

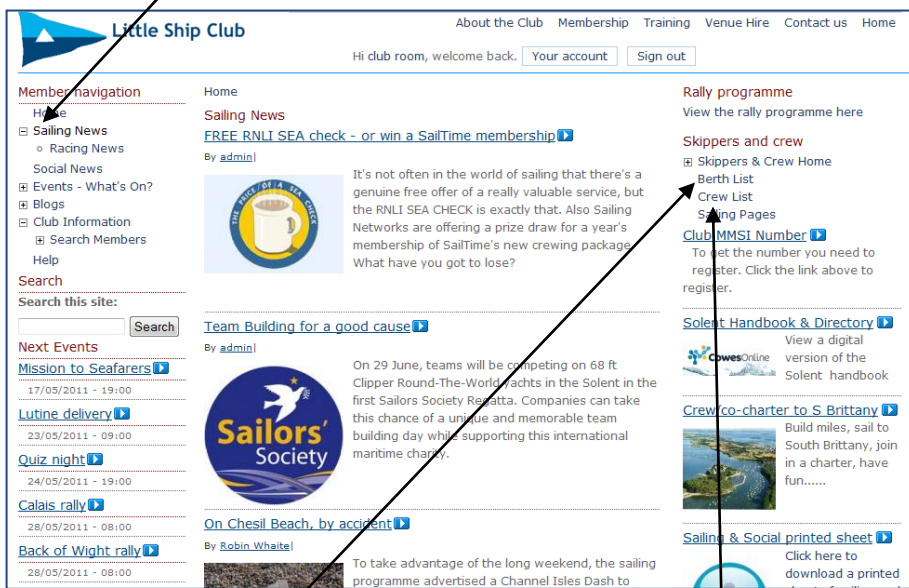
(find this on the website where you see this logo)



How to make a crew or berth request

From the members' home page:

1. Click on Sailing News



2. Click on either:

Berth List,
to see which Skippers are looking for crew, and to advertise berths you are offering (here's the link)

or **Crew List,**
to see which crew are looking for a berth, and to add your own request for a berth (here's the link)

Home » Club Information » Skippers & Crew

Skippers looking for crew

Click on the Sailing link to see a description of the voyage or sailing. | Click on the Skip Sailing Page. | Press the contact icon to get in touch with the skipper. | (There's another of the sailing). | Click [here](#) to enter your own request for crew.

Skipper	Name	Voyage	Contact
	Kim Finch	Yacht Charter from Lyminster to Alderney	26/08/2011 - 29/08/2011
	Graham Broadway	Normandy Rally	26/06/2011 - 03/07/2011

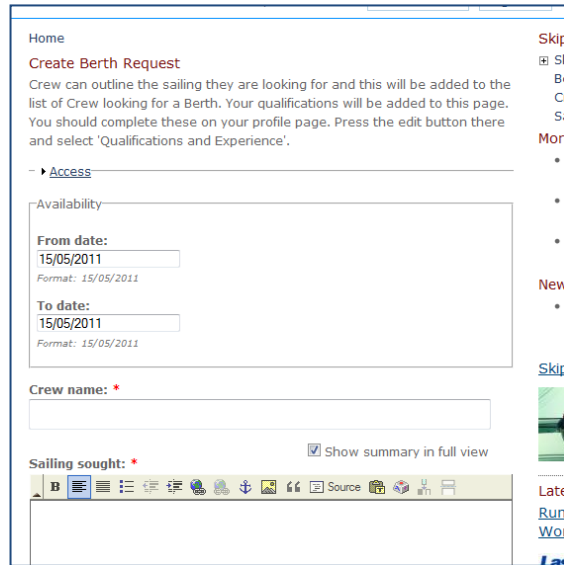
Home » Club Information » Skippers & Crew

Crew looking for a berth

Click on the Crews' names to see their Profile Page. | Click on the request detail field to see Press the contact icon to get in touch with the crew. | (There's another contact icon on experience). | Click [here](#) to enter a berth request

Member	Link to profile	Period	Contact me
	Tracy Frauzel	22/04/2011 - 30/11/2011	
	Ian Middleton	29/04/2011 - 31/10/2011	

3. Complete the information fields using the drop down boxes as appropriate.



Home

Create Berth Request

Crew can outline the sailing they are looking for and this will be added to the list of Crew looking for a Berth. Your qualifications will be added to this page. You should complete these on your profile page. Press the edit button there and select 'Qualifications and Experience'.

