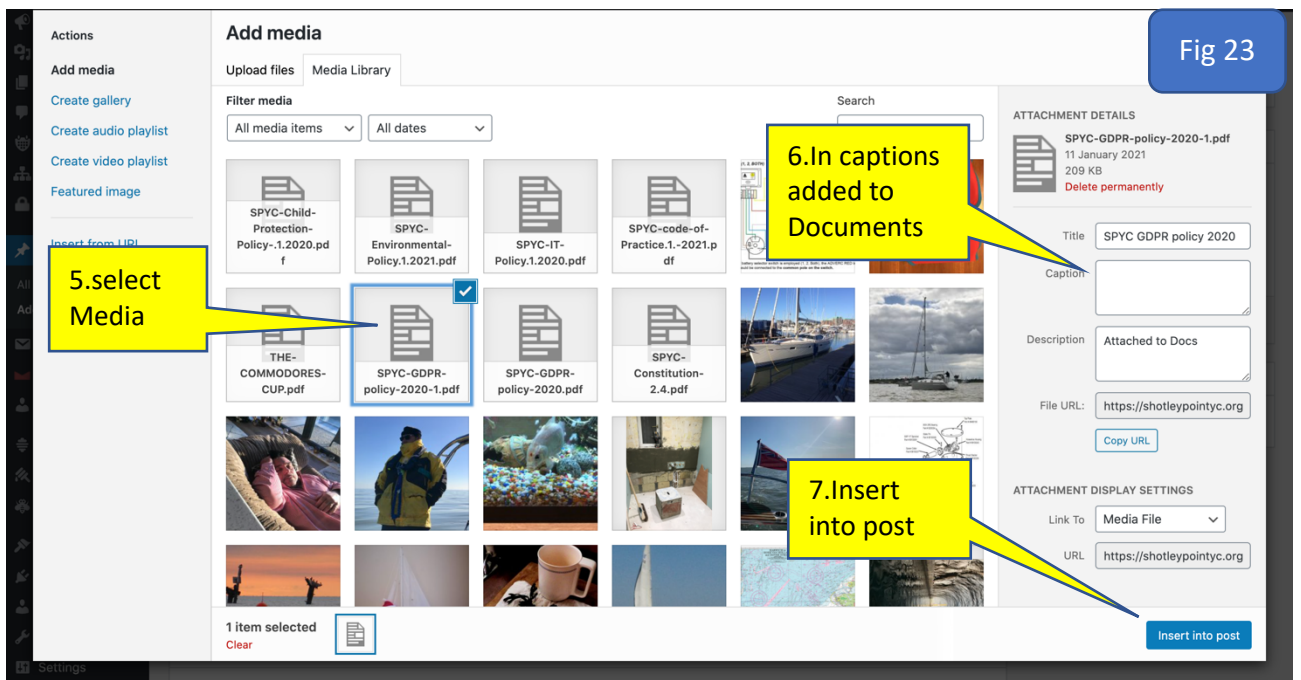


Fig 23

14. Password Reset

1.Ultimate User

2.Approved

Fig 24

3.Documents

Profile Picture	Name	Email	Role	Documents	Status	Permissions	Last Login
	Geraint Pugh	g.pugh1@btinter.net.com	Member	0	Approved	Not Allowed	
	Neil Abbott		Participant	0	Approved	Not Allowed	18/01/2021 14:17
	Mark Abbott	ibismarkabbott@gmail.com	Administrator	4	Approved	Inactive	18/01/2021 14:03
	New User		Member	1	Approved	Not Allowed	18/01/2021 17:28

Fig 25

4.Generate Password

Copy password and send to member. Remind them to change it immediately

Fig 26

15. Add New Subscriber to Newsletters

1. Newsletter

2. Subscribers

3. New User

Fig 27

ID	Image	Email Address	Device	User	List(s)	Bounces	Date
4		simon.gleen@netphobia.co.uk			none	0	31/01/2021
3		g.d.stratton@outlook.com			Default List	0	31/01/2021
2		ibismarkabbott@gmail.com			Default List	0	31/01/2021
1		info@netphobia.co.uk			none	0	31/01/2021

