

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

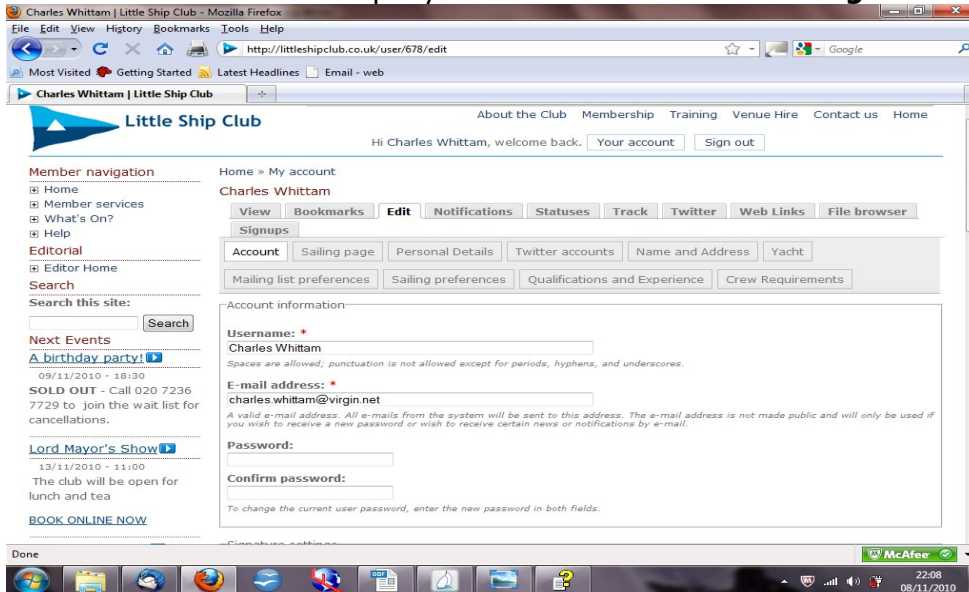


How to set up your profile and sailing pages

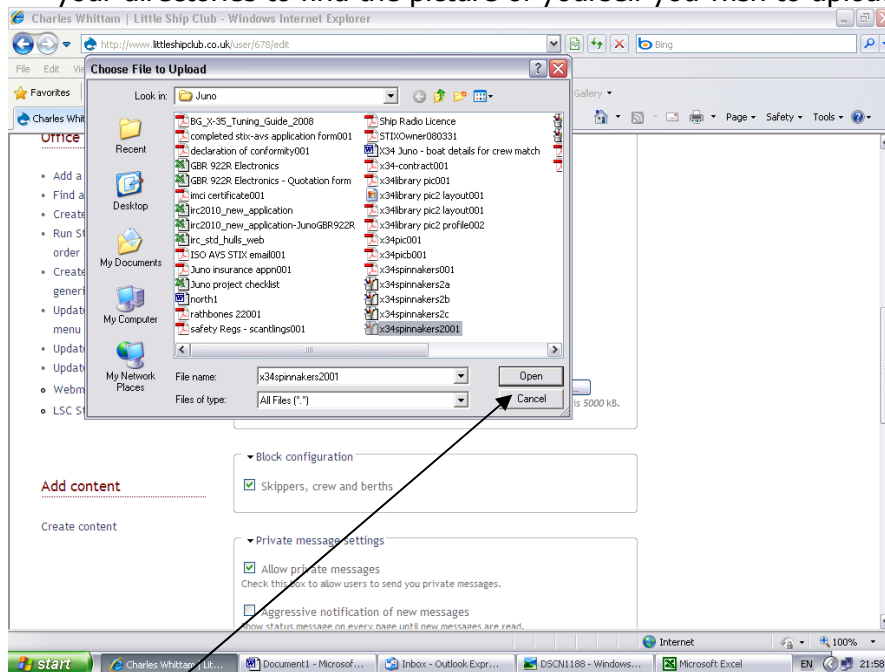
- Log in to member home page

SET UP YOUR PROFILE PAGE

- Click **your account** at top RHS – goes to your member home page (profile page)
- Click – **edit** tab at top – you will land on **account settings** sub tab

