

Member Portal – User Guide

Our aim is to make the navigation of SGMF website as easy as possible and we hope this guide enables you to quickly become familiar with it.

For the best experience of using the Member Portal we recommend you access the website through Chrome or Mozilla Firefox browsers.

Dashboard

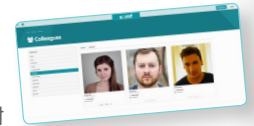
Logged In Successfully

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1 Profile – updated your profile here, choose your privacy options and change your password. Don't be shy - upload your photo too!



2 Colleagues – see SGMF registered users from your company. The Primary Contact can invite other colleagues to register too.



3 Events Calendar – this is where you will find details of upcoming SGMF and Industry meetings.



4 Library – you can download formal publications, technical guidance notes and reference documents here. **Member Uploads** – you can upload relevant information (press releases, marketing information, images etc) into the Member Uploads folder to share with your fellow members.

5 BASiL – automated Bunkering Area Safety Information for LNG model. This can be used to manage bunkering risks through the definition of a safety zone. Available automatically to the Primary Contact, other users need permission from the Primary Contact to have this enabled.

6 Databases – Ships – Projects – Supply – Incidents, on various levels this is where you will find the up to date reference stats for the industry.

7 Groups – you can view a list of the active workgroups and committees. Also, details of groups with open vacancies can be found here and, you can apply for a vacancy directly from this section. If you are involved in a group you can access documents and discussions through this area.



8 Members Directory – go and meet your fellow members and connect! You will find contact details of all registered users that have not opted for a private profile.



9 Industry & Training Links – details of key organisations in the industry and those the Society works with. Relevant open-access training courses provided by **SGMF Members**.

10 Forum – you can raise technical queries in the forum, discuss these with members and the Secretariat.

11 Shop – additional hardback copies of SGMF publications can be ordered directly from the portal at discounted rates.

12 Order History – this is a record of all shop orders, both complete and in progress.

13 Company Profile – if you are the Primary Contact for your organisation you will have the option to check and update your company details. From this screen you can upload your company logo and enter some information about your company giving other members an overview of your products / services.



14 Invoices – Copies of all paid and outstanding invoices can be found here. This option is only available to the Primary Contact.

