

Booking a CMYC event on WebCollect

This document gives an example of booking an event through WebCollect. This example is for Junior Saturday Club, but the process is similar for most events. It is important that you complete the process, after which you will be sent a confirmation email which will have any required documents such as consent forms attached. Please read/complete all supporting documents.

1 Login to WebCollect

Firstly, you must login to WebCollect.

There are a number of links from the [CMYC website](#), including under 'Members Area' -> 'Online Bookings'.

Alternatively, you can go direct using the following URL:

<https://webcollect.org.uk/cmyc/>

2 Finding an event

If you are not logged in you will not see any events.

Once you are logged in you should see the following:

The screenshot displays the user interface for the Crawley Mariners Yacht Club's WebCollect system. At the top, the club's logo and name are visible, along with the website URL (www.cmyc.co.uk) and a link to the Admin home page. The page is powered by WebCollect. The main content area is divided into several sections:

- Upcoming CMYC events:** A list of three events with their dates and titles, each with a 'Details' link. A red callout box points to the 'Details' link for the first event, stating: "Click on Details if the event is listed else click on Browse more ...". Below the list is a button labeled "Browse more upcoming events >".
- My tickets for upcoming events:** A section showing "none for upcoming events" and a link for "Details of all tickets".
- My subscriptions current:** A section with a button labeled "Manage / Renew my subscriptions >".
- My profile:** A sidebar section containing fields for Title, First name, Last name, Email, WebCollect id, Unique id for CMYC, and Bank reference for CMYC.
- Membership Form:** A sidebar section with fields for Occupation and Year Joined.

If your event is listed here and you click 'Details' it will take you to '3 Selecting a session', otherwise click 'Browse more upcoming events', which will take you to the following page:

Crawley Mariners Yacht Club Admin home Powered by Contact CMYC
www.cmyc.co.uk

Welcome to Crawley Mariners
The Mariners have a well deserved reputation for being a friendly, family club with a relaxed atmosphere, so if you're interested in sailing, do feel free to come and visit us for a chat. Organised events take place on most weekends from March to December, or take advantage of a free trial sail on one of our Open days.

[Training At Cmyc](#) [edit](#) [Saturday Club \(Adult And Junior\)](#) [Cobnor Weekends](#) [edit](#)

[Social](#) [edit](#) [Open Race Meetings At C...](#) [Cruising](#) [edit](#)

Events
List Calendar Search

Upcoming events

30-04-2021
Coronavirus - sailing slots
Where: Hedgecourt Lake
[More dates](#) [Book places >](#)

07-05-2021 15:00 ⇒ 17:00
Race Coaching 2021
Where: Hedgecourt Lake
[More dates](#) [Book places >](#)

08-05-2021
Junior Saturday Club Q2 2021
Where: Hedgecourt Lake
[More dates](#) [Book places >](#)

The event may be listed on the right, in which case click 'Book places', if not select one of the six activity images, e.g. Saturday Club (Adult and Junior).

Crawley Mariners Yacht Club Admin home Powered by Contact CMYC
www.cmyc.co.uk

Welcome to Crawley Mariners Yacht Club
[Home](#) > [Saturday Club \(Adult and Junior\)](#)
This section holds all the Adult and Junior Saturday Club Bookings.
You must log in to be able to see Saturday Club events.

[Click on Book places](#)

Events
List Calendar Search

Upcoming events

08-05-2021
Junior Saturday Club Q2 2021
Where: Hedgecourt Lake
[More dates](#) [Book places >](#)

15-05-2021 09:30 ⇒ 12:00
Saturday Club 2021 - Adults
Where: Hedgecourt Lake
[More dates](#) [Book places >](#)

You should now be able to see the event and click 'Book places' if you have not done so previously.

3 Selecting a session

Having selected an event, you may then be presented with a number of options for sessions to book. Please read all the information given on the page.

