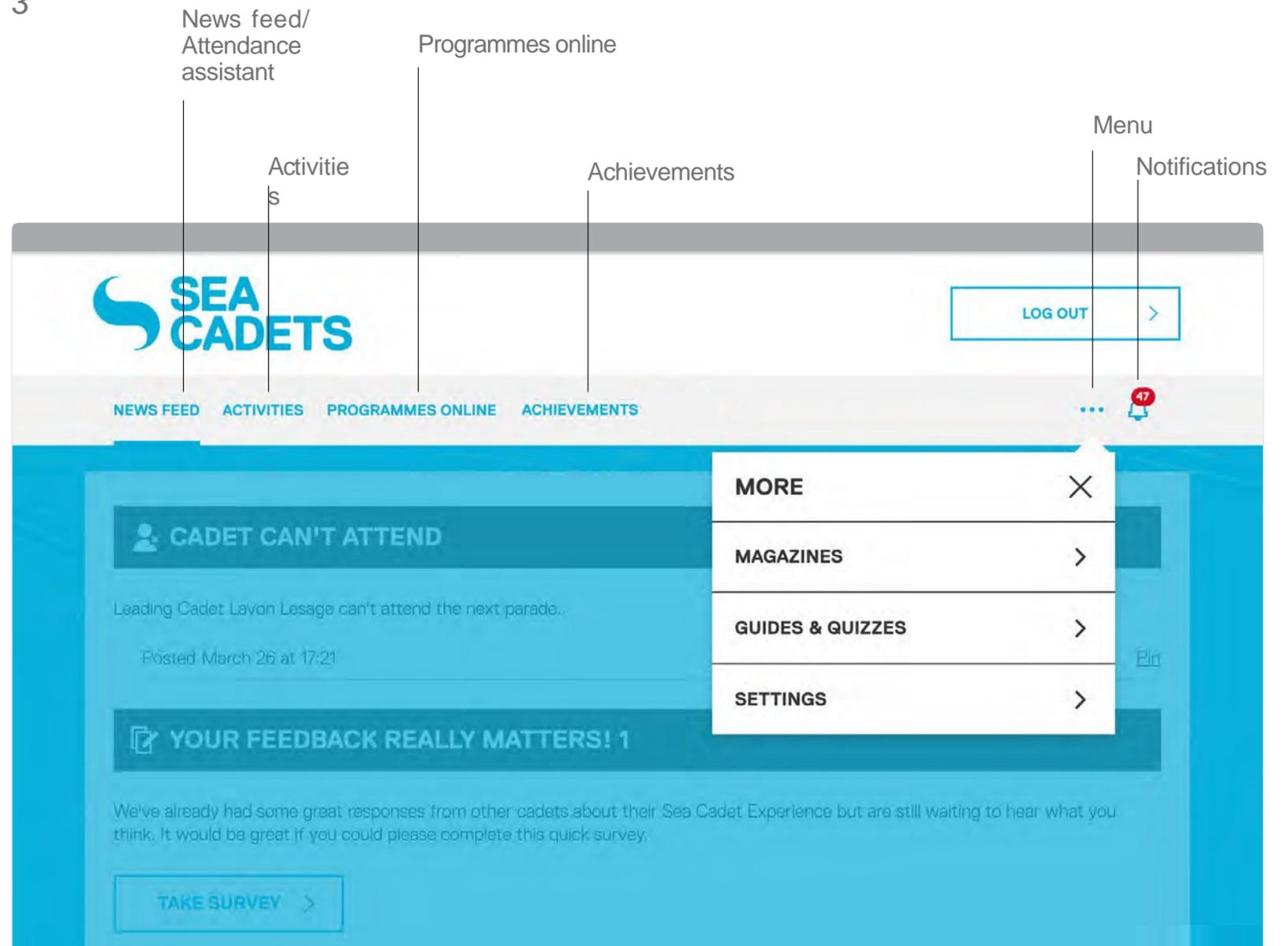
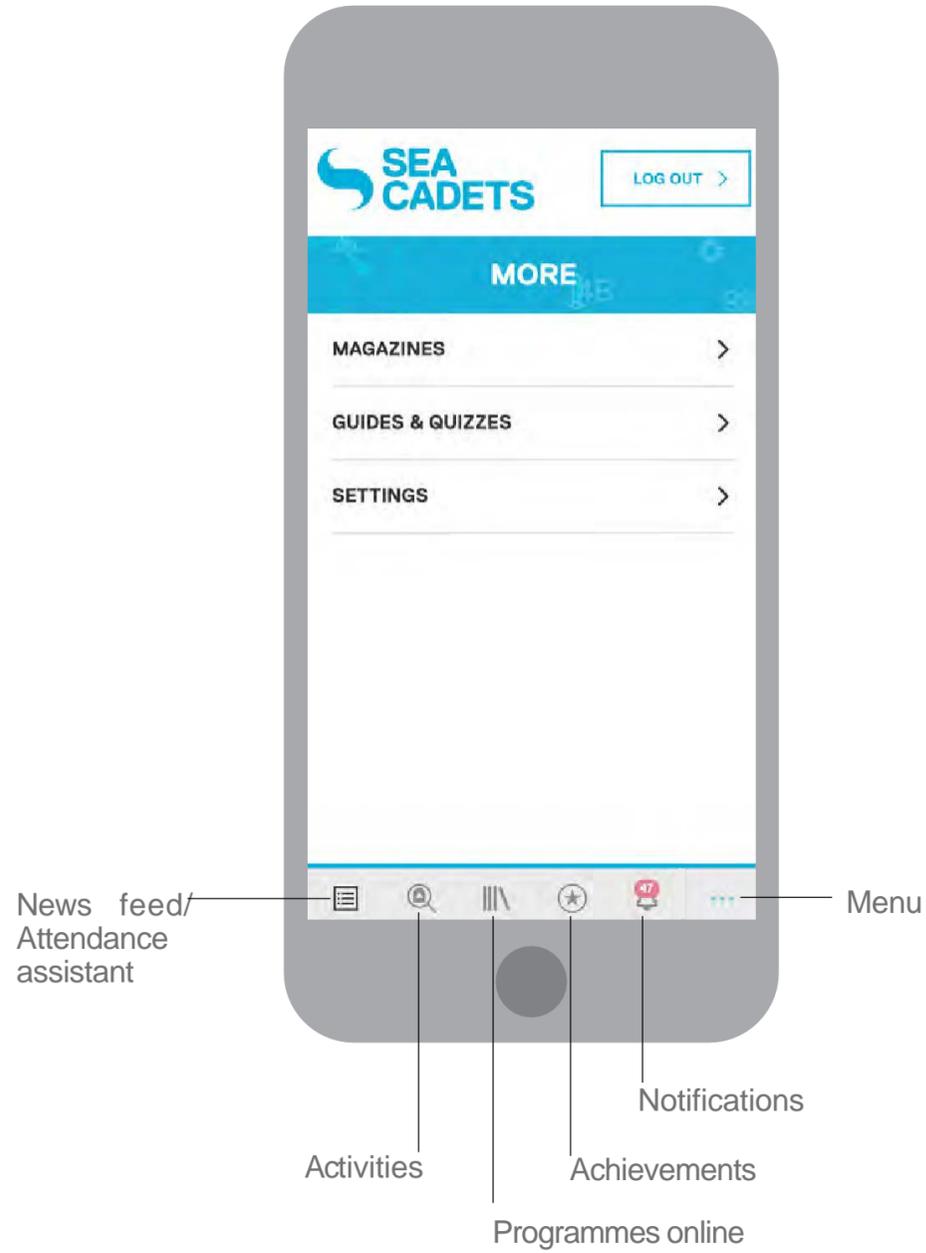




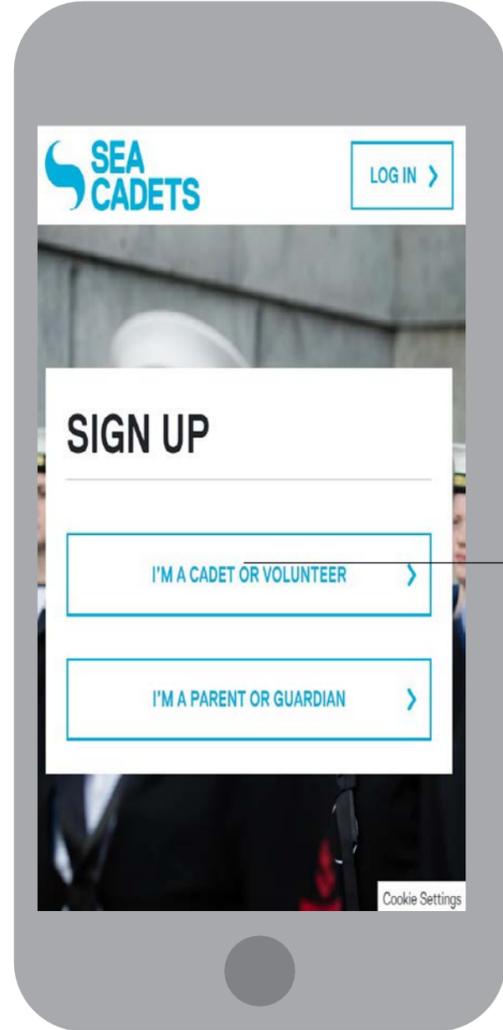
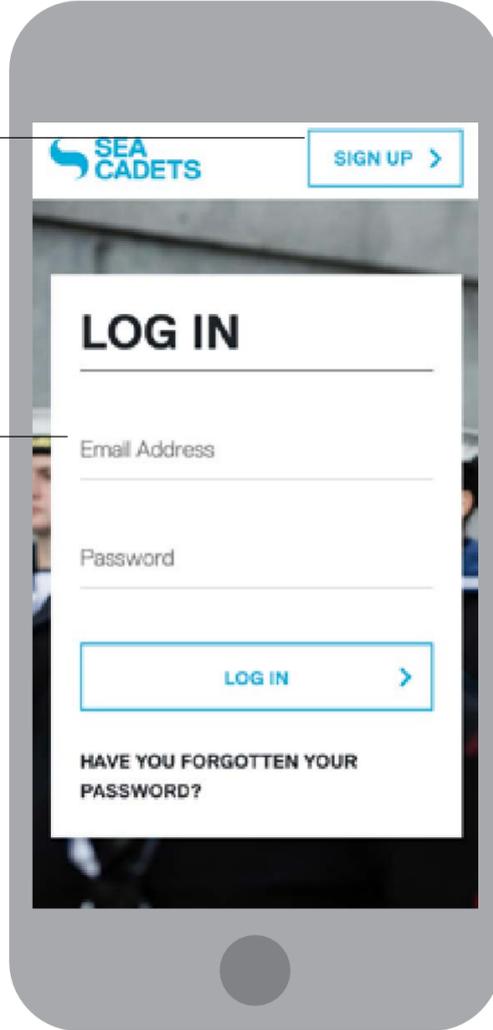
SEA CADETS PORTAL Cadet User Guide

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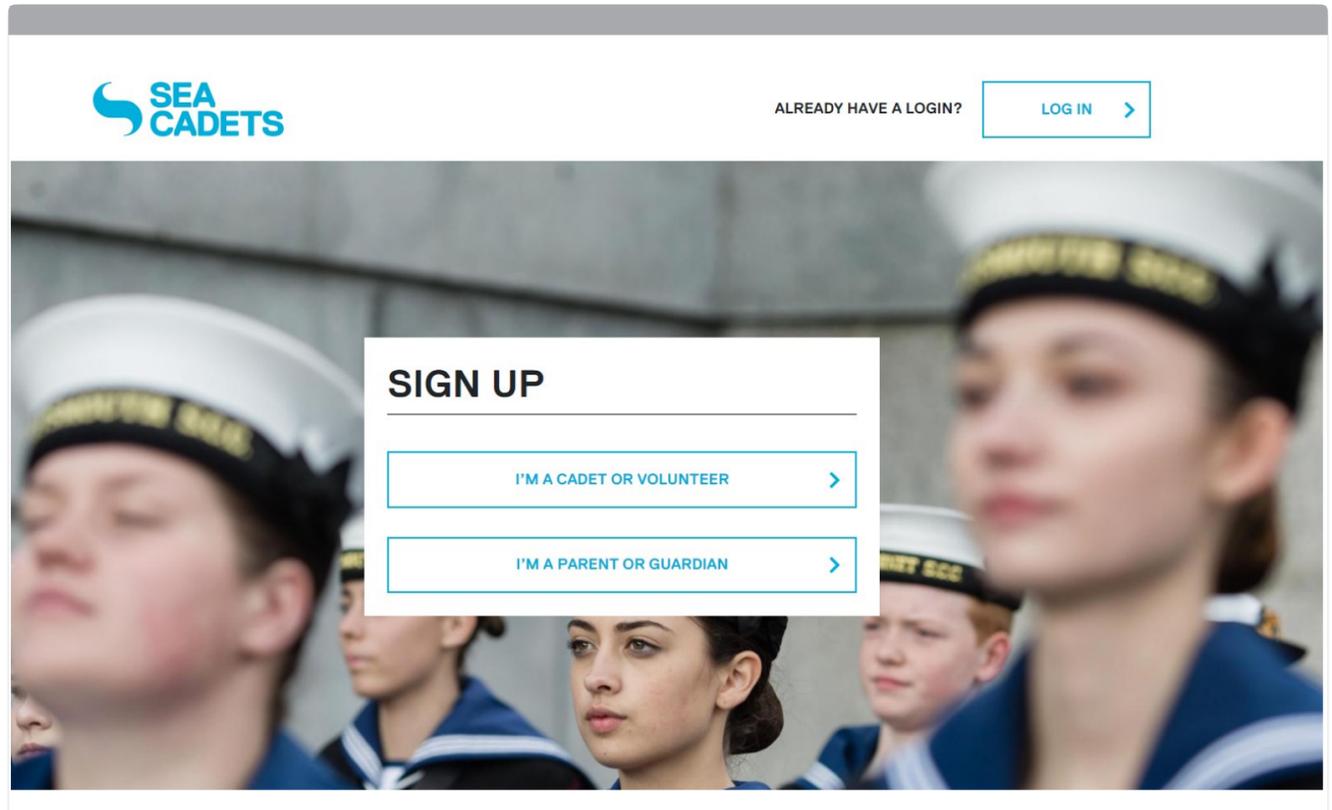
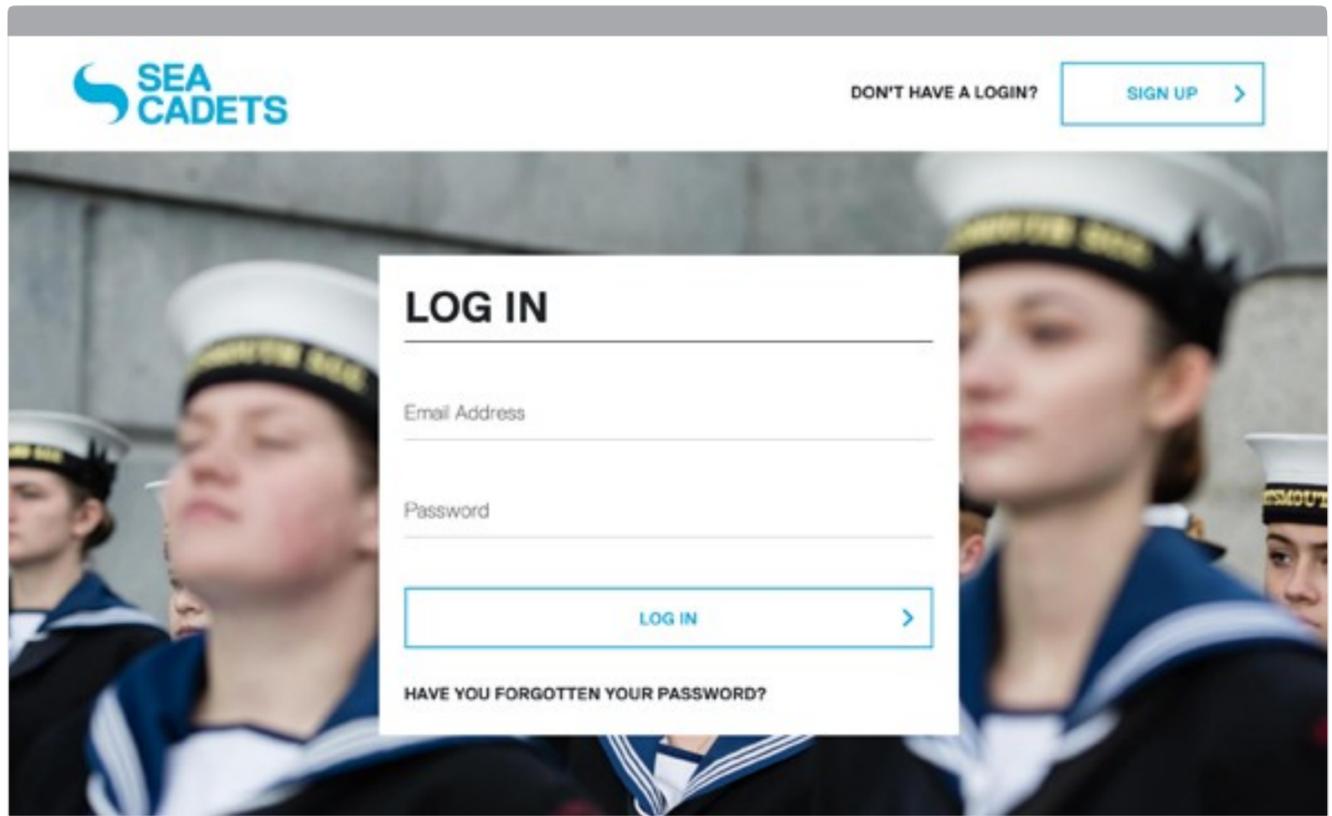


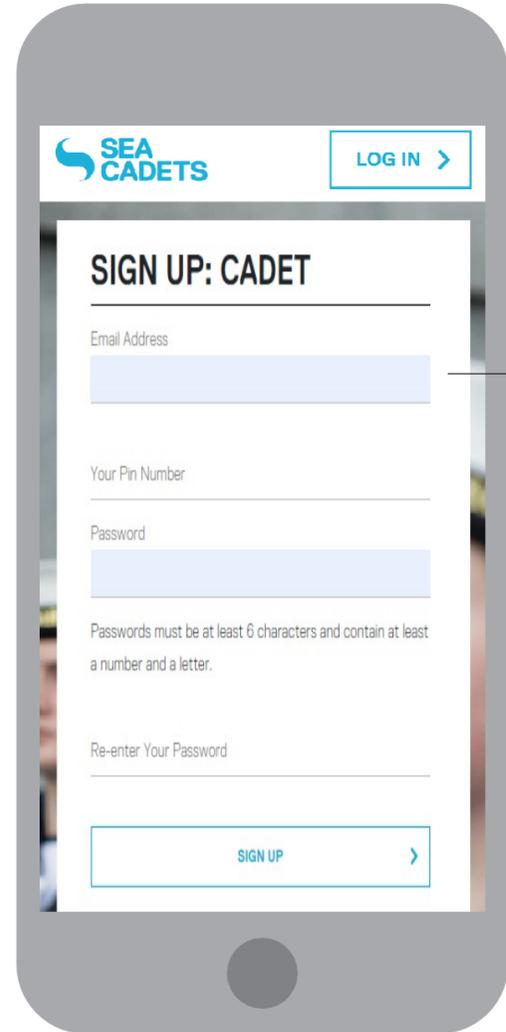
To create an account, select this 'SIGN UP' button.