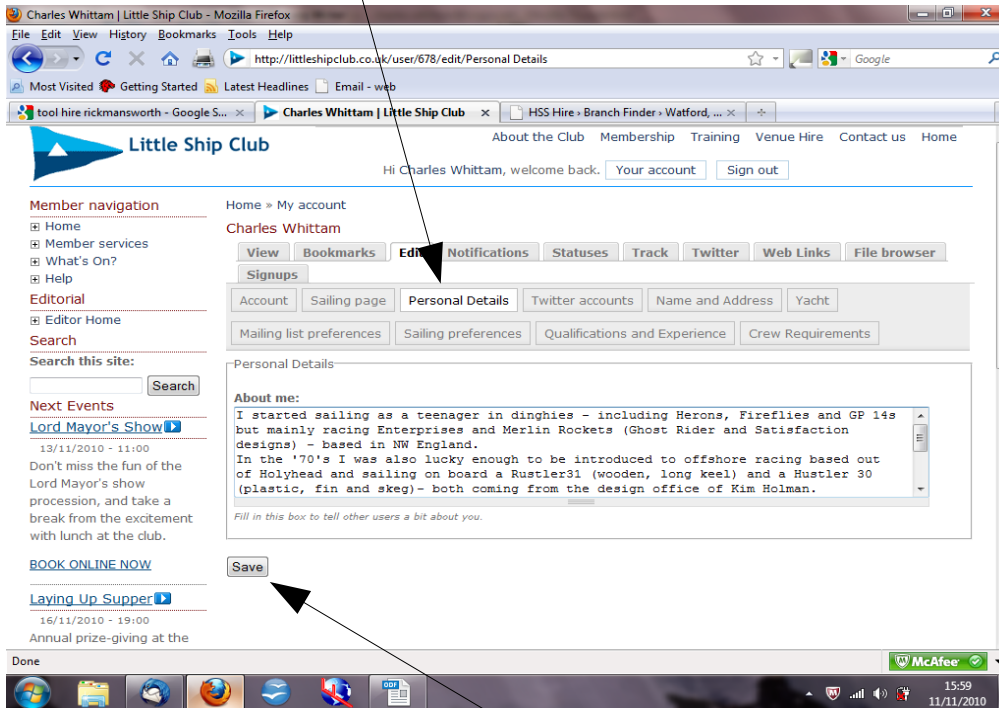


- Check your email address is up to date and continue to scroll down to the box marked **picture** - then
- Click on **browse** – this will open a window to your own computer hard drive – scroll through your directories to find the picture of yourself you wish to upload, highlight it and then



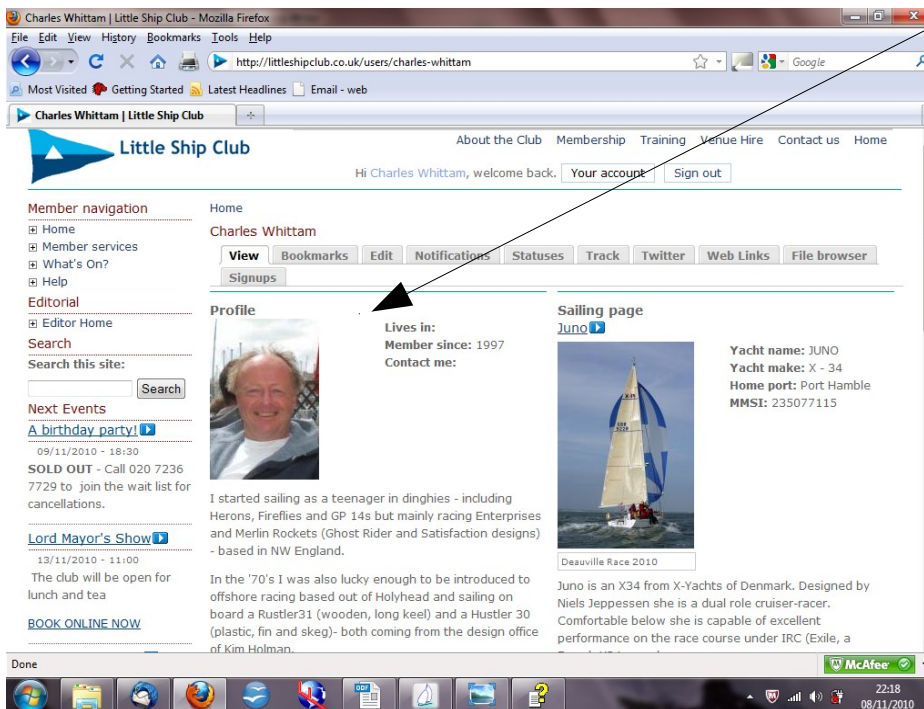
- Click **open** at the bottom of the browsing window – this will load your selected picture – so long as the file size is not more than 200kb – if it is go to <http://www.picnik.com> or use Photoshop to resize it, and then upload it – then

