

Instructions for members of Royal Freshwater Bay Yacht Club

The Club has an online member portal (on the website) and an app (tablets and smart phones), available for members.

Members will use the same username and password for both the member portal and the app.

To login:

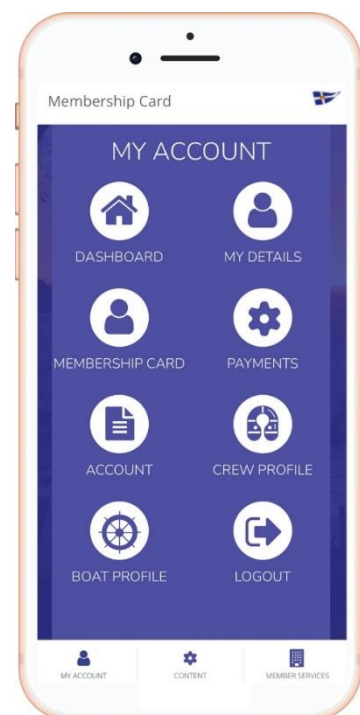
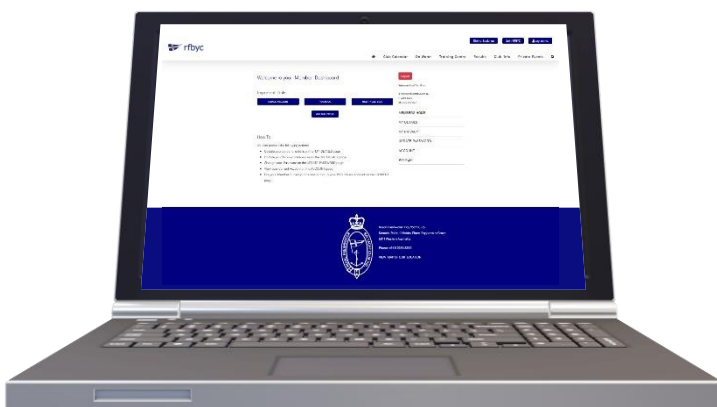
- Member usernames are your full 5-digit member number, for example 01234.
- Default password is the first four digits of your date of birth (DDMM). For example, 8 January would be 0801.

Changing your password:

Passwords can be changed by editing your details in the member portal or through the app.

Forgotten your password:

If you have forgotten your password, you need to use the website (rfbyc.asn.au) member portal (My RFBYC) to enter your username (5-digit member number) and click 'forgotten password'. An email will be sent to you at the email address on Club records and this will allow you to reset your password.



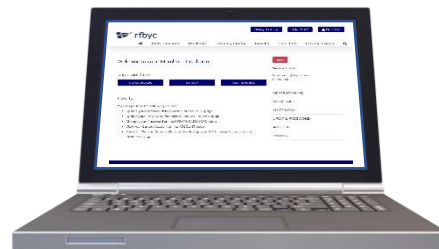
WEBSITE - MEMBER PORTAL

The member portal can be accessed by using an internet browser on a smart phone, tablet or computer.

Go to the Club website rfbyc.asn.au

Features of the member portal include:

- Update your personal details on the MY DETAILS page
- Update your Privacy preferences on the MY PRIVACY page
- Change your Password on the UPDATE PASSWORD page
- View your Current Account on the ACCOUNT page
- Pay your member account on the PAYMENT page
- Find important links to member only content such as the Yearbook.



Some of the pages on the Club website are for member viewing only, if you are not logged in then you will be prompted to do so. Members have access to their own private portal where they can view their account, make payments and edit their information.

APP - MEMBERPOINT

The Club app is called MemberPoint and it can be downloaded on to a smart phone or tablet.

