

## Guide to Back Creek Yacht Club's

Clubhouse/website: <http://www.backcreekyc.org>

October 1, 2011

Welcome!

When you click on <http://www.backcreekyc.org> you enter the brand-new clubhouse of Back Creek Yacht Club of Annapolis, MD (BCYC). If you are a member of BCYC, you will have the option of logging in and seeing extra features that are only available to members, like minutes of the Board of Governors (BoG) meetings and financial information.

**For now, however, there is no real need to log in—most of the features are available to everyone.**

You'll notice the home page has three sections: a list of tabs you can choose on the left; a section of information about the club in the middle; and a list of upcoming events on the right. These may be joined by announcements, changes, and new pictures from time to time. For now, think of it as a map to our clubhouse, providing links to places where you can go for more information.

Starting on the left, there are several tabs. Each tab leads to a different page: Home, About Us, Membership, Commodore's Corner, Events, BCYC Pictures, BCYC Stories (blog), and Contact. If you log in as a member there will be another tab at the bottom called Members Only.

One difference from our old website is that each tab leads to its own page and also has sub-tabs that lead to their own pages (the old website had only sub-tabs). For example the Membership tab has its own page, headed "About Membership in BCYC." There are also three sub-tabs, labeled Membership Information, Free Guest Membership, and New Member Application. Each of these sub-tabs has particular information, including the ability to apply to BCYC online with a link directly to the membership chair.

### **Home**

The Home page is like a clubhouse entry-way with a bulletin board, where members can come to find quick information, and non-members can find out more about BCYC. The **next three upcoming events** are featured on the Home page, with links to see details and to register.

### **About Us**

The About Us page has quite a bit of information about the club, of interest mostly to not-yet-members. It also has a link to both the words and music of the Back Creek Spirit song. Think of this tab as the Club Library—it has our history, which we may not all remember; and it has (or will have in the future) interesting bits of odds and ends that make BCYC special.

Sub-tabs below the About Us tab include BCYC History, with links to articles about club history written by club members who remember the time in question; and BCYC Commodores. The list of Past Commodores from 2001-2006 includes a picture slideshow. Other years will have their own pictures as those are collected.

## **Membership**

Think of the Membership tab as the Membership Chair's office. There is some basic information about membership in the club, and links for finding more information as well as three sub-tabs. These sub-tabs include Membership Information; information on our Free Guest Membership; and for those who are ready to apply, a New Member Application. One big difference between our new website and the old one is that payments for nearly everything can be done either online through PayPal or by choosing to send a check to the club mailbox.

## **Commodore's Corner**

The Commodore's Corner is his or her office lounge—a place he or she can meet members and share information and thoughts. It includes a blog that any member can comment on or add to—just by visiting and logging in. [When you click on “add comment” it asks you for login information. **Your login is your email address and the password is “goBCYC” (without quotes).**]

## **Events**

The Events tab has information about upcoming BCYC events. In addition, this is where you go to sign up for an event (like the old Evite—to let the event chair know you are coming) and where you can pay by PayPal or let the treasurer know you'll be sending a check. No login is required to sign up for an event, but you do have to put in your email address. The events tab can also be reached directly from links on the Home page—the next three upcoming events are automatically listed there.

## **BCYC Pictures**

This is BCYC's picture gallery. Anyone can see the pictures, without logging in. If you'd like to contribute a picture or two you should email them to the Photo Editor, Mary Ross at [lotross@yahoo.com](mailto:lotross@yahoo.com). If you have lots of pictures, instead of loading them directly they should be loaded on Flickr and linked to our site (to save space.) Contact Mary Ross for information on how to do this. She'll link them to the Pictures from Past Events tab or elsewhere on the site.

## **BCYC Stories (blog)**

This is your place to share your thoughts, information, ideas or news with the entire membership. Any member can post to the blog, and the more members who do the more interesting it will become. For example, if you and your boat partner are spending this winter going south, tell us about your preparations. If you particularly enjoyed last week's event, write a few paragraphs about it. If you are a new member, share how you found BCYC and what you like about it. All you have to do is login **[your login is your email address and your password is “goBCYC” (without quotes).**]

## Contact

The Contact tab is mostly for not-yet-members. Through links on that page they can contact our membership chair, or sign up for a subscription to our event Blasts and other news.

## Member

If you log in [your login is your email address and your password is "goBCYC" (without quotes)] you will see a final tab at the bottom, which is like the Members Only Lounge in our clubhouse. There you will find handy information about member benefits and discounts; resources for members because of our club's membership in other groups; information about BCYC finances and BoG minutes; the slate of nominees if an election is coming up; the club ByLaws; a discussion forum for members only where you can ask questions or relate information or opinions; and the member directory.

By choosing the member directory tab you can see contact information for any member, and you can update your own information. You can also send any member an email directly from their contact page.

In the future there may well be lots more features in our new clubhouse, like a BCYC store that lets you order and pay for merchandise online, more pictures, or more blogs and discussion groups. Right now, just like any new facility, there are some pretty nice things we didn't have before. Explore your club house and enjoy!

*--Mary Bowie, BCYC*

Remember: your login is your email address and your password is "goBCYC" (without quotes).