

RC Website Tutorial

2.28.13 LML

Getting Started

In order to access everything that is available on the CYC website, **you must first log in**. To do so, go to www.chicagoyachtclub.org and click on the blue box in the upper right corner that reads 'Club Member Login'. Enter the login information you have been given (if you can't remember, call the Race Coordinator or On the Water Director for assistance – 312.861.7777).

If you have entered your name and password correctly, you will be taken to the member homepage which will read "Welcome, John Doe".

Access Your Member Profile

From the member homepage, there are two ways to access your member profile page. You can either click on the 'Member Account' link located in the left side bar, or you can scroll down to the 'Member Account' section in the middle of the page. There are three options under the 'Member Account' heading: 'My Statements', 'My Profile', and 'My Events'. Click on 'My Profile' to take you to your member profile page. On this page you can update all of your personal contact information, add a picture, opt-in to email groups, or add other information about yourself.

It is important to make sure all of your account information is kept current. Please note that ALL correspondence will go to the email on file.

Sign Up For Regattas and Events

To register for regattas or other RC events, highlight the 'Passion' tab at the top of the page. When the box opens, click on 'RC Sign Ups'. This will take you to the main RC Sign Up page. From here, you can choose to view the list of events in a calendar format or a list format. When viewing the events in a calendar format, click on the name of the event to register. When viewing the events in a list format, click on the date of the event to register.

The registration process is very easy. Answer whatever questions are in the comment boxes (where do you want to work, what kind of lunch, etc.) and press 'Save Registration' when you are done. You will receive an email confirming that you have registered. You will also be able to see this event listed under 'My Event's' under the 'Member Account' heading on the member homepage.

See and Alter Your Events

If you would like to see a list of the events that you are currently signed up for, you can click on the 'My Event's' link located under the 'Member Account' heading on the member page. This page will display a list with all of your events. You can use the links in each event title to access that reservation and make any updates to it you would like. For instance, if you decide you would like to be on the signal boat instead of a markset, simply click on the event that you would like to change, make the update and press save. You can also cancel a sign up this same way. Please note that you are not able to cancel any sign-ups within 7 days of the event.

Find RC Resources

Under the main 'Race Committee' heading located in the 'Passion' tab, you will see a link called 'RC Resources'. This page contains meeting minutes, job descriptions and blank race documents that you might find helpful. Check back regularly as we add more things of use to it.