Features of the app include:

- Upcoming events calendar
- Check your member account statement
- Update your details
- Receive alerts and notifications from the Club
- Read the Fresh News Blog
- Crew finder and Boat finder
- Keelboat Skippers – Sign-on for racing activities



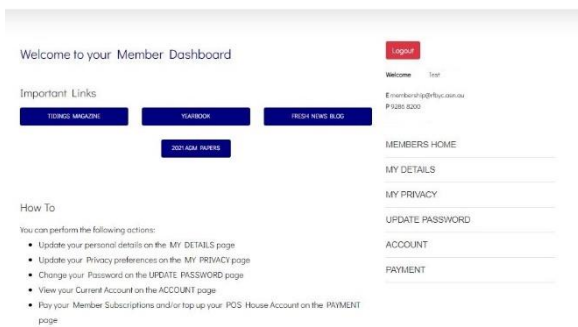
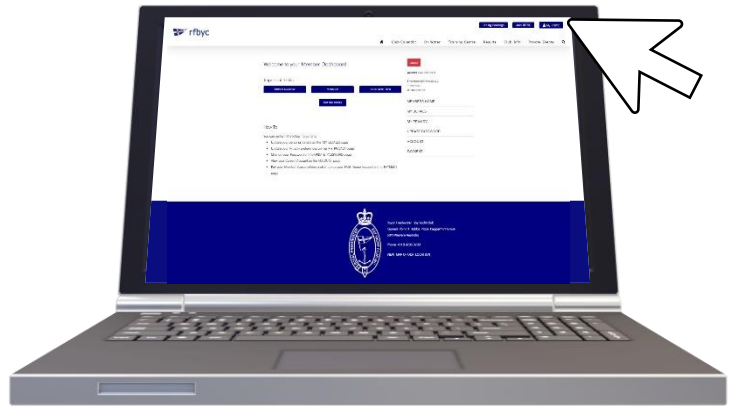
Continue reading for full instructions and features of both the member portal and the app.

Using the Member Portal:

Open an internet browser on a smart phone, tablet or computer.

Go to the Club website rbyc.asn.au

- Click on the My RBYC button on the upper right-hand side of the page. This will take you to the member login area.
- Login using your My RBYC username and password.



Dashboard

View the navigation menu.

Find quick links to:

- Tidings magazine
- Fresh News Blog
- Current items such as the Yearbook and AGM papers.

Update your password

- This is where you can change your existing password.
- Enter your current settings.
- Enter your new settings.
- Confirm the change.

Update Password

Current Password

New Password

Confirm Password

[Update Password](#)

View your account

Click on 'SEE MORE' for more detail.

Account		SEE MORE
CHARGE		
30 Days	\$0.00	
60 Days	\$-4.51	
90 Days	\$-2.51	
Current	\$-7.02	
Total	\$-14.04	

Account			
CHARGE			
30 Days			\$0.00
60 Days			\$-4.51
90 Days			\$-2.51
Current			\$-7.02
Total			\$-14.04
Account Details			
21-07-2021	RECEIVED WITH THANKS	\$-702	\$0.00
19-05-2021	RECEIVED WITH THANKS	\$-100	\$0.00
10-05-2021	RECEIVED WITH THANKS	\$-3.51	\$0.00
31-03-2021	RECEIVED WITH THANKS	\$-2.00	\$0.00
31-03-2021	RECEIVED WITH THANKS	\$-100	\$0.00
31-03-2021	RECEIVED WITH THANKS	\$-100	\$0.00
31-03-2021	RECEIVED WITH THANKS	\$-100	\$0.00
31-03-2021	RECEIVED WITH THANKS	\$-100	\$0.00
31-03-2021	RECEIVED WITH THANKS	\$-100	\$0.00
31-03-2021	RECEIVED WITH THANKS	\$-100	\$0.00
24-03-2021	MEMBERS BAR Beverage	\$5.49	\$5.49

make payments online

Account Payment

CHARGE (\$ 14.04)

Amount Due

Credit Card Number

Expiry Date CCV

Surcharge % Total Amount Due

[Pay](#)

Using the MemberPoint app:

On a tablet or phone with the App Store or Google Play:

- Search for the app “MemberPoint” and download it.
- Open the app.
- Use the drop-down menu to select our Club.
- Login using your MyRFBYC username and password.

