

The Cruising Association – Mediterranean Section

Electronic Communication

The principal methods of communication with members who have internet access is through the Mediterranean Section (MedSec) pages of My CA, the interactive area of the CA web site, and the use of email. Information is published on our web pages and Announcements are sent out by email to alert you to their presence so that you can access them at a time and place of your own choosing.

The Section Website

The MedSec pages include News, Forthcoming Events, Pilot Updates, Newsletters, Minutes of Section Meetings, Members' Cruising Plans and Reports, Links to Members' Web Sites, Information on Discounts available at various ports in the Mediterranean and copies of questions send out via MedNet (see below) and the replies received.

To access the MedSec pages you must first register to use My CA. If you have not yet registered, please visit My CA at the following address and follow the instructions given in the Welcome message:

<http://myca.org.uk>

After you have logged in to My CA, click on **Sections** in the Navigation Menu on the left-hand side of the page and then on **Mediterranean**. A few of the pages are visible to members of the public, but the majority are visible to members only.

Communication by Email - MedNet

MedNet is an email group hosted on MyCA exclusively for members of the Mediterranean Section. It is used for:

- **Sending out information** from the Section Secretary, Webmaster or MedNet Manager including Announcements alerting you to new material on the MedSec pages.
- **The posting of notices** by any member for the benefit of others, e.g. new information about the imposition of the Cruising Tax in Greece or a change to a navigational aid.
- **The posing of question(s)** by any one member inviting a response from others e.g. "Can any member tell me who sells cheap flights back from Monastir?" or "Are any fellow members thinking of cruising to Croatia next year?" Replies are sent directly to the member who posed the question with copies to MedNet Display (see below).

How to join MedNet

- Login to My CA and click on **Forums** in the Navigation Menu on the left-hand side of the page.
- When the Forums Home Page opens, click on **Usergroups** in the list of links in the white box at the top of the page.
- In the **Join a Group** box, select **MedNet** from the drop-down box and then click on **View Information**
- In the **Group Information** box, click on **Join Group**.

Your request to join MedNet will be sent to me for approval. As soon as I have responded you will be notified by email and you will be able to start using MedNet.

Spam Control Measures

Many Internet Service Providers (ISPs) use spam filters which may prevent messages from MedNet reaching your inbox. In order ensure that the messages get through, please add myca.org.uk to the list of domains on your 'white list' i.e. the list of domains from which you do wish to receive emails.

If you use Hotmail please take the following action **before** joining MedNet. Open your Hotmail account, click on 'Options' and then, in the central column of the page that opens, click on 'Mailing Lists'. In the page that opens, type the Group Address for MedNet (mednet@myca.org.uk) in the box on the left, click on 'Add' and then on OK. Mail from MedNet should now be allowed through to your Inbox.

How to post a Notice or Question

Send your Notice or Question in an email addressed to:

mednet@myca.org.uk

Give your email a suitable title in the Subject Box prefixed by either Notice: or Question: as appropriate. This will make it clear whether or not you are anticipating a response from other members. A copy of your message will be forwarded to every member of MedNet.

How to reply to a Question

Click on the 'Reply' button (**not** the 'Reply All' button) on the incoming email, compose your reply and send it. Your reply will be automatically addressed to the member who posed the question with a copy to MedNet Display (see below). If you wish your reply to be private, please delete the address of MedNet Display and add the word Confidential: to the beginning of the Subject before sending the email.

Please do not address your reply to MedNet. Please send any follow-up email member-to-member, not via MedNet, with a copy to MedNet Display if you are happy for it to be read by a wider audience.

How to view MedNet Display

You will find MedNet Display on My CA. After you have logged in, click on **Sections** in the Navigation Menu on the left-hand side of the page, then on **Mediterranean** and finally on **MedNet Display**. When the page opens, you will find a copy of all the messages sent to MedNet and of all the corresponding replies that have been copied to MedNet Display.

MedNet Seasons

The Open Season – November 1st to March 31st inclusive

The majority of members lay up their boats for this period and access their email using a landline. MedNet can be used freely during the Open Season when it is especially useful for finding out information about your intended cruising area for the following year.

The Restricted Season – April 1st to October 31st inclusive

Many members live on their boats for all or part of this period and access their email using a mobile phone logged onto a foreign network. Such access is both slow and expensive making excessive numbers of and/or over-long emails unwelcome. Members are asked to keep this in mind when using MedNet during the Restricted Season and to avoid excessive use of the system.

Reducing the size of Emails

When sending a message via MedNet or replying to a question, whatever the season, please:

- Send emails in Plain Text Format, not HTML.
- Do not include the original message in your replies.
- Do not send unsolicited attached files.

Disclaimer

The information given in any message sent via MedNet or sent privately in response to a question posted via MedNet is supplied in good faith but no responsibility for loss occasioned to any person acting or refraining from action as a result of the information is accepted by the writer of the email or the Cruising Association. In making use of MedNet you are accepting this principle.

David Toynbee
MedNet Manager

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