(Already signed up, enter your Sea Cadets Portal username and password here).

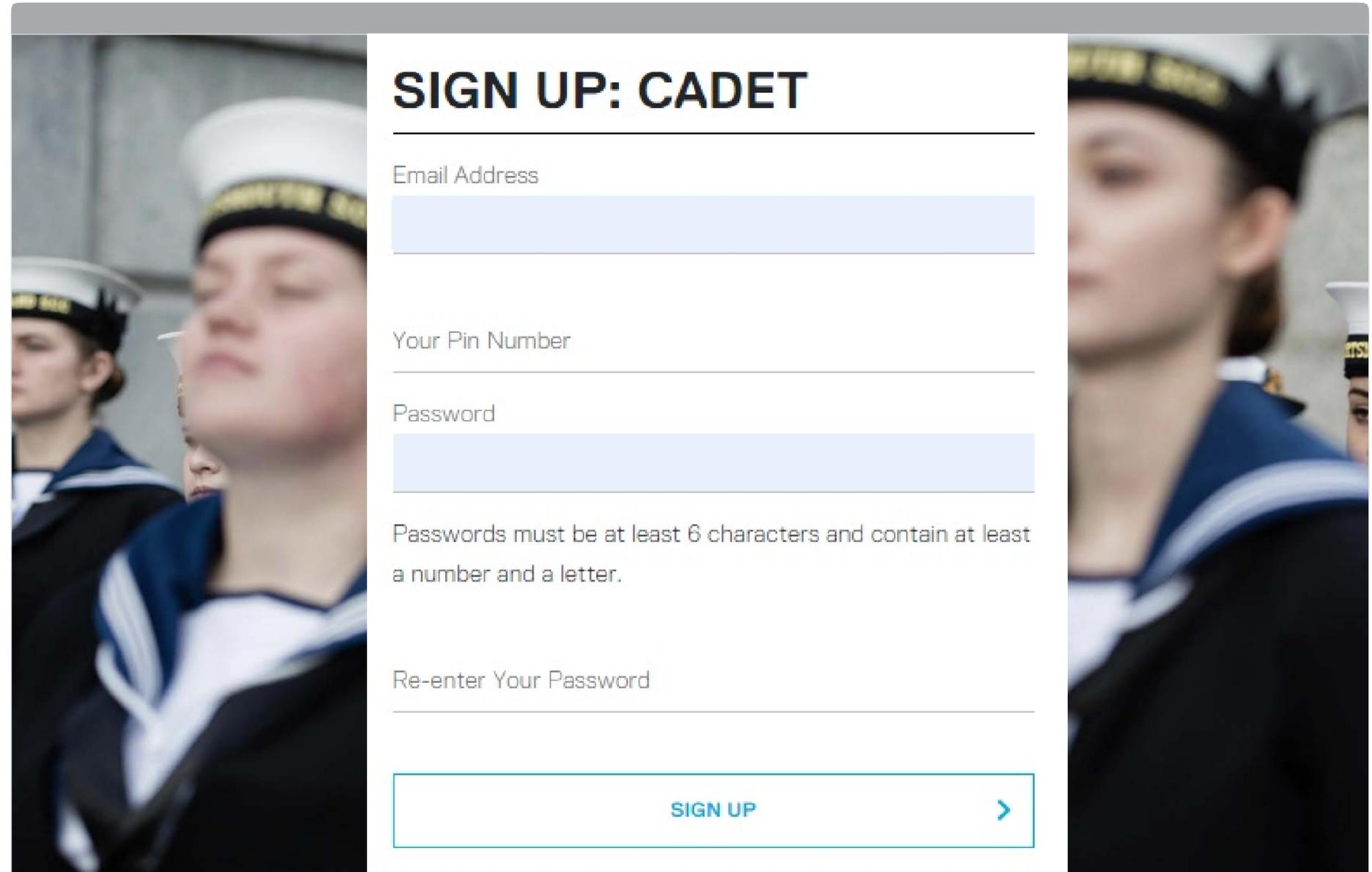


Select this box to set up your portal account as a volunteer

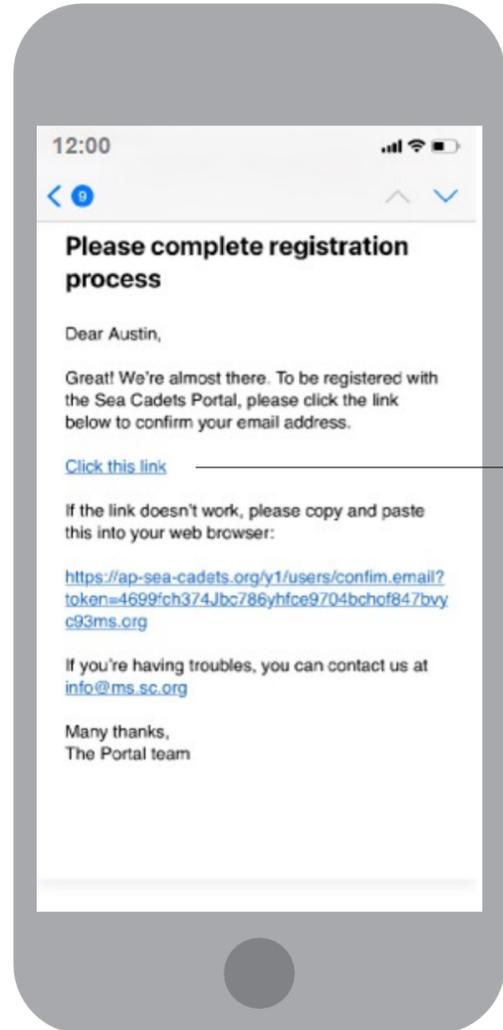




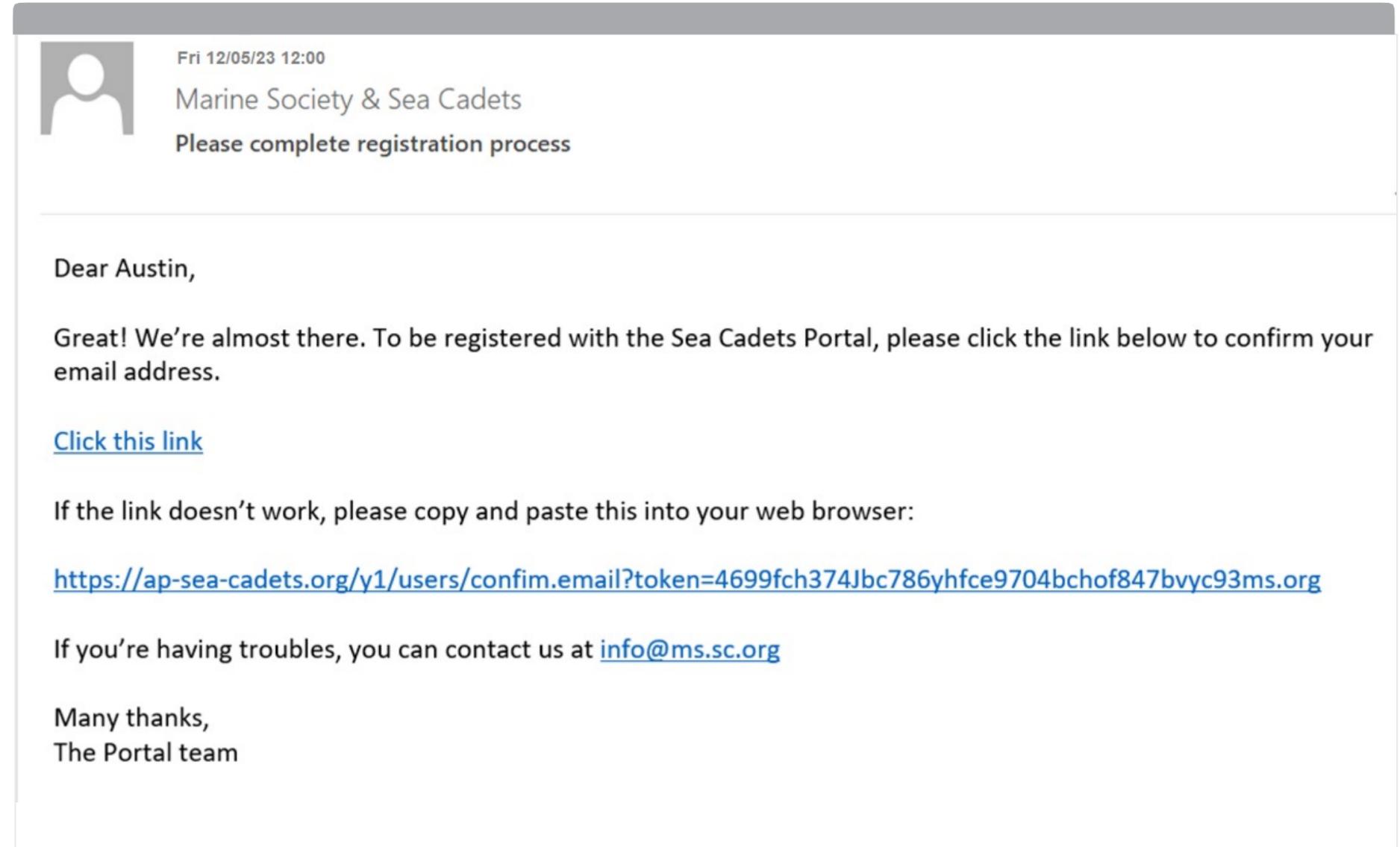
Enter your Westminster primary email address and PIN. Create your own password. Once you have filled in all of the fields, select the 'SIGN UP' button to create your account.

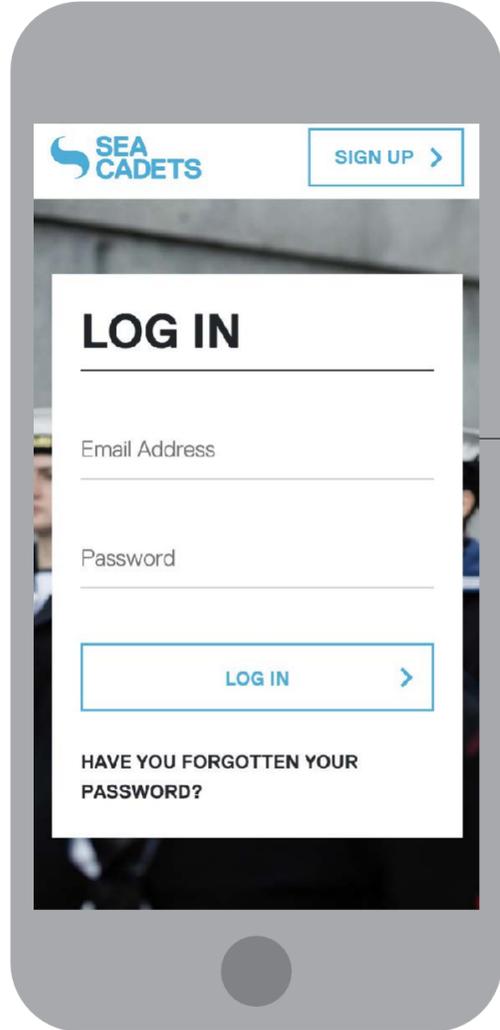


You will be prompted with a short message with our safeguarding policy. Please read this carefully and, if you are happy, press 'ACCEPT'.

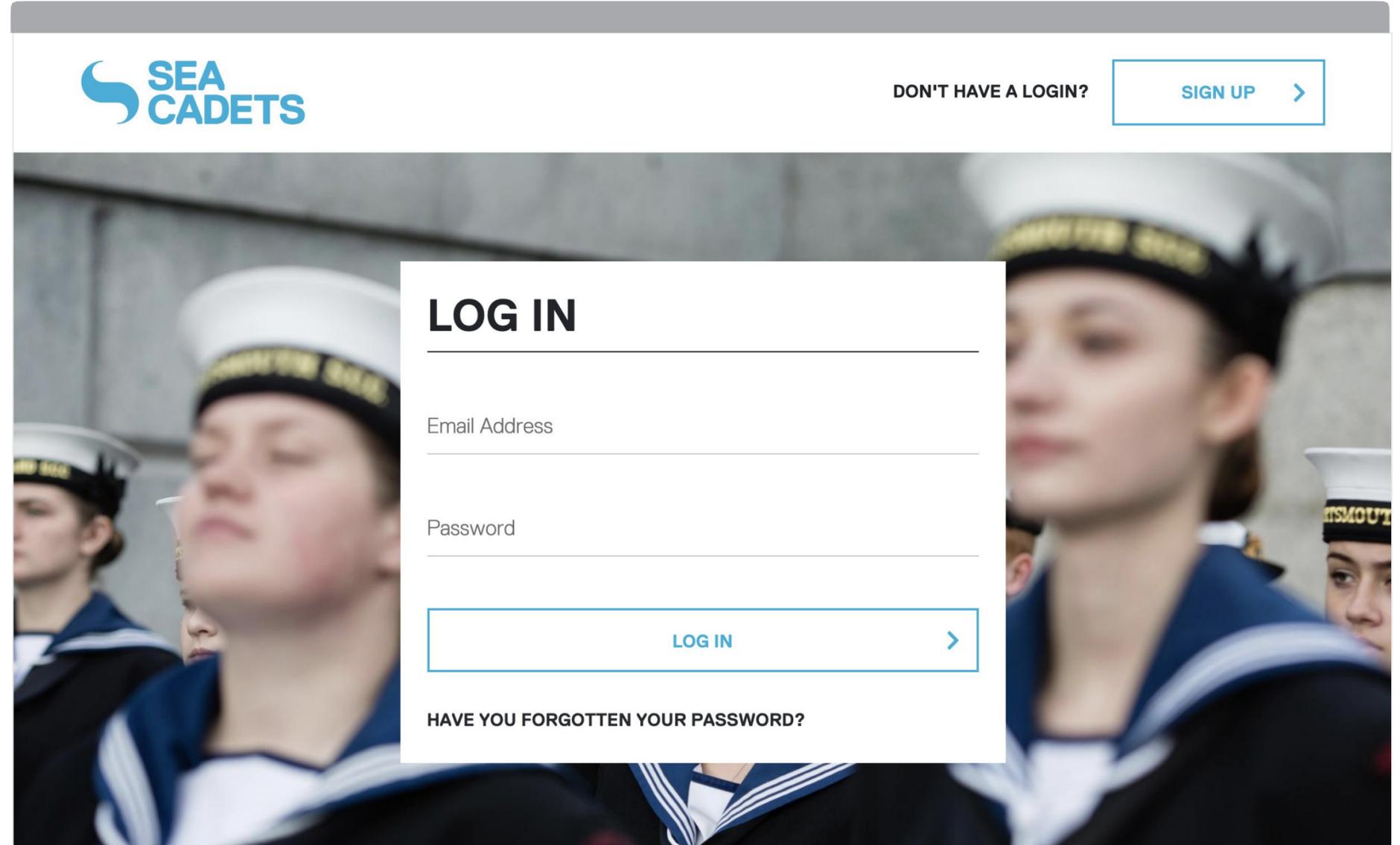


Check your email to activate your account and confirm your email address. Click on the link to return to the Sea Cadets Portal.