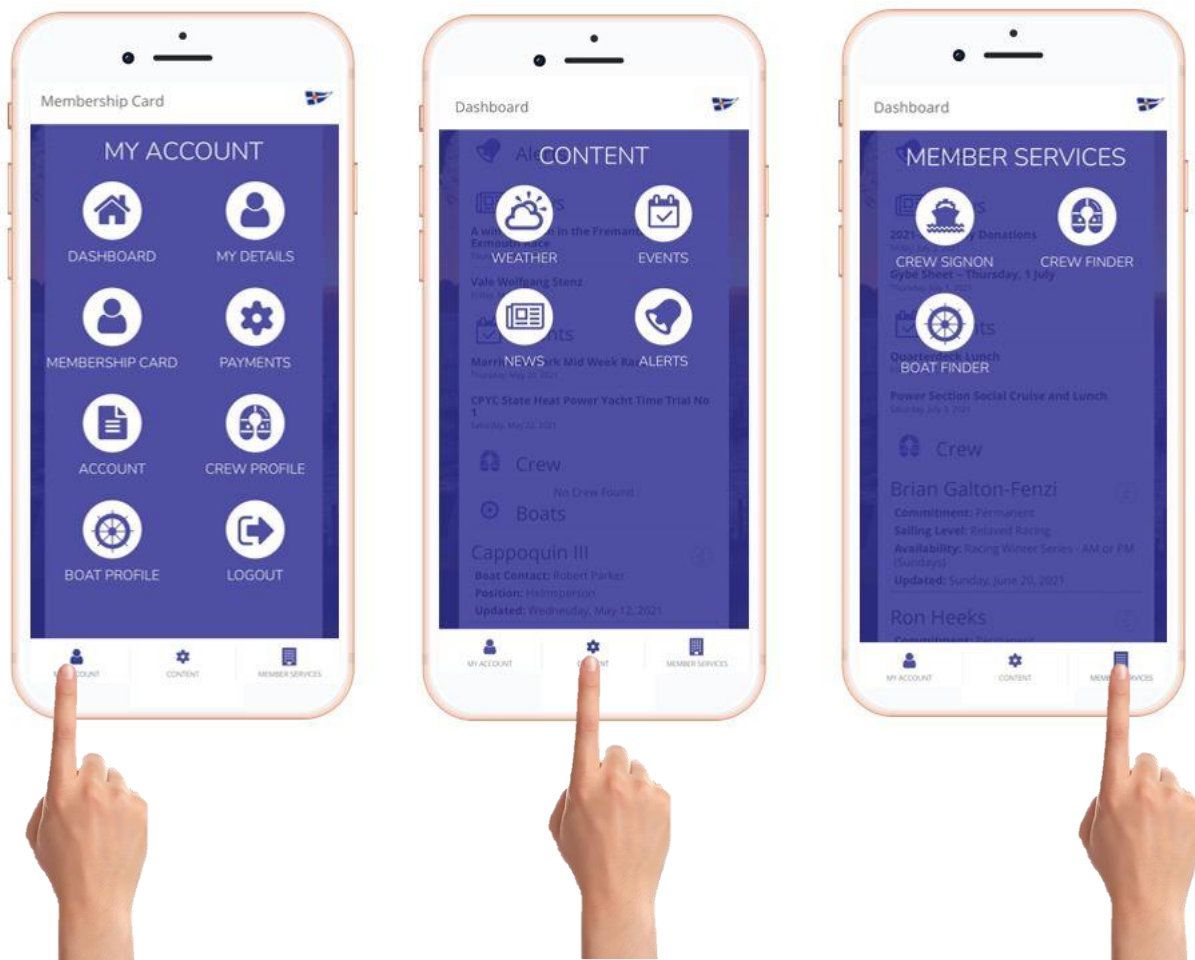


When you log in to the app you will see the dashboard. This shows recent news, upcoming events as well as any current alerts from the Club.

