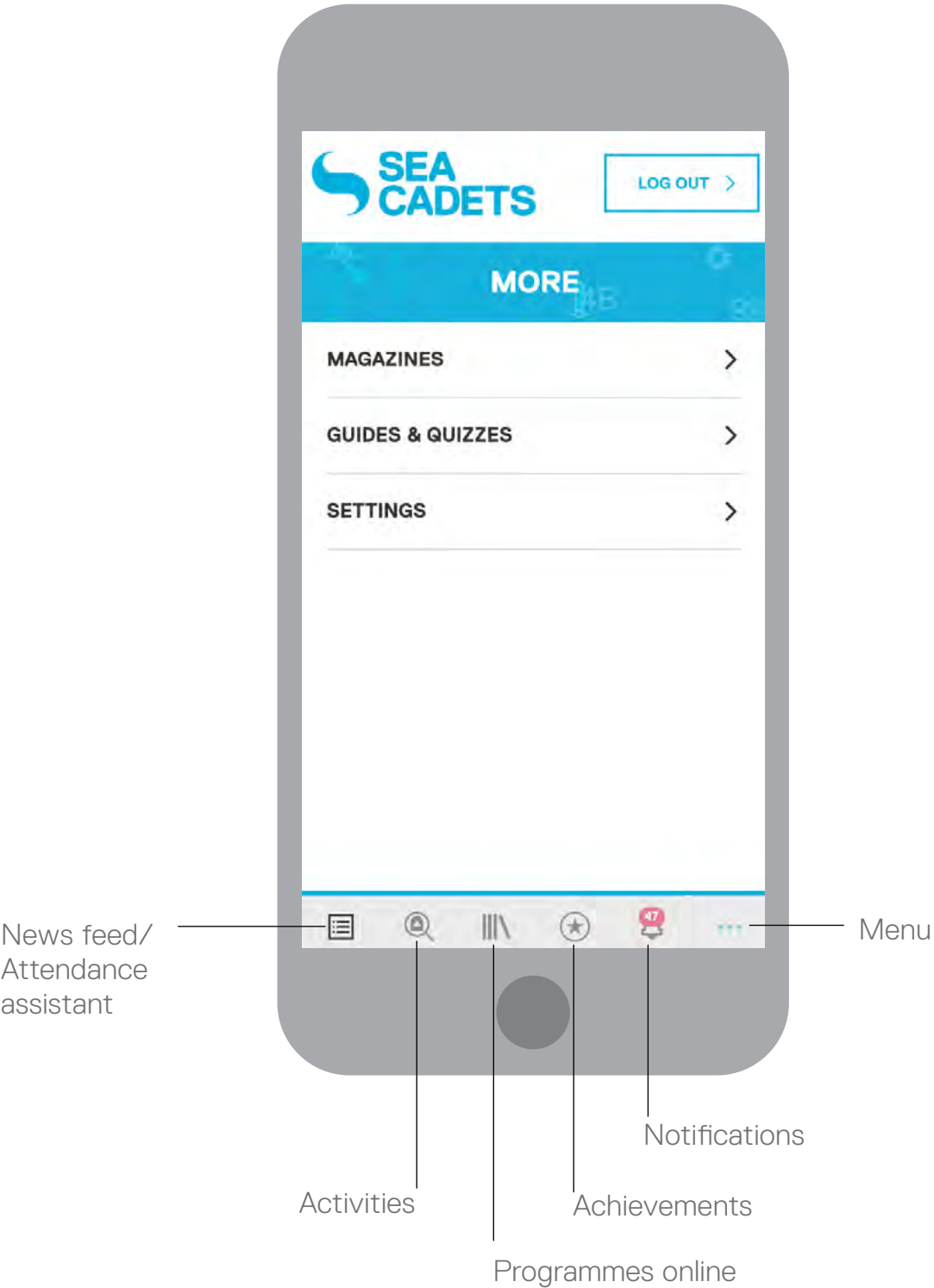




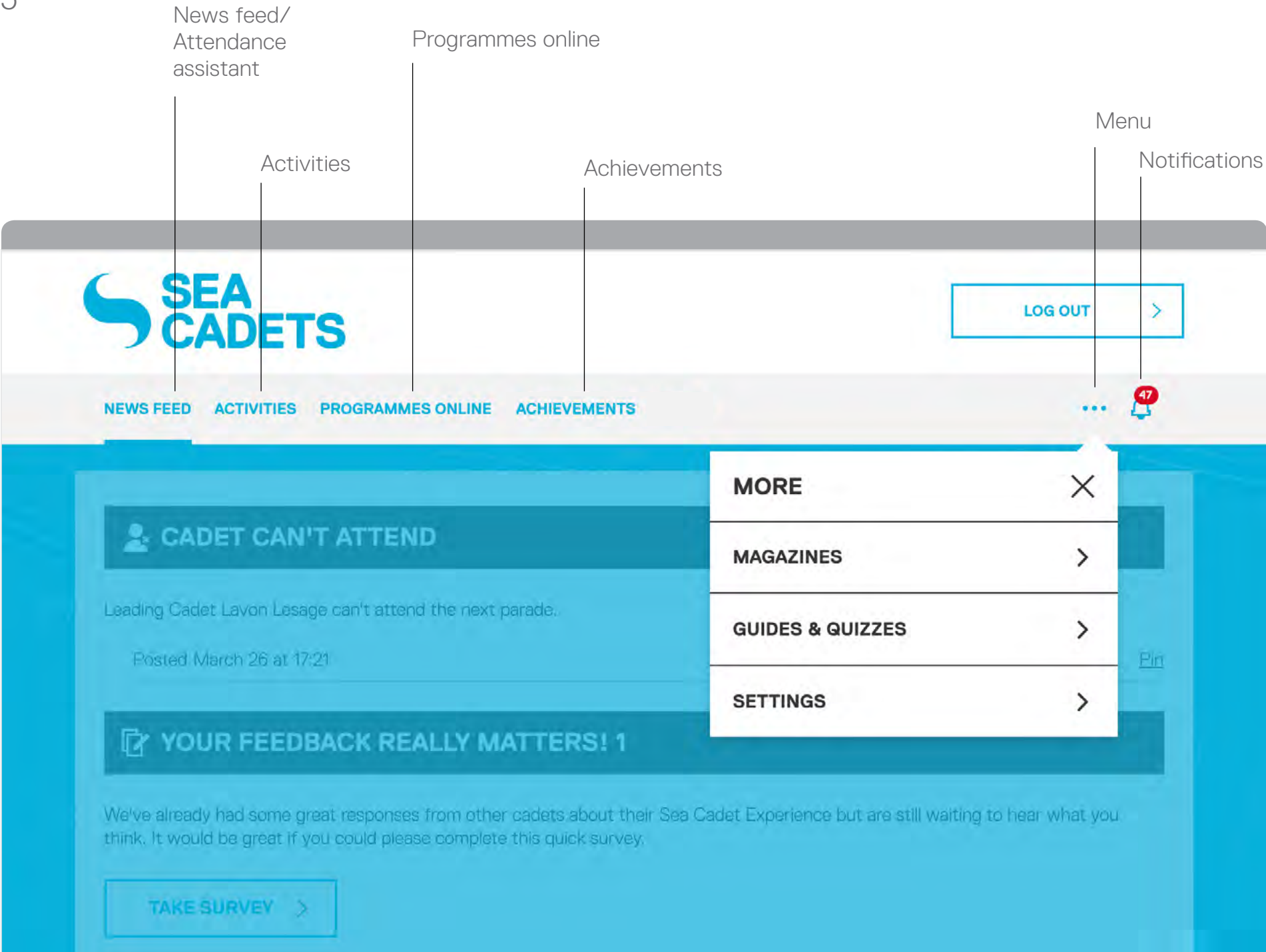
SEA CADETS PORTAL

Cadet User Guide

- 3 **OVERVIEW**
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- 5 **NEWS FEED**
- 7 **ATTENDANCE ASSISTANT**
- 8 **ACHIEVEMENTS**
- 10 **NOTIFICATIONS & SETTINGS**
- 11 **MAGAZINES & SURVEYS**
- 12 **QUIZZES**



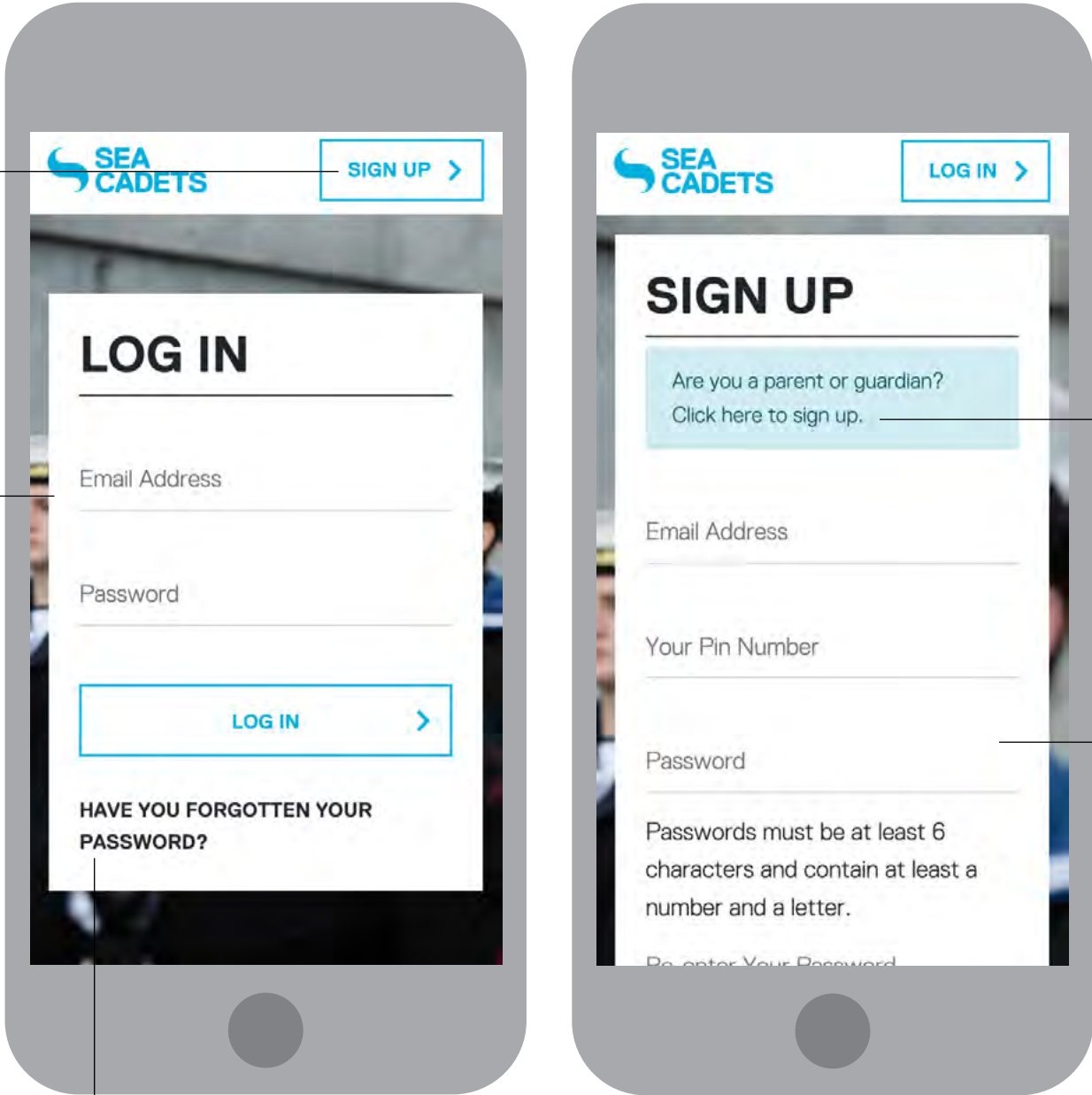
3



Click the 'SIGN UP' button if you haven't yet created a portal account

If you've already signed up, enter the email address held for you in Westminster as your contact details' (the 'Westminster' system is the place where all cadet records are held and maintained by your officers) and password. Then select the 'LOG IN' button.

Follow this link if you've forgotten your password.



If you are a parent or guardian creating an account, click here.

To create your portal account, enter your email address, PIN number and create a password.

LOG IN

Email Address

Password

LOG IN >

HAVE YOU FORGOTTEN YOUR PASSWORD?

SIGN UP

Are you a parent or guardian? Click here to sign up.

