0:00	[Music intro]
0:11	Welcome to another website training session for the NorthWest Sailing Association's website.
0:18	This lesson is designed for the cruise captains at NWSA. Being a cruise captain is an essential
0:25	role in our club and it is vital to facilitate successful club sails.
0:31	During this lesson we'll be learning about organizing a sailing event using our
0:36	event planner on the club's website. Contributing to this lesson was
0:41	Mike Saavedra our current fleet captain. At the end of this lesson the cruise captain
0:48	will be able to edit a sailing event, contact the participants signed up for
0:53	the event and sign up a club member for an event or to cancel an event.
1:01	After you log into the website go to the 2015 Sailing Events main menu item located at the top
1:09	page. There are two actions that you can do on this menu item.
1:15	You can click it or you can hover over it
1:19	If you click you'll see the overview list of sails for the sailing season.
1:26	Here you can click a link to go to an individual sailing event. If you hover
1:34	over the link a drop-down menu appears. You also get additional helpful
1:41	documents for the cruise captain. Then you can click for further information
1:47	Now click on the All Events List menu item. Scroll down to the event that you are the
1:55	cruise captain for and select the Edit event button. And the Edit event page appears.
2:03	The first tab is the Basic tab this is where you can edit such information as
2:13	the beginning and the end of the event as well as the closing date for registration.
2:25	The brief description that you saw on the event list is written here in the text box.
2:35	You can change the number of participants that are allowed and you
2:39	finish the page by clicking the Save button. This is also where you can cancel
2:46	the entire event. Next to the Basic tab is the Additional Settings. When you click on
2:54	this tab you will find the editor's box. Here you can add additional information
3:00	to the sail that wasn't included under the Basic tab such as what kind of
3:05	overnight accommodations there would be if it's an overnighter or parking
3:09	suggestions. The additional booking field tab just ignore because we have all the
3:16	fields that we want, such as boat or crew and carpool or not and staying for dinner so
3:22	don't bother with this section.
3:24	Next is the Files field. Here you can upload a document or PDF for an
3:30	additional directions or more information that the participants can
3:35	download. The document will show up on the detail page and finally the
3:41	Overrides tab is for any fees or payments that you need to override the

3:46	defaults. Our sails are free so ignore this section as well. Let's go back to
3:53	the All Events List to see how to contact all the participants on your event. As
4:00	often as you need you can email everyone on your list by choosing the Bookings
4:07	button. On this page there is a list of members who signed up for the sail and
4:13	at the bottom there is the Contact Participant button. Click on it and a
4:20	message box comes up with the subject of the sail. Where you can type in your
4:25	message and then send. It will automatically go to everyone signed up on your list.
4:34	As cruise captain and you can sign people up for an event by going to
4:40	the Create new booking button.
4:44	On this page you'll fill in all of the fields. The event is shown here.
4:50	The user will be the person that you are registering for the event.
4:58	The status is participation assured, add any comment here. Fill in the name of the
5:08	person that you are registering, add their email and their phone number and complete
5:17	the rest of the form. Since this is the banquet we'll select the entree the person
5:25	requested and we click on Save. You'll notice I am listed at the top under the bookings
5:35	page my entree choice and this is where you would cancel the booking and the
5:43	booking was cancelled successfully and I have been removed from the list.
5:49	During this lesson we used the All Events List menu to locate an event. To edit an event we
5:59	selected the Edit event button and then selected the tabs available on the Edit
6:07	event page. To add additional information or to make any changes to the event.
6:14	We used the booking button
6:17	to contact the participants and the create new button to sign up a club
6:25	member for an event or to cancel a participant from the event.
6:33	Thank you for listening and join me again for another nwsail.com training session.