

SMS

SAR MANAGEMENT SYSTEM

Manual

Step-by-step instructions on
accessing key functions of the
SAR Management System

Version 12-09



Foreword

This manual is designed as a companion piece to the videos to help members navigate through and make optimal use of this system. We have tried to focus on those areas of common concern. It will be very beneficial to all members to work with the SMS system as it provides an accurate snapshot of Auxiliary activity from Unit to Region and Nationally.

The SAR Management System is designed to keep track of all vital information regarding personnel, units, vessels and district / zone operations throughout each region. It is intended to collect data concerning the missions / incidents the CCGA undertakes, the training hours put in, as well as all other official activities that are conducted by the various members and units in each region.

The data collected will provide unit leaders with a consistent and accurate record of the activity of their units over the course of a season as well as year over year. This will help Units, Regions and National plan, prepare and budget for the future.

The Canadian Coast Guard Auxiliary wishes to thank Ralph Fitzgerald for his tireless work in preparing and presenting the video portion of the SMS System Training Program. His presentation was the starting point and the primary content reference for this print version. Most of the chapters in this manual are directly related to what is in the video sections. Ben Durocher turned Ralph's words into text, condensing and updating any aspects of the program which had changed since the video version was launched. He also selected, captured and modified the accompanying images in order to provide a clear visual reference to the user. Juanita Armstrong put her expertise in SMS to work, reviewing and verifying the contents of the manual, to ensure it would provide members with an accurate guide to follow. She also added some content to cover aspects of SMS which she felt needed to be included based on queries she received at the CCGA C&A office concerning the program. Liz Wong finalized the manual layout and prepared it to go to print. Once again thank you all for your efforts.



Table of Contents

| | |
|---|------------|
| Foreword | 1 |
| Quickstart | 4 |
| First Login | 4 |
| Member | 12 |
| Personal Profile | 12 |
| SAR profile / Photo ID | 20 |
| Menus and Help | 24 |
| Message Centre | 30 |
| Personal Log | 32 |
| Claim Form | 36 |
| Saving / Updating / Submitting Forms | 46 |
| Certification Form | 52 |
| Activity Form | 60 |
| Unit Overview | 66 |
| Coxswain | 72 |
| Coxswain Overview | 72 |
| Training Exercise Form | 74 |
| Classroom Form | 84 |
| Incident Form | 92 |
| Vessel Log | 118 |
| Unit Leader | 122 |
| Unit Leader Summary | 122 |
| Unit Activities Overview | 128 |
| Vessel Information | 134 |
| Marking a Vessel In / Out of Service for the Season | 136 |
| Personnel Records Assign Rights | 140 |
| Updating Certifications for Unit Members | 144 |
| Updating Unit Information | 148 |
| Requesting a Tasking Number | 150 |
| Requesting a CCGA ID Card | 154 |

SMS: Quick Start

First Login

1. To login to the SMS System, launch your preferred Internet browser. Access the SMS website at <http://www.qcislands.net/ccgaca/>.



2. Once the page has loaded, click the [Login/Signup](#) link on the top menu bar.



3. In the new window that opens, enter your username and password into the [Username](#) and [Password](#) text fields and click login.



4. If you are a new member and are logging in for the first time you can also gain access to the SMS system in a few other ways:

a) If you joined the CCGA on or after January 2008 and provided an email address as part of your contact info, you would have automatically received a membership number as well as an SMS Username and Password via email from [info@ccga.ca.com](mailto:info@ccga.ca). It is recommended you check for this email in your inbox around the date you registered.

b) If you did not provide an email address at the time you registered, can't find your email notification, or were a member prior to January 2008: For your username, type [ccga](#) (lowercase) followed by your membership # (example: [ccga1234](#)). For your password, use your last name minus the first letter. (example: Taylor would be [aylor](#)).

c) If this does not work, contact office@ccga-ca.com and they will arrange to send you your username and password.



5. If you have your username and password but are unable to log on, the problem may be a security setting on your web browser. Please try this before contacting the office:

a) If you are running [Internet Explorer](#), find the tools menu at the top of the browser and select [Internet Options](#).



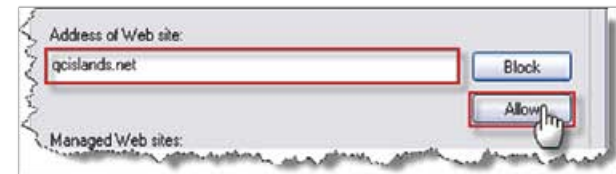
b) Next, click on the privacy tab.



c) Click the Sites button to access the Per Site Privacy Actions.



d) Type qcislands.net into the Address of Web site text field and then click Allow and Ok.



e) Re-input your username and password into the Login/Signup page and click Login.



f) If you are still not able to login, contact us at office@ccga-ca.com for additional help.

6. If you have already been active on SMS but forget your password, click on the Lost Password button found in the [Login/Signup](#) page.



a) Enter your email address into the field provided and click [find me](#). The SMS system will automatically send you an email with your password. (Note: this will only work if your current email address was entered in the system).

