

# PIYC MEMBERS ONLY PAGE – INSTRUCTIONS

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## The PIYC Members Only Page

The Members Only Page of [www.piyc.com](http://www.piyc.com) contains documents, reports, and other information that should only be viewed by the membership. For that reason only PIYC members can access this page. In order to view the Members Only page you must set up an account. To get to the Login screen, click on the Members Only button on the main web page.

## Setting Up an Account

1. In order to set up an account you must have an email address on file with the club. If you didn't or are unsure contact the club Secretary.
2. Go to the Login screen for the Members Area by clicking on the Members Only button on the main screen at [www.piyc.com](http://www.piyc.com).
3. Click on the "Set up a Member Account" link
4. Enter the email address you have on file with the club
5. Enter the password you would like to use for the Members Only Page. (You'll be asked to enter this twice.) It must be from 4 to 15 characters long. You can use upper and lower case, numbers, and symbols if you wish. Make absolutely sure you do not have your Caps Lock key on since your password will be case-sensitive.
6. Click on the "Start Registration" button
7. Within a few minutes you should receive an email that will contain a link to click to finish the registration process. If you don't receive this email, check your Spam, Junk, and Deleted folders. If you still can't find it, use the "Get Help From Webmaster" link on the PIYC Member Registration page to send an email. The webmaster can complete the registration process for you.
8. Once the registration process is complete you'll receive another email letting you know you can now sign on using the credentials you provided during the registration process.

## Accessing the Members Only Page

1. In order to sign in you must have set up an account. See the Setting Up an Account section.
2. Go to the Login screen for the Members Area by clicking on the Members Only button on the main screen at [www.piyc.com](http://www.piyc.com).
3. Enter your email address and password, then click on "Log In" button.
4. As long as your credentials match the account you set up you will be taken to the PIYC Members Only Page. (If you have problems, you can contact the webmaster via the "Get Help Signing In..." link on the Log In page.)

## Using the Members Only Page

The Members Only page contains links to Rules and other club documents, club reports, club forms, and some useful links. It also contains a link to the Member Database. (If you have suggestions for improving the page content, you can click on the "Submit Website Content Suggestions" link which will allow you to send an email to the webmaster.)

Most documents are in PDF format so you'll need a PDF reader such as Adobe Reader to view them. Newer PCs mostly come with this capability already installed. Documents will open in a separate browser tab. You can view and print the document from there. When done, just close that tab.

When you are done using the Members Only Page you should Sign Out using the "Sign Out" link on the top right of the screen.

The MENU on the top left additionally provides a way to change your password. (See the Changing My Password section.)

OFFICERS: For you, the MENU will also allow you to go to the Admin Page (See the Using the Admin Page section.)

## Changing My Password

1. From the Members Only page or the Member Database page, click on the MENU button at the top left and select Change Password.
2. On the Change Member Password page, enter your new password twice, then click on "Change Password" button.

## Accessing the Member Database

From the Members Only page, click on the "Member Database" link (or select "Member Database" from the MENU). You'll be taken to the Member List page.

## The Member Database

The Member Database allows members to view handy information on other members and can be scrolled through, filtered and sorted in many different ways. Members can also change some of their own information. (To maintain the quality of the information, only appropriate officers can change certain information.) Sensitive information is only viewable by that member and the club officers.

You can zoom in on member photos by hovering your mouse over them or touching them on touchscreen devices.

See the Using the Member Database section for more detailed instructions.

The default view is all members. You can scroll up and down through the list using the scroll bar or touch gestures on touchscreen devices.

## Using the Member Database

### Searching by Member Name

From the Member List You can search the database by all or part of a member's last name. Simply enter the first letter or so of the last name in the search box on the top left of the list and click on the "Search" button. You'll get a list of member "cards" that match your search. To return to the full list, click on the

## Searching by Vessel Name

From the Member List You can search the database by all or part of a vessel name. Simply enter the first letter or so of vessel name in the search box on the top right of the list and click on the “Search” button. You’ll get a list of member “cards” that match your search. To return to the full list, click on the “View All” link.

## Viewing Member Details

To get more detailed information about a member, click on the “DETAILS” link on the member card. You’ll be taken to the Member Details page for that member. Along the top of the information are tab links that will display information in various categories.

