

How to manage your eCIRs

A guide for Regional Editors

Viewing CIRs

Once you have signed in to MyCA, click on the link for Cruising Regions in the Navigation Menu in the left-hand column, then select Read CIRs.

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MYCA MEMBERS' WEBSITE

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The membership area for CA Members

Welcome to My CA

Submitted by [Webmaster Chris](#) on Wed, 01/11/2006 - 07:27. [Public access](#)

This is the CA Members' area which is designed to be interactive. There are discussion forums and logs that you can read and post your own comments to. You can also update much of your own information in the CA files from here. To access most of the content here you must first create a new account and before you can do that you must be a member of the Cruising Association.

If you are a CA member, you can join MyCA by clicking on 'Create new account'. Non-members should click on 'Join the CA' at the top.

[» read more](#)

Bradwell

Submitted by [Edward Creswick](#) on Mon, 10/09/2007 - 18:59. [CIR](#) | [Selsey Bill to Felixstowe](#)

Country: England, E
Information date: September 2007
Publication details: CA Cruising Almanac 2007-2008, p102
Name of Boat: ADAGIO
LOA: 13m
Draft: 1.4m

Approach: The recommended route from the E past Bradwell Power Station barrier wall is N, not S. While passage S is possible, it is narrow, shallow and unnecessary, giving no advantage over passing N.

Berthing: It is recommended to call ahead to ensure there is space on the designated Visitors pontoon before entering.

Recent Forum Topics

- Using SeaMe and AIS as radar ...
- Some available winter places ...
- St Helena
- leak in my bilge
- Diesel supplies in Belgium
- Greek Cruising Regulations
- winter in corsica
- Wintering your boat on Norweg...
- Cetraro
- Antifouling performance this ...

Who's online
There are currently 2 users and 0 guests online.

Online users

- Regional Editor
- Louise Busby

Who's new

- Jorgen Brandt N...

Unreviewed CIRs are displayed alphabetically, or you can sort the list by date order (most recent first) by clicking on the link at the top of the page. Select any CIR that falls into your region by clicking on the title (usually the name of the port). You should see a screen with view and edit tabs at the top (below the title).

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My CA

Alassio

[view](#) [edit](#) [revisions](#)

Submitted by [Julian Dussek](#) on Fri, 10/08/2007 - 17:44. [CIR](#) | [Unreviewed](#)

Country: Italy
Information date: May '07
Publication details: Italian Waters Pilot. Heikell 7th Edition p54/5
Name of Boat: Pluto
LOA: 11.2
Draft: 1 or 1.8 (lifting keel)

Small friendly port. DO call in on VHF before entering. 09 or 16. Tel no. is [+39 018 645012](#) (there is an extra 2 in Heikell)
Town is a good 5 min bike ride away. 41 Euro per night

[» add new comment](#)

Recent Forum Topics

- Using SeaMe and AIS as radar ...
- Some available winter places ...
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Who's online
There are currently 1 user and 0 guests online.

Editing an entry

Click the edit tab to open up the CIR in edit mode. As a Regional Editor, you can now edit any aspect of the posting, although if you have further details to add, rather than a correction, it is normally better to post them as a comment under your own name (see 'Adding a Comment to a CIR' below). Feel free to correct spellings and formatting to make the entry consistent with the other CIR postings, for instance by changing the title to 'Title Case', rather than BLOCK CAPITALS!

The screenshot displays the 'My CA' edit interface. At the top, a navigation bar includes 'CA Home', 'My CA', 'Sections', 'Shop', 'Join the CA', and 'Contact us'. The main header area features the 'MYCA MEMBERS' WEBSITE' logo. The left sidebar lists navigation options for 'Regional Editor' (Help, Contact Us, Log out, My Account, Add Information, comments, webform, Forums, Logs, Polls, Recent Posts) and 'CA Information' (Book Reviews, Committee News, Cruising Regions, HLR Pages, Sections). The central content area, titled 'My CA', shows the 'edit' tab for a CIR titled 'Alassio'. The form includes a 'Name of Port' field (Alassio), a 'Country' dropdown (Italy), and a 'Content Type 01' dropdown (CIR). A red arrow points to the 'Regions' dropdown menu, which is currently set to 'Unreviewed'. Below this are sections for 'Information provided by' and 'Information date' (May '07). The right sidebar displays 'Recent Forum Topics' and 'Who's online'.

Transferring CIRs to 'Reviewed' status

To transfer the CIR from the 'Unreviewed' category to your regional category, click the down arrow in the Regions menu box (next to where it says 'Unreviewed'). You should see a list of regions, from which you can select the appropriate region for the CIR to be transferred (normally your own area). Don't select the menu items entitled 'Regions included in the CA Almanac' or 'Mediterranean' as these are just headings to help differentiate between the different areas

When you have finished editing the entry, scroll to the bottom of the page and click the 'Preview' button (being very careful not to hit the Delete button by mistake!).

When you see the Preview screen you have a further chance to make any necessary edits, and then you should scroll again to the bottom of the screen, and this time click the 'Submit' button (again being very careful not to hit the Delete button by mistake!) You must remember to click 'Submit', in order that your changes are saved.

Adding a Comment to a CIR

If you would like to add to another member's CIR posting, the best way is to click the 'add new comment' link at the bottom of the entry, rather than making changes in the edit screen. This makes the contribution visible as being added by you, as regional editor, giving it extra credibility!

My CA

Alassio

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[revisions](#)

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» [add new comment](#)



Creating a new CIR

If you would like to post a cruising information report, select 'Add Information' from the left menu (top section), then click 'Cruising Information Report (CIR)'. Follow the instructions at the top of the form which explain how to complete each of the boxes. If you are submitting information for your own region, you can select the name of the region using the 'Regions' drop down box. Otherwise, leave the 'Regions' setting as 'Unreviewed' and it will be transferred (reviewed) by the appropriate regional editor. When selecting your region, please note that the title 'Regions included in the CA Almanac' is just a title for the regions which follow and should not be selected. (Similarly with the Mediterranean title, which is a heading for the Mediterranean regions.)

When completing the form, you do not need to fill in every box. For instance, if the information is based on first hand experience, you do not need to complete your name in the 'Information provided by' box, as your name will appear automatically as the person submitting the report. Similarly, the date does not need to be completed if it is current information. It is also not necessary to give details of your boat, if it is not relevant to the information being provided.

You will need to use the 'File Attachments' option at the bottom of the form if you want to attach further information or pictures. There is help on how to do this by clicking the link in item 5 of the help instructions at the top of the form.

When you have finished entering your information, press the 'Preview' button and check the contents as shown on the screen. You can make any further amendments to the report at this stage, and then press 'Preview' again to check your changes, or 'Submit' to save your report.