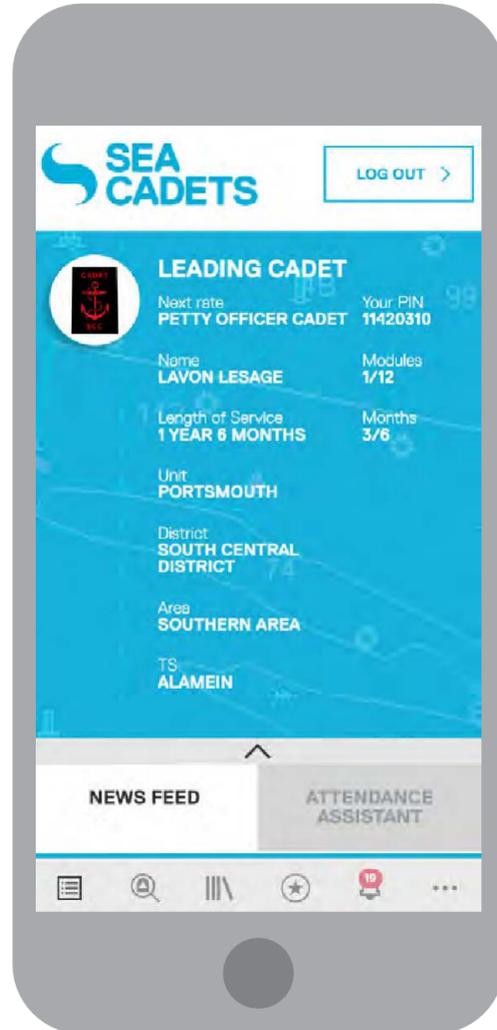
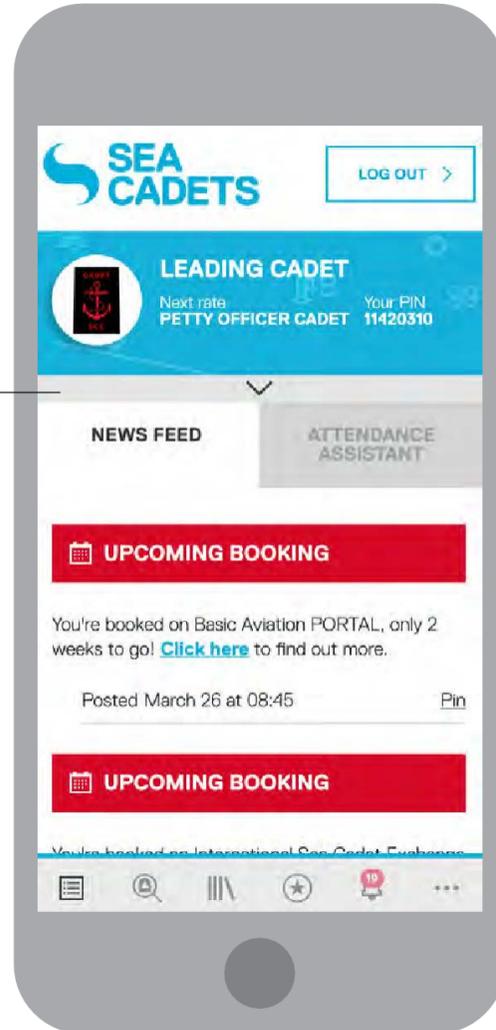




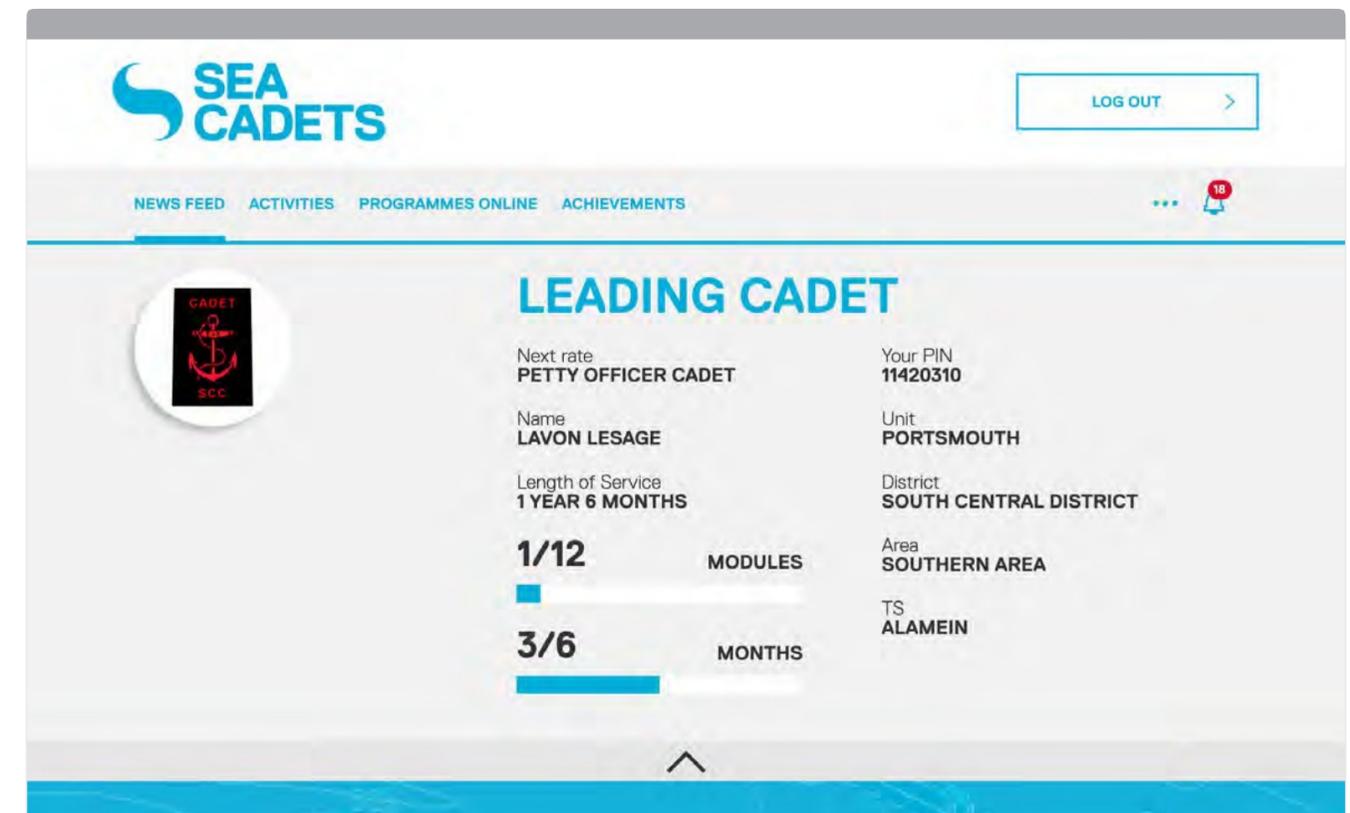
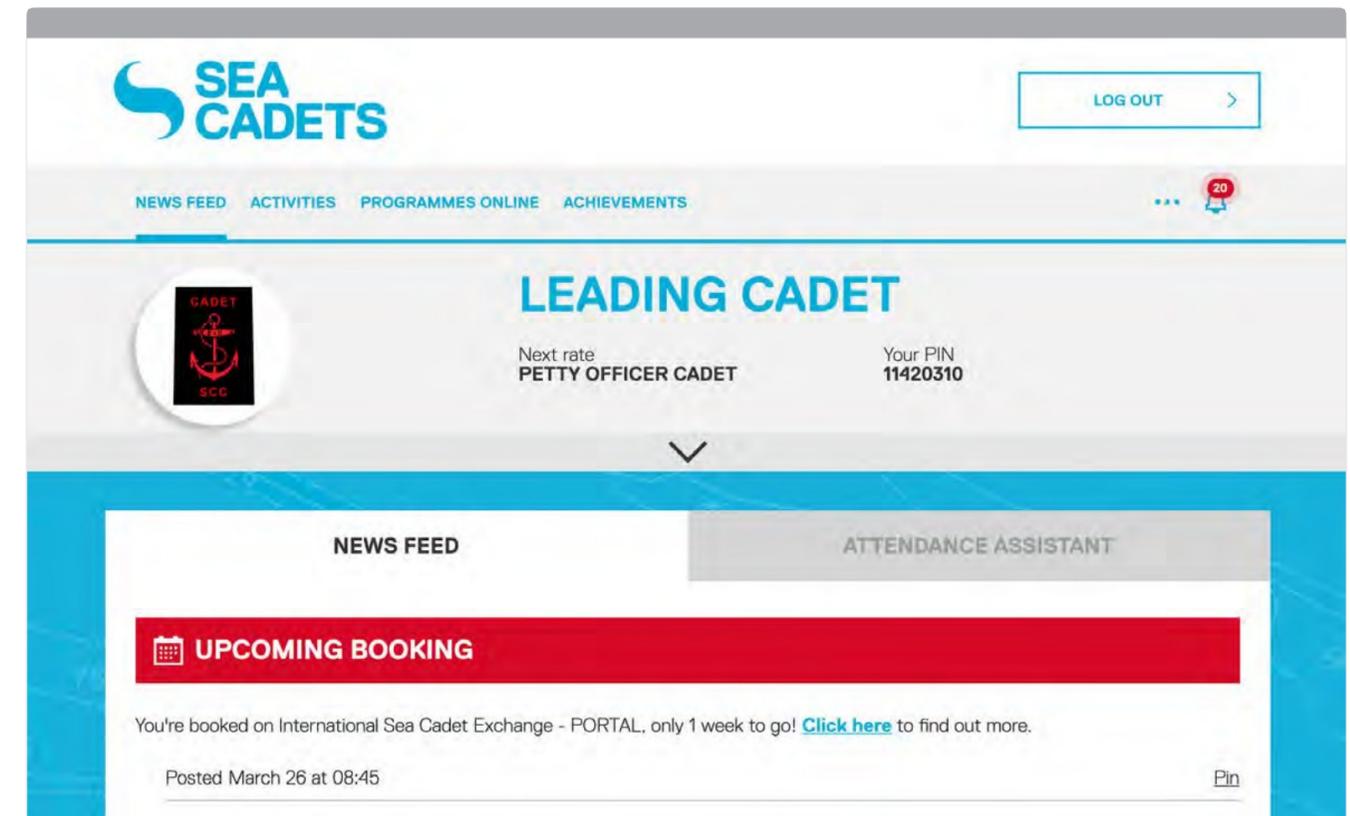
Enter your Sea Cadets Portal username and password here.



Clicking this arrow will reveal more of your information.

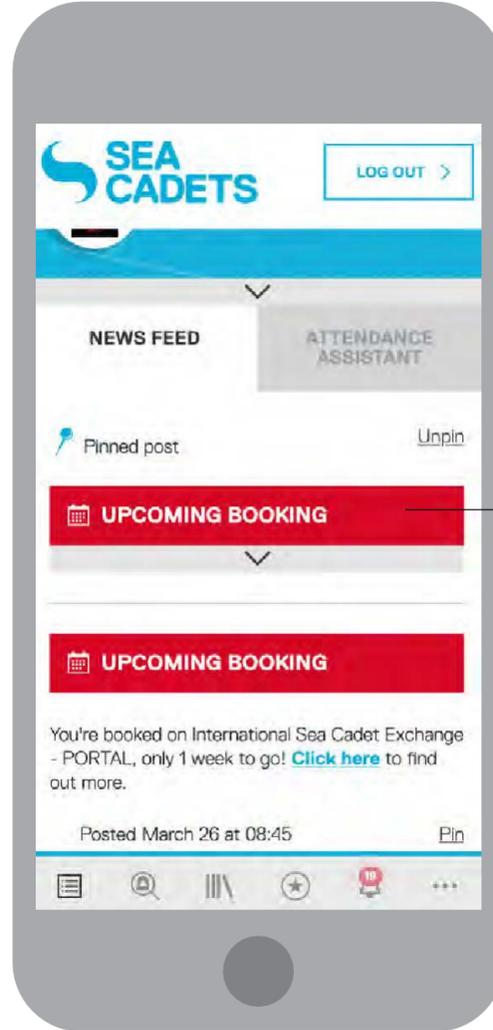
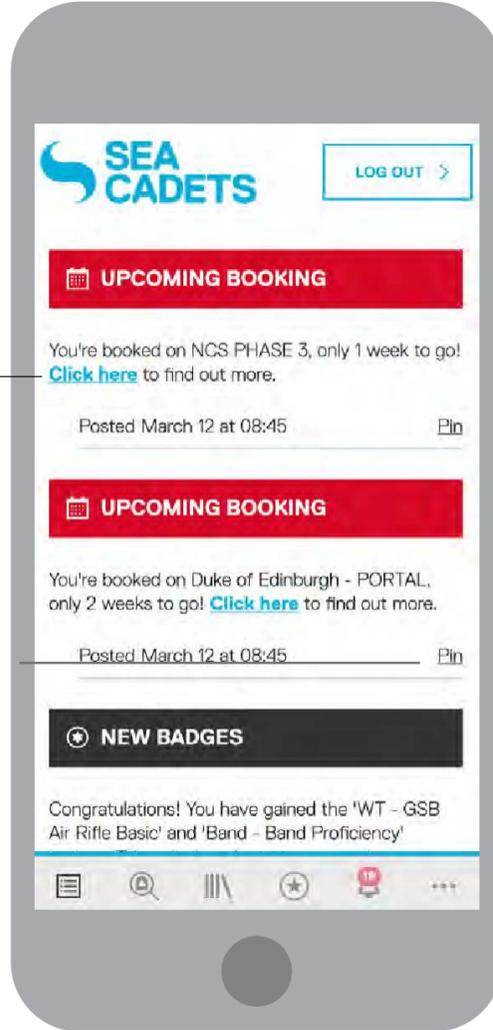


This is the expanded state of the cadet info section. Here you will find lots of useful information relevant to you.

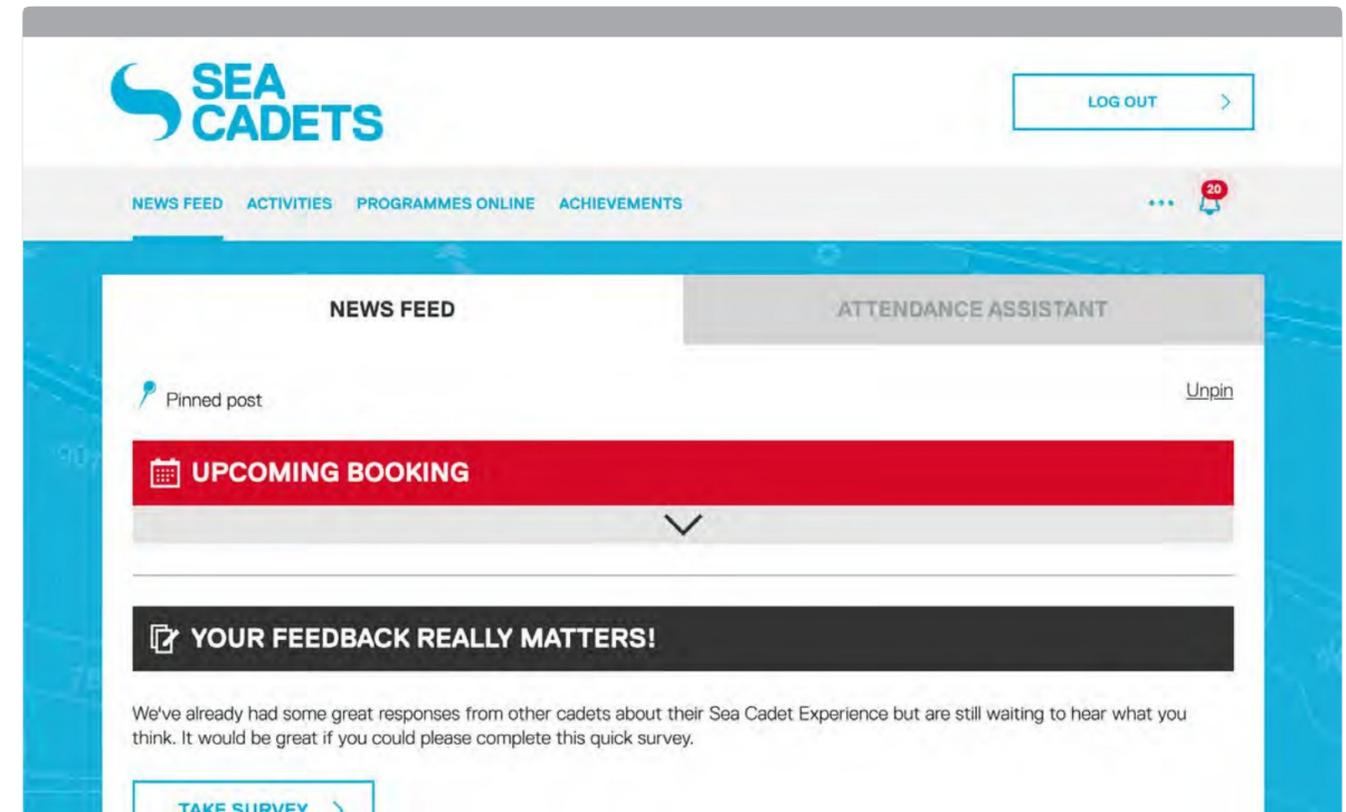
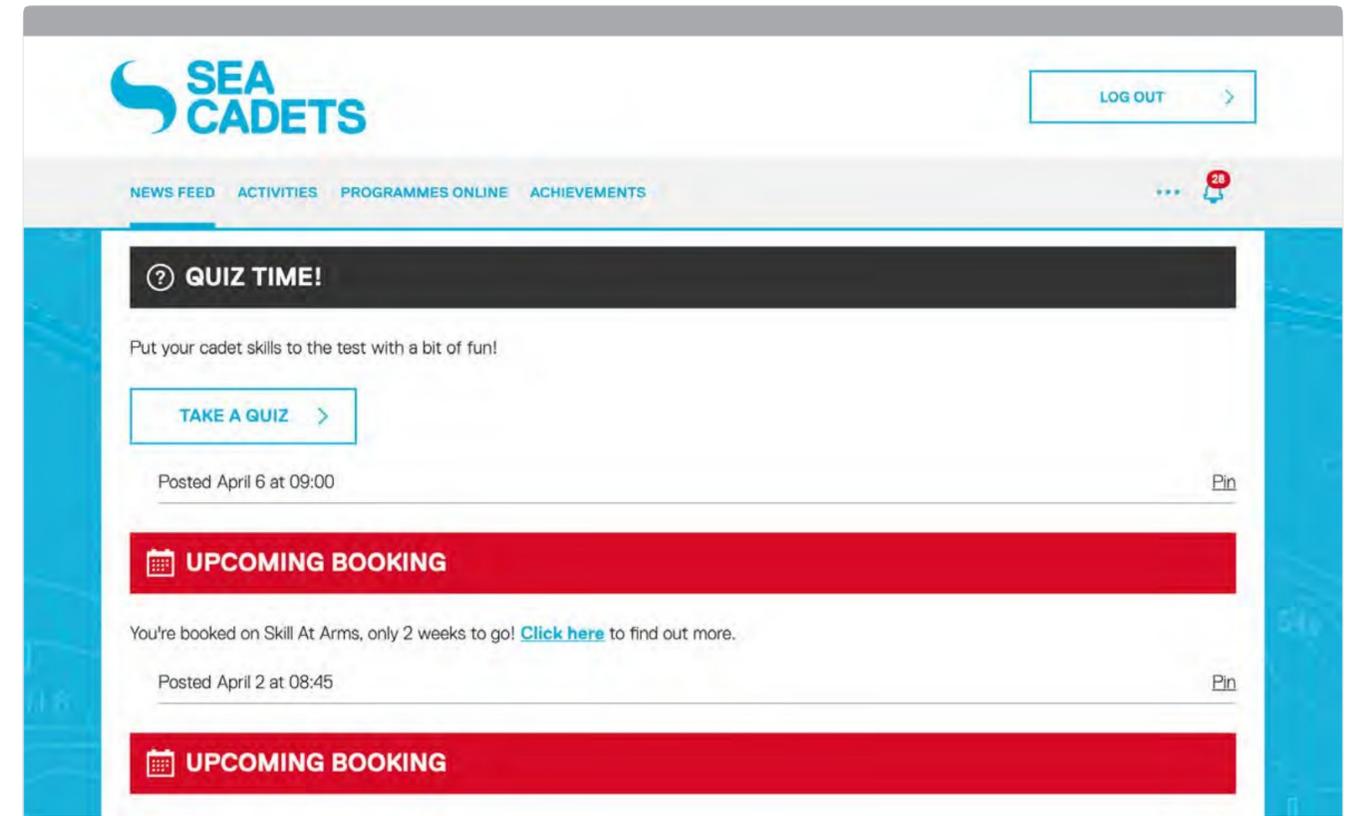


Click on the blue links in the booking posts to access the relevant activity.

