# Northants CALC JAMS User Guide

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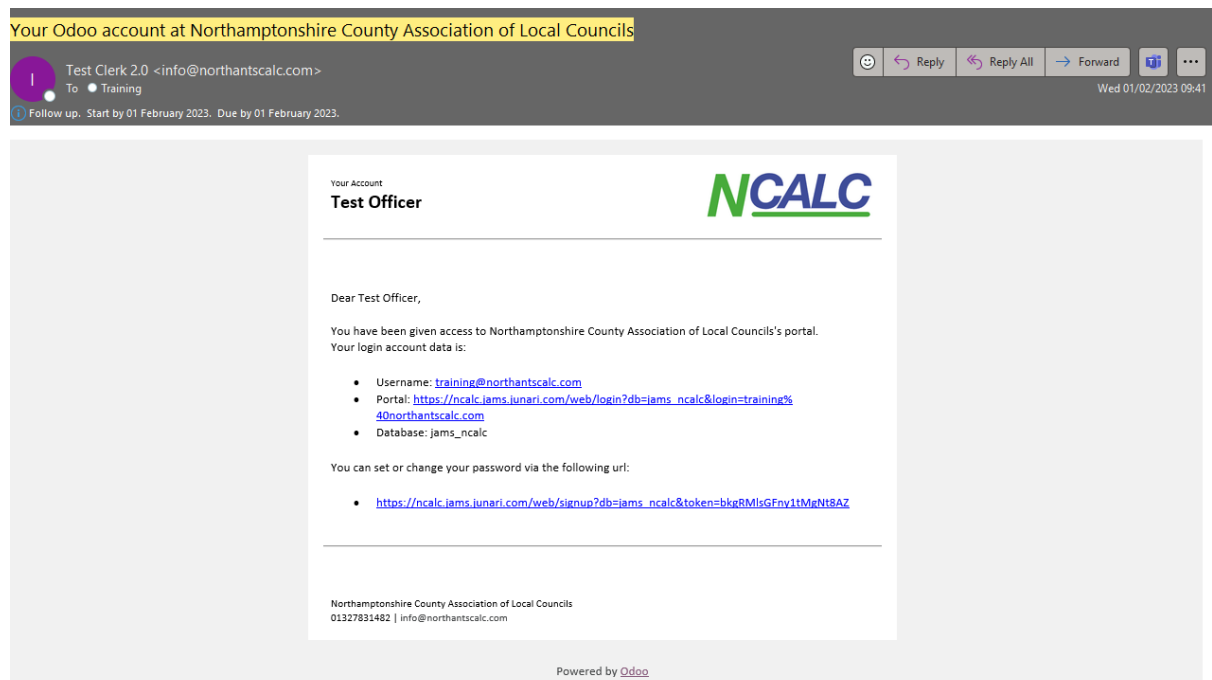
# Logging In

Website: https://ncalc.jams.junari.com/

Portal: https://ncalc.jams.junari.com/web/login

You should receive your log in details as an email that looks something like this, please check your spam.



# Resetting your Password



1. Then click reset password:



2. Enter your email address, then click confirm.

You should then receive an email with your password reset instructions. Again, please check your spam folders.

## The Portal

Once you're logged in you should be greeted with a page that looks similar to this:



## Your Personal Details

This section is for the Clerk's details.

You can amend the postal address and telephone number by clicking the edit button.

You cannot amend the Council name, email address or Clerk's name in this section.

## Manage your Personal Data

In this area, you can request your data to be downloaded or deleted.



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## Your Organisation Details

