

Web site instructions for CSC Day Leaders

Last updated 9 April 2010

How does a new member sign up using the web site?

1. Go to www.cal-sailing.org
2. Click Membership in the left-hand menu
3. Read the instructions on the screen (especially the PayPal instructions)

How does an existing member (who used the web site before) renew their account?

1. Go to the web site
2. Logon to the account they created the first time they purchased online
 - a. If they have forgot their logon they can click the "Forgot login?" link and their login information will be emailed to them
3. Purchase another 3 or 12 month membership using that account

How does an existing member (who has NOT used the web site before) renew their account?

1. A Day Leader should check the online or printed membership lists to see if they are already in the database
2. If they are not already in the database, these members should sign-up online as if they were a new member
3. If they are in the database, and do not know their login information, then they should use the "Forgot login?" link and it will email them their login information

How does a member get into the web site database if they pay with Cash or Check?

1. The member should purchase a \$0.00 temporary membership on the website.
 - a. Click the Membership menu item on the left
 - b. Scroll down and select the Membership Category (sailboat icon)
 - c. Purchase a "Membership – Temporary" and enter in their contact info.
 - d. If the member already has a web site account they just log in and purchase the temporary membership, they do not need to create a new account

2. The Day Leader then logs in and manually adjusts their expiration date
 - a. Day Leader asks the member for their new CSC ID
 - b. Day Leader logs in and clicks “Account Info” in the lower left
 - c. Click “Membership Records Form”
 - d. Enter in the member’s CSC ID, expiration date, and other info
 - e. Submit the form and remember to LOG OUT!

I’m a new Day Leader and don’t see the Member Lists or Membership Records menu items

1. You need to have a web site Administrator change the privileges on your account
2. Create an account on the web site. You can do this by buying a \$0.00 temporary membership as described above.
3. Send email to admin@cal-sailing.org and ask for the permissions change, include your name and CSC ID.

How does someone use a Gift Certificate to purchase a membership?

1. Purchase a membership as described above.
2. When you get to the Cart Summary page (it has a “Checkout” link at the bottom) enter the Gift Certificate coupon code in the Coupon Code box and click Submit.
3. Once the coupon has been registered it will reduce the balance of the transaction and you can click Checkout to finish the transaction.
4. Gift Certificates have dollar values (they are not a 100% discount) so if club fees have increased since the Gift Certificate was issued they will have to pay the remainder of the balance using PayPal.

How does a Day Leader access the online membership lists?

1. Login to your account on the web site
2. Click “Account Info “ in the left-hand menu
3. Click “Member List”
 - a. This only appears if your account has the correct privileges.
Contact admin@cal-sailing.org if you are need these privileges.
4. In the upper right you can choose various types of members lists and you can also search for specific users.
5. The “Member List (pop-up window)” is a list of member’s with current expiration dates and is designed for being printed-out.

How does a user check their expiration date, CSC ID, or payment history?

1. Go to the website
2. Login to their account using the CSC Login on the right side of the front page
 - a. If they have forgot their logon they can click the “Forgot login?” link and their login information will be emailed to them
3. Click “Account Info” in the menu on the left hand side of the screen

“I created two CSC IDs by mistake... one of them has a completed PayPal transaction but I cancelled the other one before completing it. What do I do now?”

1. You are OK. As you noted only one PayPal transaction completed so you have only been billed once.
2. Please email admin@cal-sailing.org and let them know it is OK to delete the CSC ID that has the failed transaction.

“I can’t remember my PayPal login” or “I don’t want to create a PayPal account”

- Users do NOT need to create a PayPal account or login to PayPal to buy memberships with a credit card
- However, PayPal goes out of their way to try and get people to login or create a PayPal account
- Look for the tiny and non-obvious “continue without logging into PayPal” links. These links will be on the screens where you are prompted to login to PayPal.

“I want to use my PayPal balance and not a credit card”

- That is OK. Just login to PayPal when you are prompted to do so and complete the transaction.

Does the CSC website/database store my credit card information?

- No. When you enter your credit card information in the web browser you are connected to PayPal.

“Do I use my web site login for cruise sign-ups?”

- It is our plan to make this happen in 2010... but for the time being use the old web site’s cruise sign-up system:
 - <http://lastcentury.cal-sailing.org/cruise-online/howworks.html>

“I have a Green Card CSC ID and a web site CSC ID, which do I use?”

- Use your CSC ID from your web site account.

How does a user check their Sailing Ratings?

- At some point in 2010 this will be listed in “Account Info”, however, for the time being they need to keep using their White Card.