Click this to pin the post at the top of your news feed to act as a reminder.

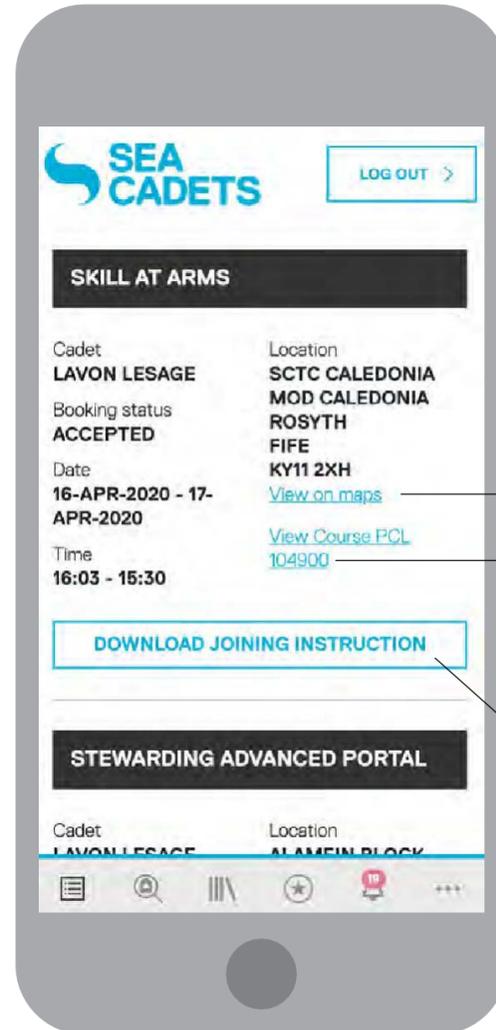
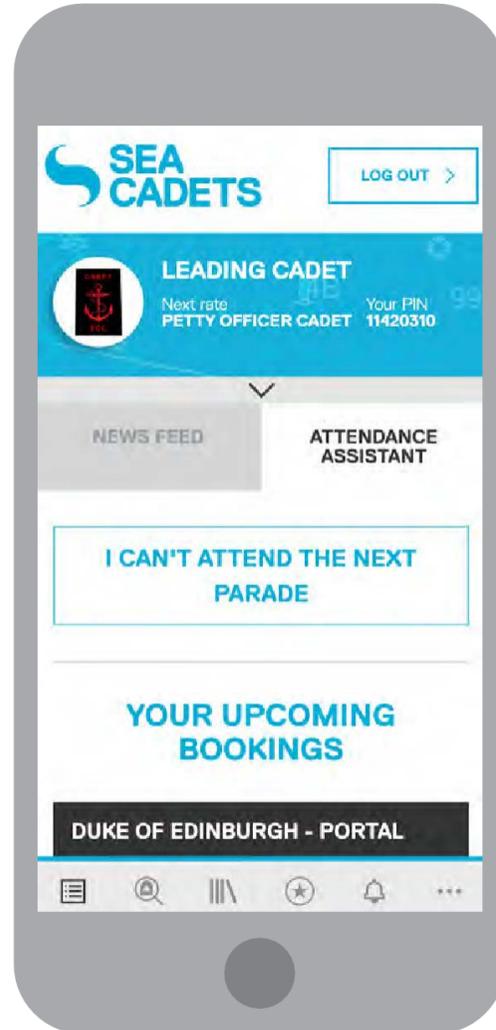


The pinned post will appear at the top of your news feed as shown here. You can unpin the post by selecting the 'Unpin' button. This will return it to the main news feed. Click the grey arrow to show the pinned posts' content.



When on the news feed, you will have the option of switching between the 'news feed' and the 'attendance assistant'.

Here you will find information about your upcoming bookings, and you can also notify your officers that you cannot attend the next parade.

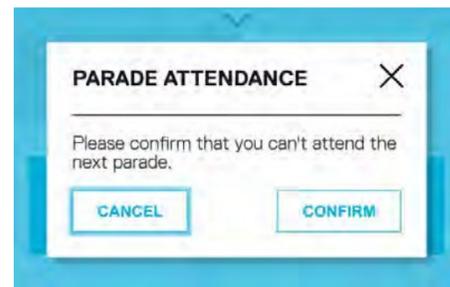


Further down the attendance assistant page, you will find your various bookings and information about each one.

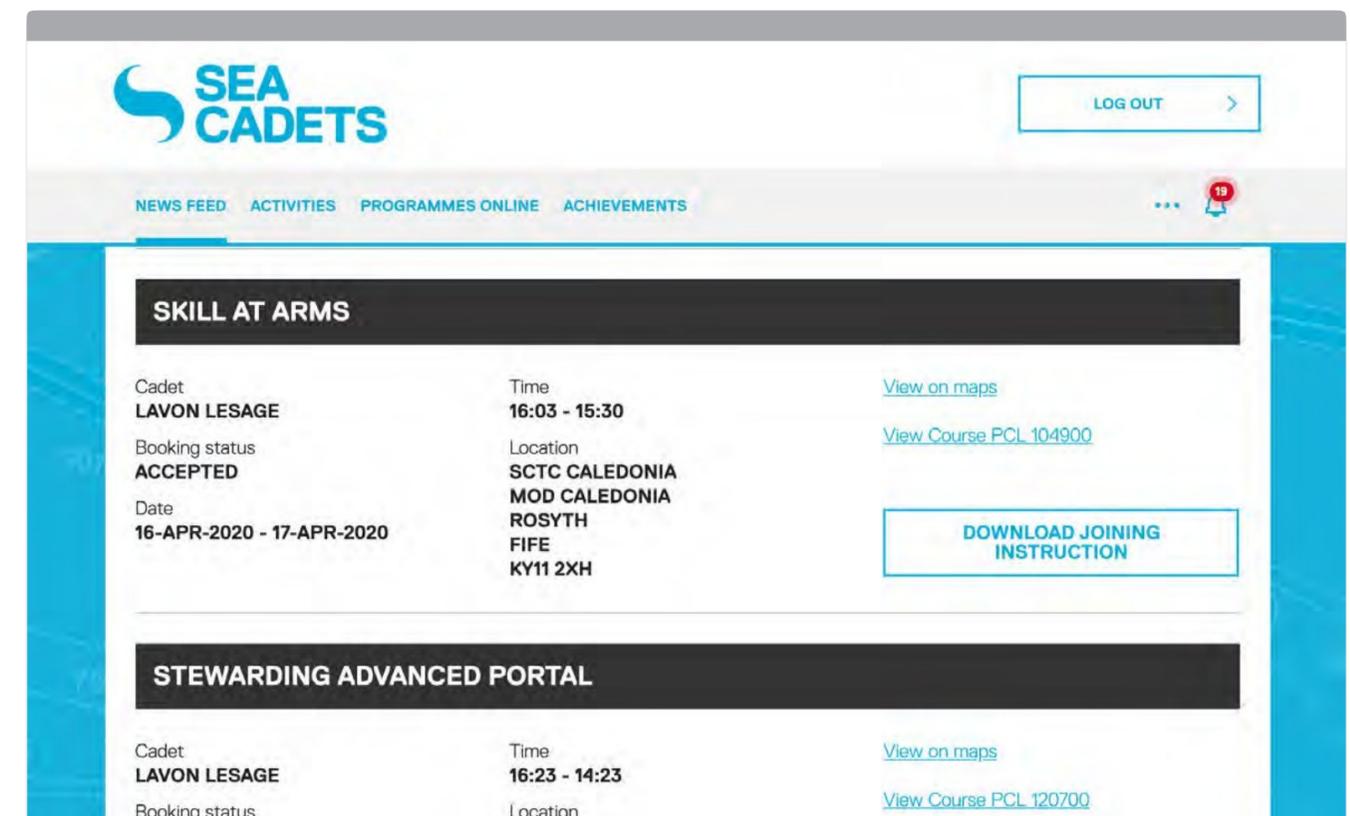
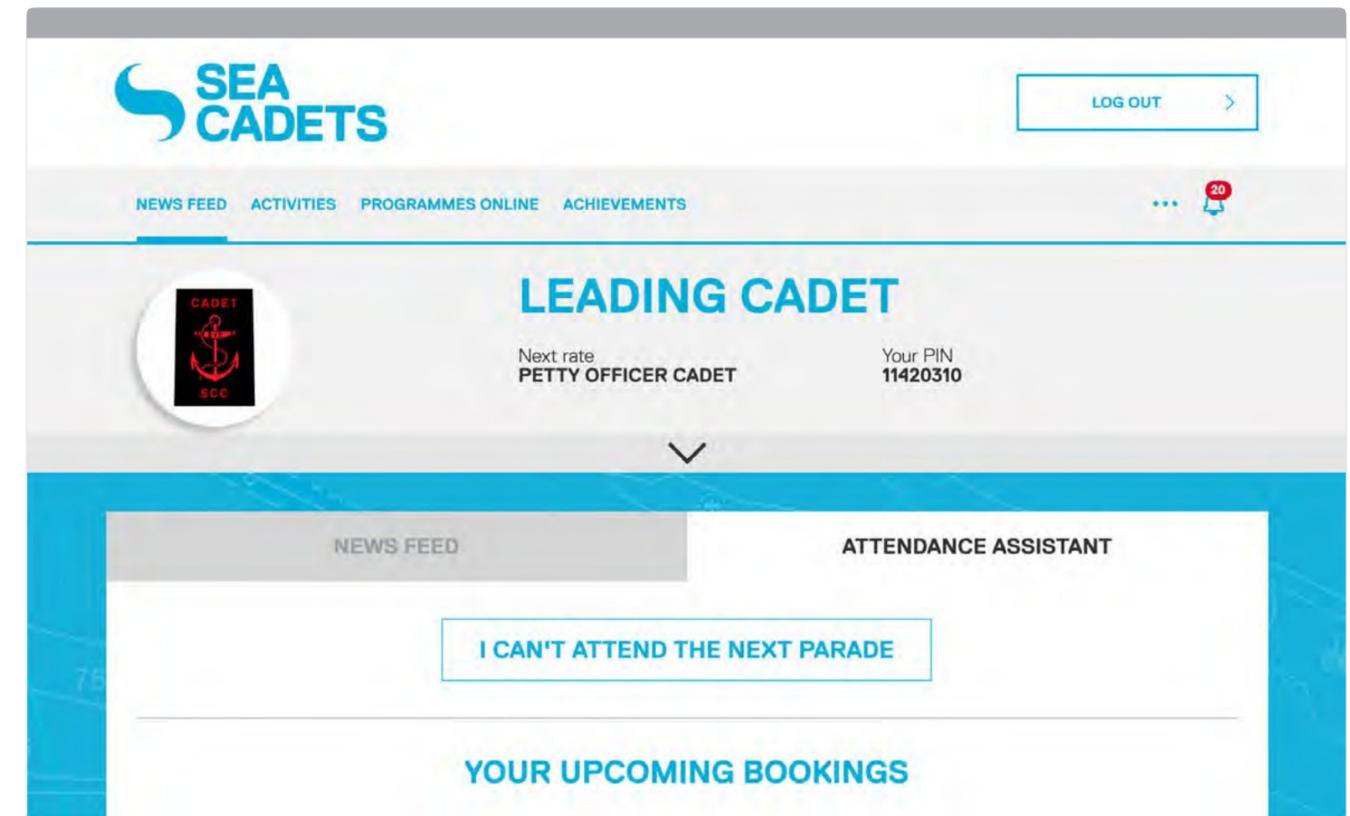
'View on maps' will open the location of the event on a map.

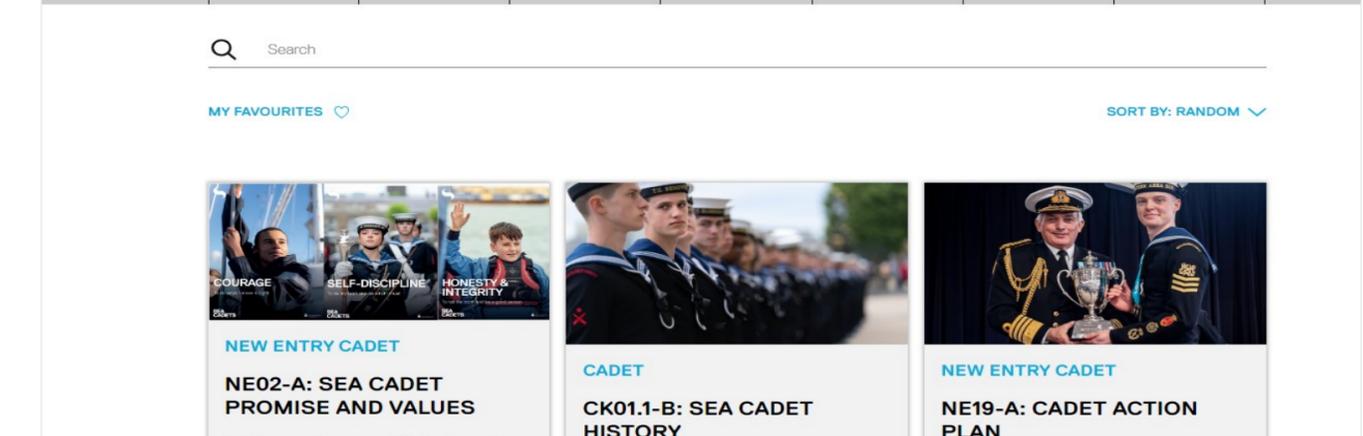
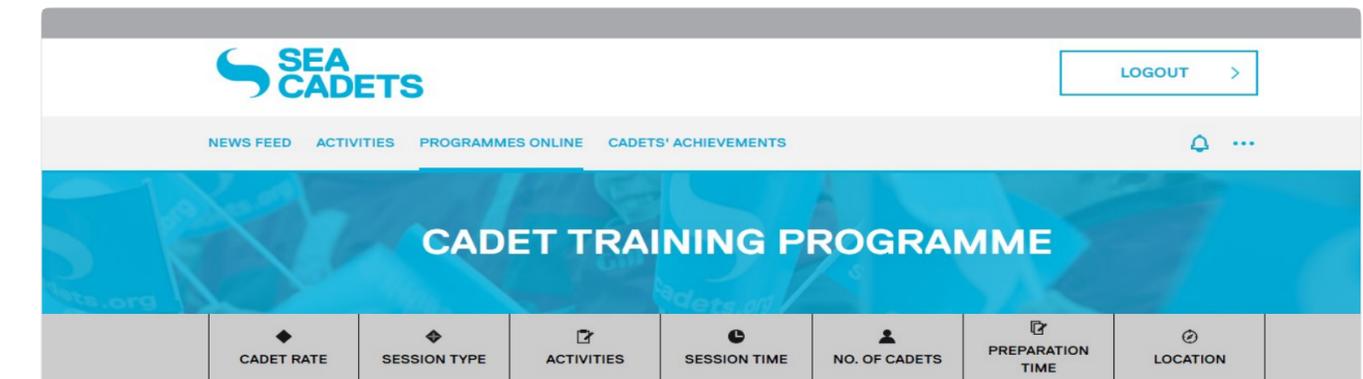
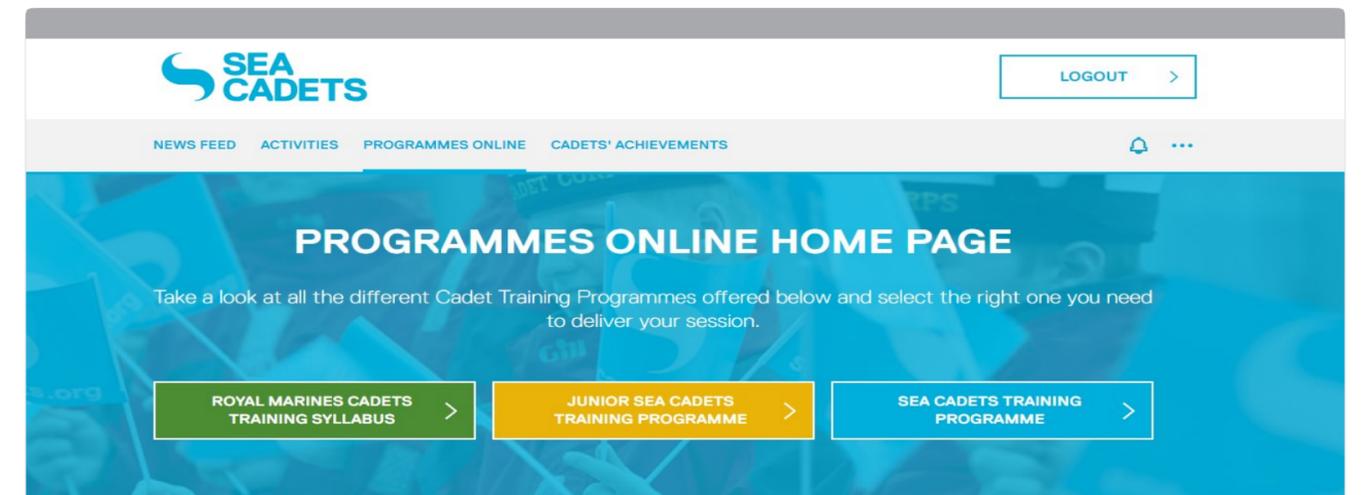
You can also view the course in the activities page by clicking this link.