To receive member alerts as pop up notifications to your phone or tablet, please turn the feature on for the app using your phone settings.

There are menu pages within the app. Scroll through these pages by clicking on the menu items at the bottom of the screen:

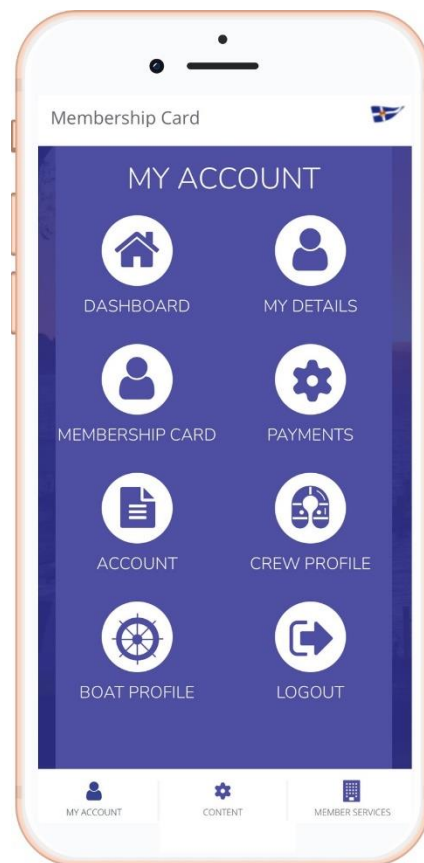
- **My Account.**
- **Content.**
- **Member Services.**



My Account

On this page you will find your own information and settings including:

- **My Details** – edit your details, privacy settings and password. When making changes to your address and other information please keep to the same formatting, this information connects directly with our Club database. If you are not sure please send an email to the Club to change your contact information.
- **Payments** – make a payment to your member account.
- **Account** – view your recent charges and payments (please note that the details of f&b receipts are not being used by the Club).
- **Crew Profile** – if you are looking for a crewing position for keelboat racing you can set up a profile and advertise yourself on the Crew Finder page. The enabled settings shows (yes) or hides (no) your personal crew profile.
- **Boat Profile** – if you have a boat and are looking for crew you can set up a profile and post your crew advertisement on the Boat Finder page. The enabled settings shows (yes) or hides (no) your boat profile.
- **Dashboard** – returns you to the home page where you can click on Club news and the Club events calendar.
- **Logout** – this is to log you out of the app. Next time you open it you will need to select the Club then enter your username and password.