Select Session - [show dates in past](#)

Description	Date	Start time	End time	Availability	Places available	Price	Book places
Reserve list - AM Fevas	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
Reserve list - AM Oppies	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
Reserve list - AM Toppers - Advanced	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
Reserve list - AM Toppers - Mixed ability	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
Reserve list - PM Fevas	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
Reserve list - PM Oppies	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
Reserve list - PM Toppers - Advanced	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
Reserve list - PM Toppers - Mixed ability	08-05-2021			until 04-05-2021		£0	<input type="checkbox"/>
AM Fevas	08-05-2021	09:00	11:45	until 04-05-2021	8	£0	<input type="checkbox"/>
AM Toppers - Advanced	08-05-2021	09:00	11:45	until 04-05-2021	1	£0	<input type="checkbox"/>
AM Toppers - Mixed ability	08-05-2021	09:00	11:45	until 04-05-2021	4	£0	<input type="checkbox"/>
AM Oppies	08-05-2021	09:30	11:30	until 04-05-2021	full	£0	<input type="checkbox"/>
PM Oppies	08-05-2021	13:00	15:00	until 04-05-2021	full	£0	<input type="checkbox"/>
PM Fevas	08-05-2021	13:30	16:00	until 04-05-2021	2	£0	<input type="checkbox"/>
PM Toppers - Advanced	08-05-2021	13:30	16:00	until 04-05-2021	full	£0	<input type="checkbox"/>
PM Toppers - Mixed ability	08-05-2021	13:30	16:00	until 04-05-2021	full	£0	<input type="checkbox"/>

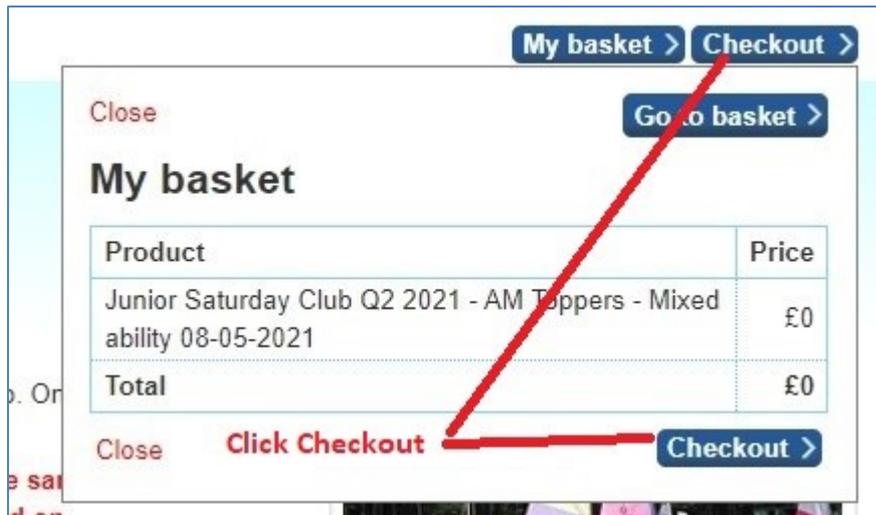
Tick the box for the session that you want to book.

Click the check box for the event(s) you want to book.

AM Toppers - Advanced	08-05-2021	09:00	11:45	until 04-05-2021	1	£0	<input type="checkbox"/>
AM Toppers - Mixed ability	08-05-2021	09:00	11:45	until 04-05-2021	4	£0	<input checked="" type="checkbox"/>
AM Oppies	08-05-2021	09:30	11:30	until 04-05-2021	full	£0	<input type="checkbox"/>
PM Oppies	08-05-2021	13:00	15:00	until 04-05-2021	full	£0	<input type="checkbox"/>
PM Fevas	08-05-2021	13:30	16:00	until 04-05-2021	2	£0	<input type="checkbox"/>
PM Toppers - Advanced	08-05-2021	13:30	16:00	until 04-05-2021	full	£0	<input type="checkbox"/>
PM Toppers - Mixed ability	08-05-2021	13:30	16:00	until 04-05-2021	full	£0	<input type="checkbox"/>
Reserve list - Oppies extra session	06-06-2021			until 01-06-2021		£0	<input type="checkbox"/>
Oppies - extra session	06-06-2021	13:39	15:30	until 01-06-2021	full	£0	<input type="checkbox"/>

Click Add to basket [Add to basket >](#)

Scroll to the bottom of the page and click 'Add to basket', the basket details will show briefly:



Click 'Checkout'.