If applicable, there will be an option to download joining instructions for the booking. You can receive this information by selecting this button.



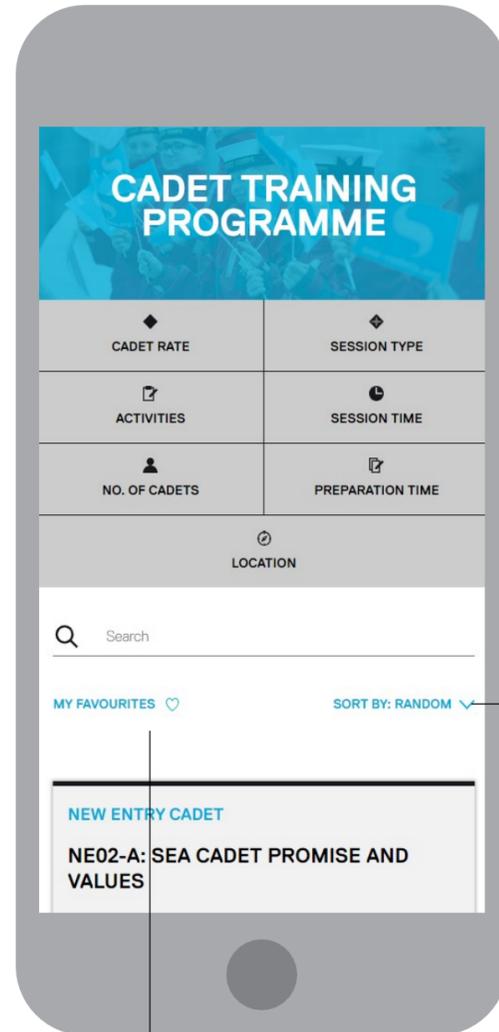
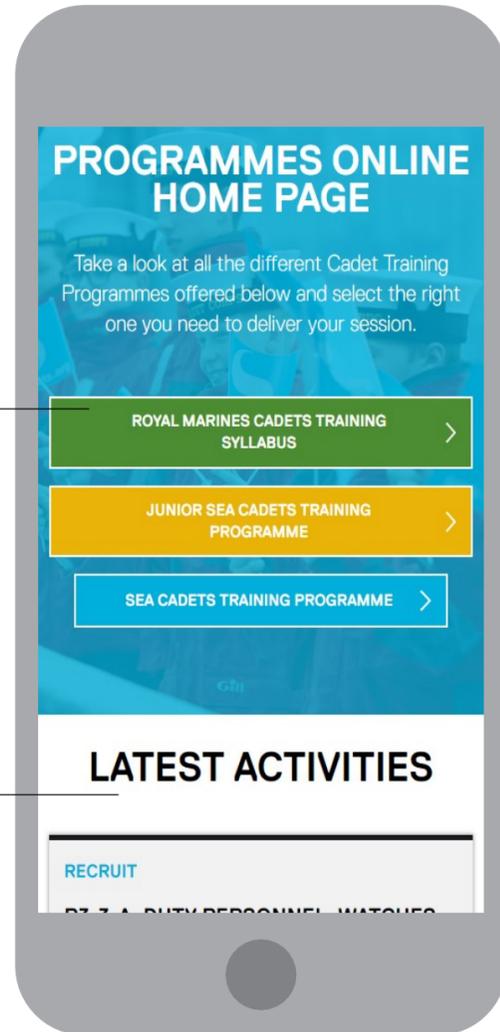
If you've selected the 'I CAN'T ATTEND THE NEXT PARADE' button, you will be asked to confirm this decision. If you select 'CONFIRM' a message will be sent to the relevant person to inform them.





Training Programmes

Latest Activities



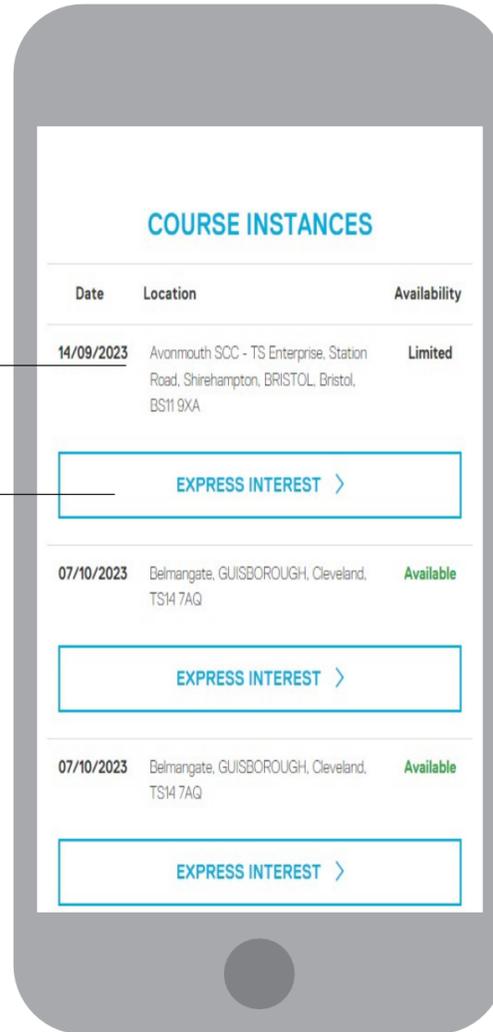
Sort by – allows you to alter the order you view the modules in. You can choose from:
Random
Most recent
Most favoured
Session Code (ASC) *Ascending*
Session Code (DESC) *Descending*

My favourites button allows you to view all the modules you have favoured in one place.

Through the activity centre you will be able to 'Express an Interest' in a course, which will be presented to the unit training team in the form of an email. Here process can be started to gain consent from all the relevant parties to book you on to your chosen course

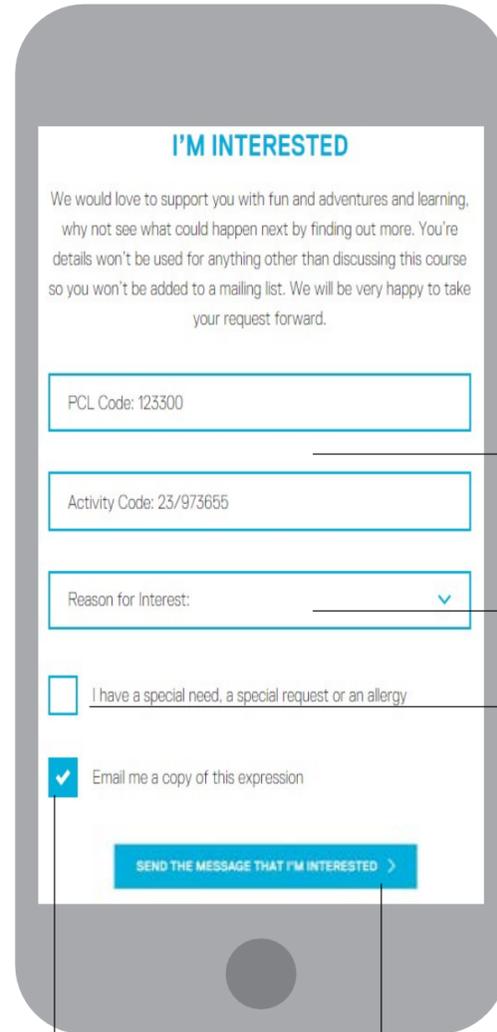
Check the location to see if it is within your Unit, District, Area or a National Training Centre or Boat Station

Click on the Express Interest button on your selected course.



Click this box if you would like a copy email of your expression of interest

Send your expression of interest to your Training Officer using this button.



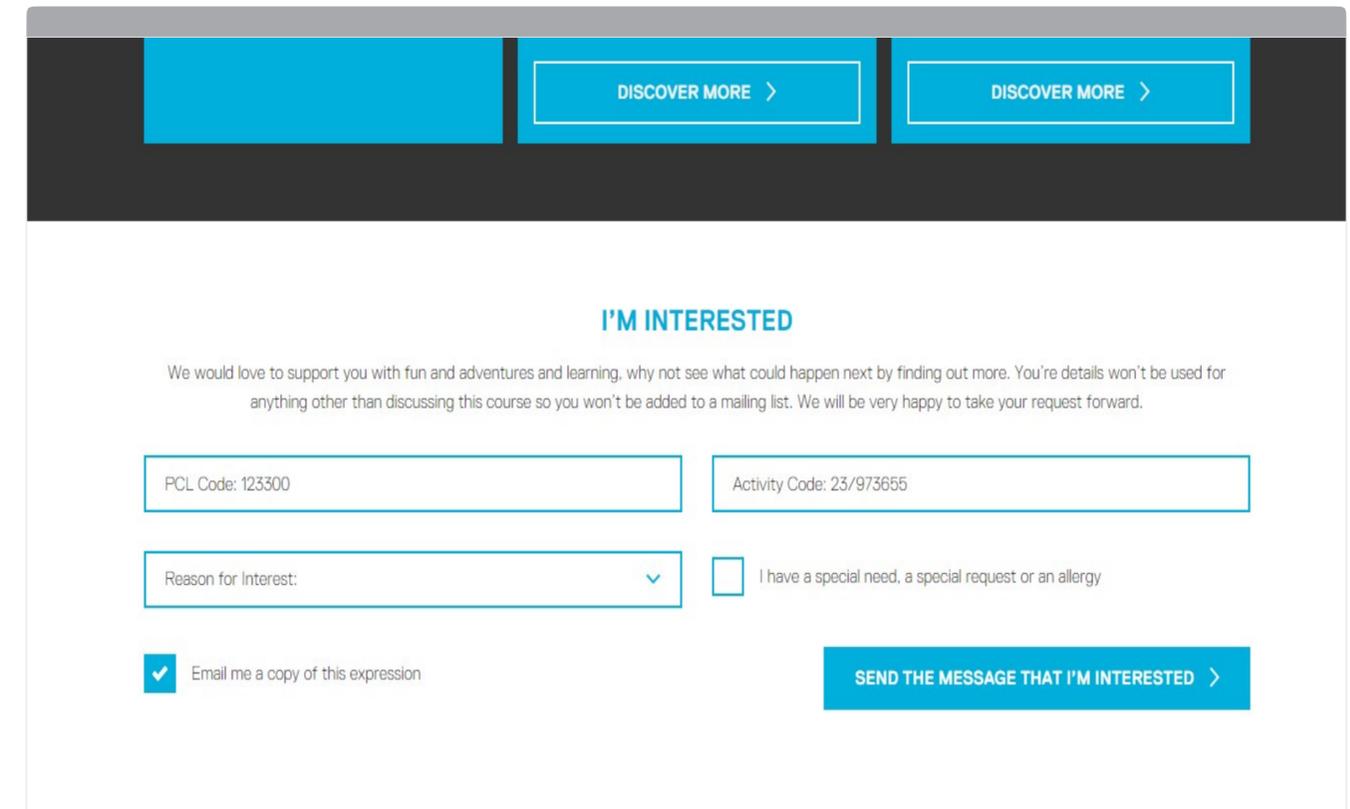
The information here gives you the Portal Code and Westminster number of the course, which will be passed on to your Training Officer via email.

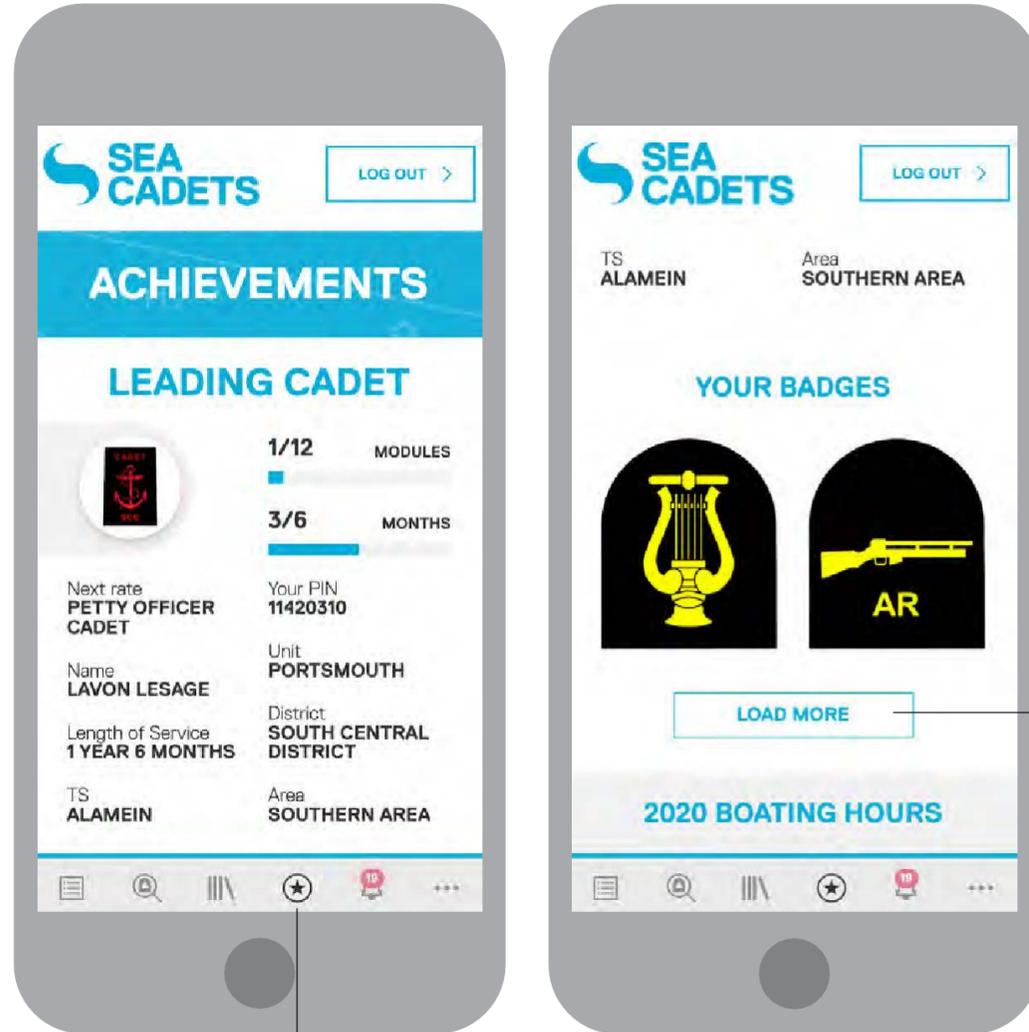
Use the drop-down list to share your reason for applying for the course

Click this box if you have a special need, a special request or an allergy

Level	Duration	Minimum Age	Pre-requisites
Basic	Weekend	12	Open to all enrolled cadets
External Recognition	Specialisation	Next Course	
St John's Ambulance	First Aid	Specialisation – First Aid – Intermediate	