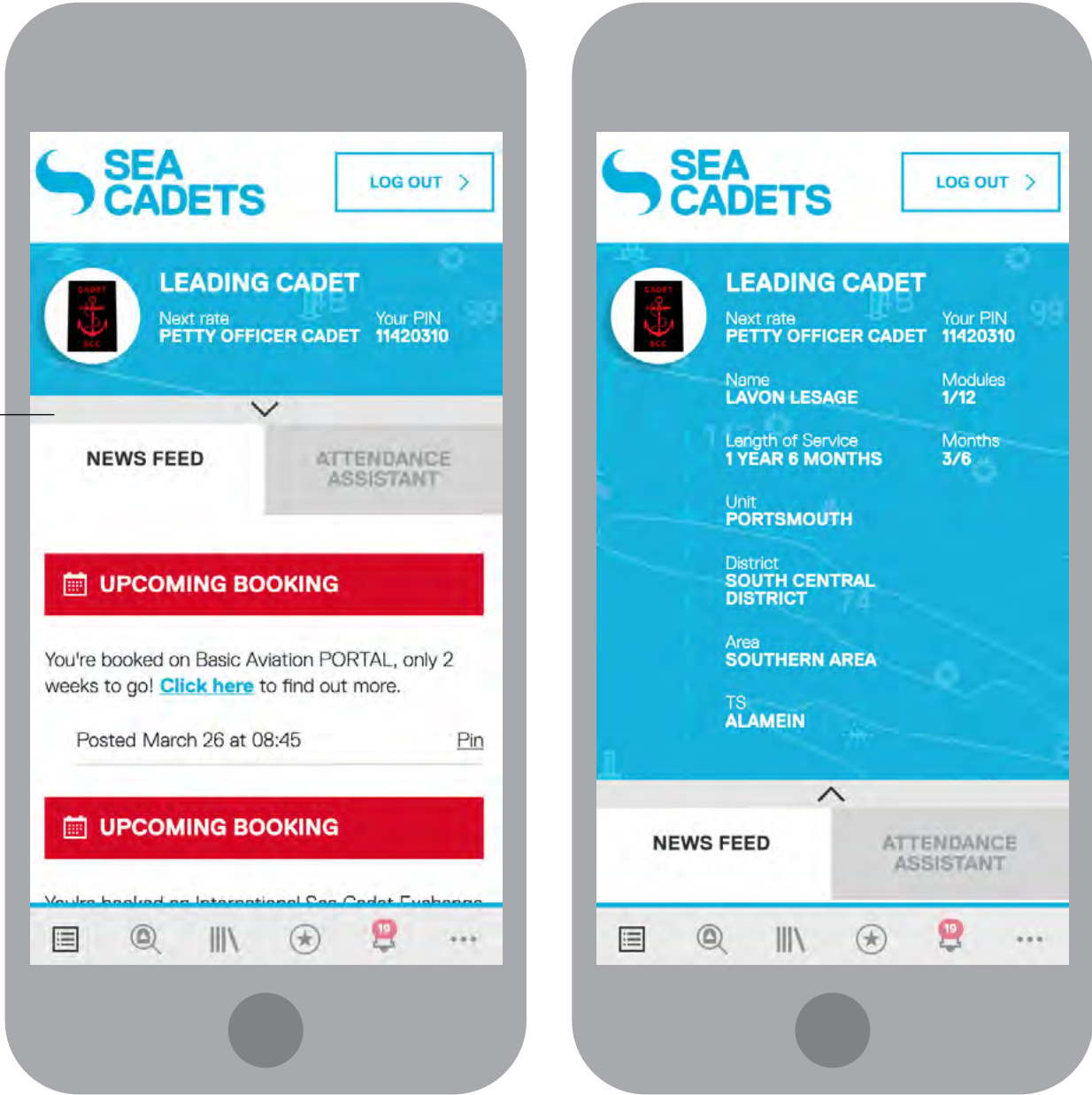
Email Address

Your Pin Number

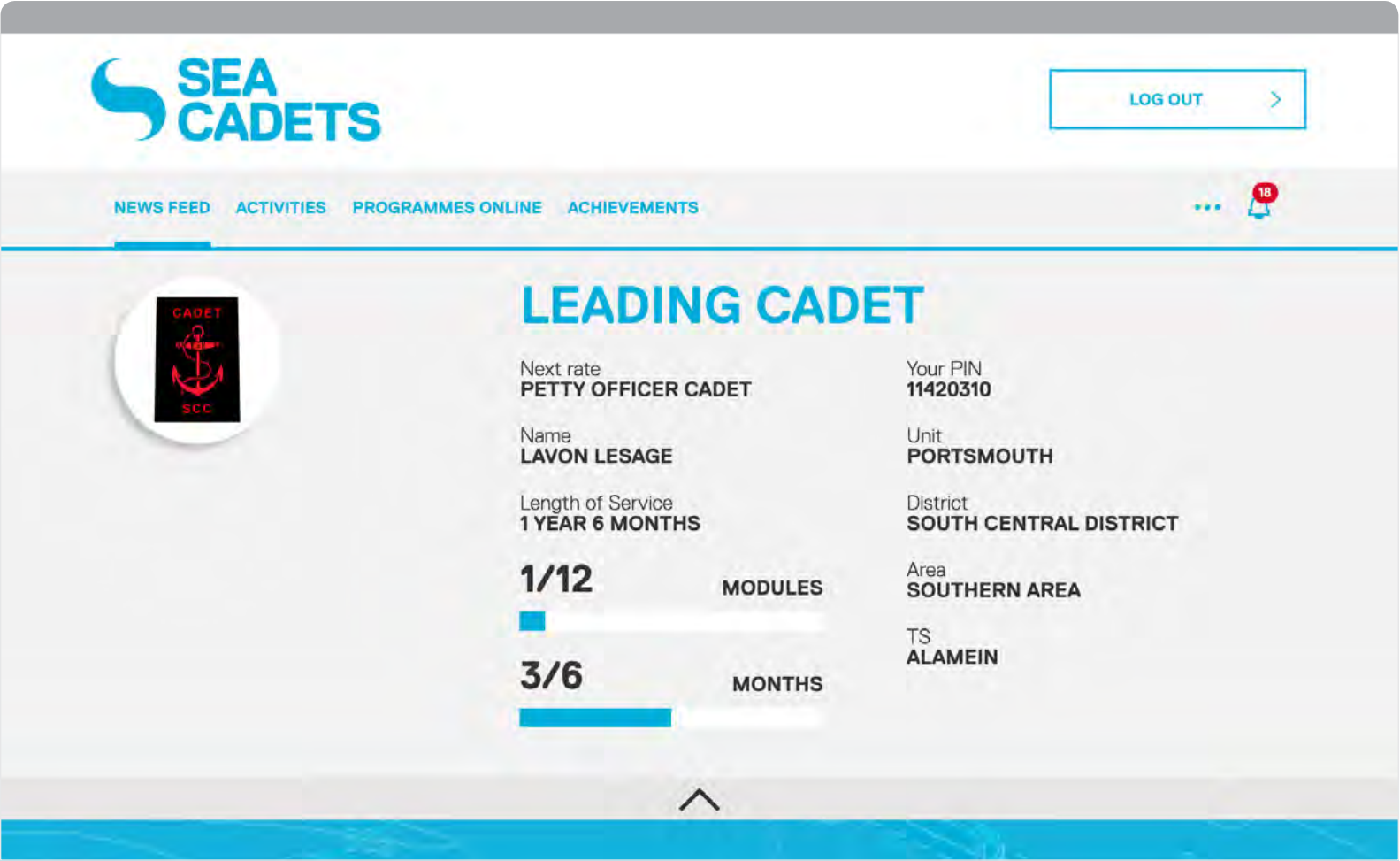
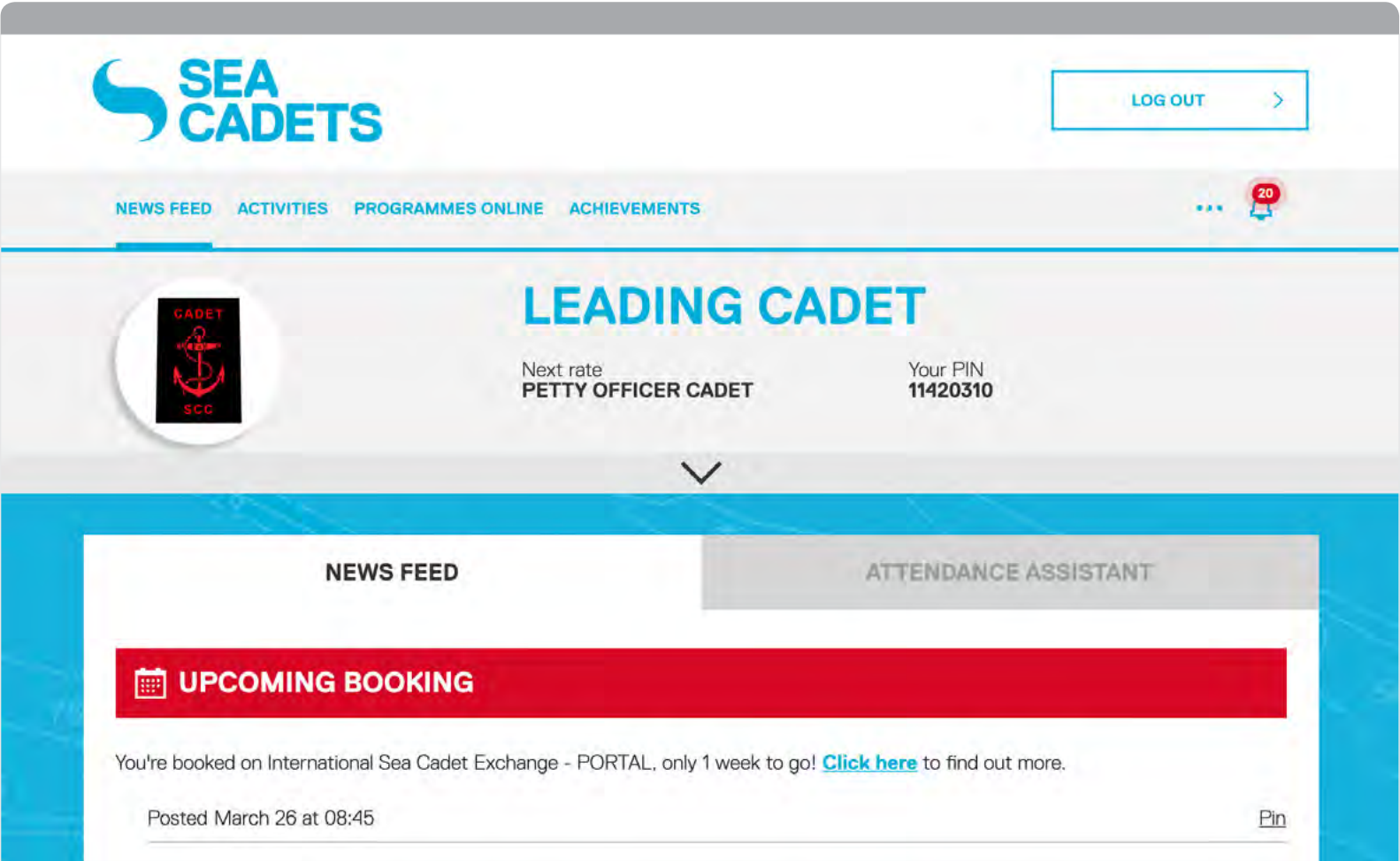
Password

Passwords must be at least 6 characters and contain at least a number and a letter.

Clicking this arrow will reveal more of your information.



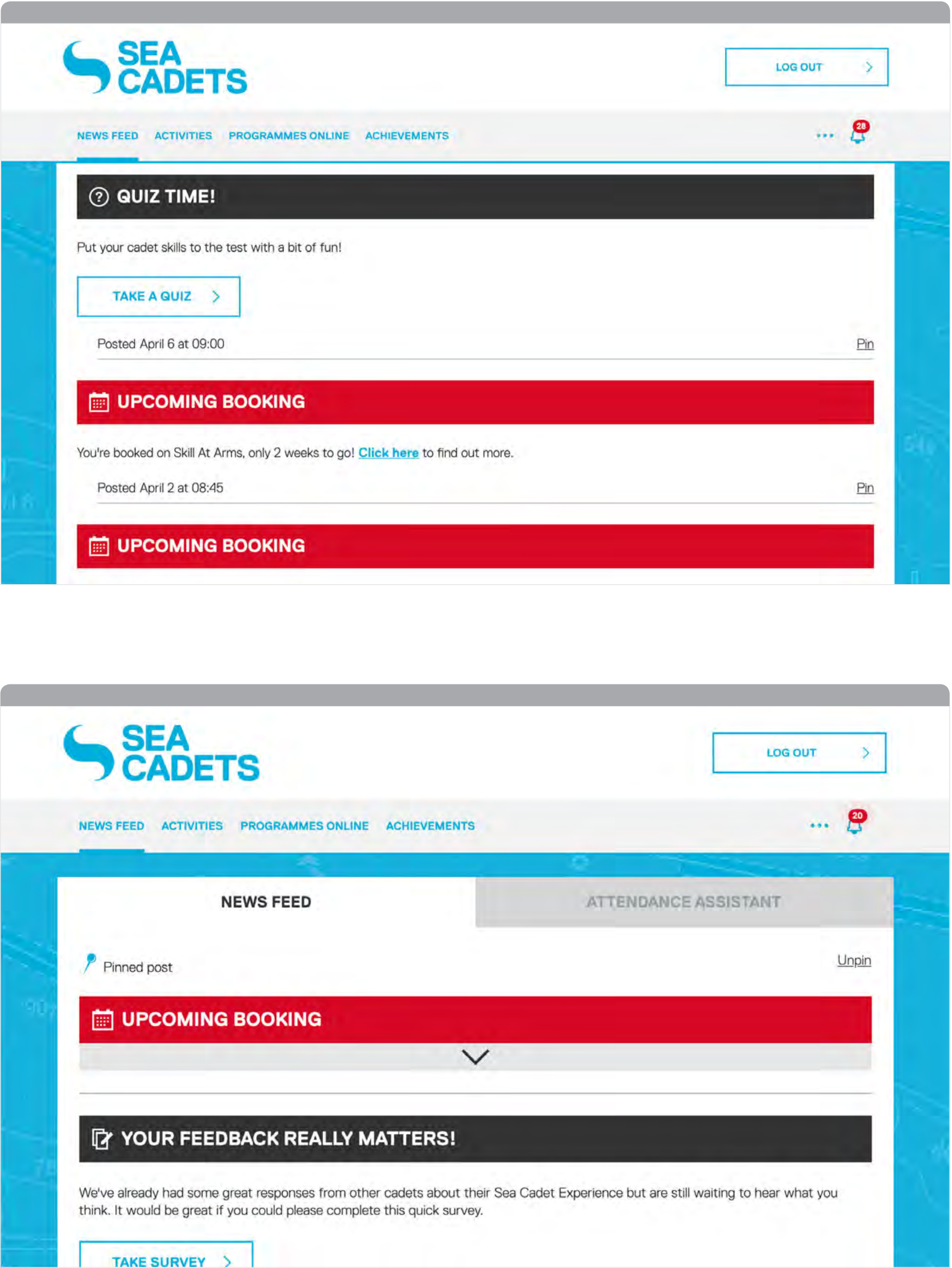
This is the expanded state of the cadet info section. Here you will find lots of useful information relevant to you.



