

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):

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:

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

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 The ability to tow may be required for coastal powerboat duties.

Now move on to your training requirements:

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.

If you want to attain RYA Certification in any discipline, 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 No

Powerboat Yes No

Sail Cruising Yes No

First Aid Yes No

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.

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Other training **REQUIRED**

Do you require training or coaching other than RYA courses Yes No

Paddlesports

Do you HOLD a Paddlesports instructor qualification Yes No

GDPR - mandatory checkbox

GDPR Consent 2022* I consent to my data being stored in WebCollect on behalf of Crawley Mariners Yacht Club in line with the Data Protection Policy of the club which can be found [here](#).

Save >

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