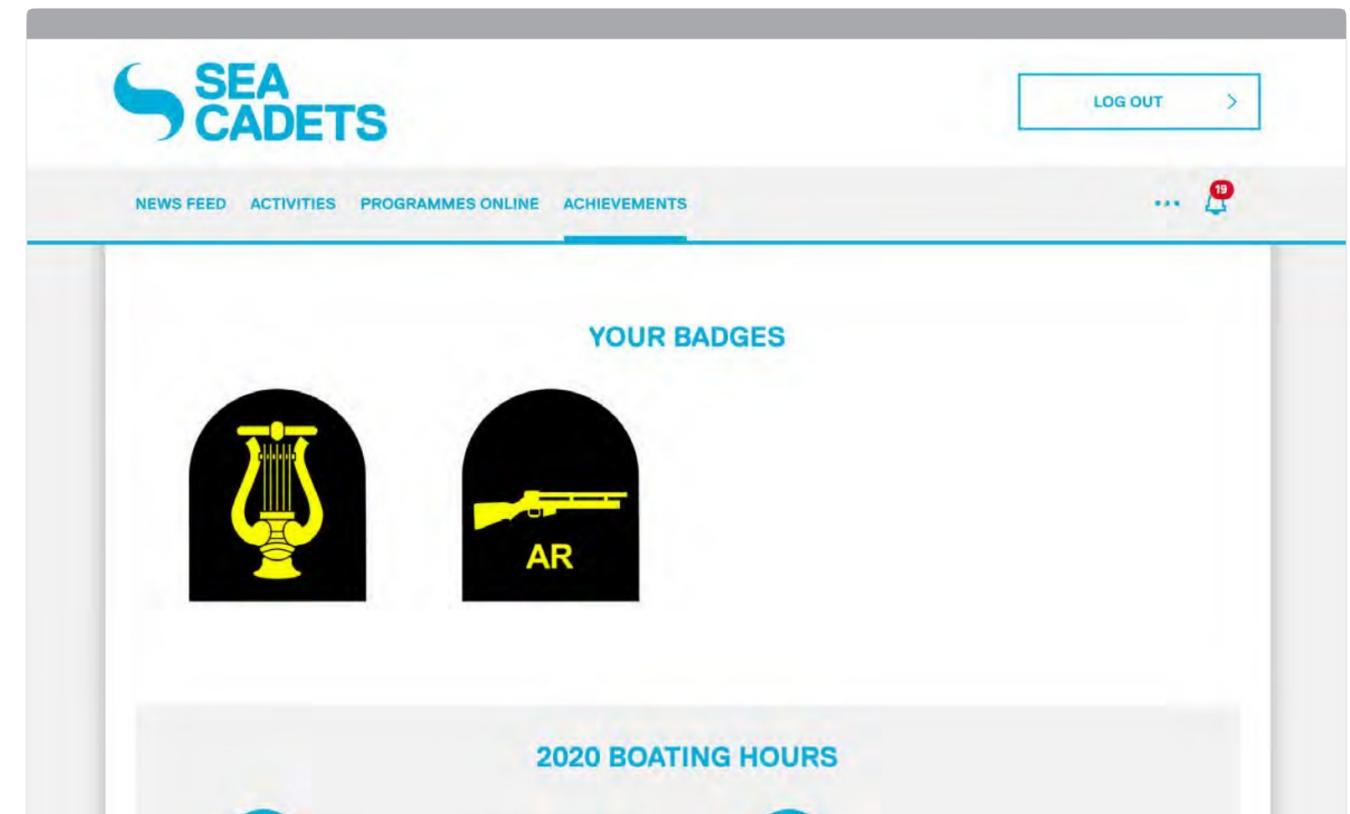
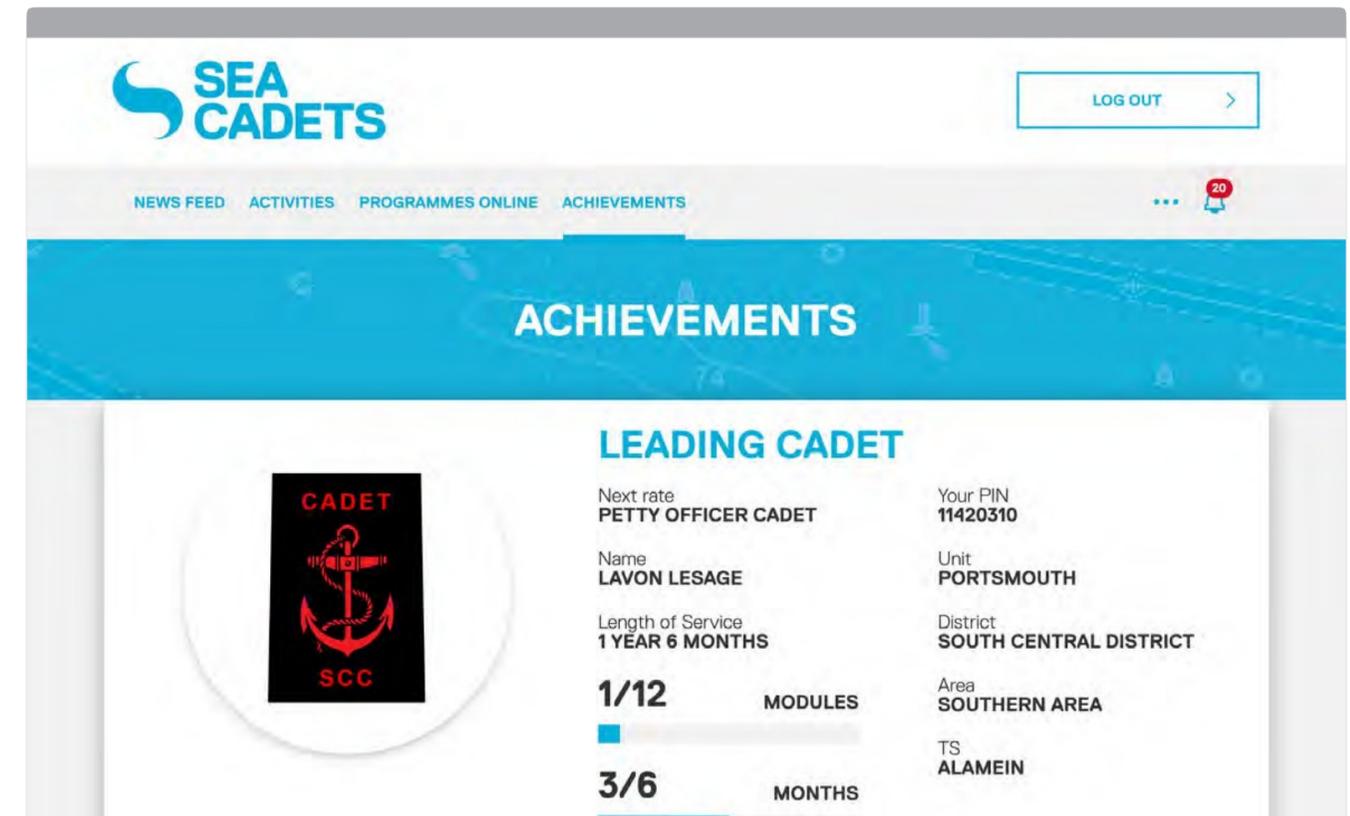
COURSE INSTANCES		
Date	Location	Availability
14/09/2023	Avonmouth SCC - TS Enterprise, Station Road, Shirehampton, BRISTOL, Bristol, BS11 9XA	Limited EXPRESS INTEREST >
07/10/2023	Belmangate, GUISBOROUGH, Cleveland, TS14 7AQ	Available EXPRESS INTEREST >
07/10/2023	Belmangate, GUISBOROUGH, Cleveland, TS14 7AQ	Available EXPRESS INTEREST >
14/10/2023	Riverside, Riverside Avenue, NEWPORT, Gwent, NP19 7EF	Limited EXPRESS INTEREST >
20/10/2023	Hull SCC - TS Iron Duke, 118 Argyle Street, HULL, E Yorks, HU3 1EX	Available EXPRESS INTEREST >
24/11/2023	Falmouth and Penryn Sea Cadets, 20 Commercial Road, PENRYN, Cornwall, TR10 8AQ	Available EXPRESS INTEREST >

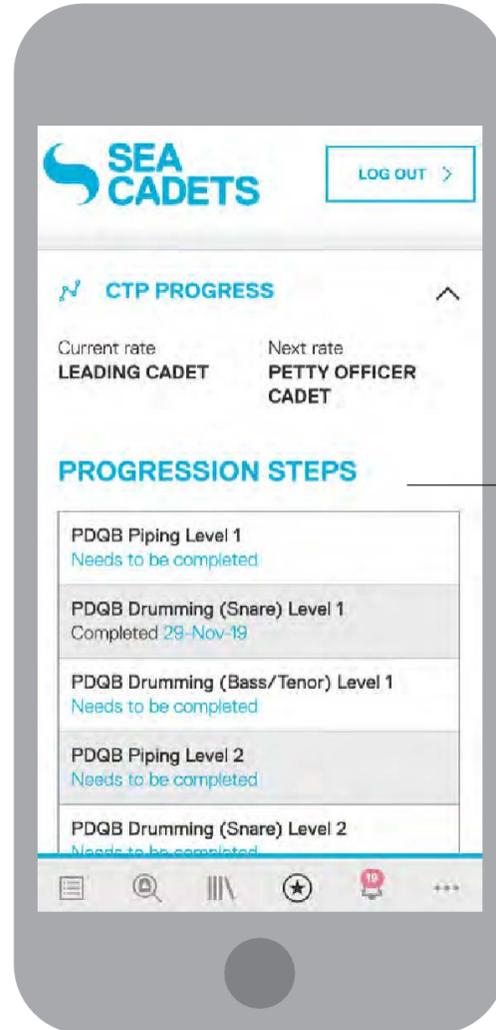




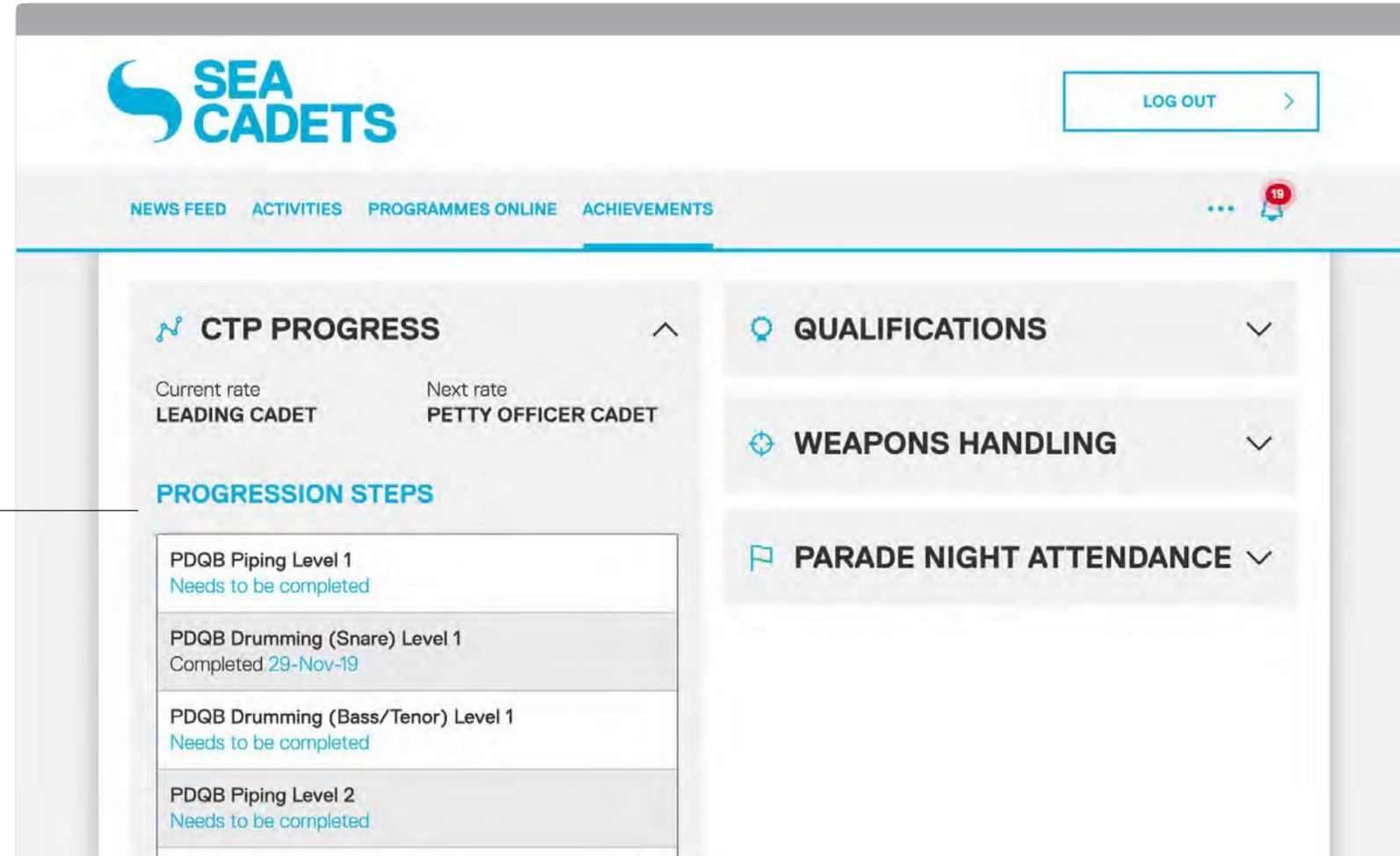
Click this icon to access the achievements page.

Further down the page you will find all of your badges. Only your most recent ones will be shown, but you can access more by selecting the 'LOAD MORE' button. The mobile view will show 2 badges and then present the 'SHOW MORE' button. The desktop version will show a maximum of 4 in the first row.

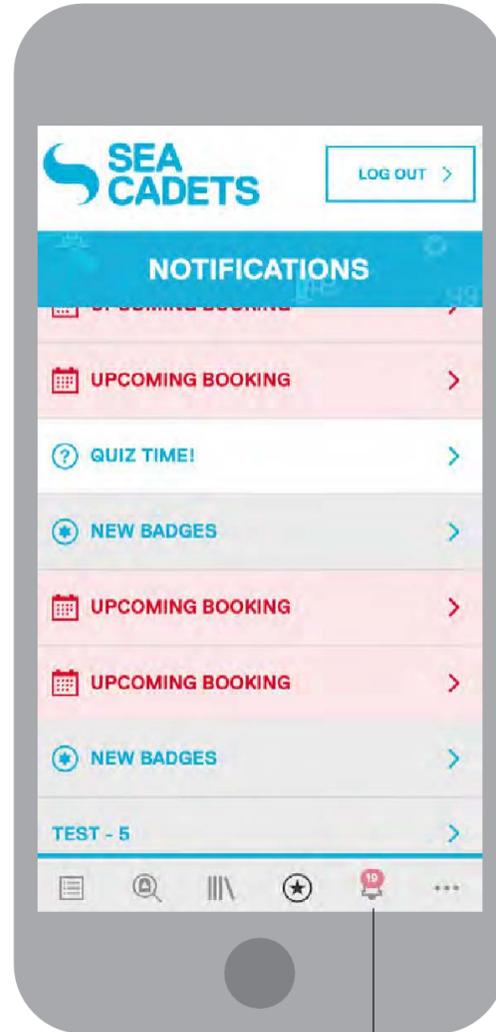




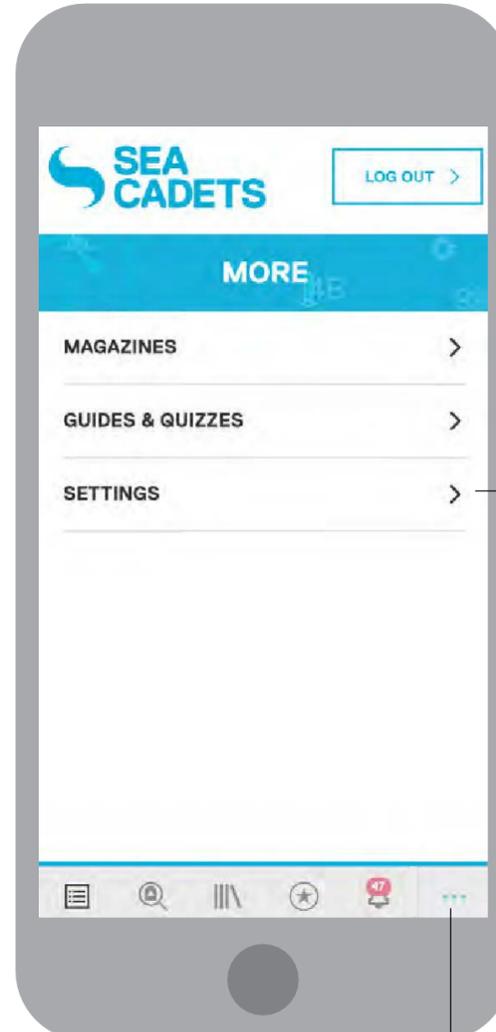
Further down the achievements page you will find your progress report. Here you will find lots of information about your progress as a cadet. Use the arrows to expand the different categories.