3. Add email address

Fig 28

4. Save Subscriber

Save Subscriber

16. Email Settings and Passwords

1. Go to <http://cp.shotleypointyc.org>

2.Type Shotleypointyc.org

3.Type the password given to you by the IT Manager

4.Copy the human checker

5.Login Now

Fig 29

6.Manage Hosting

Fig 30

7.Mail Boxes

Fig 31

Email Address	Change Password	Password Expiry	Delete	Usage	Check Junk
commodore@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check
crewpool@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check
crowsnest@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check
info@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check
membershp@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check
newmembers@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check
qm@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check
secretary@shotleypointyc.org (click to log-in to WebMail)	<input type="text"/>	28/07/2021	<input type="checkbox"/>	0MB / 1024MB (00%)	Check

Fig 32

8.Allocate New

9.Select Modify at bottom of

17. Setting Profile Read and View List

1. Ultimate User

2. Members Directories

3. Club Members

4. Tick to say who see members

6. Update

Fig 33

Fig 34

Member Directories [Add New](#)

✓ You have been using [Tribulant Newsletters](#) for 90 days or more. Please consider to [★ leave your rating](#) on [WordPress.org](#). We appreciate it very much!

Events Manager is ready to go! It is highly recommended you read the [Getting Started](#) guide on our site, as well as checking out the [Settings Page](#). [Dismiss](#)

All (1) | Published (1) [Search Member Directories](#)

Bulk actions	Apply	All dates	Filter	1 item	
<input type="checkbox"/>	Title	ID	Default	Shortcode	Date
<input type="checkbox"/>	Club members	618	No	[ultimatemember form_id="618"]	Published 2021/01/16 at 3:20 pm
<input type="checkbox"/>	Title	ID	Default	Shortcode	Date

Edit Member Directory [Add New](#)

✓ You have been using [Tribulant Newsletters](#) for 90 days or more. Please consider to [★ leave your rating](#) on [WordPress.org](#). We appreciate it very much!

Events Manager is ready to go! It is highly recommended you read the [Getting Started](#) guide on our site, as well as checking out the [Settings Page](#). [Dismiss](#)

Club members

Send as Newsletter

Yes, send this post as a newsletter
Turn this on to send this post/page as a newsletter. Then configure it and Publish, Update or Schedule the post to execute.

Update

Shortcode

Styling: General

Template
Default Template

General Options

View type(s) Grid List

Default view type

User Roles to Display

- Administrator
- Editor
- Author
- Newsletter Contributor
- Subscriber
- Member
- User Administrator
- Events Manager
- Document Administrator
- Keymaster
- Moderator
- Participant
- Spectator
- Blocked

Only show members who have uploaded a profile photo

Only show members who have uploaded a cover photo

Only show specific users (Enter one username per line)

Exclude specific users (Enter one username per line)

Sorting

Default sort users by

Enable custom sorting

Profile Card

Enable Profile Photo

- Newsletters
- GDPR Cookie Consent
- Documents
- Contact
- Ultimate Member**
- Dashboard
- Settings
- Forms
- User Roles
- Member Directories
- Extensions
- Forums
- Topics
- Replies
- Appearance
- Plugins
- Users
- Tools
- Settings
- Wordfence
- Documents
- Contact
- Ultimate Member**
- Dashboard
- Settings
- Forms
- User Roles
- Member Directories
- Extensions
- Forums
- Topics
- Replies
- Appearance
- Plugins
- Users
- Tools
- Settings
- Wordfence
- Collapse menu

Enable Cover Photo

Show display name

Show tagline below profile name

Show extra user information below tagline?

