



PORT VISITOR

TUTORIAL 2
USER PROFILE



USER PROFILE: PRIMARY FIELDS

Dashboard

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Seafarers' Centres

Vehicles

Welfare Boards

Maritime Organisations

ACCOUNT

Edit Profile

Logout

Staff Image



Click on image placeholder to upload a profile image or avatar.



First Name *

Stuart

Email *

stuartrivers@*****.com

Password

.....

Sub Sector *

Voluntary Organisation/NGO

Last Name *

Rivers

Job Title/Position *

Consultant

Maritime Organisation *

Merchant Navy Welfare Board



Check that all primary fields contain the correct information as entered on your sign-up form and adjust as necessary.

Roles *

NAME

User



USER PROFILE: VEHICLES

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Vehicles



If you have a vehicle assigned to you for the use of transporting seafarers, click the 'Add' button here. The Vehicles tutorial provides detailed information on adding vehicles to your profile.

Add



This user isn't associated with any vehicles.

Welfare Boards

Search ...



Add



This user isn't associated with any welfare boards.

You will not be able to associate the user with **ports** or **seafarers centres** until you **add a welfare board**.

Ports

Search for a port...

Add

ID	NAME	COUNTRY	SHIP VISITING FREQUENCY	
3067	Southampton (United Kingdom)	-	None	X



USER PROFILE: WELFARE BOARDS

Vehicles

Add



If you joined or created a Welfare Board during the sign-up process, you will see it listed here. If not, you can select a Welfare Board from the dropdown list and a join request will be sent to the administrator for approval.

Welfare Boards

Add



If a Welfare Board is already established in your port but it is not listed on Port Visitor, you can add it in the Welfare Board section by selecting from the navigation pane. See the Welfare Board tutorial for details.

Search ... ×

- Central & West of Scotland PWC
- East Anglia
- Gibraltar Seafarers Welfare Board
- Haven
- Humber PWC
- London & South East PWC
- Merchant Navy Welfare Board
- Milford Haven PWC

Add

Ports



This user isn't associated with any ports.

You will not be able to associate the user with **seafarers centres** until you **add a port**.

Seafarers' Centres

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USER PROFILE: PORTS

This user isn't associated with any welfare boards.

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Ports

ID	NAME		
3067	Southampton (United Kingdom)	-	None

 The port you selected during the sign-up process will be listed here. If you work in multiple ports, you can add them by searching for the location, selecting the port and clicking the 'Add' button.

Fawl	Add
Fawley (United Kingdom)	
Falkenberg (Sweden)	
Fall River (United States of America)	X
Fallersleben (Germany)	
Falmouth (Antigua) (Antigua and Barbuda)	
Falmouth (Jamaica) (Jamaica)	Add
Falmouth (United Kingdom)	
Faslane (United Kingdom)	
Nykobing Falster (Denmark)	
Stanley (Falkland Islands)	

Seafarers' Centres



This user isn't associated with any seafarers' centres.

Public Contact Information

METHOD	CONTACT INFORMATION	PREFERRED CONTACT METHOD?
<p> Add contact method</p>		



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This user isn't associated with any welfare boards.
You will not be able to associate the user with **ports** or **seafarers centres** until you add a welfare board.

Ports

ID	NAME	SHIP VISITING FREQUENCY	
3067	Southampton (United Kingdom)	-	<input type="text" value="Fawl"/> <input type="button" value="Add"/>



If you are a port chaplain or ship visitor, select the frequency of your ship visiting activity from the dropdown for each port that you are active in. This information will be available to seafarers visiting your port.

✓ None

Frequent - on a daily basis

Regular - weekly basis

Occasional - monthly

Request Only

Seafarers' Centres



This user isn't associated with any seafarers' centres.

Public Contact Information

METHOD	CONTACT INFORMATION	PREFERRED CONTACT METHOD?	
<input type="text" value="Phone"/>	<input type="text" value="Enter contact information..."/>	<input checked="" type="radio"/>	<input type="button" value="X"/>



USER PROFILE: SEAFARER CENTRES

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Add

ID	NAME	COUNTRY	SHIP VISITING FREQUENCY	
1489	Richards Bay (South Africa)	-	Frequent - on a daily basis	×



If you are connected to a seafarer centre in your port, you can add this to your profile by selecting from the dropdown list. Only centres connected with the ports on your profile will be listed.

Seafarers' Centres

✓ Select a Seafarers' Centre...

Richards Bay Combined Seafarers Centre

Add



This user isn't associated with any seafarers' centres.

Public Contact Information

METHOD	CONTACT INFORMATION	PREFERRED CONTACT METHOD?	
Phone	01234 56789	<input checked="" type="radio"/>	×
Email Address	port.chaplain@portvisitor.com	<input type="radio"/>	×



USER PROFILE: PUBLIC CONTACT INFORMATION

This user isn't associated with any seafarers' centres.

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Public Contact Information



Public Contact Information is displayed on the port directory search page and is visible to seafarers and others searching for information about a particular port

METHOD	CONTACT INFORMATION	PREFERRED CONTACT METHOD?	
Phone	01234 56789	<input checked="" type="radio"/>	×
Email Address	port.chaplain@portvisitor.com	<input type="radio"/>	×
<div data-bbox="693 960 1216 1285"><ul style="list-style-type: none">✓ PhoneMobileEmail AddressSkypeSocial MediaFax</div>	Enter contact information...	<input type="radio"/>	

[+ Add contact method](#)



Multiple contact types can be added to your profile by clicking 'Add contact method'. Select the contact type from the dropdown list then add your personal contact details. Remember to set your preferred contact method.

Save



Once you have finished, you can click the 'Save' button. That's it! You have completed your user profile.

About

Join

Information

Privacy Policy



PORT VISITOR

THANK YOU!

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