White = Viewed
Grey = Not viewed
Red = Not viewed & important

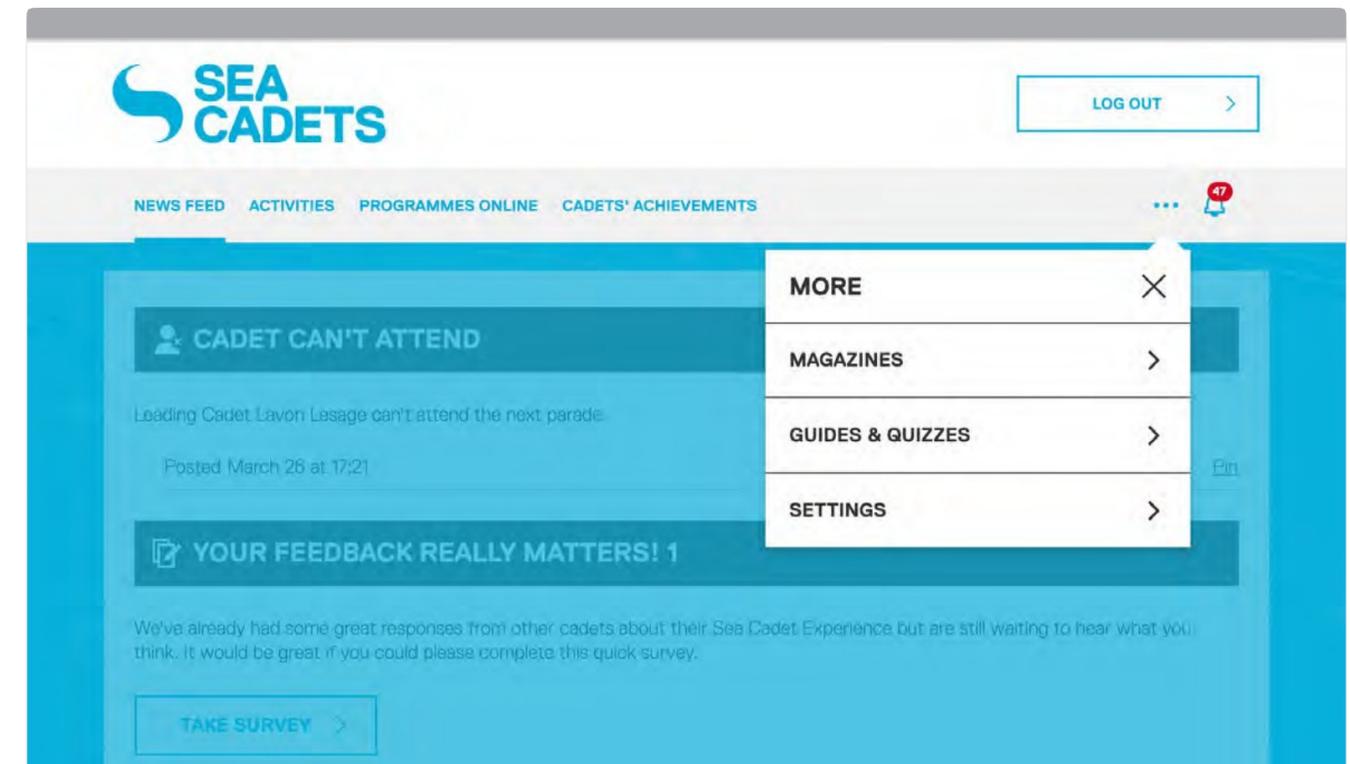
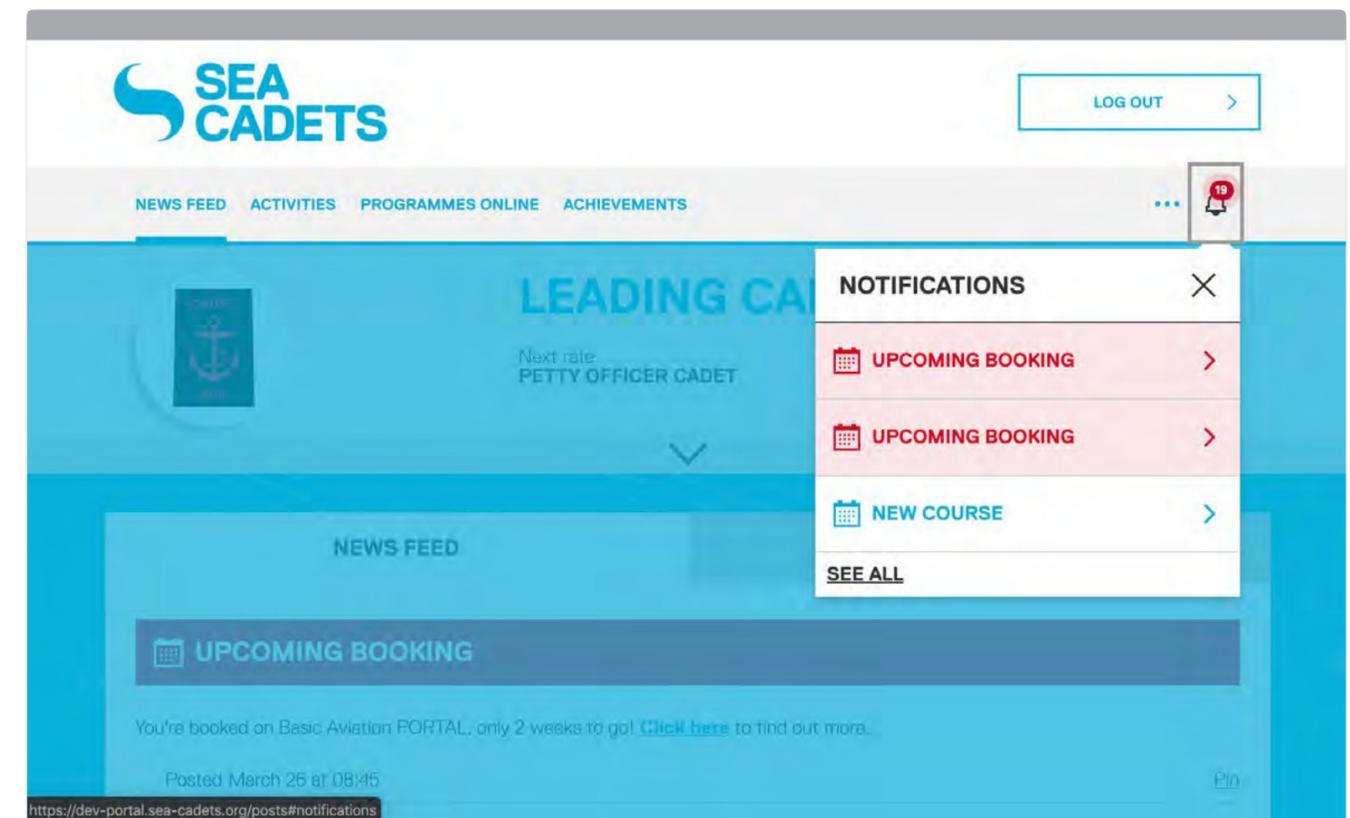


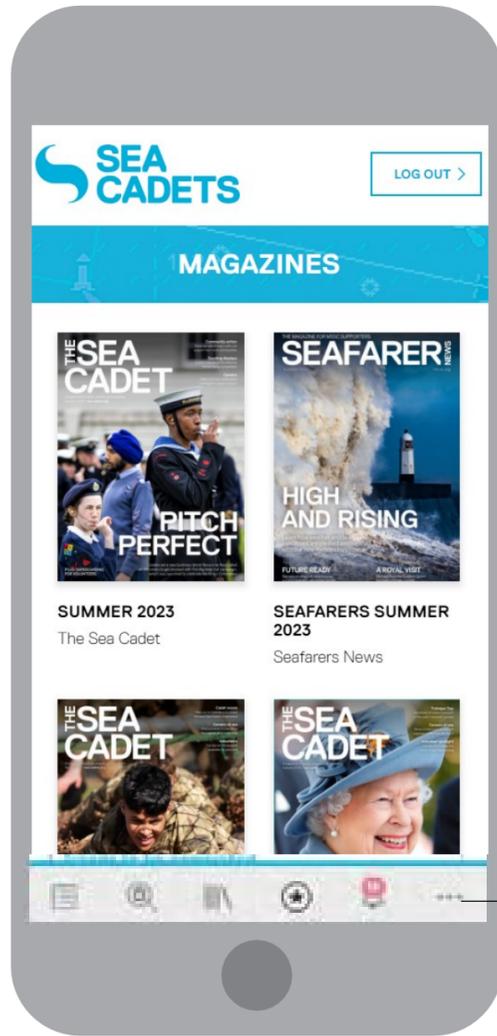
Click this icon to access the notifications page.



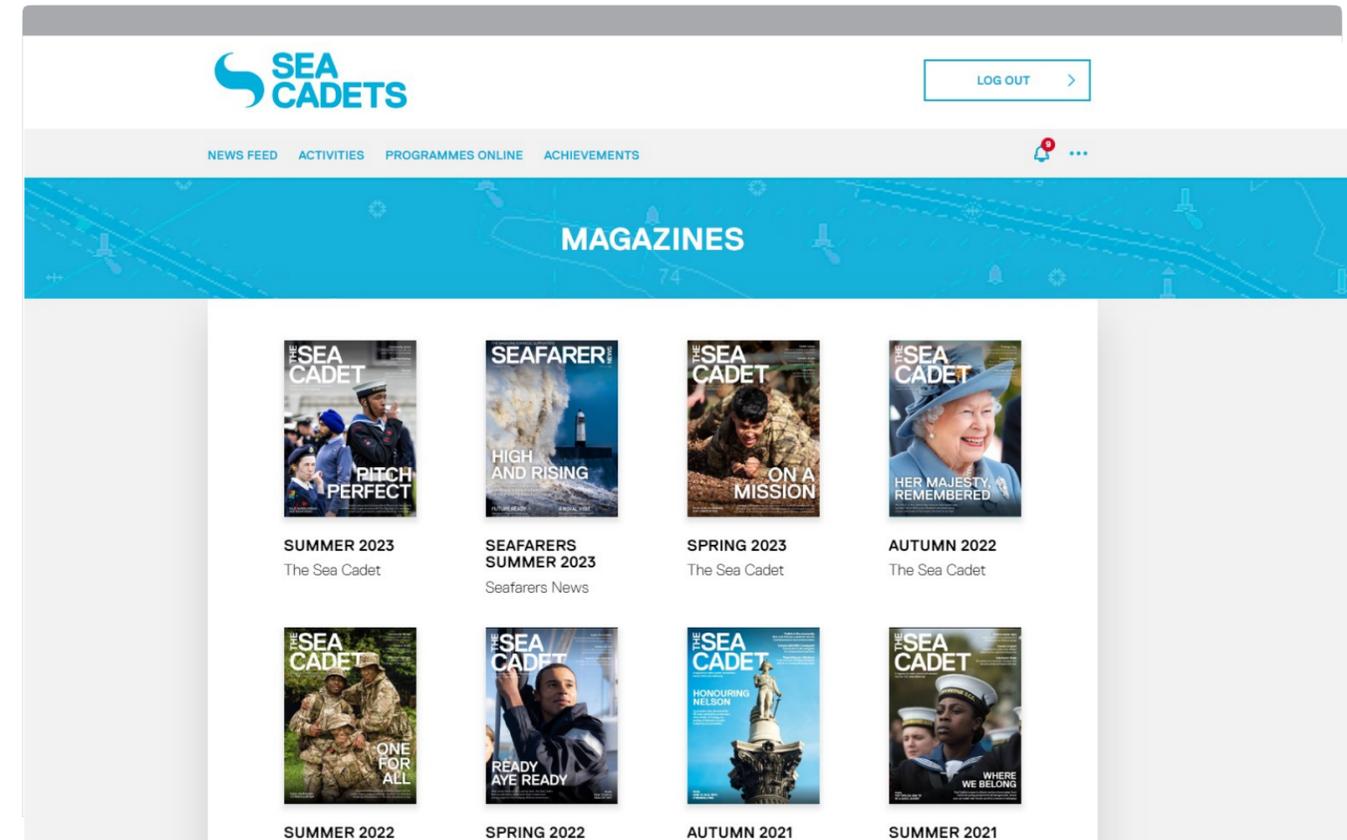
Click this icon to access the menu page.

Settings can be accessed from the menu page. In the setting page you can update your log in information.





The Magazines page can be accessed from the Menu page. Here you will find various magazines. A magazine will open up in a PDF reader on your device once selected.



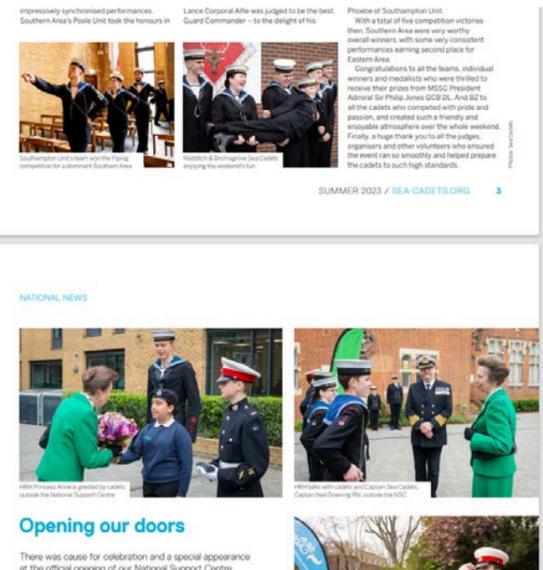
On selecting a magazine, a pop-up message will appear recommending download via WiFi.

DOWNLOAD MAGAZINE? ✕

We recommend downloading this when connected to Wi-Fi to avoid data charges.

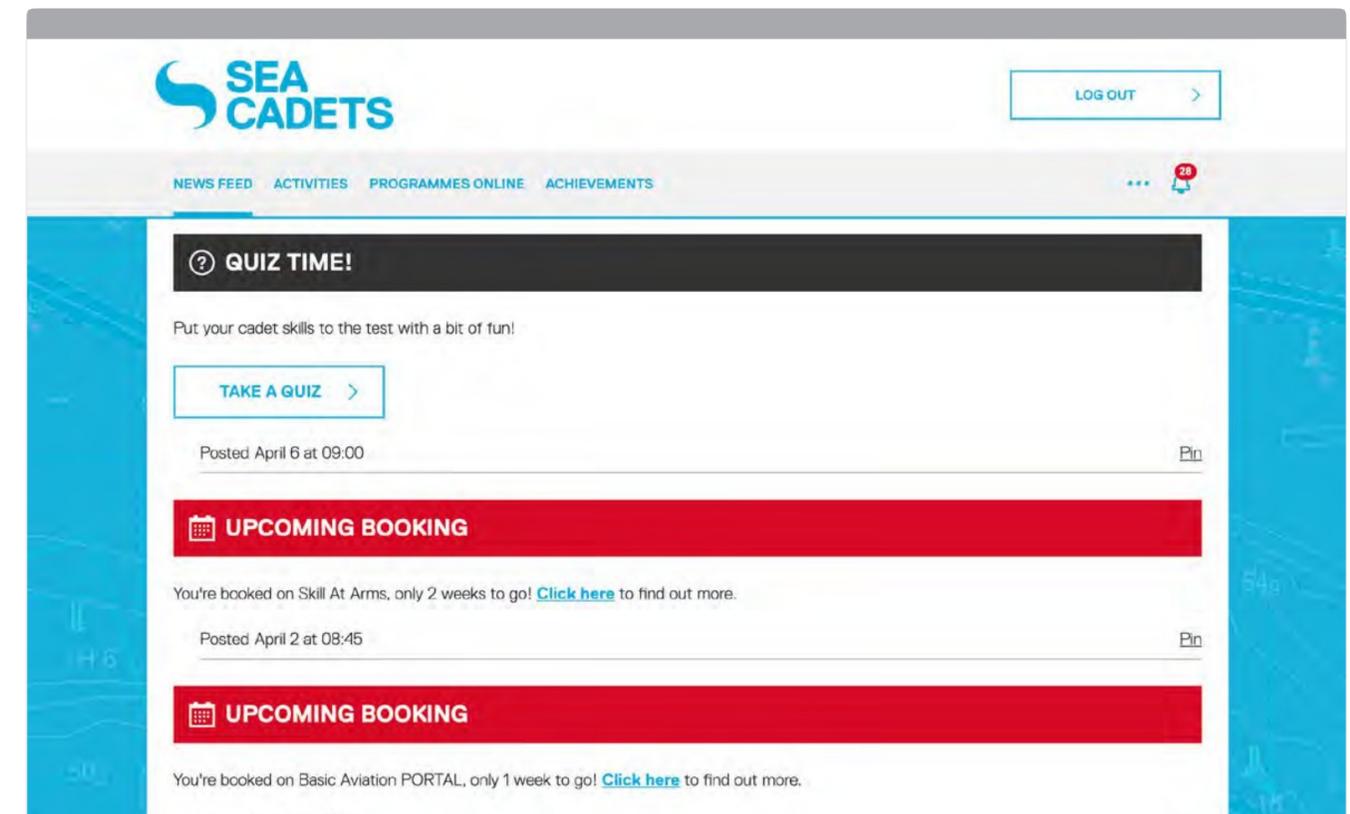
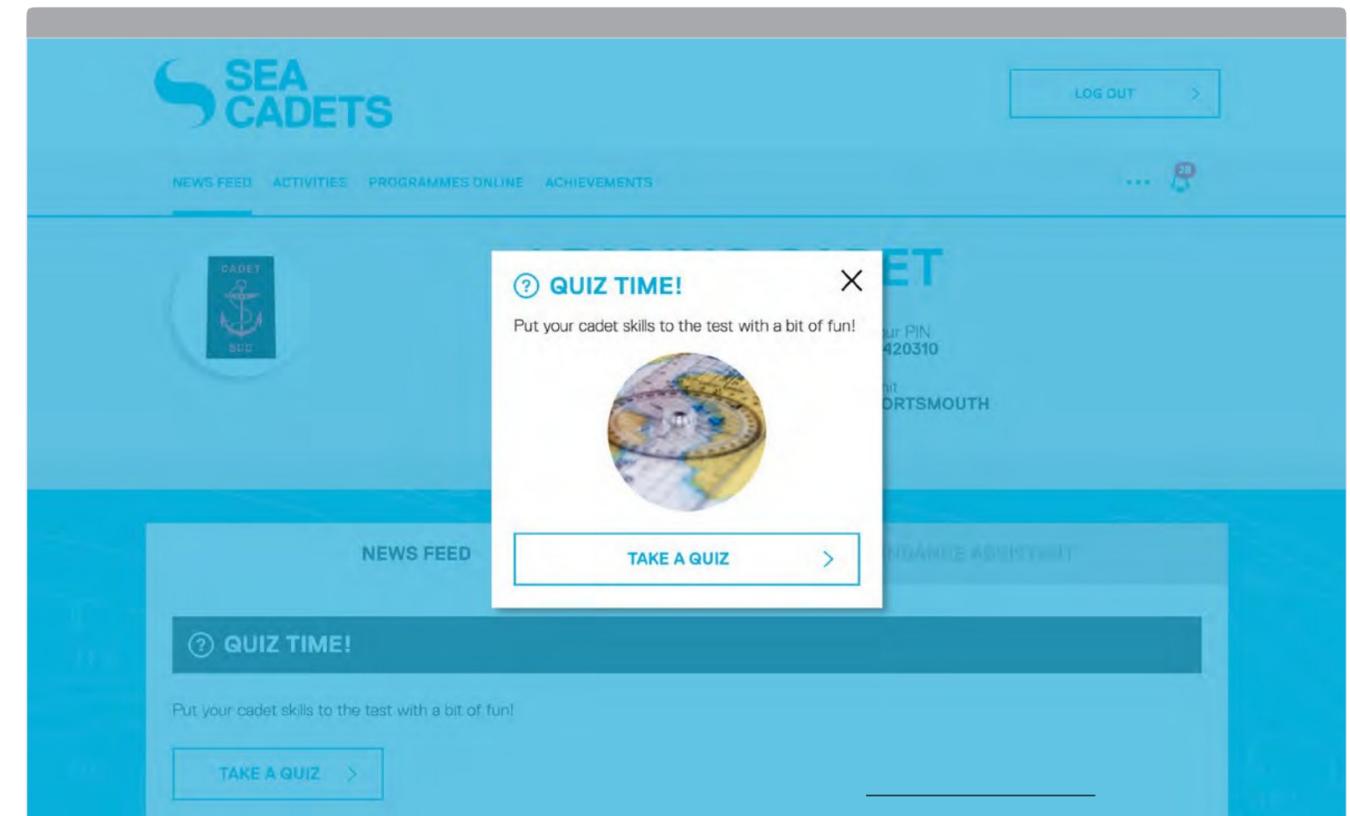
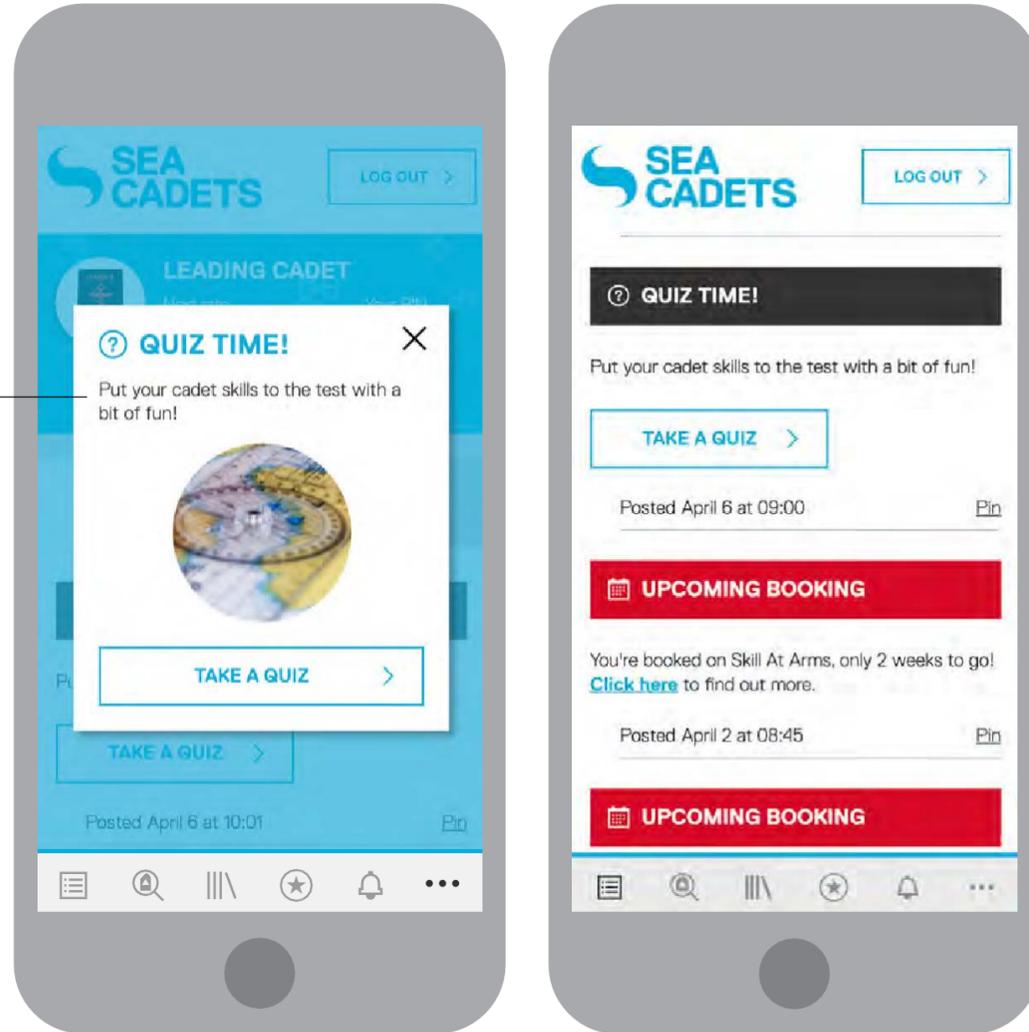
CANCEL