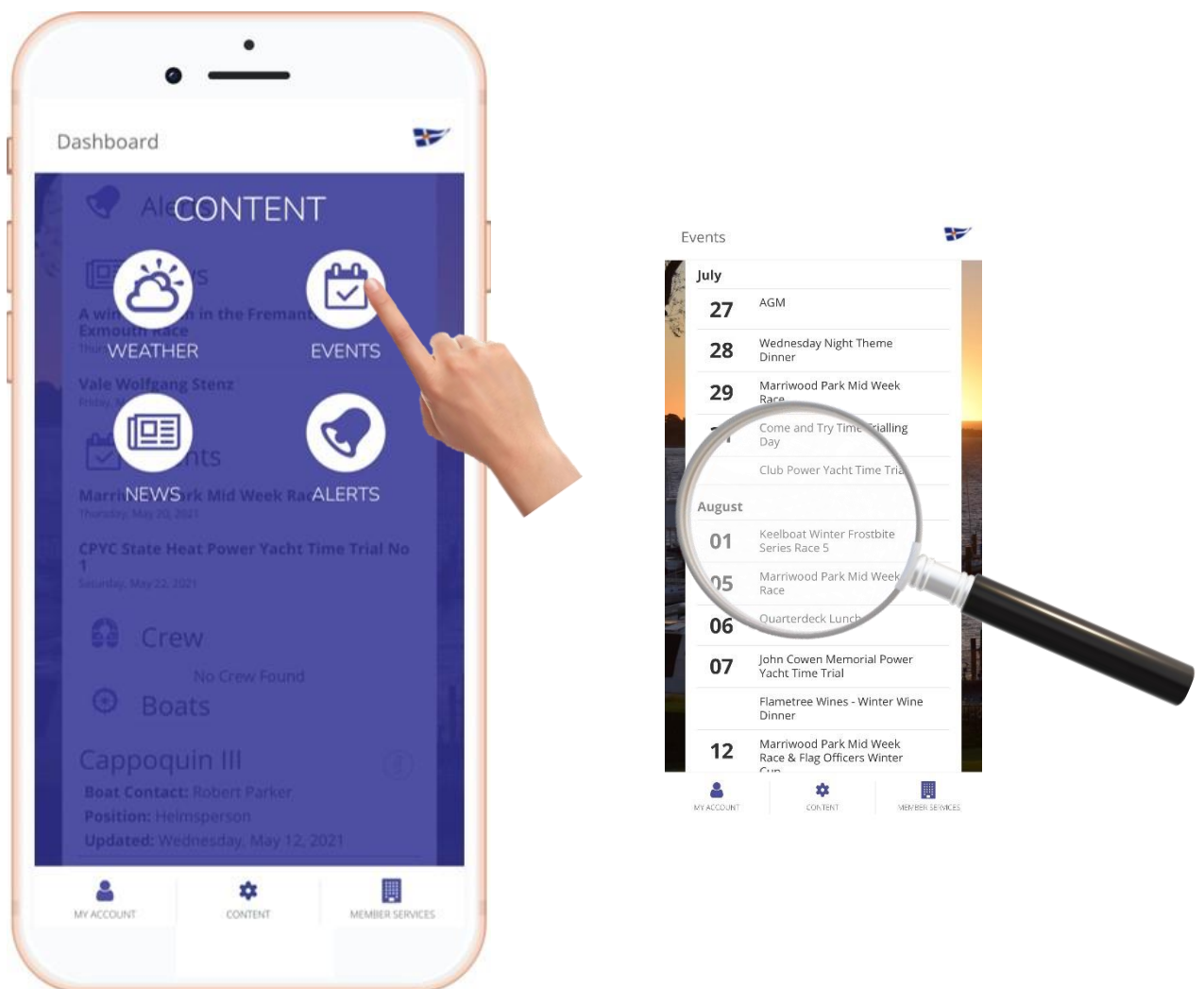
You'll notice other settings such as 'Membership Card', this feature is coming soon and will be announced to members when available.

Keelboat skippers please note – the Crew Profile and Boat Profile tools are not connected to the Crew Sign-on for keelboat racing. You do not need to do this as part of the sign on process.

Content

On this page you will find handy information about the Club:

- **Weather** – local weather data for the Club’s location.
- **News** – The Fresh News Blog.
- **Events**- this will show you a list of Club events. When viewing the calendar items, please click on the line item to view more information. Some events will include buttons to take you to the Club website for further details and bookings (please note that if you continue to the website it will open the web browser on your device and take you away from the app).
- **Alerts** – when the Club sends notifications to app users, they will appear in a list here. To receive member alerts as pop up notifications to your phone or tablet, please turn the feature on for the app using your phone settings.



Member Services

Use this page for participating in on water activities:

- **Crew Sign-on** – this is used by the skipper/person in charge for keelboat racing at the Club.
- **Crew Finder** – Search for crew for your team.
- **Boat Finder** – Search for a position on a boat that is looking for crew.

The Crew Finder and Boat Finder is part of the Crew Experience Program which is aimed at matching yacht owners with crew members that are interested in participating in racing.

Keelboat Sailing:

More information is available on the RFBYC website 'rfbyc.asn.au / Club Info / Crew Sign-on'.

Please read the [Crew Sign-on instructions](#) to learn how to sign on a boat for racing.

The SailPass Register function is used for anyone who is not a member of Royal Freshwater Bay Yacht Club. Please read the [On-Water pass guide](#) for instructions.