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

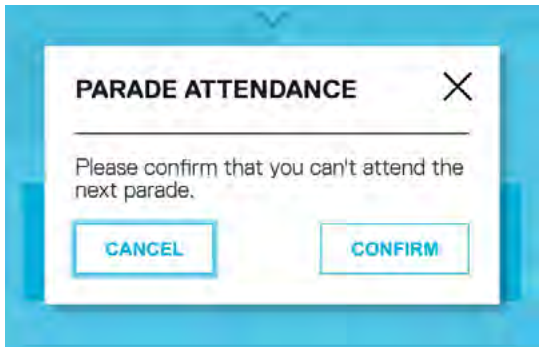
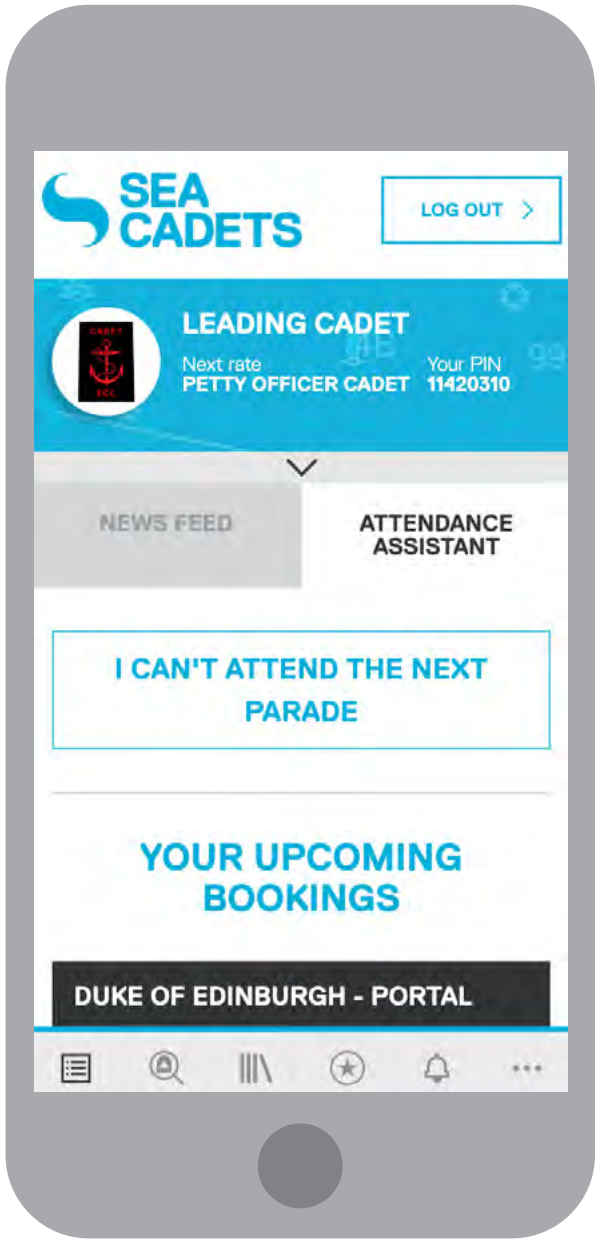
Click this to pin the post at the top of your news feed to act as a reminder.

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.

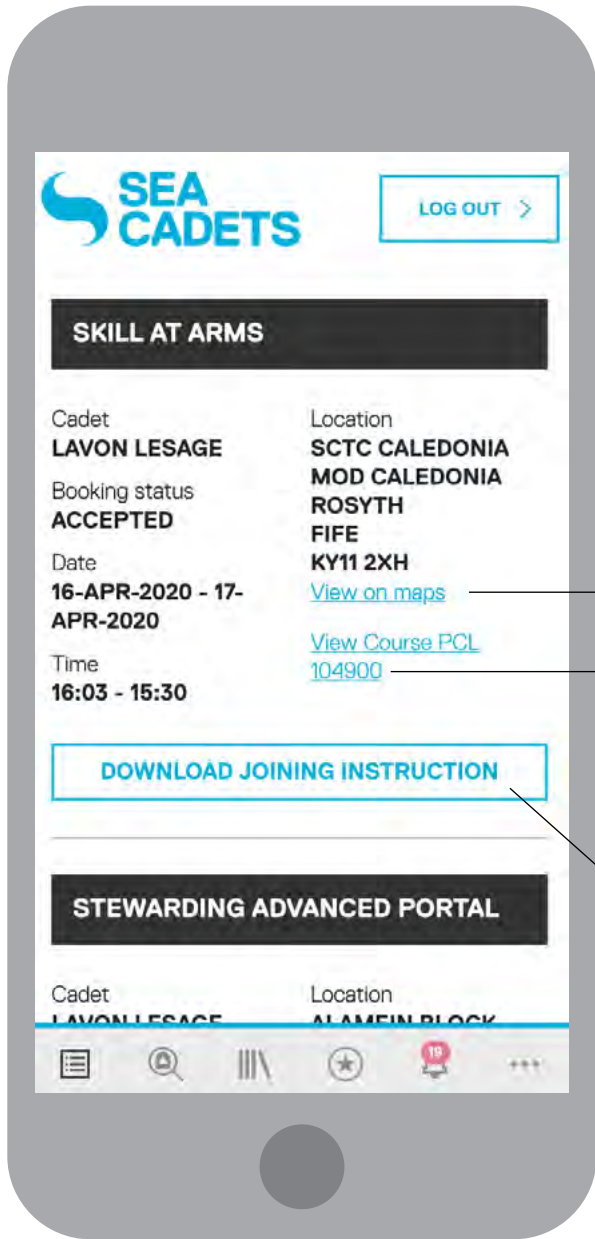


When on the news feed, you will have the option of switching between the ‘news feed’ and the ‘attendance assistant’.

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



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.

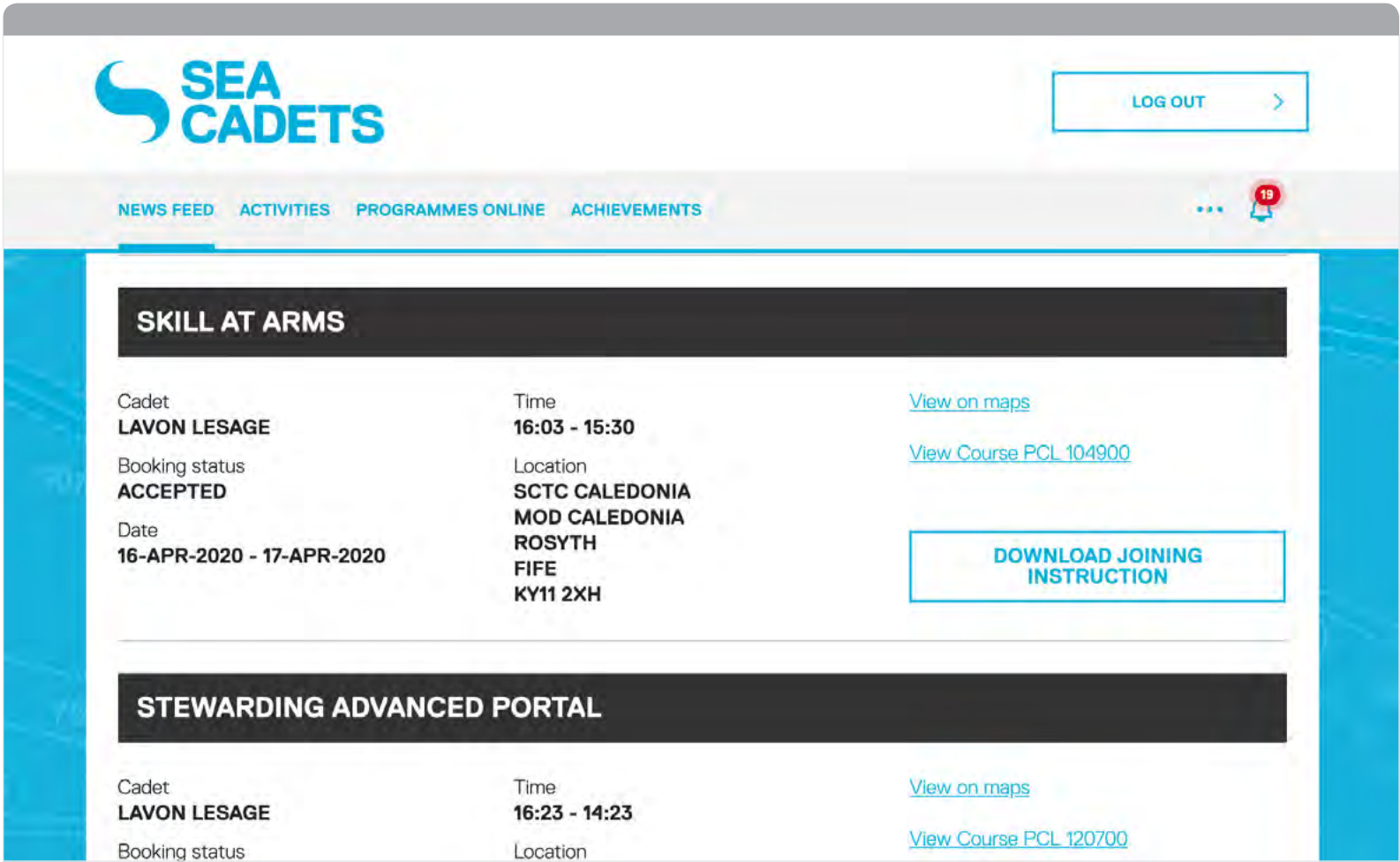
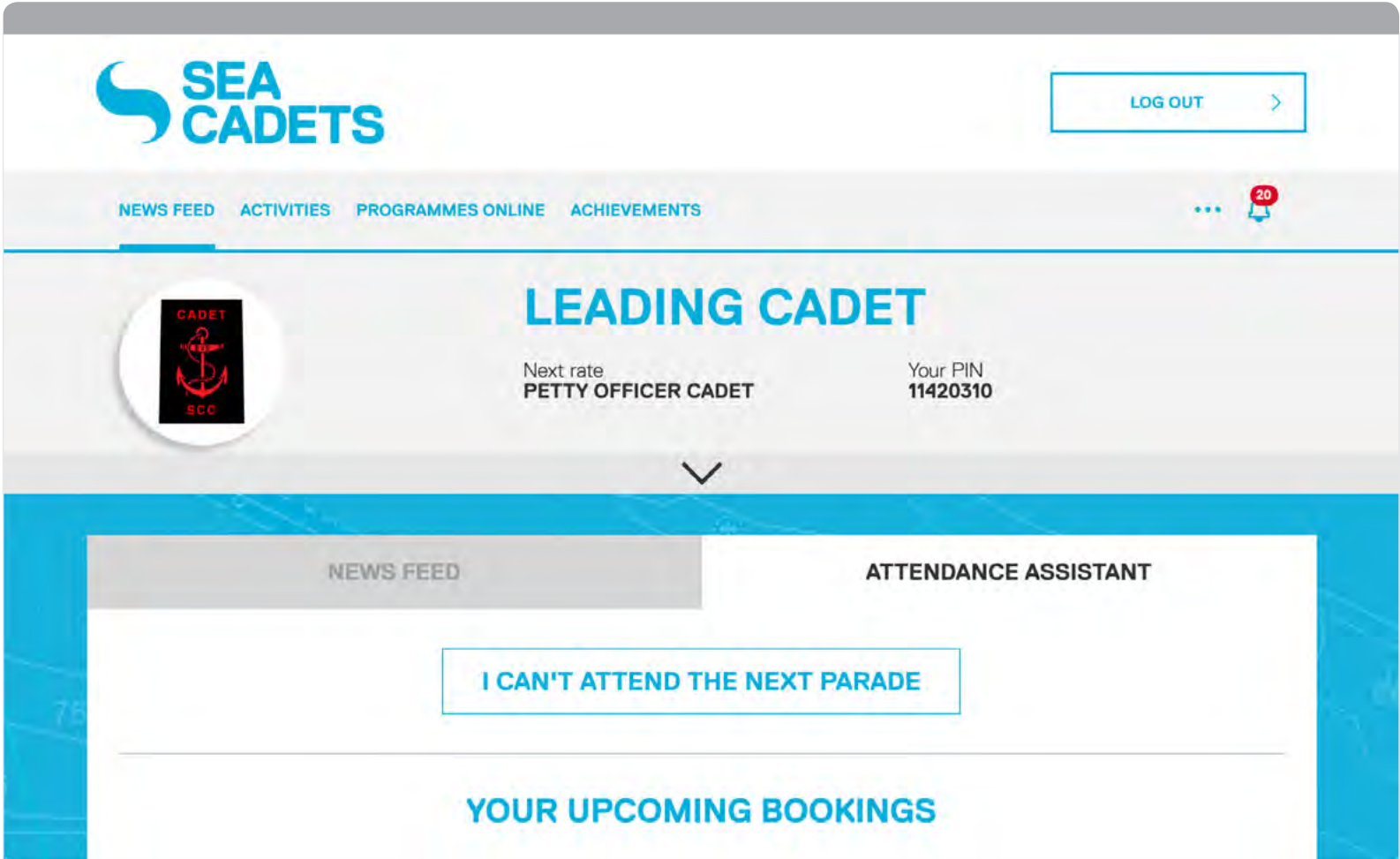


