



The Steamboat Register

Instructions for adding and editing entries

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1. General Structure

The boat is described by an extended set of about 100 *fields*, some of which are restricted in their available values and others are free text. Up to 10 photographs may be included, with captions, the first of which will be displayed near the top of the entry. Up to 4 videos can be included by linking to a U-tube site. The full set of fields is referred to as the 'Profile'.

The Profile is visible (with the exception of a few confidential fields) to anyone accessing the Register site, whether an SBA member or not.

2. Compulsory Fields

The following must be defined:

- The *Boat's Name*, which must start with a letter or digit;
- The *Owner's Name*. Multiple owners may be put on a single line, separated by semi-colons. There is an option to allow/prevent the owner's name being shown on the public display;
- Contact *Email Address*. This will be used by the system or the Curator to contact the owner. This will not appear on the public display.

3. Other Fields

Most of these are self-explanatory. Some are a choice from a drop-down list, others are tick boxes or free text fields in which you can explain or extend what you have put in.

The drop-downs generally show values which already occur in the Register. Choose the most appropriate, and in case of a choice, the most informative (bear in mind that it is possible that other users may search on the value of the field). In some cases you can add your own choice, but avoid this if you can to keep the total number of variations down.

Some fields require units which are specified by a field nearby Changing the units changes the numbers displayed both on the edit screen and the profile display.

4. Creating a New Entry

From the Register website front page, select 'Add/Edit your Steamboat'. Follow the instructions – you will be asked for an *Email Address*. The system will then send you an email with a 4 digit code to be entered on the screen. You will then be asked to give a *Username* (most people use the name of the boat, but this might not be available and is not compulsory) and a *Password*. The *Email Address*, *Username* and *Password* will not be shown on the public profile.

You will then be presented with all the fields and their options. Once you have entered the *Boat's Name* and the *Owner's Name* you can save the profile at any time and come back to continue editing it later.

5. Editing your Entry

After logging in (with your *Username* and *Password*), you can select the fields you want to change from the menu which appears at the top. You should save your changes every now and then to avoid lost data if something goes wrong.

You can change your *Password* but not your *Username*. If you want to change this, please contact the Register Curator.

6. Change of Ownership

When a boat changes hands the new owner becomes responsible for maintaining the Register entry.

The old owner should pass the new owner the *Username* and *Password*, if necessary using the 'don't know my login details' facility. If this is not possible for any reason, the Register Curator should be asked to set the *Email Address* to that of the new owner, who can then use 'don't know my login details'.

On change of ownership, the following fields must be updated:

Email Address, *Password*, *Owner's name*, '*Owner's Name to appear in the Register*' (tick box), *History*.

The *History* field must be updated to reflect the change of ownership and any other details, in particular if the *Boat's Name* has been changed, so that links back to previous versions of the Register and other documentation can be made.

7. Support

For assistance, please contact the Register Curator:

registercurator@steamboatassociation.org.uk