Updating Training Requirements and Qualifications on WebCollect

Updating your training requirements and qualifications helps us to plan training. You can make updates at any time, but it is particularly helpful if you can do it before December for the following year's training. If you have a family membership, then make sure you do this for every member of the family as you will all have different training qualifications and needs.

Updates are best done on a large screen, rather than a smart phone.

To make updates, log in to WebCollect, you should see something like the image below, if not click 'My home' (top right):

Crawley Mariners Yacht Club Admin home	Powered by WebCollect your name My home Sign out Contact CMYC			
Upcoming CMYC events	My profile			
12-11-2022 Junior Saturday Club 2022 Details	Title Mr			
19-11-2022 Saturday Club 2022 - Adults Details	First name			
	Last name Syour last name			
07-01-2023 RYA Day Skipper Theory course Details	Email your email address			
Browse more upcoming events >	WebCollect id your ID			
	Unique id for CMYC 826			
My tickets for upcoming events	Bank reference for CMYC code			
none for upcoming events	Edit Details Password Addresses			
Details of all tickets				
My subscriptions current				
	Occupation fyour occupation			
Manage / Renew my subscriptions > Senior Membership - Annual Membe	Year Joined yyyy			
Boat Park Space - Standard subsc	RYA Member Yes			

You will need to edit your Membership Form (bottom right in the image above). Scroll down to the bottom of the Membership Form box and click Edit:



The form will open for editing, at the top you will see something like this:

Membership Form for Your Name						
Membership Form for <mark>You</mark>	Membership Form for Vour Name					
Occupation	Your occupation					
Year Joined	ΥΥΥΥ					
RYA Member*	Yes No Are you an RYA member.					
Membership number						
Expiry Date						
	RYA Qualifications HELD					
Do you HOLD any RYA Qualifications	Yes No					

Make sure the details are correct. If you hold any RYA Qualifications (dinghy, powerboat, yachting and others) select 'Yes' to the 'Do you hold any RYA qualifications?' question, more options will then become visible. Similarly, by

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answering 'Yes' to Dinghy Sailing, Powerboat, Sail Cruising etc., more options will be displayed to allow you to add your qualifications as shown below:

	RYA Qualifications HELD
Do you HOLD any RYA Qualifications	Yes No O
Dinghy Sailing	Yes 💿 No 🔿
Adult Dinghy	1. Start Sailing (Level 1) □ 2. Basic Skills (Level 2) 🗹 3. Better Sailing (Level 3) □
Youth Dinghy	1. Stage 1 2. Stage 2 3. Stage 3 4. Stage 4
Youth & Adult Dinghy	1. Start Racing 📄 2. Intermediate / Club Racing 📄 3. Advanced / Regional Racing 📄 4. Seamanship Skills 📄 5. Day Sailing 🗍 6. Sailing with Spinnakers 🔄 7. Performance Sailing 🗌
Dinghy Instructor	1. Dinghy Assistant Instructor 🗌 2. Dinghy Instructor 🗌 3. Advanced Instructor 🗌 4. Senior Instructor 🗌 5. Race Coach Level 2 🗌
Powerboat	Yes No
Qualifications	1. Start Powerboating (Level 1) 🗌 2. Powerboat Handling (Level 1+2) 🗹 3. Safety Boat 🗌 4. Powerboat Intermediate 🗌 5. Powerboat Advanced 🗌 6. Powerboat Instructor 🗌
Sail Cruising	Yes 🔿 No 🖲

Having completed the section for the RYA qualifications you hold, move on to 'Other sailing related skills applicable to CMYC', these are to help our Duties Manager.

 Other sailing related skills applicable to CMYC

 Race Officer
 Yes

 No Yes, if you have undergone CMYC Race Officer training or you have undertaken Race Officer duties.
 I can tow
 Yes

 No Yes
 The ability to tow may be required for coastal powerboat duties.

Now move on to your training requirements:

RYA Qualifications Required



If you want to attain RYA Certification in any disciplne, then select 'Yes' and options offered by CMYC or where CMYC can help to find a course will be displayed:

RYA Qualifications Required

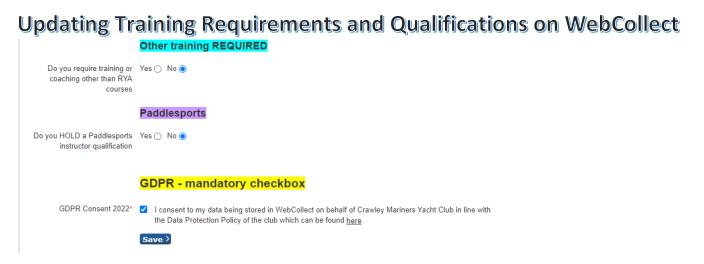
Do you require RYA training courses	Yes 💿 No 🔿	The courses listed are those run by or organised by CMYC. If you require RYA training not listed contact the CMYC RTC Principal, who may be able to help you find what you need.
Dinghy Sailing	Yes 🔿 N	0 💿
Powerboat	Yes 🔿 N	0 💿
Sail Cruising	Yes 🔿 N	0 💿
First Aid	Yes 🔿 N	0 💿

If you want a Dinghy Sailing course select 'Yes' to display the options:

Dinghy Sailing	Yes 💿 No 🔿
Adult Dinghy	2. Start Sailing (Level 1) 3. Basic Skills (Level 2) 4. Better Sailing (Level 3)
Youth Dinghy	2. Stage 1 3. Stage 2 4. Stage 3 5. Stage 4
Youth & Adult Dinghy	1. Start Racing 2. Sailing with Spinnakers 3. Seamanship Skills
Dinghy Instructor	1. Assistant Instructor 2. Dinghy Instructor 3. Senior Instructor 4. Race Coach Level 2

Tick the check boxes for each course that you want to do in the following year. Repeat this for other disciplines. This will help us to plan training courses, based on demand.

Complete the remaining sections.



Complete the process by clicking 'Save'. You can discard changes by clicking the 'X' in the top right of the form.