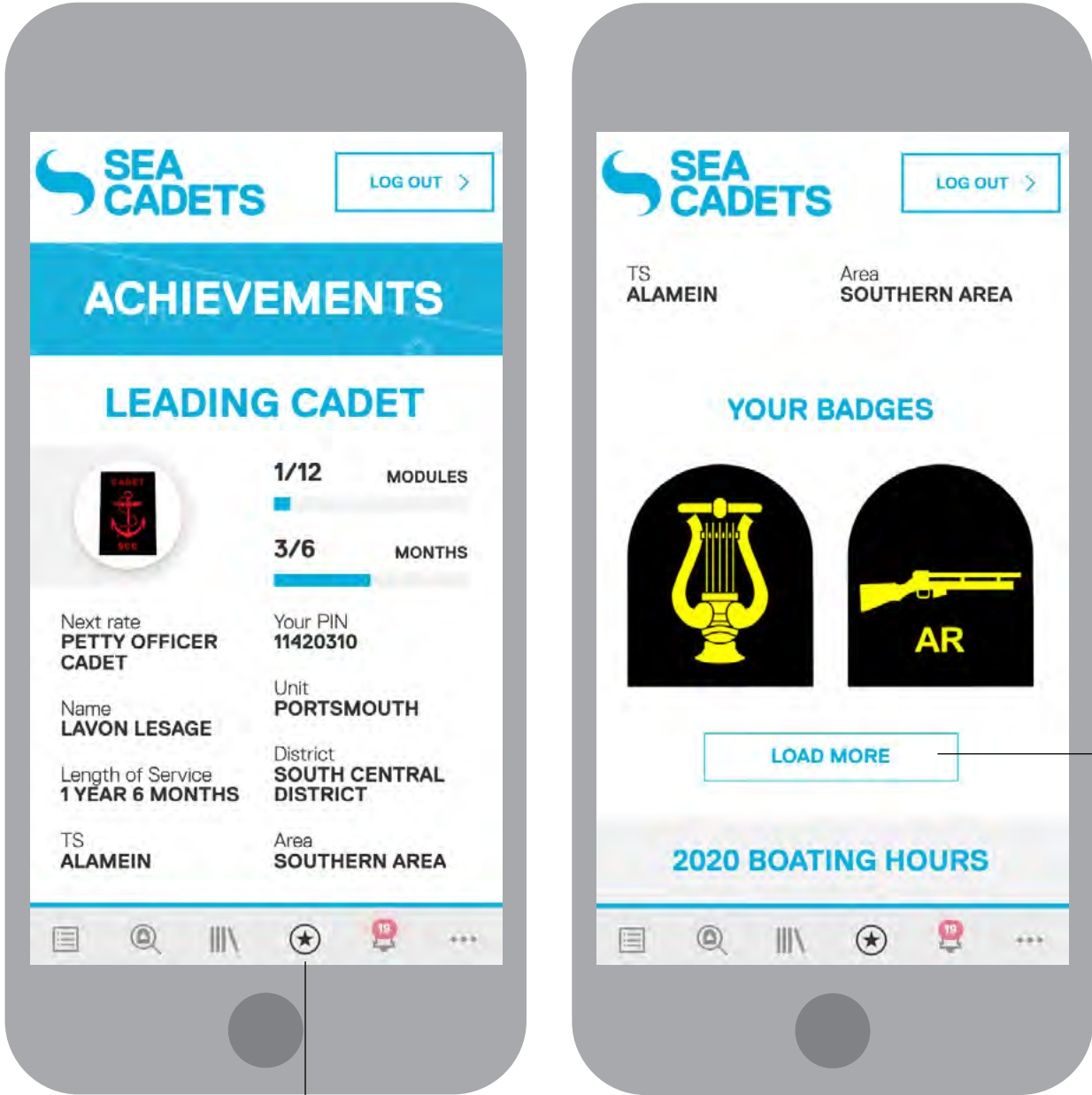
Further down the attendance assistant page, you will find your various bookings and information about each one.

‘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.

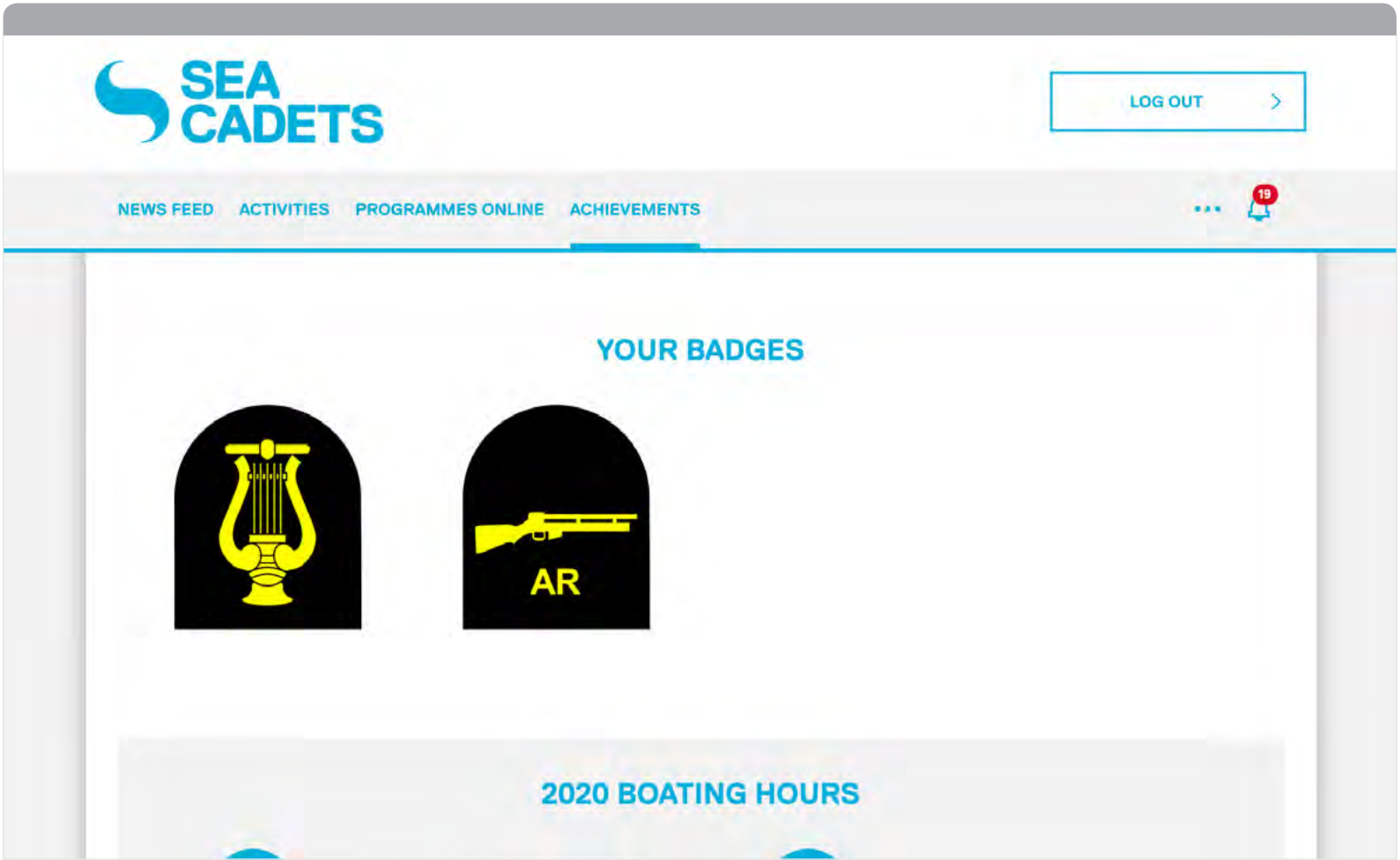
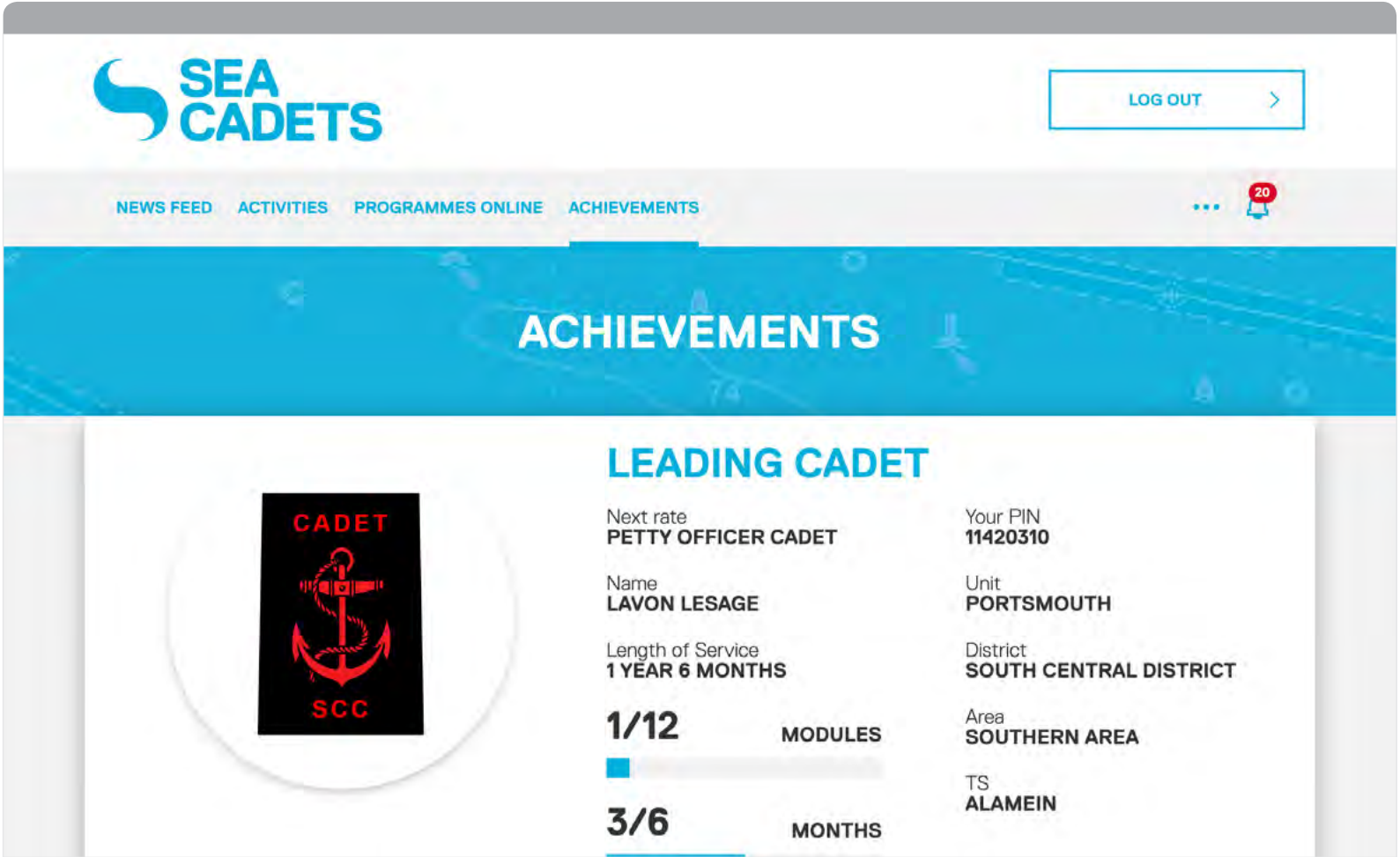
If applicable, there will be an option to download joining instructions for the booking. You can receive this information by selecting this button.