5. Tick to say who can be seen

Search Options

Enable Search feature

User Roles that can use search

<input checked="" type="checkbox"/> Administrator	<input checked="" type="checkbox"/> Member	<input checked="" type="checkbox"/> Moderator
<input checked="" type="checkbox"/> Editor	<input checked="" type="checkbox"/> User Administrator	<input checked="" type="checkbox"/> Participant
<input checked="" type="checkbox"/> Author	<input checked="" type="checkbox"/> Events Manager	<input type="checkbox"/> Spectator
<input checked="" type="checkbox"/> Newsletter Contributor	<input checked="" type="checkbox"/> Document Administrator	<input type="checkbox"/> Blocked
<input type="checkbox"/> Subscriber	<input type="checkbox"/> Keymaster	

Enable Filters feature

Admin filtering

Results & Pagination

Show results only after search/filtration

Maximum number of profiles

Number of profiles per page

Number of profiles per page (for Mobiles & Tablets)

Results Text
You could use {total_users} placeholder for getting users count

Single Result Text
You could use {total_users} placeholder for getting users count

Custom text if no users were found

Thank you for creating with [WordPress](#).

Version 5.7.2

18. Creating a Booking Form

Fig 35

1. Select, Events,

2. Write new form name.

3. Press Add New.

4. Wait for new title to appear here

5. Populate 'User Field' table with all required form questions. Ensure you use the correct Field ID if you wish to auto fill info from Data base. It might be best to duplicate an existing form.

6. Select Add booking field to add a line for question.

7. Use the drop down to select the correct question from the 'User Field Table.'

8. Use the cog at the end of the question to open the below boxes. 'Options' on each line write one of the answers needed. 'Tip Text' write any help text to clarify answer.

9. select if it is mandatory to answer this question

The interface shows a 'Booking Form - General Information' editor. The top section includes a sidebar with navigation options like 'Payment Gateways', 'Coupons Manager', 'Newsletters', 'Check & Log Email', 'Events I/O', 'GDPR Cookie Consent', 'Documents', 'Contact', 'Ultimate Member', 'Forums', 'Topics', 'Replies', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Wordfence', and 'Post SMTP'. The main area displays a table of form fields with columns for 'Label', 'Field ID?', and 'Type'. Below this table are sections for 'Options', 'Tip Text', and 'Error Message'. A 'Save Form' button is visible at the bottom of the form editor.

Label	Field ID?	Type	Required
Name	user_name	Name	<input checked="" type="checkbox"/>
Email	user_email		<input checked="" type="checkbox"/>
Mobile Phone	dbem_mobile_phone		<input checked="" type="checkbox"/>
Boat name	dbem_boat_name	Boat name	<input checked="" type="checkbox"/>
Boat length	dbem_boat_length	boat length	<input checked="" type="checkbox"/>
Boat Beam	dbem_boat_beam		<input checked="" type="checkbox"/>
boat draught	dbem_boat_draught		<input checked="" type="checkbox"/>
Extra Crew Requirements, Please	dbem_comments	radio	<input type="checkbox"/>
What skill level would you prefer	dbem_what_skill_level_would_you_prefer	radio	<input type="checkbox"/>

- Newsletters 1
- Check & Log Email
- Events I/O
- GDPR Cookie Consent
- Documents
- Contact 1
- Ultimate Member
- Forums
- Topics
- Replies
- Appearance
- Plugins 6
- Users
- Tools
- Settings
- Wordfence 3
- Post SMTP

Attendee Form

If enabled, this form will be shown and required for every space booked.

Enable Attendee Forms : Yes No

[Save Changes](#)

10. Select yes if you want details for every crew member for each booking.

Common User Fields for Gateways

In many cases, customer address information is required by gateways for verification.

After creating user fields above, you should link them up in here so some gateways can use them.

Name (first/last) *Generated accordingly from user first/last name or full name field. If a name field isn't provided in your booking form, the username will be used instead.*

Email *Uses the WordPress account email associated with the user.*

Address

Address Line 2

City

State/County

11. Press save for every table and check that this has not changed your input, if it has change back and save again.