

# SailTrac User Tips – AUTOMATIC EMAIL ALERTS

SailTrac has an automatic e-mail alert notification system associated with every Trip you create. When you add a check mark to any Friend during the “Add a Trip” creation process you should make sure the Send E-Mail Alert Notification box is checked along with the name of the Friend(s) you want to invite to view this Trip.

**Add a Trip**

**Add Friends to My Trip**

Place a check in the box next to each Friend who you'd like to share this Trip with and grant them access to the pages you are creating.. You can add more Friends later and edit who can view this Trip at any time by clicking on "My Friends" from your Account Home Page and clicking the Edit button associated with any Friend you have added..

Approve	My Friend's Name
<input checked="" type="checkbox"/>	John Adams

Send an email alert to my Friends when I make updates to this Trip. We recommend you use this tool and permit Sailtrac to notify your Friends and keep them current on your travels and page updates automatically. Place a check in the box to enable this feature.

[Previous](#) | [Add these friends to my trip and take me to my Trip Maintenance Page](#)

Checking this box will enable them to “View” your Trip and enjoy your travel adventures and they will receive automatic e-mail notification when you make updates.

If you have already created a Trip and did not enable this feature during the original “Add a Trip” creation process you can still enable this feature from your Trip Maintenance page.

**Cabo San Lucas to Puerto Vallarta**  
[My Account Home](#) > [Trip Maintenance](#) > [Edit Trip Details](#)

**Edit Trip Details**

Trip Name:

Vessel Name:

Start Date:

End Date:

Trip Description:

Crew/Guests on Board:

Send Email Alerts to my Friends when I make an updates to this Trip

Make this Trip publically available and share it with all SailTrac Viewers

Then visit “My Friends” from your Account Home Page and associated any Friend you have added to your Trip.

## My Friends

[My Account Home](#) > [My Friends](#)

### View My Friends

Below is a list of "your friends." If your friend is a boater and has entered their vessel/trip information, you can click on the **RED** link of YOUR FRIEND'S NAME to view their public postcard.

Click on the **EDIT** button to select what trips each of your friends should have access to view.

Click on the **REMOVE** button to disassociate a user from any/all of your TrekTrac activity.

Friend's Name	Email	Registered account?			
John Adams	johnadams@12345.com	No	<a href="#">Send Email</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

[Add a Friend](#)


Click the "Edit" button on any Friend. The following page will open:

## My Friends

[My Account Home](#) > [My Friends](#) > [Edit Trips This Friend Can View](#)

### Edit My Friends

Below are the trips that My Friend John Adams can view. You can add or remove trips for John by putting a check in the box next to the desired trip and clicking [Update].

Entry Title	Trip Name	Trip Date	Approve
	Mazatlan to Puerto Vallarta	5/28/2007 - 6/3/2007	<input checked="" type="checkbox"/>

[Update](#)

Place a check in the "Approve" box for any and all Trip(s) you want this Friend to view. From now on they will receive Automatic E-Mail Alert Notifications when you make updates to these Trips.

E-mail Alerts are sent once a day to your "My Friend's" contacts telling them what features you added to your Trip such as position reports, journal entries, photos, or video – even from remote access submissions.

Here is an example of the e-mail they will receive in their e-mail inbox:

From: [administrator@sailtrac.com](mailto:administrator@sailtrac.com)  
Date: Sun 22 June 2008 23:37 - 0400  
To: [johnadams@yahoo.com](mailto:johnadams@yahoo.com)  
Subject: John Noller has update their SailTrac Trip

Hello John,

John Noller has updated their SailTrac Trip "Mazatlan to Puerto Vallarta" today. Below is a summary of what's been entered:

2 Journal Entries  
3 Position Reports  
9 Photos  
1 Video

Click here <http://www.sailtrac.com/login.asp> to go to SailTrac where you can log in to your account and view the updates.

If you can't click on the link then copy and paste the URL below into your browser:  
<http://www.sailtrac.com/login.asp>

Make life easy while on your travel adventures and let SailTrac do the hard work of keeping your Friends informed!