

# Leisure Owners Association



## How to Get the Best from the Members Zone

**No access to the Internet ?** then you do not need to read this, except to find out what additional benefits there are for Internet-enabled members - **Just Need Help ?** - Please read on

### 1. Introduction

This system, primarily, is a 'do-it-yourself' membership database. It means that each member is able to update his/her address, boat, contact etc details, and when prompted by e-mail, to pay his/her subscription, all without the need for intervention by the Membership Secretary. However, we recognize that not all members are comfortable with using the Internet, and help is always but an e-mail or telephone call away, from David Sheen or Colin Shead, who will willingly step you through what you want to do. And the Members Zone is more than just a database, as you will see below.

**Have a Go !!**

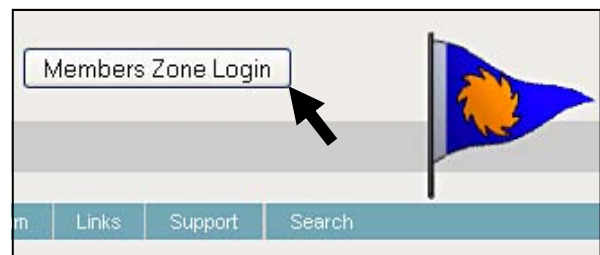
Please 'Have an Go' - you cannot break the new system, and although it may be a little daunting at first if you're not accustomed to this type of service, you will find that a little practice will enable you to get a lot of benefit. Help is always on hand if you should need it, but please try to use the system before asking for help.

### 2. Why Should I need to go to the Members Zone ?

There are several reasons:

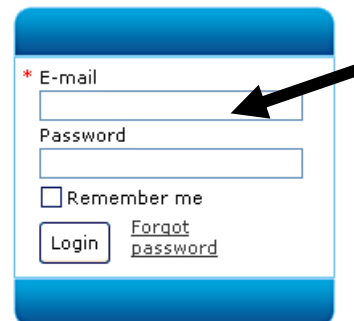
- Update your membership details (your 'Profile')
- Pay your subscription
- Find an answer to a problem you have with your boat, or its handling etc via:
  - The Reference Library
  - The Discussion Forums
- See what events are planned, and/or to register for one
- Look at past copies of Saltings
- Find other members
- Find details for the Association Committee, Support Team and Local Contacts
- Curiosity

### 3. Where is the Members Zone ?



You can find it via our web site by going to [www.leisureowners.org.uk](http://www.leisureowners.org.uk) and clicking on the 'Members Zone Login' button on the top right of any page.

### 4. How do I Log-In ?



You will find the log-in area on the left hand side of the main page of the Members Zone.

Enter the e-mail address and password you used when first registered.

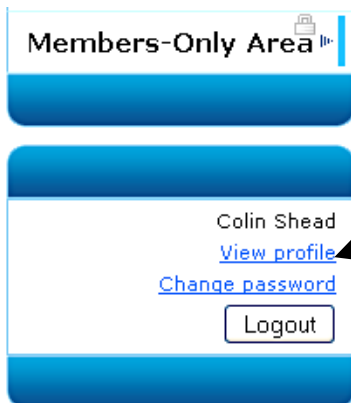
**Please note: e-mail address and password entries are case-sensitive !**

If you have forgotten your password, click on the 'Forgot Password' link, and you will be able to re-set your password.

If you still cannot log-in, you are probably using the wrong e-mail address, in which case contact the Administrator; an e-mail link is at the foot of the page. Once successfully logged-in, the Members Zone Home page will open, giving you access, via buttons on the left, to the members zone facilities.

## So what next ??

### 5. How do I check and change my membership details (my Profile) ?



Click on the words 'View Profile' in the bottom left hand corner of the login area. Your details will then be displayed.

Click on the 'Edit Profile' button at the top.

You can now change any of the displayed data, including your e-mail address and password if you wish. Please take great care when entering the latter two items; they are case-sensitive, and if entered incorrectly, we won't be able to contact you.