- Access

Availability

From date:
15/05/2011
Format: 15/05/2011

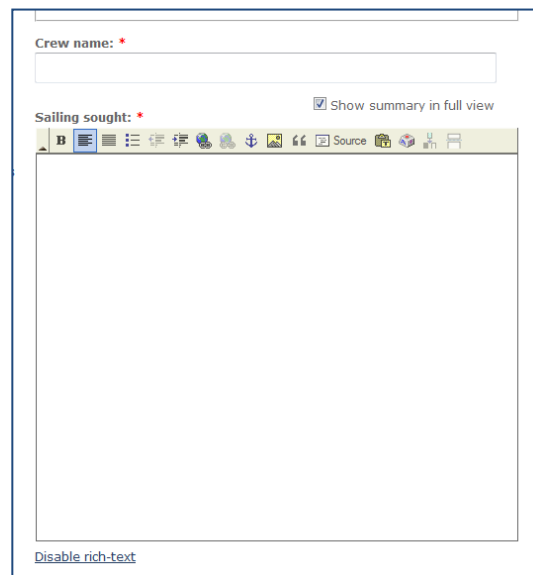
To date:
15/05/2011
Format: 15/05/2011

Crew name: *

Sailing sought: * Show summary in full view

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Source, Undo, Redo, Print.

4. Lower down the page there is a "text box" where you can enter details of the type of sailing you are seeking.



Crew name: *

Sailing sought: * Show summary in full view

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Source, Undo, Redo, Print.

Disable rich-text

5. It is strongly recommended that you make full use of this to describe in more detail the type of crew you are and the sailing you seek; or the type of skipper you are and the sailing you can offer etc. Your specific qualifications and experience details should **not** be entered here – instead use the link on your profile page (click Your Account at the top of the page, and see the separate help sheet if you have any difficulty).

Items worth mentioning could include:

Crew	Skippers
Dietary constraints	Smoking policy
Time constraints	Alcohol policy
	Cost sharing basis
	What kit etc a crew needs to bring
More detail on type of crew offered / type of sailing sought	More detail on type of sailing offered/ type of crew sought

After you are happy with the entry scroll right down the page and:

6. Click on "Preview" to final check, and then;

7. Click on "Save" to publish your details

!Top Tip You can always edit your entry again after it is published, if you find an error later or any details subsequently change. Click the "Edit" tab while viewing your crew/berth request and you will get back to the input form. Amend the necessary fields and click "Save" again to publish the amended version.

Once completed, your finished berth (crew) request will appear on your profile page like this:

The screenshot shows the profile page for Jill Moffatt on the Little Ship Club website. The page includes a navigation menu on the left, a header with the club name and user account options, and a main content area with the following sections:

- Member navigation:** Home, Sailing News, Social News, Events - What's On?, Blogs, Club Information, Search Members, Help, Search.
- Profile:** Jill Moffatt, Lives in: London, Member since: 1999, Contact me: [icon].
- Sailing page:** Jill Moffatt's sailing page. Bio: "I really started sailing in 1998, joined the club in 1999 to do my Coastal / Yachtmaster theory and I'm still here! I'm an experienced crew, having done a fair amount of very varied sailing s".
- Berth Requests:** Crew name: Jill Moffatt, Available: [icon], Area: [icon], About me: "Very competent crew looking to do more sailing anywhere!", Contact me: [icon].
- Sailing preferences:** Sailing area(s): [icon], Sailing preferences: [icon].
- My Sailing Season:** Sail from: [icon], Sail to: [icon].
- Crew Requirements:** Qualities I am looking for in potential crew as experience, competence or qualifications.

Good luck!

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05/2011