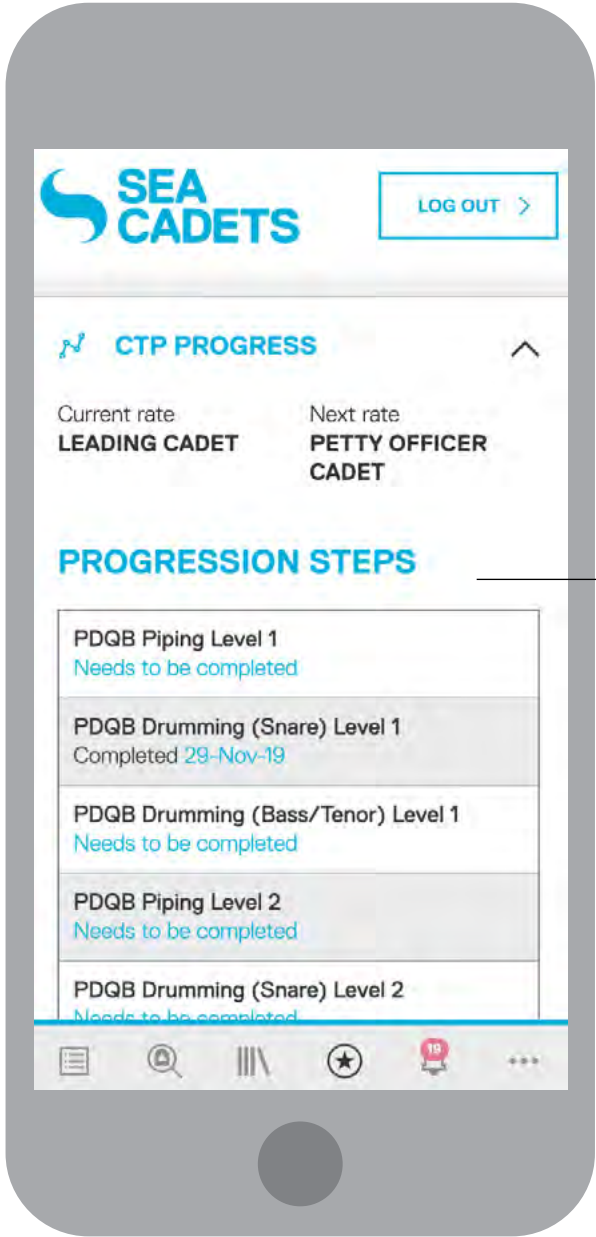




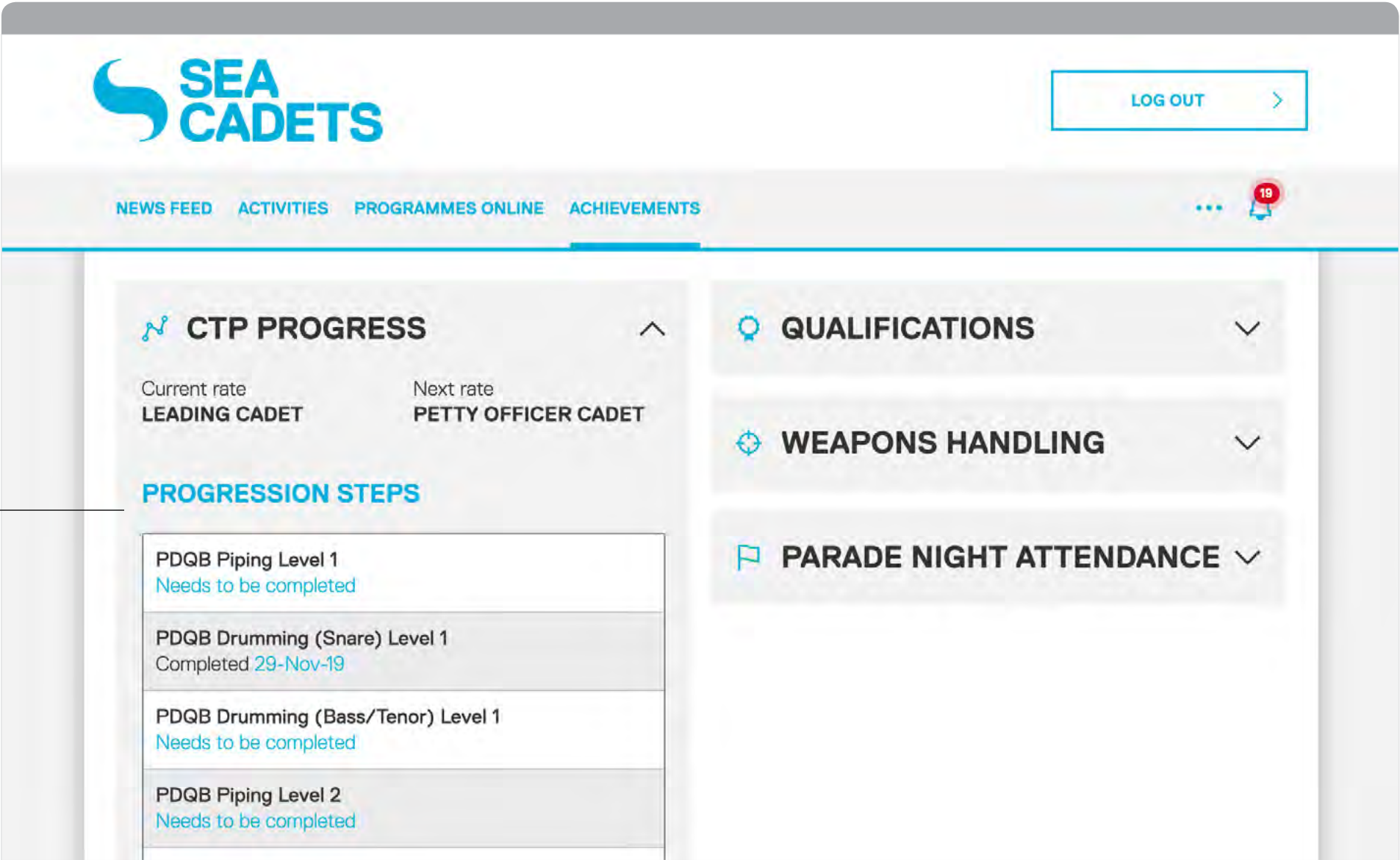
Click this icon to access the achievements page.

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.

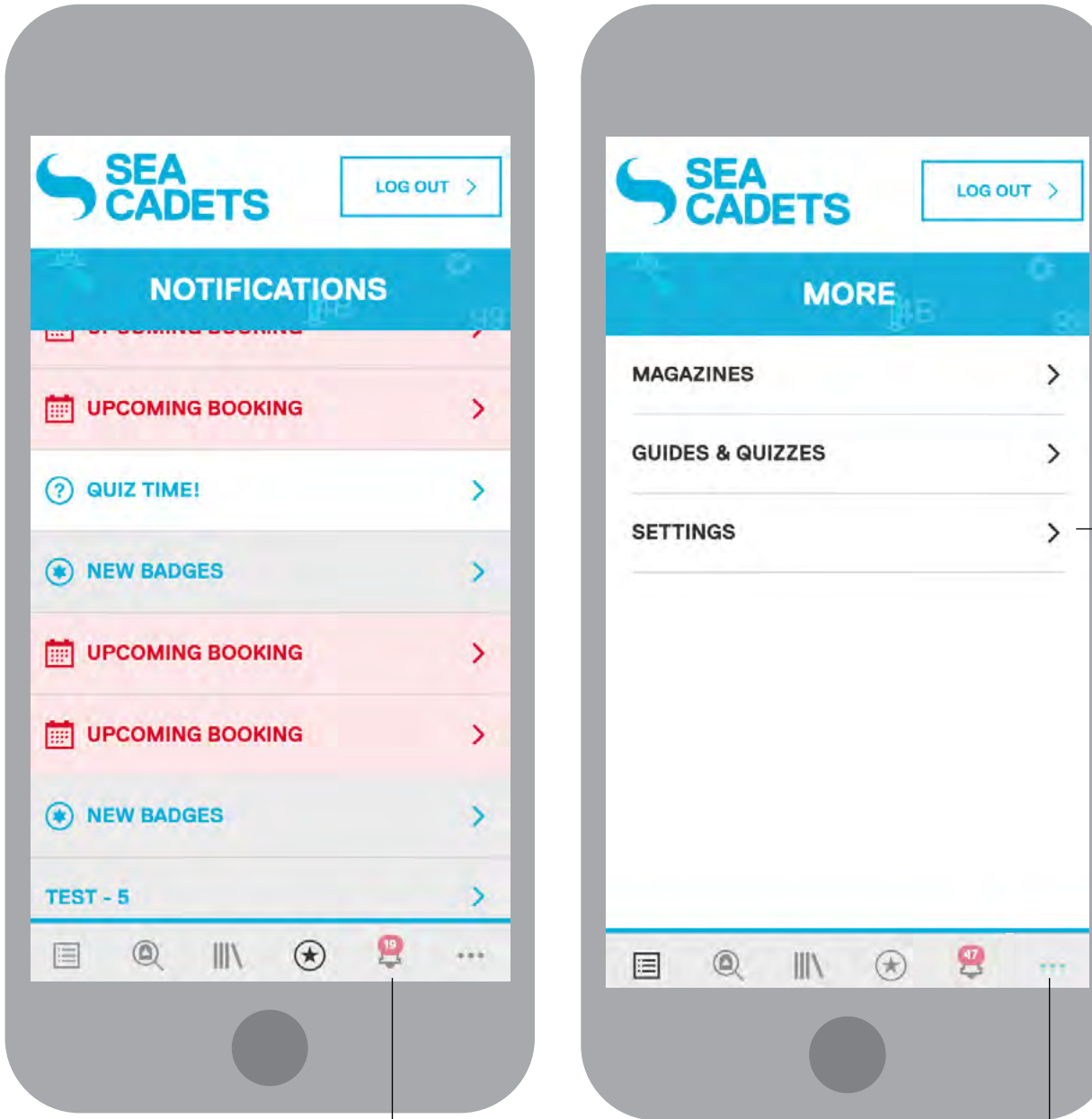




Further down the achievements page you will find your progress report. Here you will find lots of information about your progress as a cadet. Use the arrows to expand the differnet categories.



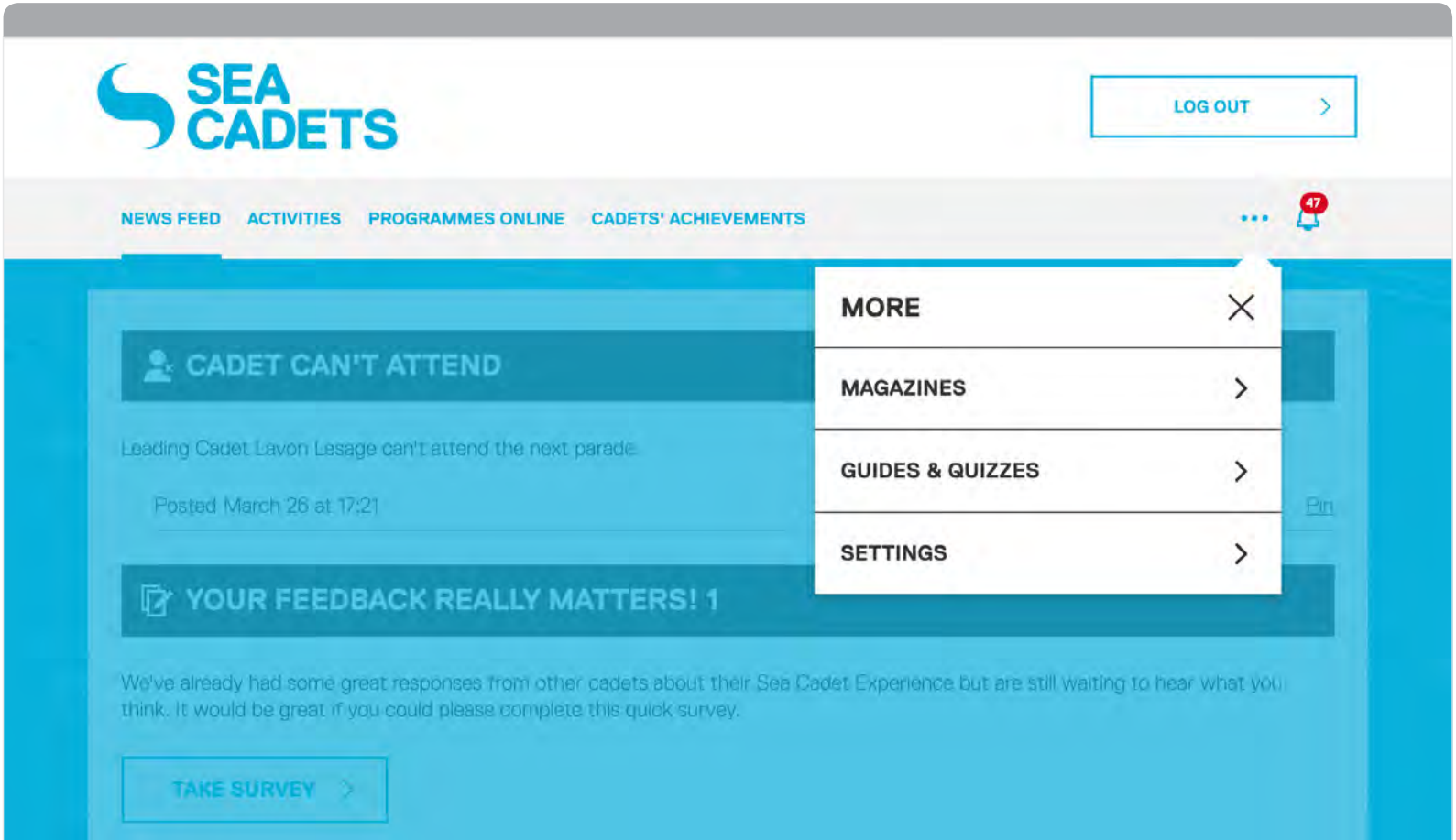
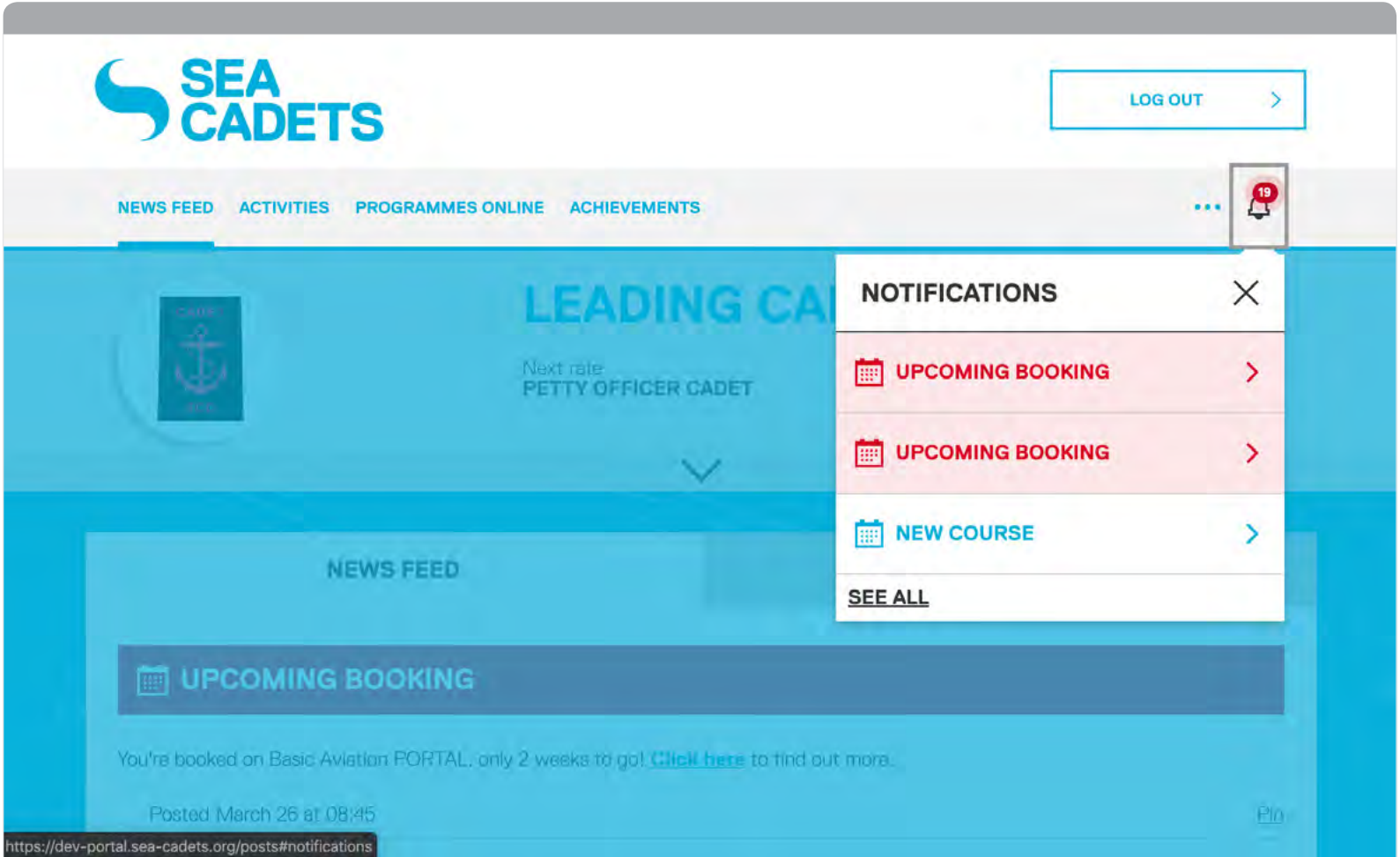
White = Viewed
Grey = Not viewed
Red = Not viewed & important