When done, simply click 'Save', at the bottom of the page.

### 6. How do I check and change Subscription details ?

(Confusing - but despite this being primarily a membership site, this term has nothing to do with money! It refers to the facilities to which you are 'subscribed' e.g. the Forum or Events)

- Click on 'View Profile'



- Click on 'Subscriptions.' You can then see your current settings
- Click on 'Edit Profile'

Check, or uncheck the boxes as appropriate. We urge you to subscribe to all, particularly the Newsletter/e-mail Blasts one, because it provides us with a very useful means of e-mailing all members.

- Click 'Save'

### 7. How do I check and change my details which other members can see ?

- Click on 'View Profile'
- Click on 'Access by Others'. You can ignore the column headed 'Anybody' because the general public does not have access to this page. The 'two faces' symbol indicates that this item of data can be seen by any other member; the 'red cross' symbol in the right hand column means that it is not visible to any other member. The default setting, i.e. the initial setting for all members, is that your postal address and mobile 'phone number are not visible. Should you want to change any of this then:
- Click on 'Edit Profile', and then click in the right hand column, 'No Access', against any item of data you do NOT wish to be visible. Conversely, click in the middle column against any item of data currently checked under 'No Access', to make this visible - a spot will occur in the middle column.
- Click 'Save'

### 8. How do I find an answer to a problem I have with my boat, or its handling ?

If you want to find out something, or maybe just ask others for some help, the Members Zone has facilities to help:

Firstly, there is the Reference Library - this contains many documents and articles, mostly extracted from Saltings. These documents contain information useful to the Leisure owner, for example all the 'official' rigging diagrams are in the library.

Secondly, there are the Discussion Forums - where you can see if your question has already been asked and answered. If it hasn't you can 'post' your question. Think of it a bit like an electronic blackboard, you can write your message on it, which can then be seen by all the other members. If they have the answer to your question, or can simply contribute to the discussion, they can post another message below yours. Your message can soon grow into what is called a 'thread' of messages, all on the same subject, and hopefully providing you with the information you need.

**Accessing the Reference Library** - Click on the 'Members Only Area' button on the left hand menu. You will find a sub-menu item 'Reference Library', click on that and you will see links to the library main section sub-menu (e.g. Engines). Click on a main section and a page will open containing links to all

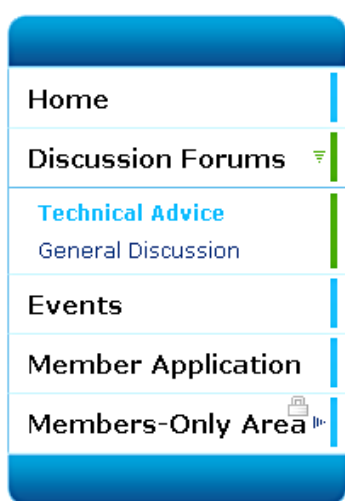
the library items in that section. Click on the library item required which will then open.

**Getting onto the Discussion Forum** – Click on the 'Discussion Forum' button on the left hand menu. You will find two sub-menu items for a 'General Discussion' forum and a 'Technical Advice' forum. Clicking on the appropriate button will open the selected forum.

First some terms; 'Topics' are the message threads in the forum, each one on a separate subject. A 'Topic' can contain dozens of separate messages. When someone starts a 'Topic' e.g. 'My Leisure 17 leaks'; then subsequent messages to the same 'Topic' are called 'Comments'. If you decide to start a discussion on a new subject, it is important to start a new 'Topic'.

Discussion Forums are an excellent way of obtaining advice, up to 400+ members may see your question, so there is a good chance you will receive some useful replies.

**Reading 'Topics'** – the most recent messages are always at the top, you can simply scan down the list of 'Topics', to find and read those you have an interest in. There is a 'Subscribe' link on the home page of each forum, which if clicked will cause you to receive an e-mailed digest daily of all new messages on the forum. If you click on a 'Topic' to open it you will find that there is a 'Subscribe' link to the 'Topic', this will cause you to immediately receive an e-mail containing any new message posted to that 'Topic'.



