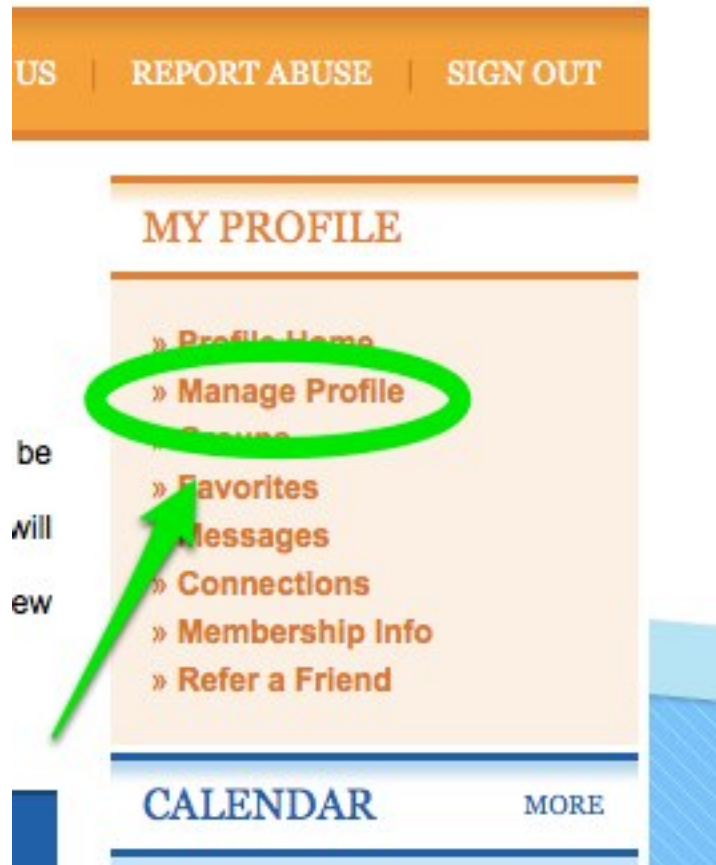


How to manage – Sub-Accounts

Sub accounts are created and edited under the manage profile link.



First, click on the sub accounts link marked by the green arrow below.

Manage Profile

 Profile Home

Information & Settings



Edit Bio

Update your information and choose privacy settings for individual fields.



Preferences

View and manage preferences and notification settings for your account.



Sub-accounts

View and manage current sub-accounts, send invitations.



Membership Card

View or print your personalized membership card.

Invoicing, Payments & History



Invoices

View, print and pay your invoices.



Event Registrations

View and print existing registrations and view past events and photos.




Membership

View your membership status and view membership renewal options.

Click on the sub-accounts link... you end up below...


My Sub-accounts

 Sub-account Sign-in Report


Jean Baillargeon currently has **10 seats, 8 of which are available.**









Activate all available seats

You can create a new sub-account by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Sub-account 

The circle indicates that out of 10 sub accounts (or seats as they are called) 8 are available. In other words, my account has 2 sub-accounts : one for my spouse and one for the boat.

 **Export Sub-accounts (Unicode)**

Options	Member Name / Organization	Account Status	Last Modified
   	DOWNSTREAM DOWNSTREAM	Enabled	22/01/2014
   	Helen Roberts	Enabled	04/03/2013

The arrow shows where to click to create a sub-account.

The system will ask you to sign out. Why? No idea... Just do it.

You will end up here :

Select Your Member Type

You have received a membership invitation from Jean Baillargeon...

- [Sign in here](#) to attach your existing account to Jean Baillargeon.
- Or, create a new account. Begin your registration by completing the form below.

Associate Member

Boat

Crew Member

Continue »

As you see there are 3 sub account choices. An associate is essentially a family member listed on your membership. A crew member might be another BCA number or a friend. Make the appropriate selection. Hit «continue».

You end up on this page.

Get Connected with Bluewater Cruising!

Note: All fields are required. Please ensure your username contains only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: 'smith123' or 'smith123@yourdomain.com'

Registration Information

Username

First Name

Last Name

Chapters

Here you fill in the fields, select the chapter you belong to and click «continue».

You end up here and populate the fields as previously

Step 2 - Registration Information


Please fill out the following information in order to become a member or website user.

Please Note: All information entered below will be visible to site administrators. Registered members and website users will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed to members and website users.

** Required Fields*

Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

Account Information

Username *	BOBBY
Password *	<input type="text"/>
Confirm Password *	<input type="text"/>
 E-Mail Address *	<input type="text"/>
Confirm E-Mail *	<input type="text"/>
Primary Group	Chapters: Vancouver

Personal Information

Gender * Male Female

At the bottom of the registration page you will have to click the «agree» box and submit.

Terms of Use

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND
In consideration of BCA accepting my application to part
the water rendezvous; offshore cruising expeditions; tra
support and to use this website (collectively the "Activiti

I AGREE

- To the Terms and Conditions of Website Usage, and
- To waive any and all claims that I may have in the fut,

I Accept the Terms of Use

Submit

Cancel