4 Checkout

Once you have clicked on checkout a page will display your details, check that these are correct.

The screenshot shows the 'My account > My details' page for the Crawley Mariners Yacht Club. It contains several input fields for personal information, each with a question mark icon. A red arrow points from a text box to the 'Save and proceed to checkout' button.

Crawley Mariners Yacht Club
www.cmyc.co.uk

My account > My details

Title ?
First name ?
Last name ?
Email ?
Home phone ?
Mobile phone ?
Work phone ?
Date of birth ?

Save and proceed to checkout >

Your details should be filled in by default, check them and then click Save and proceed to checkout.

Click 'Save and proceed to checkout', this will open up the form where you must enter the details of the participant and in this case contact details. Please take care filling this in, ensure that you provide the information requested.

Checkout > Forms

Please complete/review this information and save to proceed

Event name **Junior Saturday Club 2022**

Date(s) **09-04-2022 - Waiting list - Price type: : £0**

Junior Saturday Club

Add me to a waiting list? Yes No If the session you were trying to book was full, please click yes then select the waiting list that you wish to be added to. Click No if you are booking a session that is not full.

Child's Details

Forename and Surname*

Gender*

Age*

Children under 10 years of age **MUST** have a parent or guardian or nominated responsible adult present at all times during the activity.

Sailing Experience* For 'Toppers - Advanced' sessions children must have achieved RYA Stage 2 or equivalent.

I agree to the declaration*

Imagery:* I consent I do not consent to imagery such as photographs or videos being used to publicise the club in any media.

[Save >](#) **Click Save**

Once complete click 'Save', this will show your order, but you are not done yet! You must click 'Place order'.

Checkout > Order confirmation

Please check the details of your order or make any changes. Then click "Place Order"

**Check details, if correct
click Place Order**

Order summary

1 item(s) £0
Order total **£0**

No payment required

[Place order >](#)

Order items

Product		Form	Price
Junior Saturday Club Q2 2021 - AM Toppers - Mixed ability 08-05-2021	Remove	form data	£0

Finally, you are done, when you see 'Order success...'



Crawley Mariners Yacht Club

My CMYC Account

Powered by



Order Confirmation

Dear | <your_name>

Thank you for your order <order#> placed on: 12-03-2022 with Crawley Mariners Yacht Club.

Please find a summary and important next steps below.

Tickets

Tickets **have been issued.**

There was 1 ticket issued. [View tickets](#). Pdf versions of the tickets are also attached to this email.

Thanks for your order. If you've booked onto a free event such as Saturday Club you will of course not have to pay and your place will immediately appear in your WebCollect account.

For other orders such as membership subscriptions or RYA courses you will receive a confirmation once payment has been processed. Don't worry if you have arranged to bring payment on the day where this has been agreed with the organiser.

Should you have any questions about the membership subscription or activity please contact either the membership secretary or event organiser whose details will be in the newsletter, a WebCollect order page or the main Website.

Thanks again.

CMYC

Order Items

Description	Tax	Price
Junior Saturday Club 2022 - PM Toppers - Advanced 19-03-2022	0%	£0
	Total	£0

Relevant event documents are attached to this email, or downloadable from the links below.

[Medical_Condition_Advice_form.docx](#)

Item details

Junior Saturday Club 2022 - PM Toppers - Advanced 19-03-2022

Add me to a waiting list?	No
Forename and Surname	
Gender	
Age	
Sailing Experience	RYA Stage 2
Will you use your own boat?	Yes
Comments relating to the child	
Parent or Guardian on site	Yes
Emergency Contact Details	
Forename and Surname	
Mobile phone number	
I agree to the declaration	Yes
Imagery:	I consent

Order Status

You can check on the status of your order, by going to [My Orders](#) in your account.