### Technical Advice

Please use this forum  
If you want to discuss "Twin Keels" please use

Create topic

Topic	
	<a href="#">Left or right</a>
	<a href="#">Leisure 27</a>
	<a href="#">Trib chart</a>

**Posting Messages** – You can either start a new Topic (i.e. begin a discussion on a new subject) or post a 'Comment' on an existing 'Topic'. The actions

are very similar.

- To start a new 'Topic' click the 'Create Topic' link on the home page of the forum, type in the title of the discussion e.g. 'How do I un-step the mast' then type in your message. When you click 'Save' the new 'Topic' will be created. Other members may then post 'Comments' to your 'Topic' in this case hopefully offering advice on how to un-step a mast. Obviously you may also post a 'Comment' on anyone else's topic, so that if some asks for example 'Who is a good sail maker' and you have some advice to offer, then you can go on and post a 'Comment' on who you believe are good sail makers.
- You will also find a 'Reply' link at the top of each Forum message. You can use this link to post a Comment that includes the text of the message you are replying to. This is only really useful if a thread has become very long.

### 9. How do I find out about Association Events ?

- Click on the 'Events' button on the left hand menu.
- Clicking on the title of any event will reveal the details of that event.

On some events you will find a 'Register' button. If you want to register for an event (that is you plan to attend), click on the button. You will then be asked to confirm your details, and add any information required, such as a berth needed or meals required.

### 10. How do I access copies of the Saltings Magazine ?

- Click on the 'Members Only Area' button on the left hand menu.
- You will find a sub-menu item 'Saltings Magazine', click on that and you will see links to the current and back copies of Saltings.
- Click on any one, and the copy of Saltings will be opened.

### 11. How do I find contact details of other Members ?

- Click on the 'Members Only Area' button on the left hand menu.
- Click 'Member Directory', and a search page will open. Every data item within a member profile is searched. So if you were to type in the word 'Mersea', every member who has that word

somewhere in their profile - boat name, address, mooring etc - would be displayed.

- Click on the name of any member displayed and the member's public profile will open.

### Member Directory (Keyword search | [Advanced search](#))

This is a list of all current members of the Association. Click on a name to visit their profile.

**Note:** You can edit your own profile, and select which profile fields are displayed. Click on the 'View profile' link at the left, then choosing 'Edit profile'

Search:  Found: 1

Personal Detail	Yacht Details	Membership Details
<a href="#">Hopkins, Barri</a> <a href="mailto:barrihopkins@gmail.com">barrihopkins@gmail.com</a> 01206 384809	Leisure 23SL Funadama 249SL	Member (1) 356 East

You can also click on the e-mail link, and e-mail the member (if he/she has allowed the e-mail address to be revealed), or click on the small 'Print' symbol on the right of each page to print the page.

### 12. How do I find full details of Association Committee, Support Team and Local Contacts ?

- Click on the 'Members Only Area' button on the left hand menu.
- You will find a sub-menu item 'Contact Details', click on that and you will see full address details of the Committee.
- There are also two similar sub-menu items for Local Contacts and the Support Team.

### 13. Subscription Renewal

You will receive a subscription reminder e-mail 14 days before your subscription is due. If not paid promptly, you will receive a follow up reminder by e-mail on the due date.

**How to Pay** - You have two principal choices:

- Online (much preferred since it is quicker and simpler), using a credit card, or debit card, or by Pay Pal).
- or by a Cheque drawn on a UK bank.

**Paying Online** - Login to your membership account in the Members Zone (if you can't remember how, see the 'What If' notes below).

Click View Profile, and you will find a 'Renew Until' button. Click this and you will be led through a simple payment process, which will require you to enter a credit or debit card number, unless you already

have a PayPal account linked to your registered e-mail address, in which case your PayPal account will be charged.

