

WEB tools for OIYC Members

The OIYC maintains a WEB page at <http://oiyc.org> for the benefit of club members and guests. You can find there:

- A current schedule of upcoming events,
- Basic information about our club and its facilities,
- The current and past issues of our club's monthly publication called the OIYCTER,
- Pages dedicated to racing and cruising,
- A message board for discussion and opinion,
- Photo galleries of club event's and of member's photos that they are keen to show off,
- Blogs by members who like to share stories of their adventures,
- Documents & communications of interest to the OIYC Board of Directors.

PROTECTED CONTENT: Some of the content of the web pages are password protected for the benefit of club members only. If you are not logged in, then this protected content, like the OIYCTER for example, will simply not show up. Each log-in account is associated with a specific email address, has a Display Name, a Log-In name, a password, and a privileges level.

LOGGING-IN: To log-in go to the message board; enter your "Log-In Name" and "Password". Some of the common problems at this step is that people confuse their "Display Name" with their "Log-In" name, they mistype the data enough times that the board locks them out, or they just forgot their correct information. It helps to keep a written record somewhere.

FAILURE LOGGING IN: If you fail to log in and you think you do have an account already then a link called **I've forgotten my password!** [Click here!](#) will appear. Click on the "Click Here" and follow the directions. I suggest you enter your email address and not the "account username" (you need only one or the other) and then you need to enter the security code into the box and then click on

“Proceed”. If there is an account associated with the email address you entered then an email will be sent to you. Read the email you receive! You have to click on the link it sent you and then you will need to follow the directions again and you will get a second email that will contain a new password. That password will be long and should be cut and pasted in to the log-in password box. You should change your password once you are logged in successfully.

SUCCESS LOGGING-IN: Once you are logged in you can edit/change your personal information, create photo-gallery albums and add photos to those albums, create and edit your own blog, view protected club documents and message forums, and post to the message board.

To access and change your personal information/settings go to the message board and if you are logged-in you will see in the second row of links, on the right half of the screen, a link My Controls. Click on this link. All of the options you need, and there are a lot of them, are along the left half of the screen and you will need to scroll down to see them all. From here you can:

- Change your Username, Displayname, or Password,
- Add an avatar photo which shows on all of your posts,
- Add a gallery album...click on=> “Your Albums”,
- Add a blog page....click on=> “Your Blog
- Change/edit your profile,
- Edit you signature which shows on the bottom of your posts like Betsy Wareham has,
- Change the personal photo which shows when someone clicks on “see member’s profile” in the message board forums.
- Add files to your personal & private online storage.

PRIVELAGE LEVELS: When an account is created the default privilege level is “Member”. Your privilege level can be increased by the club’s WEB administrator only. Levels include:

- **Member**.....most privileges but cannot see OIYC protected content.

- **OIYC Member**....all privileges and can view protected club documents and forums.
- **OIYC Bridge** and **OIYC previous Commodore**....can also view protected bridge only documents and forums and edit and create calendar event.
- **Root Administrator**....all privileges and can edit and delete any users and user content or posts, can add new users directly, can change user's privilege level, and can change the look and feel of the message board.

POSTING MESSAGES: You need to be logged-in to post. At any time while in the message board system, if you are lost and you want to get back to the first forum page, click on the large green banner at the top that says *Orcas Island Yacht Club*. Find the forum, topic, and message that you are interested in. You have two choices to post a message. You can "REPLY" from the bottom of a message which will also duplicate the content of the message you are replying to, or you can click on "ADDREPLY" found at the top and bottom of the topic which will contain only what you add to the white box.

After you add your content you must click on the "Add Reply" button at the bottom of the page and you will have to use your scroll bar on the side of the screen to access the button. It is usually off of the screen so people often forget to do this. If you don't click on "Add Reply" your message will not be added.

At any time you can edit or delete your post so please don't be worried about making a mistake.

If you need help using the message board please call the WEB Master which for 2009 is Bob Brunius x4646.