Questions

~~If you have any questions in relation to this order, or the items it relates to, please contact your organisation at membership.cmyc@gmail.com.~~

For questions relating to this order email the contact on the WebCollect event page

This email has been sent to you by WebCollect on behalf of [Crawley Mariners Yacht Club](#). WebCollect is a software product for clubs, societies and small businesses. WebCollect is a trading name of Open Brackets Limited, registered number 04559247. Address: 1 Powell Road, Poole BH14 8SG.

If you do not wish to receive such emails please contact Crawley Mariners Yacht Club at membership.cmyc@gmail.com or reply to this email.

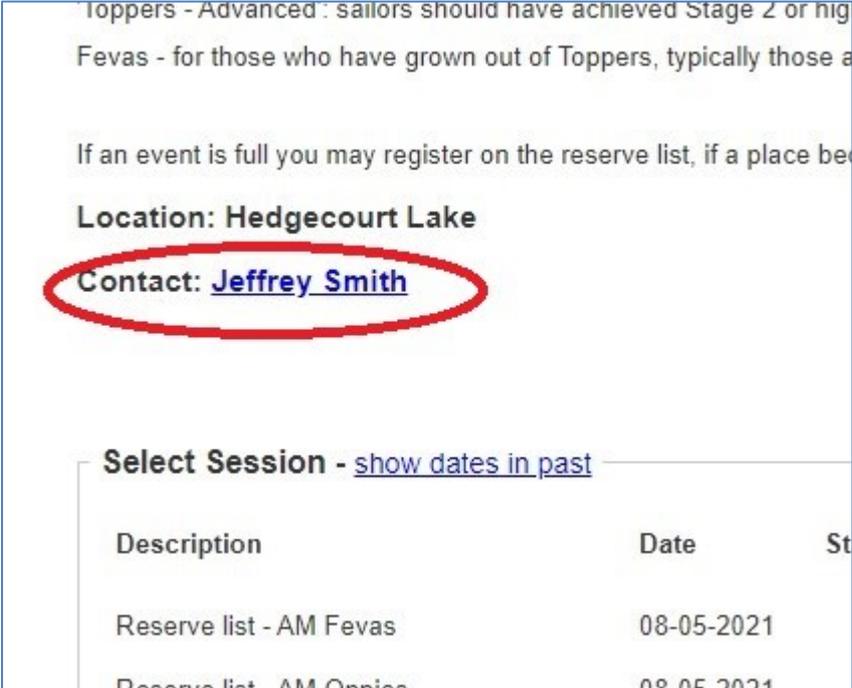
5 Confirmation email

Once completed you will receive a confirmation email, if you don't you have probably not completed the booking correctly. For many events there will be a consent form attached to the email, if so you must complete this and bring it with you to the event. Currently we are asking that you collect it at the end of the event. Always ensure that your consent form details are current.

There may also be guidance or instructions attached to the email please read these.

6 Cancellation

There is no facility for you to cancel an event, this has to be done by an administrator. If you need to cancel you can see who the organiser is on the event page, contact them as soon as possible.



The screenshot shows a webpage with the following text:

Toppers - Advanced : sailors should have achieved Stage 2 or hig
Fevas - for those who have grown out of Toppers, typically those a
If an event is full you may register on the reserve list, if a place be
Location: Hedgecourt Lake
Contact: [Jeffrey Smith](#)

Below this is a section titled "Select Session - [show dates in past](#)" which contains a table:

Description	Date	St
Reserve list - AM Fevas	08-05-2021	
Reserve list - AM Oppies	08-05-2021	

7 Need further help?

If you still have a problem, please contact Jeff Smith (jeffsmith76@gmail.com).