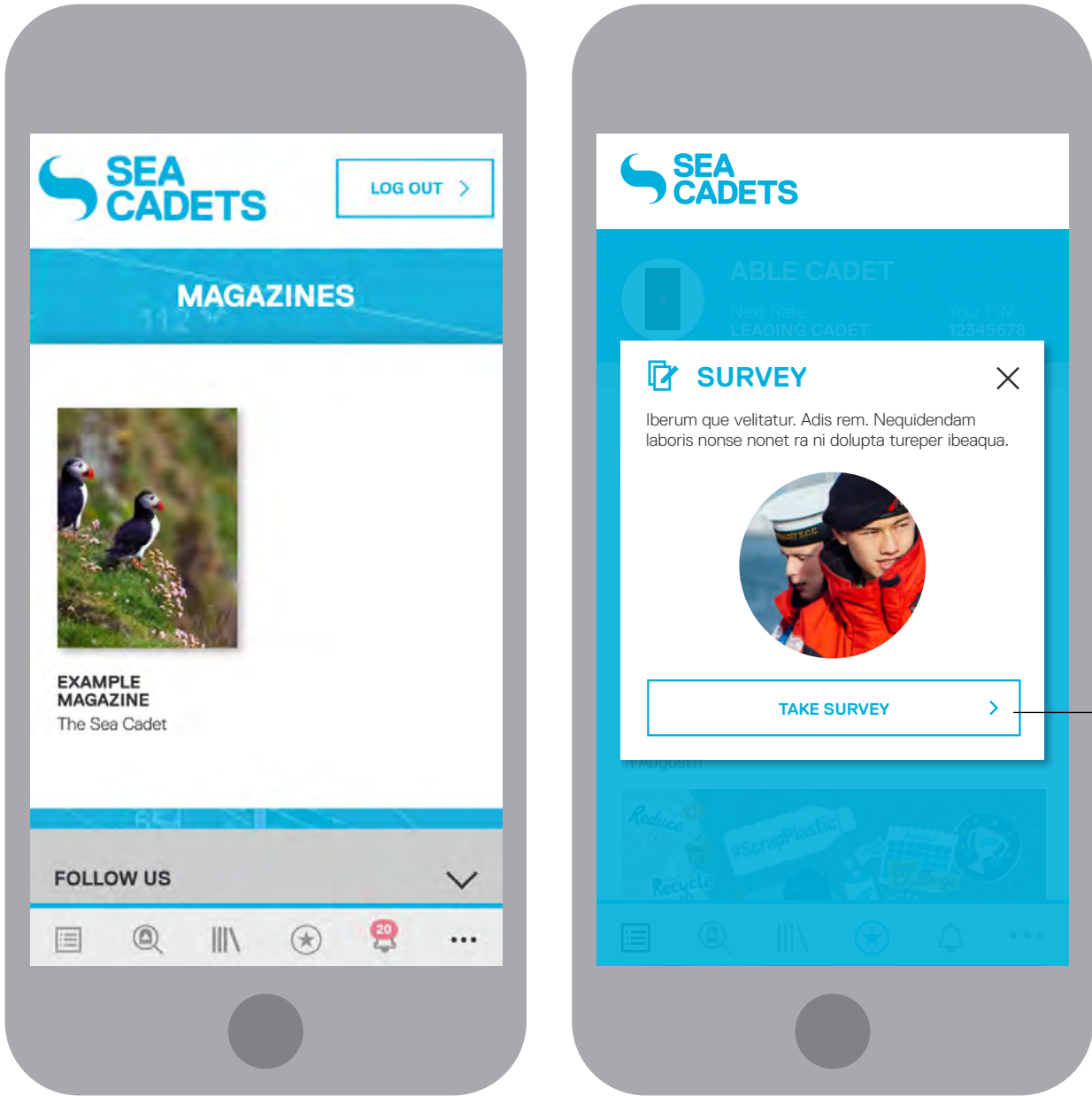
Click this icon to access the notifications page.

Click this icon to access the menu page.

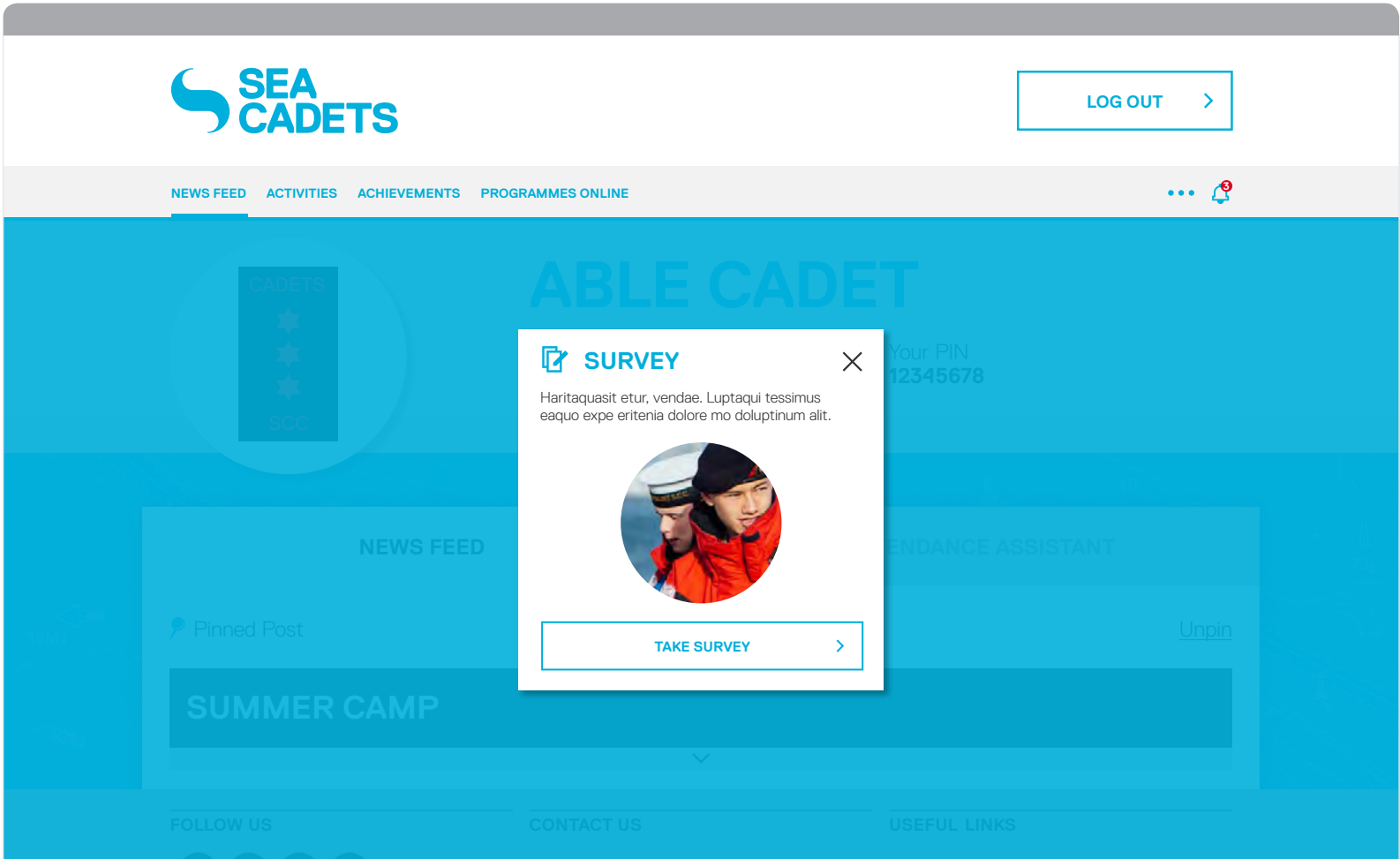
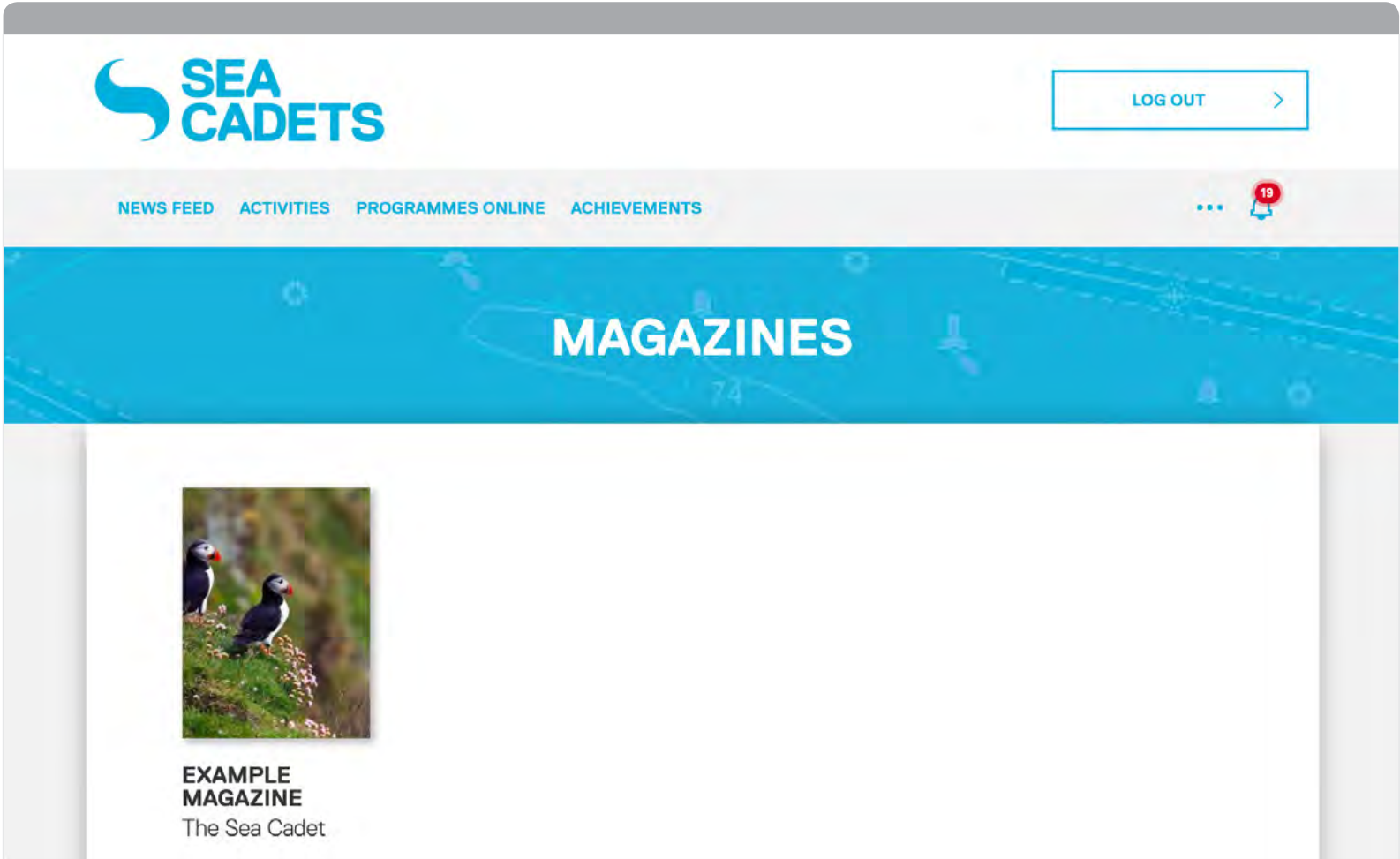
Settings can be accessed from the menu page. In the setting page you can update your log in information.