- Click **Save** at the bottom of the screen – and then
- Click – the **personal details** tab and type something about yourself in the text box



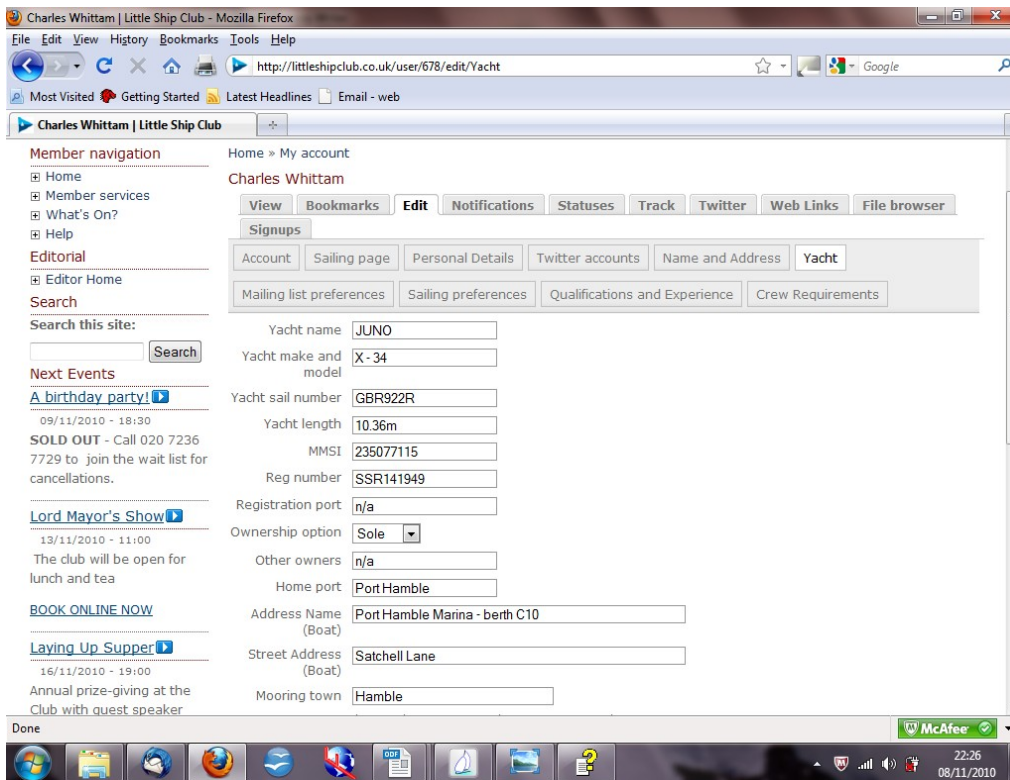
- When you have finished click the **Save** button at the bottom – if you find a mistake or want to change the copy later just open up the text box again – correct/change the text and click **Save** again. – it's easy 😊

When you have finished the top left side of your profile page should look like this:



If you own a boat and want to include her details on your profile page:

- Click on the **edit** tab again and then the **yacht** sub-tab

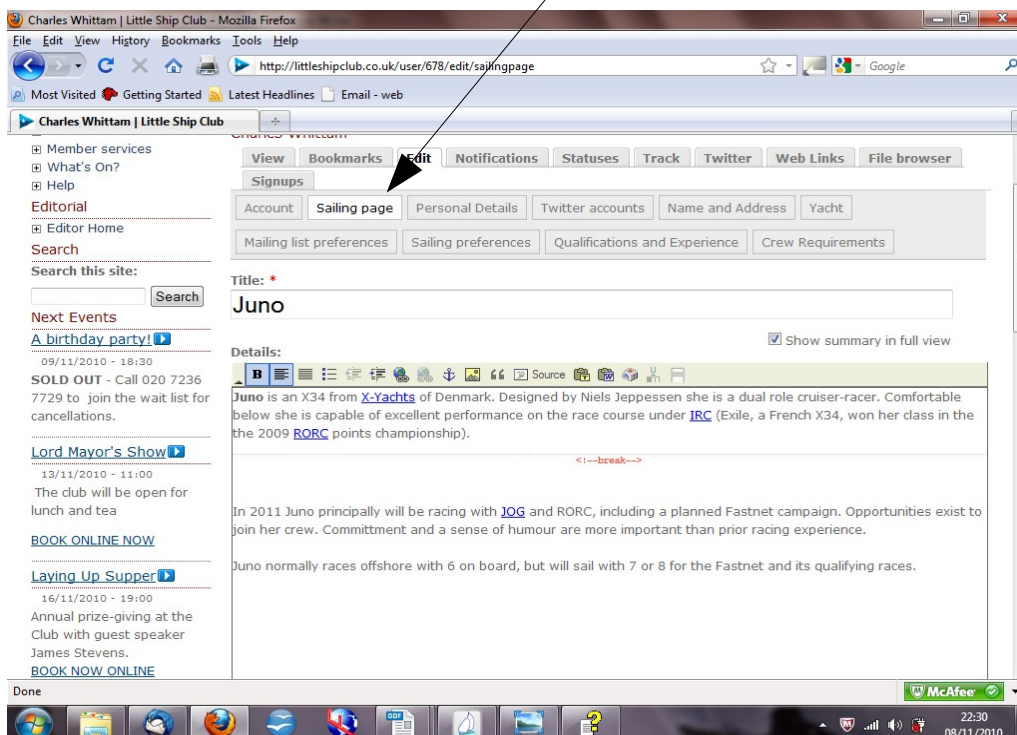


- Complete the details boxes and click **Save** at the bottom of the screen

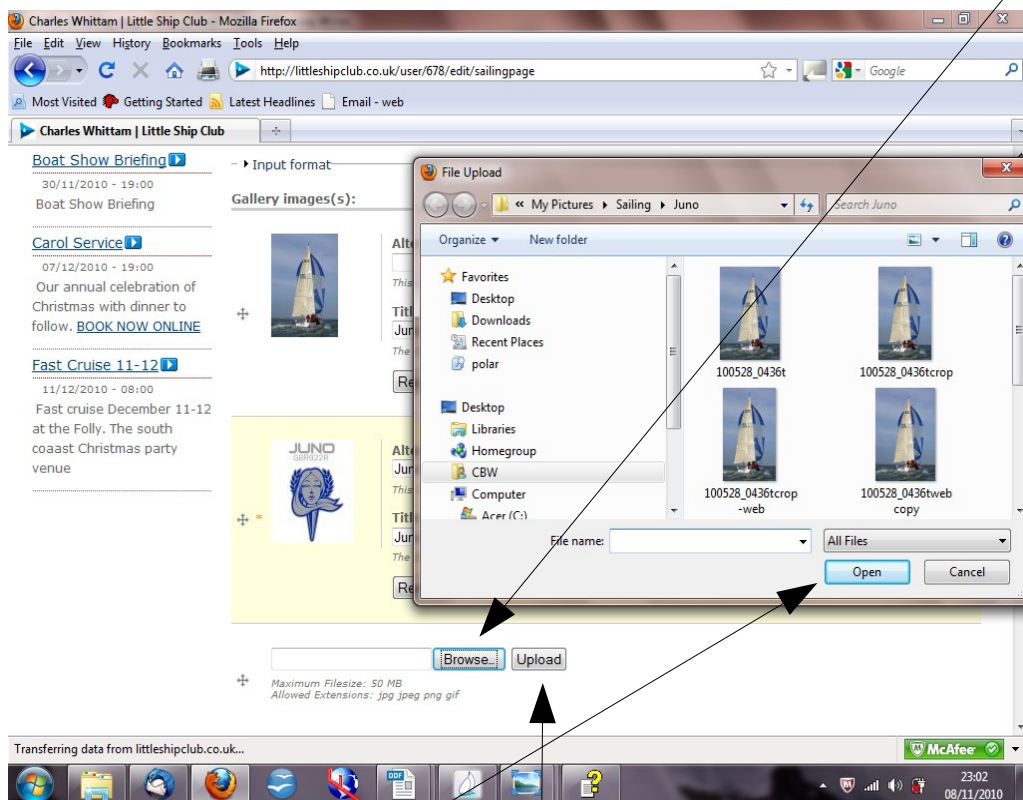
**Then, whether you own a boat or not why not complete a sailing page
Tell your fellow members about the sailing you are offering or seeking – it's just as easy.**

SET UP YOUR SAILING PAGE(S)

Go back to the **edit** tab and click on **sailing page**, and then complete the details, upload photos etc



- Give your page a **title** (perhaps the name of your boat for a skipper, or "Bill's Sailing Page" for a crew.
- Type your text in the editor box, insert a "break" after the introductory paragraph. The text before the break will appear on your profile page as a link to the sailing page.
- Scroll down to add as many gallery images as you like - and click on **Browse**, to open the



