Air Cadet League of Canada

Alberta Provincial Committee

Wing Directors

Website Manual

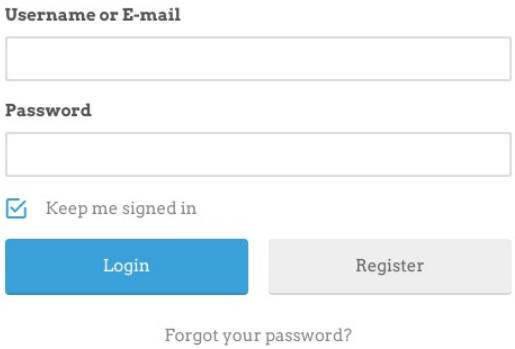
2018

Introduction

This manual provides Wing Directors information on how to log-in to and use the Alberta Provincial Committee website (aircadetleague.ab.ca). This includes how to log-in, edit Squadron profile data and update squadron annual reports.

Logging In

To log-in please follow these steps:



Visit: aircadetleague.ab.ca/member-login/

Type in your Wing Director login:

WING	USERNAME	PASSWORD
North West Wing	nw.wing	*Contact webmaster
North East Wing	ne.wing	*Contact webmaster
Central Wing	central.wing	*Contact webmaster
Southern Wing	southern.wing	*Contact webmaster

Webmaster Contact: webmaster@aircadetleague.ab.ca

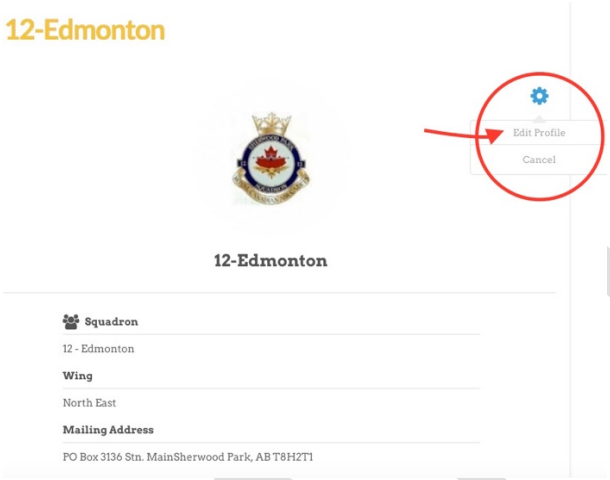
Once you are logged in, you should be automatically re-directed to the Squadron Listing page: https://aircadetleague.ab.ca/list-alberta-squadrons/

Editing Squadron Data

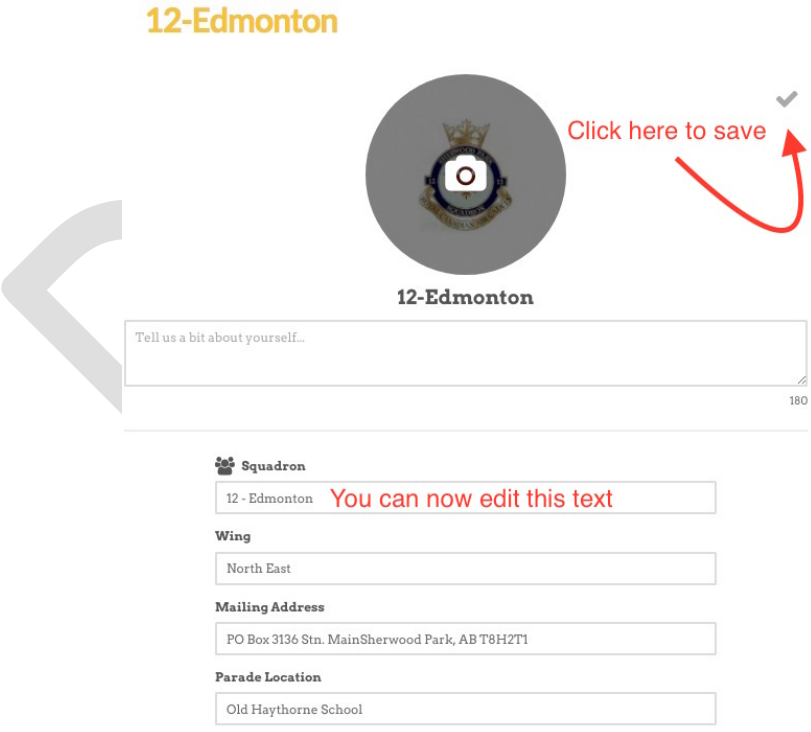
Once you are logged into and are on the Squadron listings page, you can search for your Squadron by name, wing or by viewing the list below the search fields.

Once you find the squadron you want to edit, you can enter that squadrons profile page by clicking directly on it (the squadron logo or name).

You should now see the individual Squadrons profile page. From here, if you are logged in you will see a small gear icon – click this to edit the squadrons profile.



You should now be able to fill in the profile text boxes and do any edits needed. Once complete, click the top-right checkmark to save.



Accessing Annual Reports

If you are logged into your Wing Directors account and on a Squadron profile, you can view previous annual reports by scrolling to the bottom of a squadrons profile.

Editing the Latest Annual Report

Accessing the most recent annual report is located at the very bottom of the squadrons profile. For example, under the heading "Annual Report 2018" you should see your squadrons name, with an edit link to the right.

If you have any questions, please contact the webmaster (webmasteraircadetleague.ab.ca)