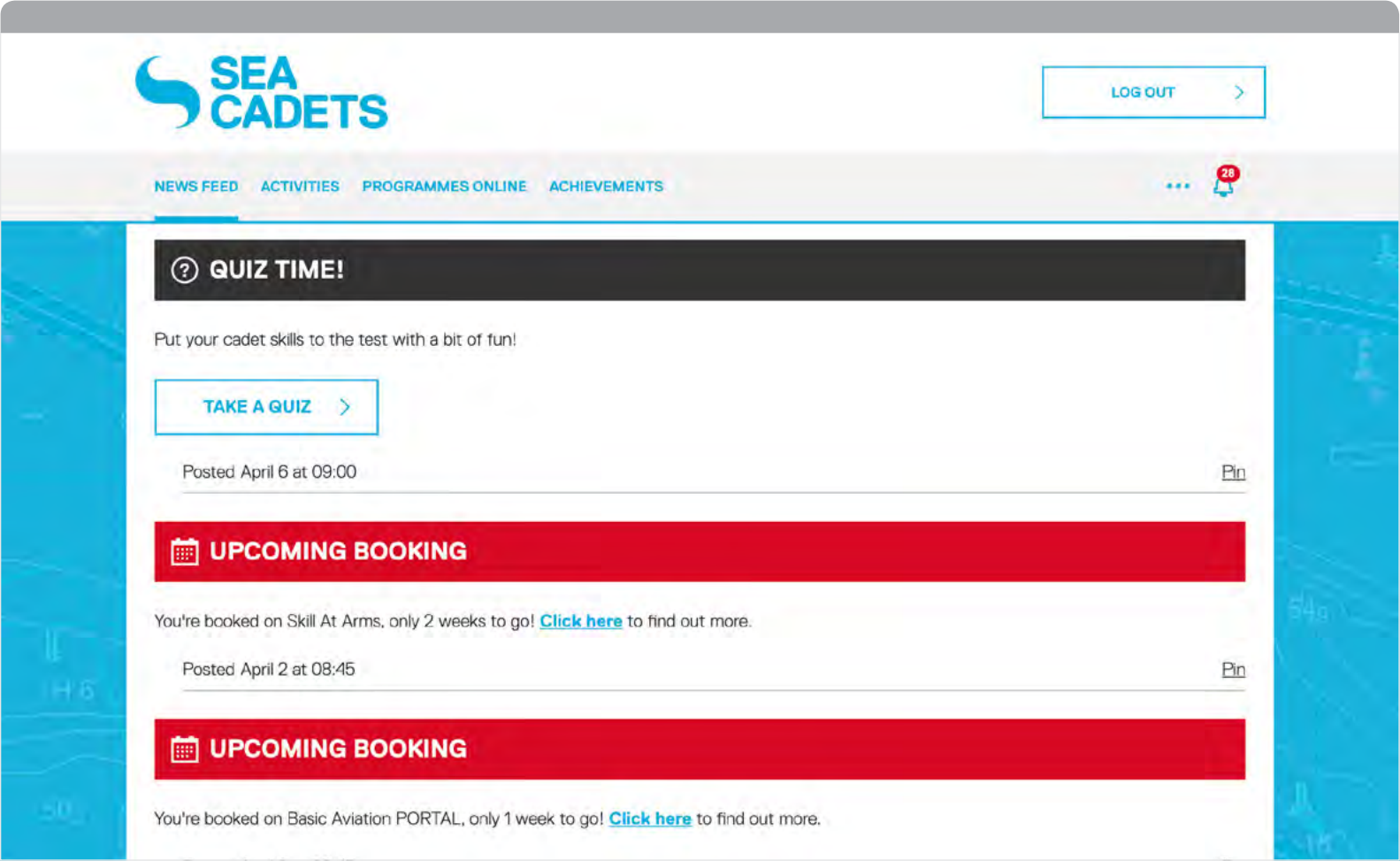
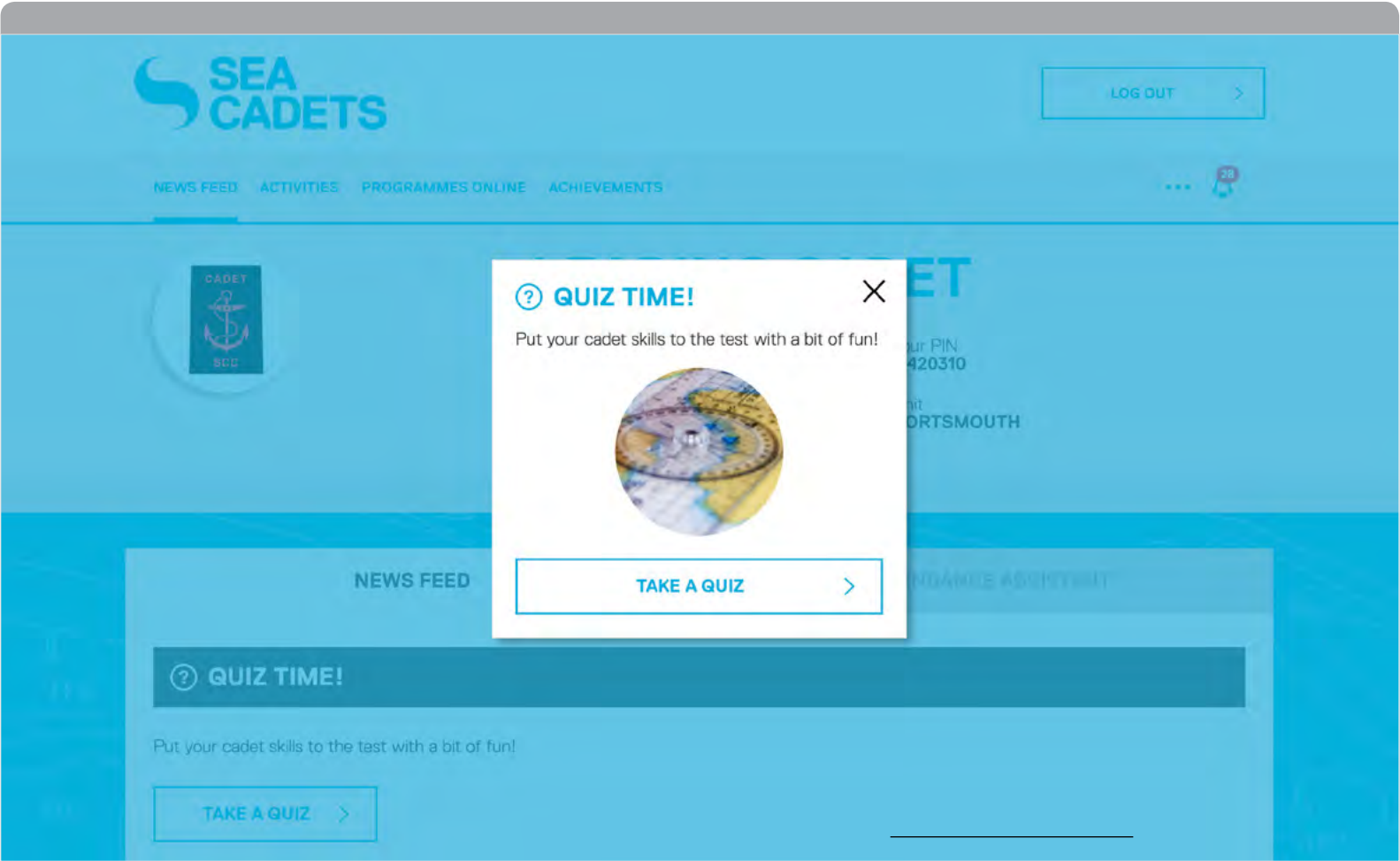
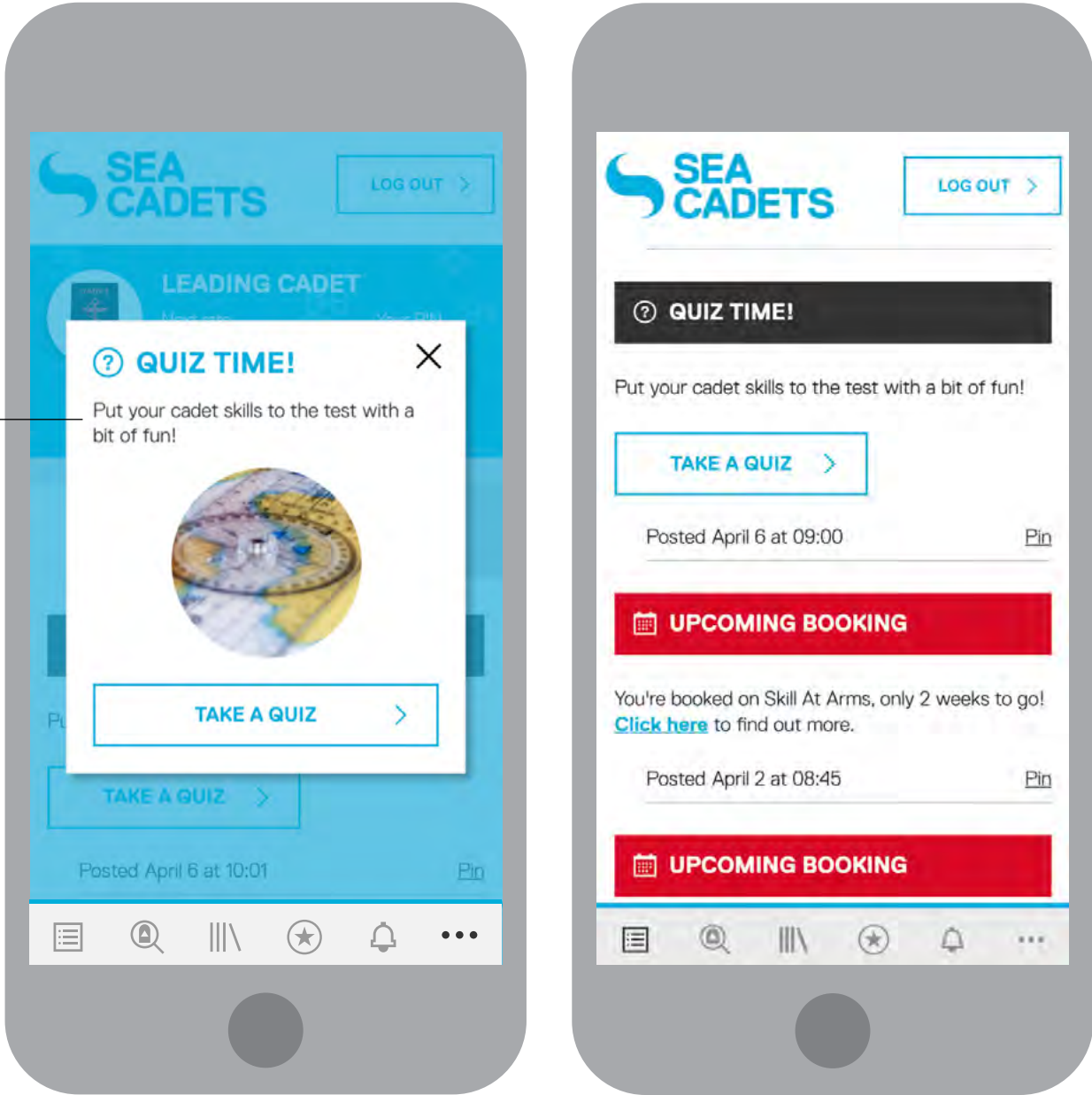
The Magazines page can be accessed from the Menu page. Here you will find various magazines. A magazine will open up in a PDF reader on your device once selected.



If you receive a survey notificaiton it will look like this. Click on the button to take the survey.

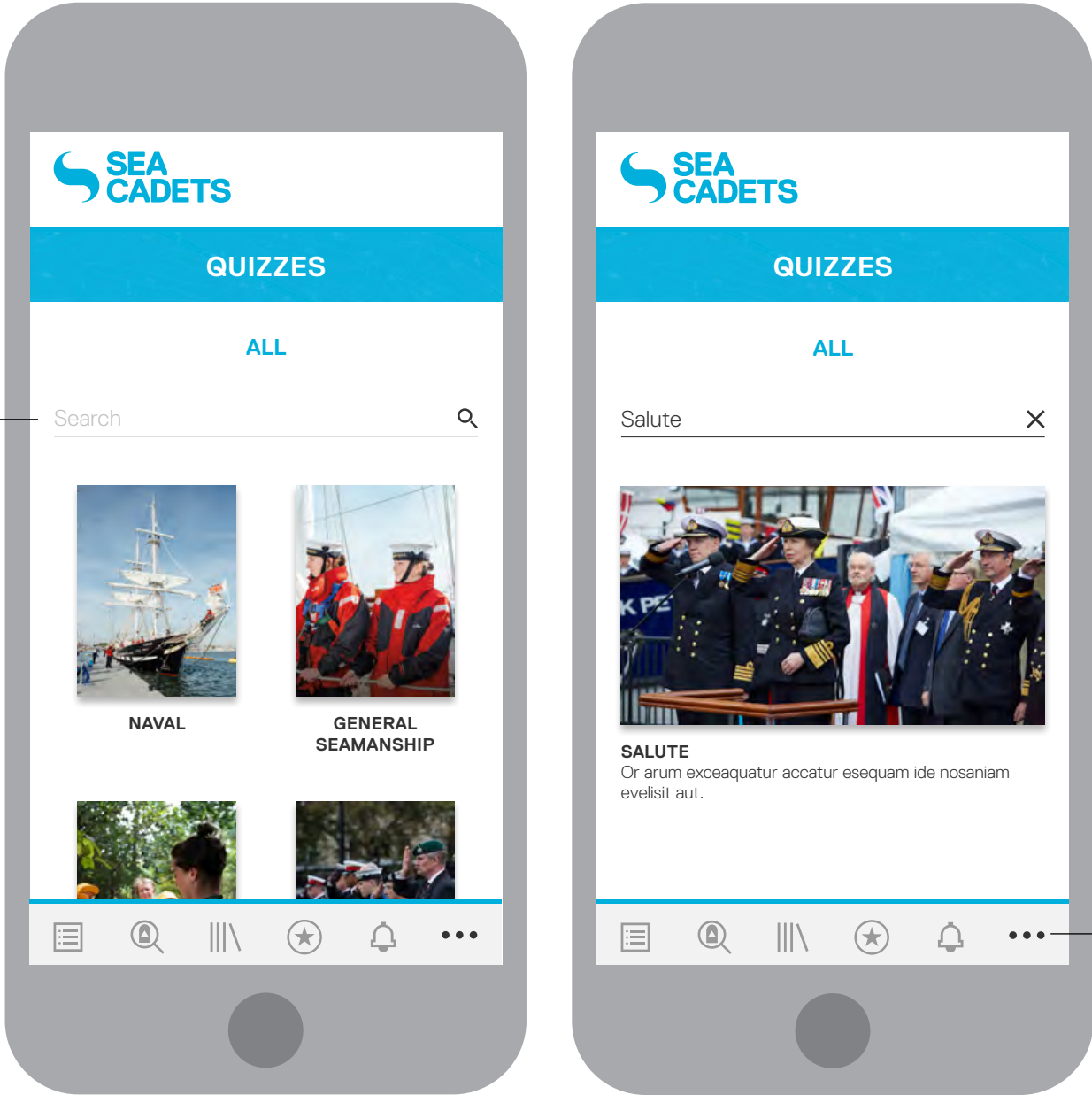


If you've been sent a quiz, you will receive a notification like this and it will appear in your news feed. Click the button to take the quiz.



Type keywords into this search bar to locate specific quizzes.