DOWNLOAD



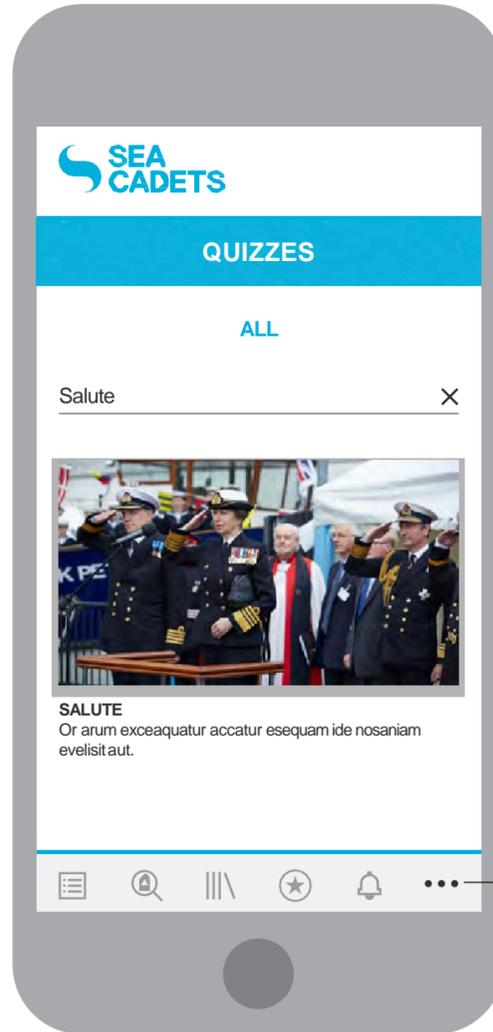
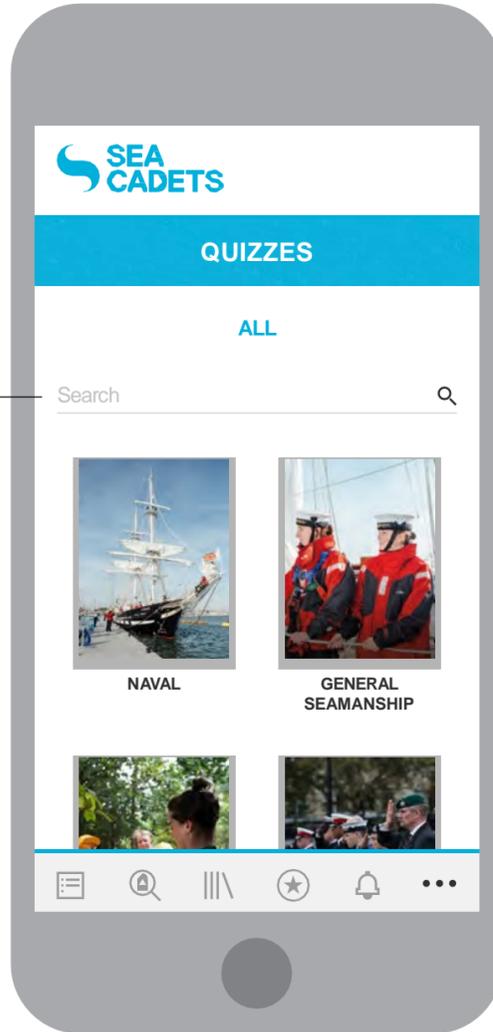
Once opened you can scroll through the pages to read some vibrant content about cadet activities from across the country.

If you've been sent a quiz, you will receive a notification like this and it will appear in your news feed. Click the button to take the quiz.



Type keywords into this search bar to locate specific quizzes.

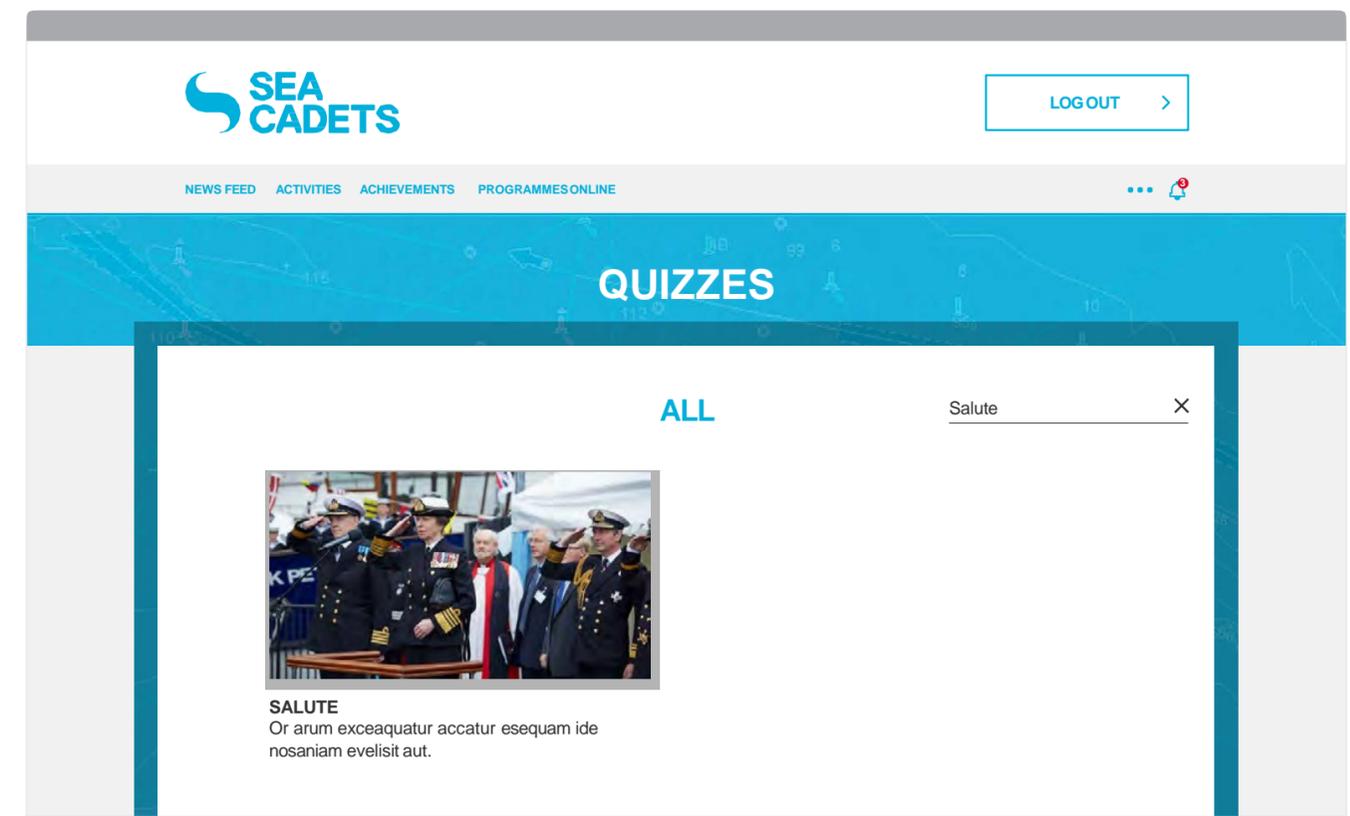
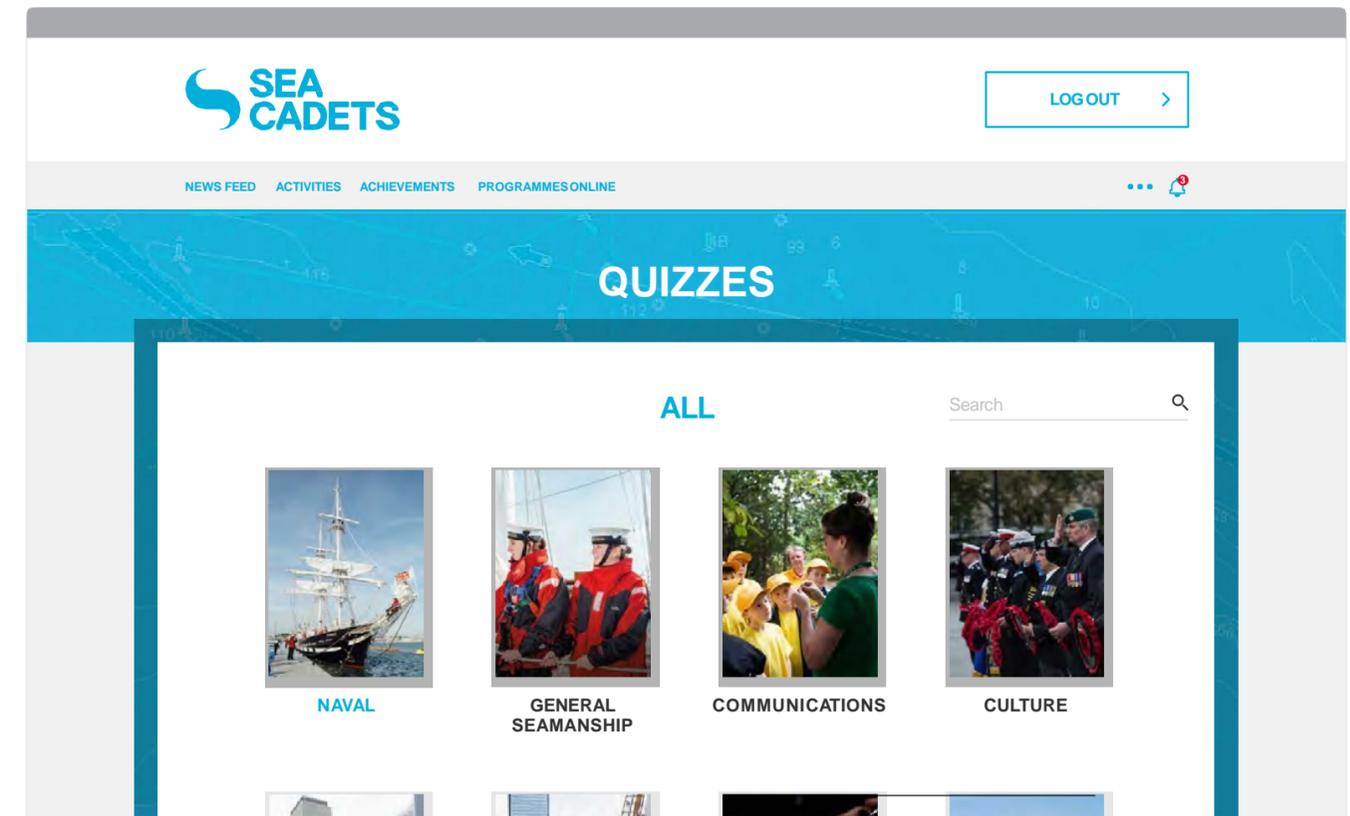
Quizzes are divided up into different categories as you can see here. Once a category is selected, you will then be presented with the different quizzes in that section.



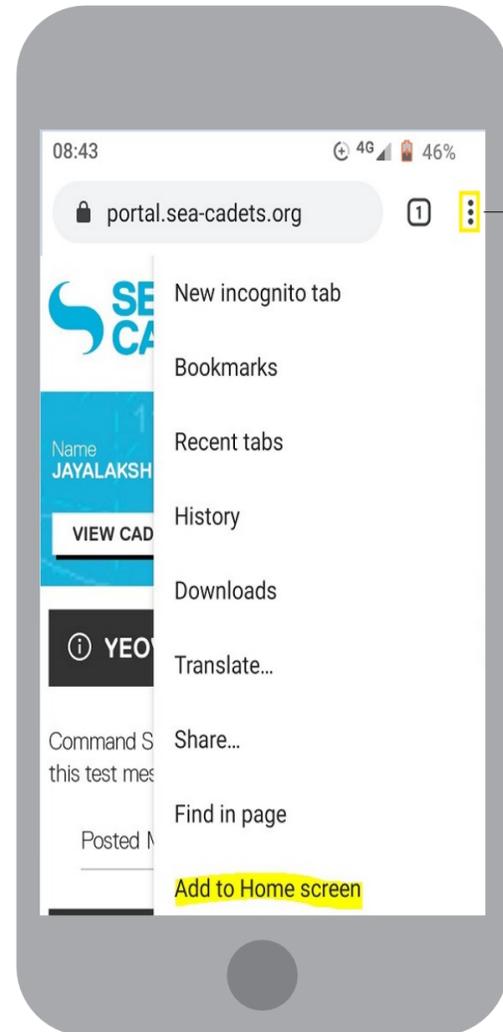
All relevant quizzes to your search will appear here.

You can press the 'X' on the search bar to cancel the search.

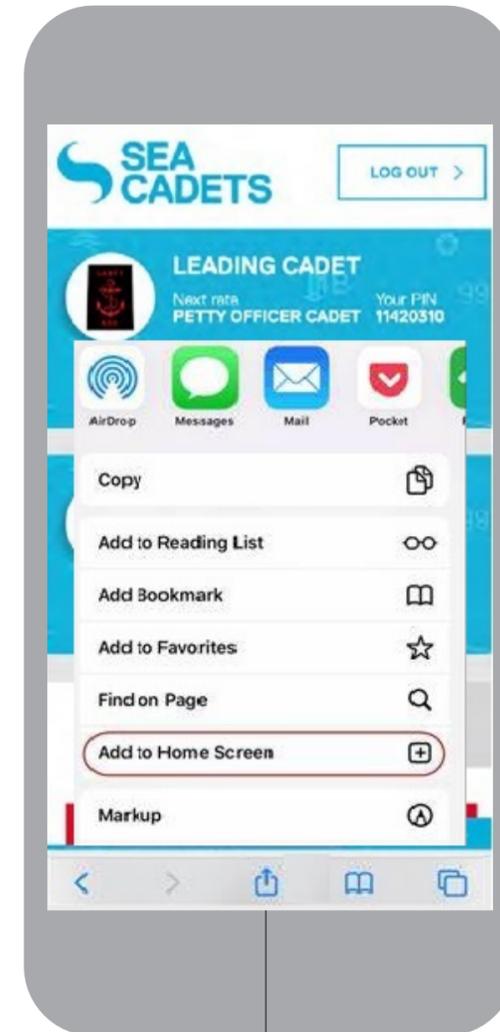
The Quizzes page can be accessed from the Menu page.



You can add the Sea Cadets Portal to your Home screen. Just follow the simple steps below for Android and Apple devices.



Android: After logging in you will be prompted to 'Pin to home screen'. If you have no prompt, then tap the menu icon and tap 'Add to home screen'.



iPhone: Press the iPhone upload arrow and you will be given the option to add to the home screen.

