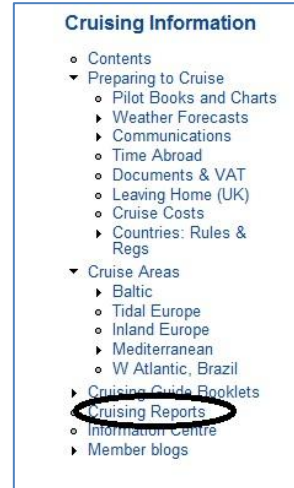


# How to manage your eCRs

## A guide for Regional Editors

### Viewing CRs

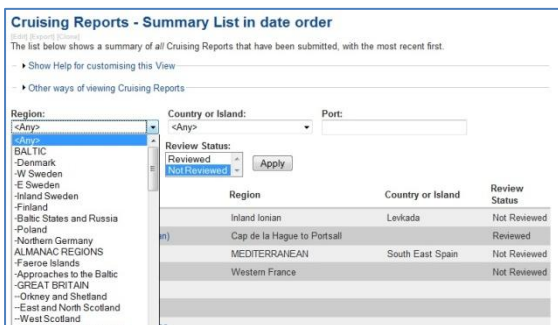
Once you have signed in to MyCA, click on the link for Cruise Info then in the left menu select Cruising Reports.



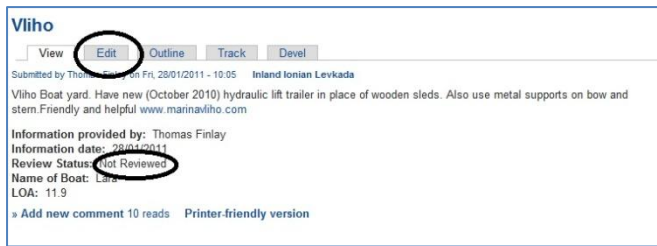
To find unreviewed CRs click on 'List a Summary of Cruising Reports', which is about half way down the page.



Select any CR that falls into your region by selecting a region, eg Greece and the Review Status of 'Not Reviewed'. Click Apply to list your reports.



Select the report you wish to review by clicking on the report name. You will see the details of the report, including the current status of 'Not Reviewed'.



### Editing an entry

Click the edit tab to open up the CR 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 CR' below). Feel free to correct spellings and formatting to make the entry consistent with the other CR postings, for instance by changing the title to 'Title Case', rather than BLOCK CAPITALS!

### Changing CRs to 'Reviewed' status

To change the status of the CR click the 'Reviewed' radio button under Review Status.



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 'Save' button. You must remember to click 'Save', in order that your changes are saved.

### Adding a Comment to a CR

If you would like to add to another member's CR posting, the best way is to click the '**add new comment**' link at the bottom of the entry, in **View** mode, 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!

Louise Busby 17/10/07

Updated by Sue Sutherland 30/01/11