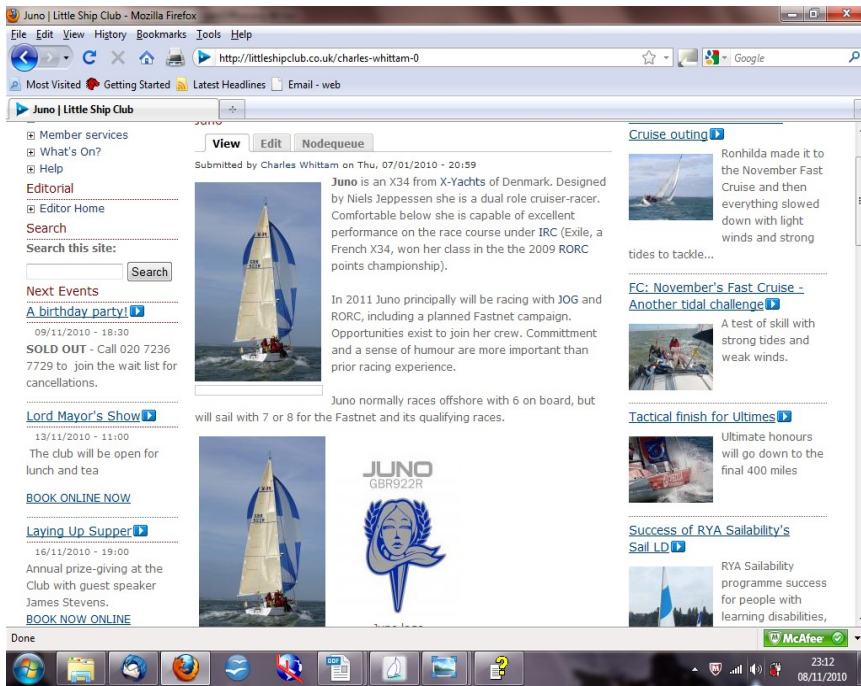
browser window to your hard drive - pick the photo you want to upload and

- Click on **Open, followed by Upload** to load it, then scroll down to add your "**Front Image**" in the same manner.
- This is the photo that will appear with your first paragraph of text on your profile page as the link to your sailing page. It could be one of your gallery images, or another picture entirely. Unlike gallery images, the front image will not expand when clicked on by someone reading your page.

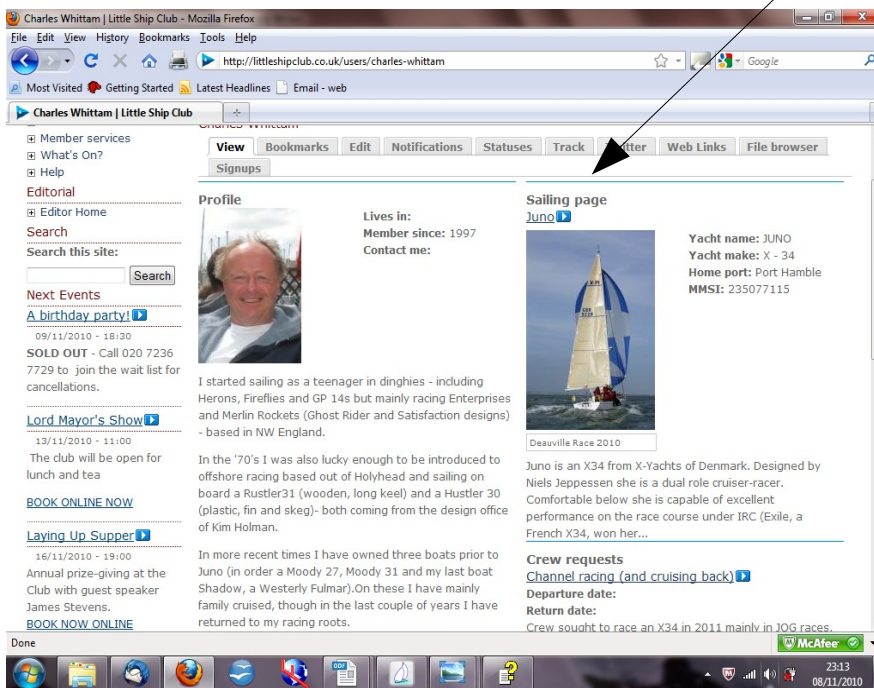
Then when you have finished scroll down and click on **SAVE**.

Your sailing page should then look something like the screen shot on the next page:

Sailing page:



and the top right of your profile page should look I like this:



You can then go on to set up sailing sub-pages in exactly the same way – starting from your sailing page page click on the **Create sailing sub-page** link at the very bottom and set up the subsidiary pages in just the same way.

Good Luck!

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2/2010

3/2010

11/2010