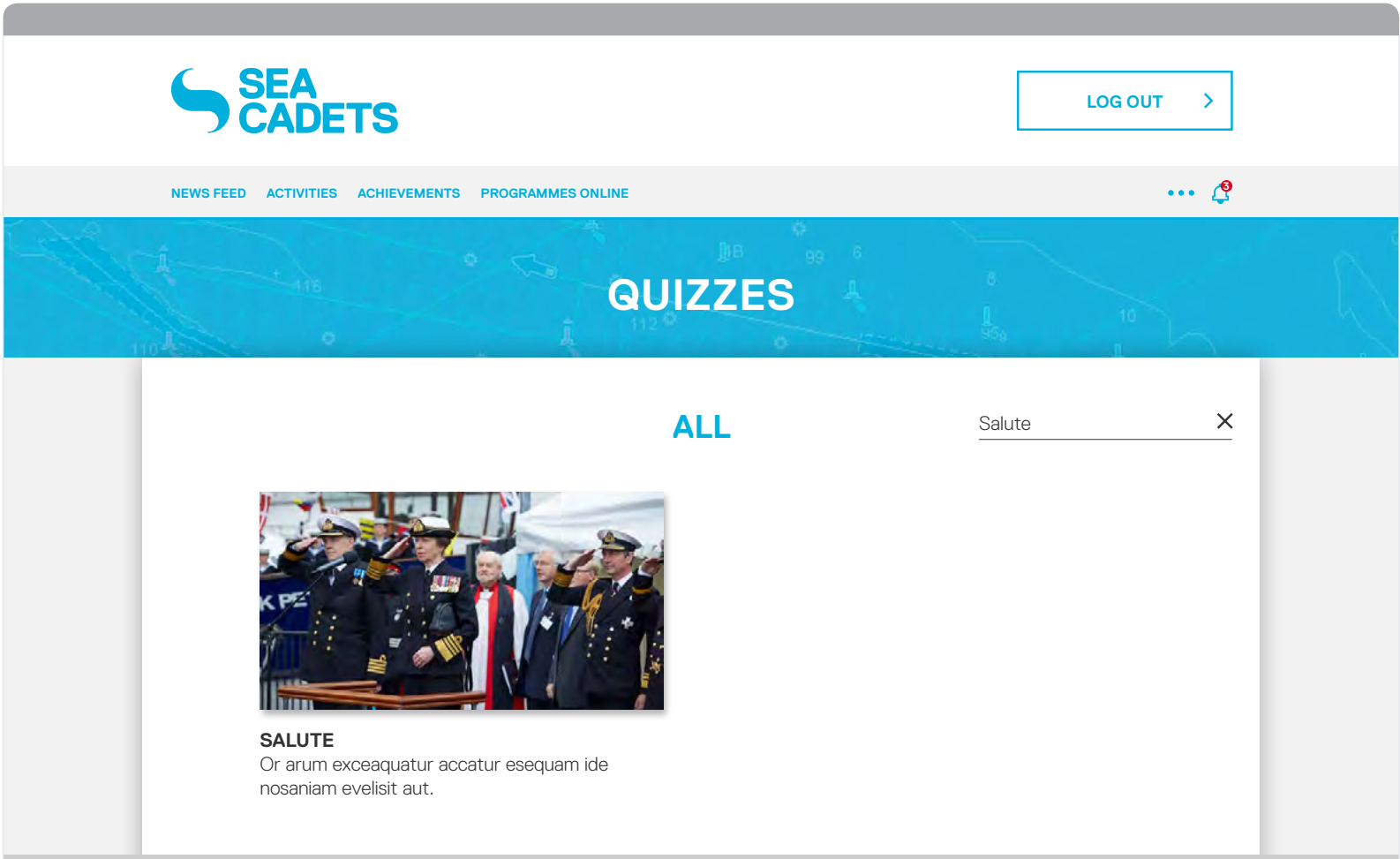
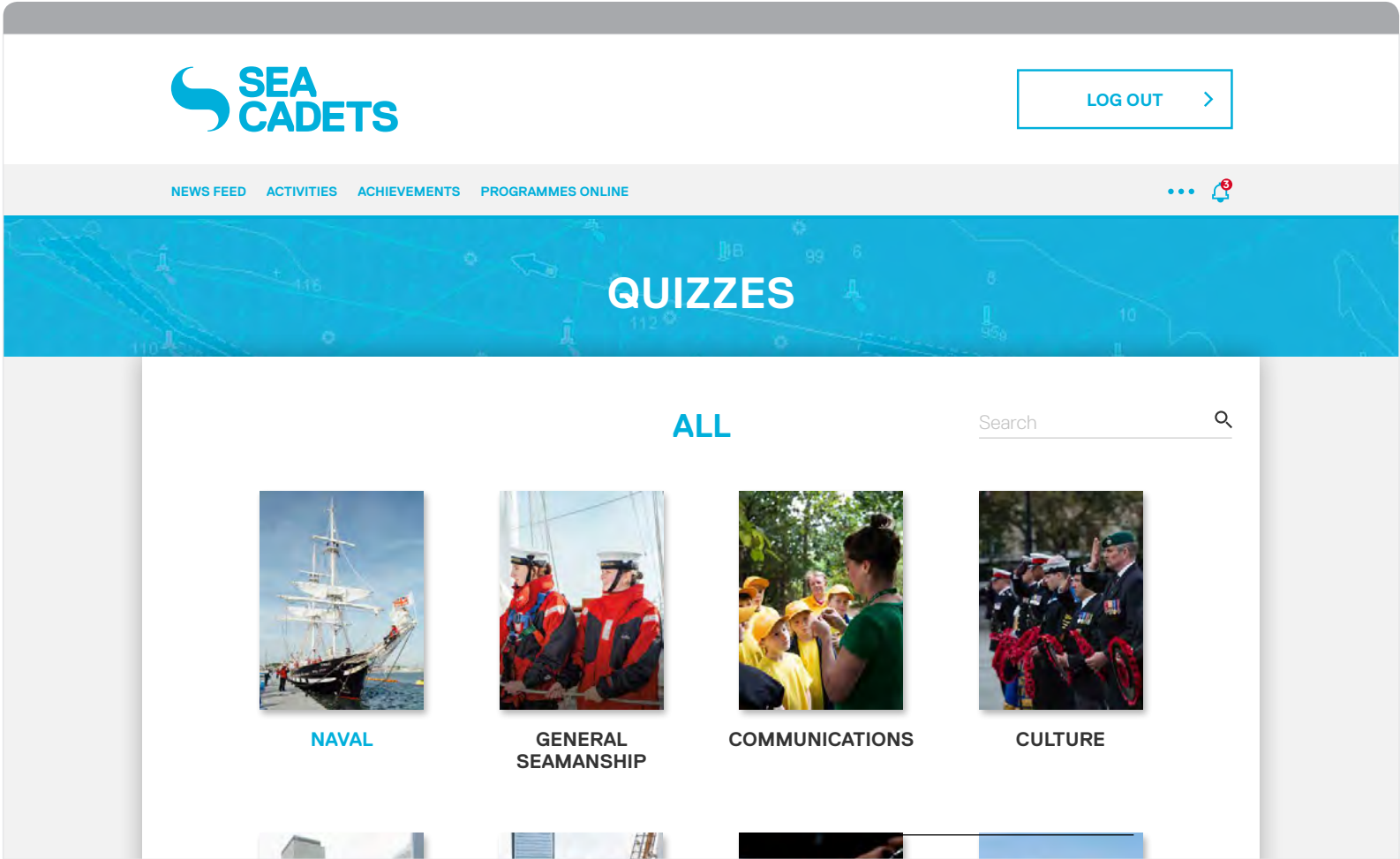
Quizzes are divided up into different categories as you can see here. Once a category is selected, you will then be presented with the different quizzes in that section.

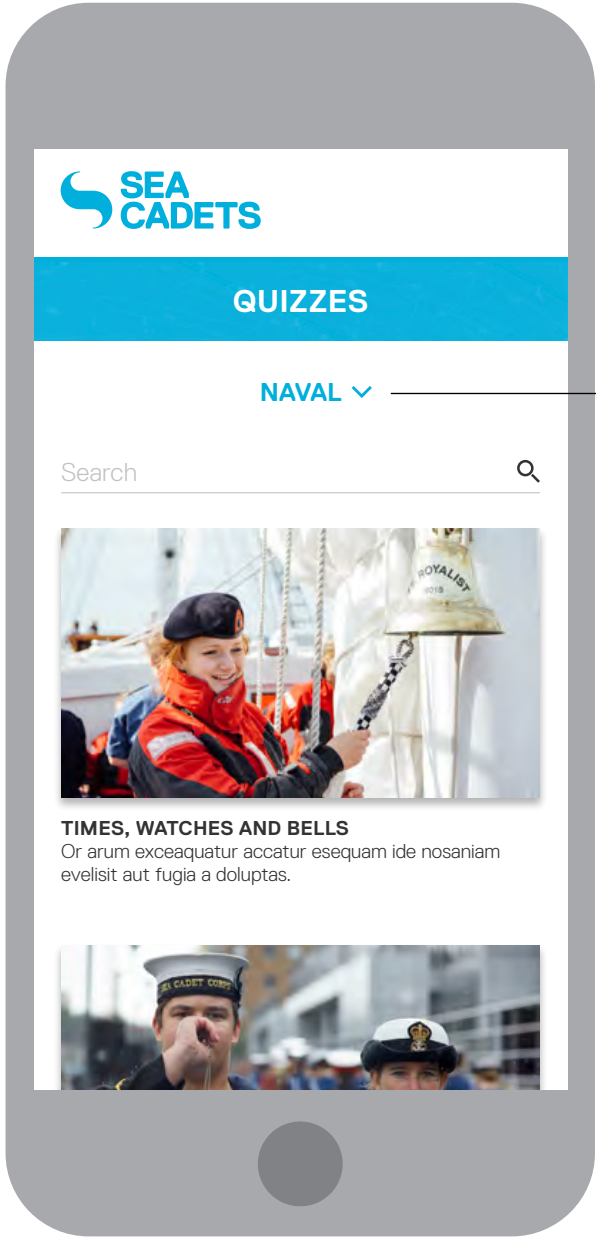


All relevant quizzes to your search will appear here.

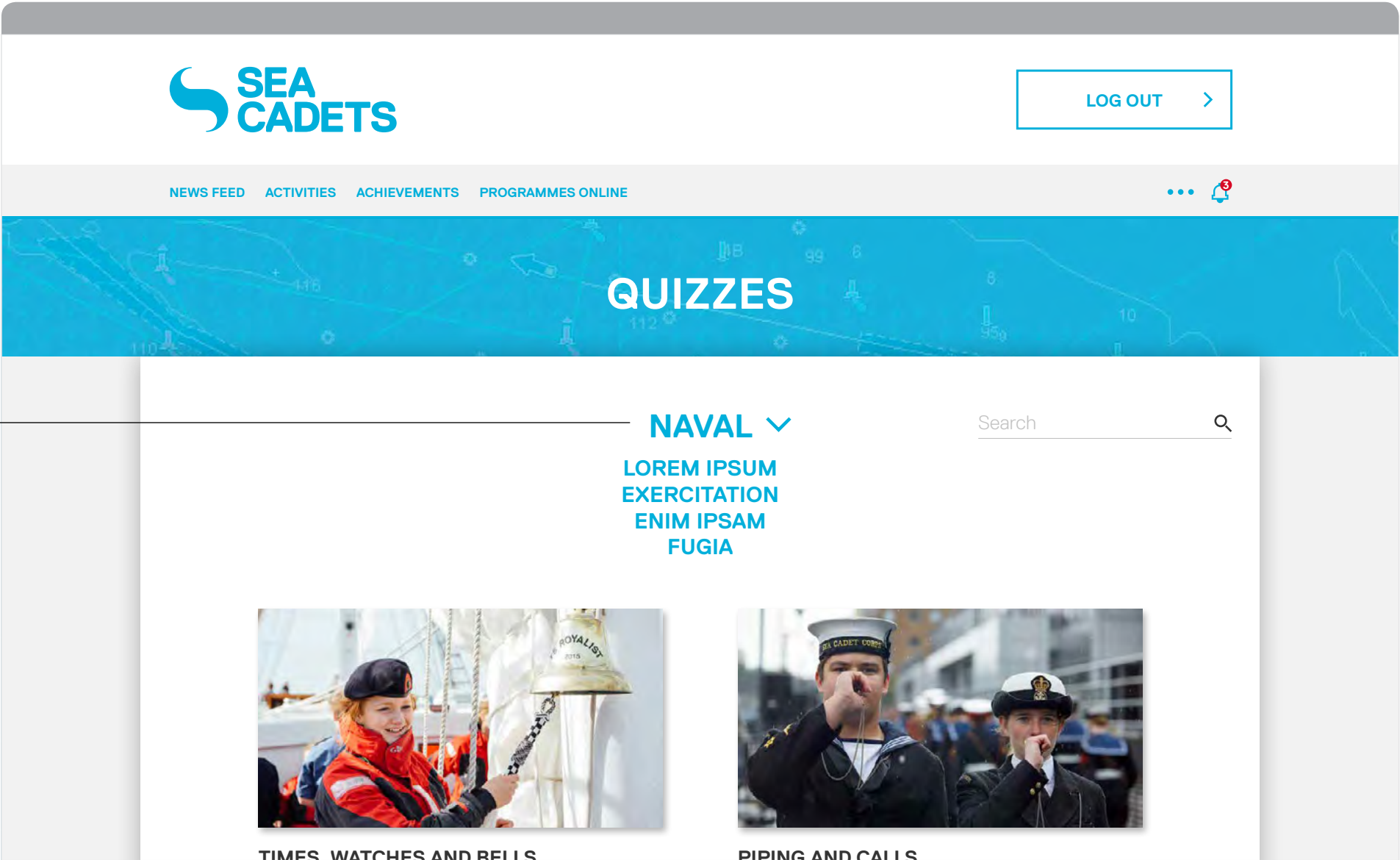
You can press the 'X' on the search bar to cancel the search.

The Quizzes page can be accessed from the Menu page.





You can use the filter at the top of the page to filter between quizzes for different ranks, to ensure you find the ones that are relevant to you.



Once you’ve selected a quiz, you can read relevant information which will help you answer the following questions.