If you are viewing another member’s details, the tabs available will be PERSONAL, CONTACT, VESSELS, and CLUB DUTIES. If you are viewing your own details you will also see STATISTICS, FINANCIAL, and COMMENTS tabs.

Click on a tab to see the information in that category.

OFFICERS: You will be able to see all the tab categories for all members.

## Viewing Member Details

To get more detailed information about a member, click on the “DETAILS” link on the member card.

## Sorting the Member List

You can sort the Member List by Joined Date, Member Type (Active/Inactive), or Points by clicking on the MENU button at the top left of the page and selecting the desired sort under the Sort By section. Click on the “Undo Sort” link to return to the default view.

## Filtering the Member List

You can only those members who are Probationary, Voting, Officers, Committee Leads, Lift Operators, Ground Crew, Past Commodores, Active Members, or Inactive Members by clicking on the MENU button at the top left of the page and selecting the desired category under the Show Only section. Click on the “View All” link to return to the default view.

## Emailing an Officer

Member cards for club officers show a phone number and contain a link that you can click to email that officer. (Keep this in mind when reading the Changing Information Other Than Personal and Contact Info Section.)

## Navigating Away from the Member List

You can return to the Members Only page, open this help document, or Sign Out by clicking on the MENU button at the top left and selecting the appropriate action under the Where To? Section.

Signing out will return you to the main [www.piyc.com](http://www.piyc.com) page.

OFFICERS: You will also see a link to the Admin Page here.

## Closing the Menu

If you select an action from the MENU the menu bar will automatically disappear. However, if you want to leave the menu bar without clicking on anything, select the red “x Close Menu” selection.

## Making Changes to My Details

1. Click on the “DETAILS” link on your card from the Member List. You’ll be taken to the Member Details page.  
*As a member you can change the following fields on the PERSONAL tab: Occupation, Spouse or Significant Other Name and Birthday, Children Info, and Interests. Also, the following info on the CONTACT tab: Newsletter Preference, Phone Numbers, Address info, Emergency Contact info, and Private Contact info*
2. Click on the “Make Changes” link under your photo and member info. The fields you can update will now become editable. (Navigate between the PERSONAL and CONTACT tabs as necessary.)
3. Make your changes and click on the “Save Changes” button.
4. Click on the “Done Updating” link to return to view-only mode.

**NOTE: Make sure to click on the “SAVE CHANGES” button in step 3!**

## Changing Information Other Than Personal and Contact Info

To ensure quality of club records, many fields on the Details page cannot be changed by the member. If you find incorrect information or information that has changed in these categories, contact an officer or board member. Each details tab section lists who is responsible for the information there. Here’s a list of what officer has responsibility for each type of information:

Member ID, Name, eMail Address, Member Birthday	Secretary
All info on the Vessels tab	Vice Commodore, Secretary
Current Duties (except Committees)	Rear Commodore, Secretary
Committees	Commodore, Secretary
Past Positions	Secretary
All info on Statistics tab	Secretary
All info on Financial tab	Treasurer, Secretary
Comments	Secretary
Admin tab (only shows for Administrator)	Administrator

OFFICERS: When you click on the “Make Changes” link on a member’s Details page, the fields you can update will become editable. Make sure to click on the “SAVE CHANGES” button when done!

## Adding or Changing a Photo

Members can add or change their own photo. (The Fleet Captain or Secretary can add or change anyone’s photo.)

1. On the Member Details page, click on the “Change Photo” link (or select “Change Photo” from the MENU). You’ll be taken to the Upload Member Photo page.
2. You can completely remove your photo by clicking on the “Remove Photo” link. If you want to add a new photo or change your photo, skip to step 3.
3. Click on the “Browse” button and navigate to where your photo is located on your device.
4. Select the photo and click on the “Open” button. (Different types of PCs and devices may use a different method to select the photo. Do what works.)
5. The file name of your photo will show up in the box in front of the “Browse” button.
6. Click on the “Upload Photo” button. (Your photo must be in a recognizable image format – PNG, JPG, BMP, etc. and the file size must be under 2 megabytes or you’ll receive an error message.)
7. Your photo will be automatically re-sized and uploaded to the database.

NOTE: You may have to refresh your browser page to see the new photo on the Details page. In most browsers this can be done by pressing the F5 key.

## Administration Tasks for Officers

(Under construction)