If you use this immediate payment facility you will promptly receive a receipt by e-mail. You will then be all set for another 12 months of membership.

You can also opt for 'manual' payment i.e. by cheque. This simply gives the membership system advance notice that you are going to be sending a cheque. After indicating that you will renew manually, follow the Cheque payment instructions below.

**Paying by Cheque** - Please note: You do not need to login to the Members Zone to make cheque payments, you may simply send in a cheque as described below.

When you receive your subscription reminder by e-mail you will find that it contains instructions for cheque payments. All you need to do is to make out a cheque payable to the 'Leisure Owners Association' for the correct amount (either £10 or £15 depending whether you take a printed copy of the magazine).

The Membership Secretary will manually process your subscription renewal when your cheque is received. Members will receive an e-mail acknowledgement of payment, but this may take a week or two.

Please send in your cheque promptly, as otherwise you will receive further reminder e-mails from the membership system.

You **MUST** write your name address, and membership number on the back of the cheque. Send it to the address at the foot of this note.

**What if:**

- I have changed my e-mail address since I registered ? You won't receive the subscription renewal reminders. Please update your e-mail address on the system, by logging in to your profile (using your old e-mail address and password), and change your e-mail address to the new one.
- If you have problems doing this, please send an e-mail from your new e-mail address to [membership@leisureowners.org.uk](mailto:membership@leisureowners.org.uk) explaining what has happened, and we will update your address for you.
- I don't always receive e-mails ? This sometimes

occurs because your Inbox is full. Please empty your mail inbox more regularly. Though we will try to contact members whose renewal reminders have 'bounced', we cannot guarantee to do so. Your membership of the Association will eventually lapse if we do not receive payment.

- I want to change the way I receive Saltings ? **Before renewing** your subscription, please contact the Membership Secretary who will make the necessary changes on your behalf.
- I do not renew my membership ? Your subscription will lapse. It would be appreciated if you let the Membership Secretary know if you do not wish to renew.

#### 14. Need Help ?

##### Common Problems

- Can't log-in

You have probably entered either your e-mail address or password in the wrong case, for example somebody@aol.com is NOT recognised as being the same as somebody@AOL.com

If your e-mail address has changed you **must** log-in using your old address, but please then change your e-mail address in your 'Profile'.

If you click the 'Forgot Password Link' the system will send an e-mail to your registered e-mail address containing a link to a facility that will allow you to reset your password to one of your own choosing.

If your e-mail address has changed since registration, and you can no longer receive e-mails on your old address you will need to contact the Membership Secretary for assistance.

- Can't get the Discussion Forums to work

You are probably trying to use a work computer which is protected by a stringent firewall, designed to prevent access to interactive services. There is nothing you can do about this, bar use your computer at home.

- I need to ask a question about membership.

Contact the Membership Secretary, David Sheen, via [membership@leisureowners.org.uk](mailto:membership@leisureowners.org.uk), or on 01206 382747.

- I have technical problems with the website.

Contact the webmaster, Colin Shead, via [webmaster@leisureowners.org.uk](mailto:webmaster@leisureowners.org.uk), or on 01376 514243.

- I need to contact the System Administrator

The Members Zone system administrator can be contacted at:

[administrator@leisureowners.org](mailto:administrator@leisureowners.org)

or from the e-mail links on various pages on the Members Zone

#### 15. Postal Address Information

Send cheques and any questions about membership matters to:

David Sheen  
LOA Membership Secretary  
23 Firs Road  
West Mersea  
COLCHESTER  
CO5 8JS  
United Kingdom

Or phone 01206 382747

Or e-mail [membership@leisureowners.org.uk](mailto:membership@leisureowners.org.uk)

Your feedback and suggestions to improve this note will be welcomed.

Please contact Colin Shead at:

[webmaster@leisureowners.org.uk](mailto:webmaster@leisureowners.org.uk)

or on 01376 514243