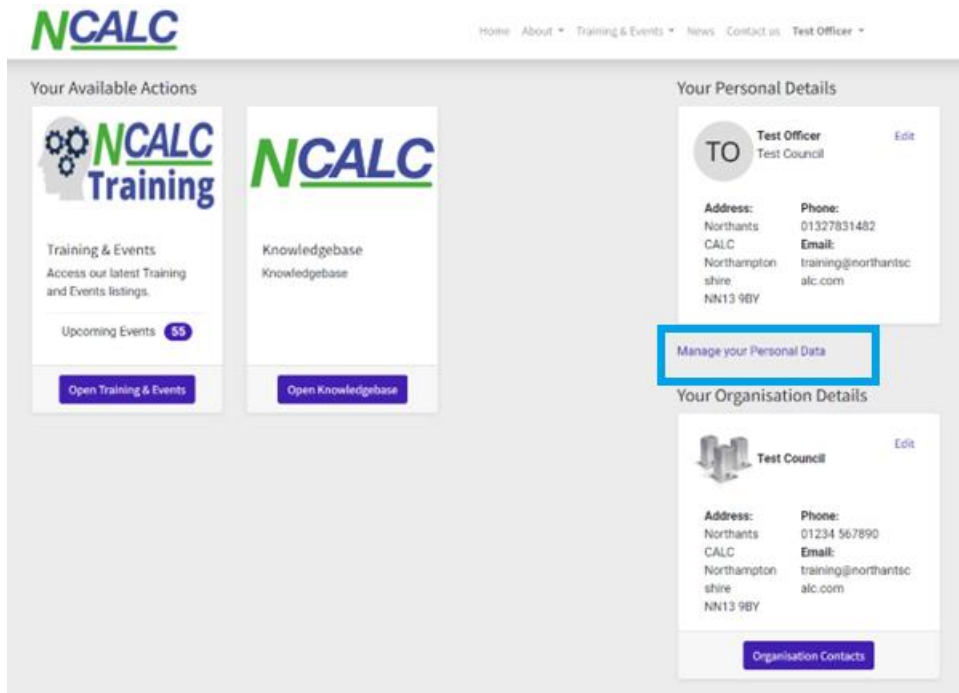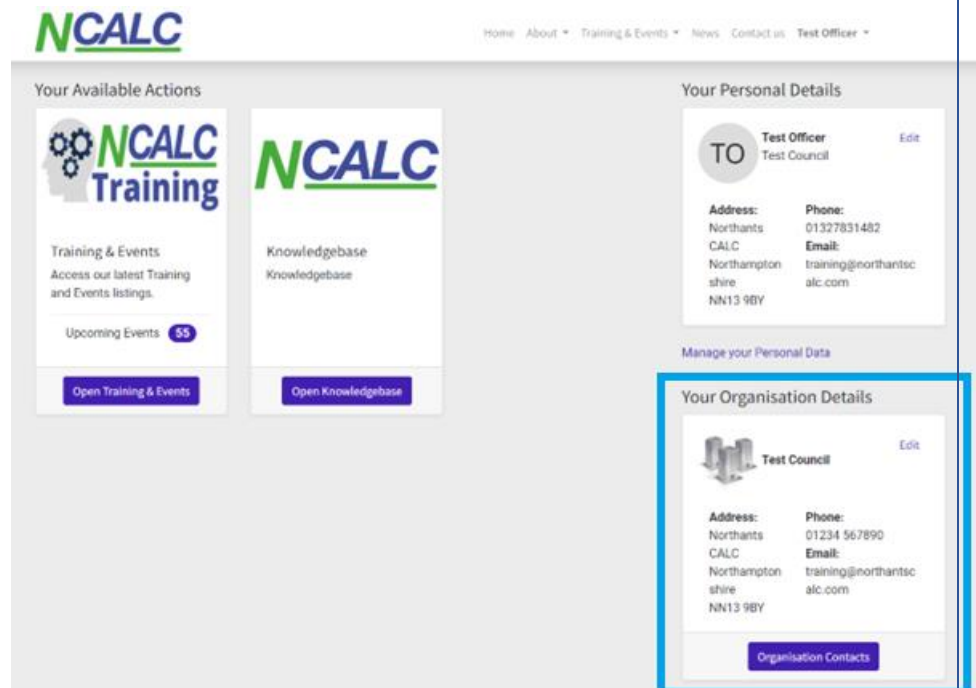This section is about the Council's details.

You can amend the postal address and telephone number by clicking the edit button.

You cannot amend the Council name, email address or Clerk's name in this section.

Please enter as much information as you can to this section.

## Council Services and Facilities

This section lists various services and facilities your council may have. Please tick all that apply to your council. We will use this information to better direct information to relevant councils rather than sending blanket emails to all councils, similarly with training.



## Organisation Contacts

This section is where you will include the details of officers and members.

You can **edit** and **add new contacts** to this section by clicking the relevant button.

## Updating or Removing Contacts

By clicking the **Edit** button on the previous screen you can amend your member's and officer's details.

You can also remove them should they resign from your council. When clicking **Remove,** it will archive their details in the "back end" of our system and remove them from your **Organisation Contacts**.
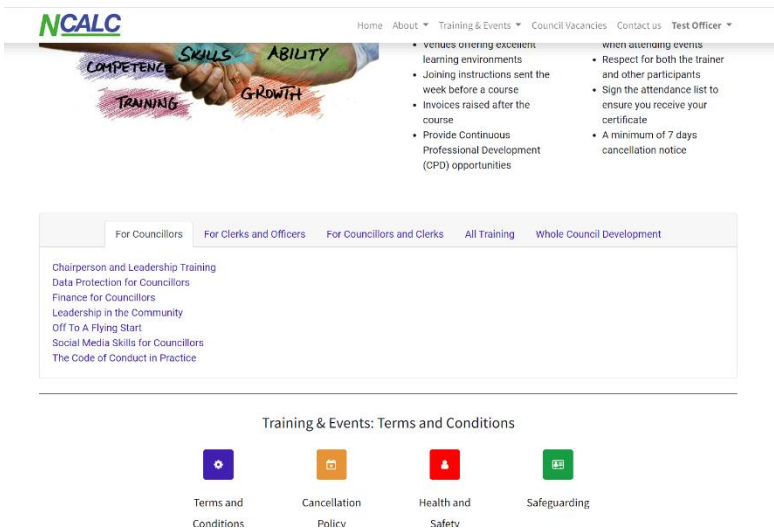


## Training

You can search and book training courses from the Portal.

This shows all **Upcoming Events** not those your council has booked.

By clicking **Open Training & Events**, this will take you to the Training and Events Homepage where there are further links to Training, Events, E-Learning and CiLCA. By clicking the relevant box, it will take you to the Homepage for training type.

## Searching for Training



There are two ways to search for training:

1. Training has been listed on the training homepage similar to the old website. There's a section for **Councillors, Clerks and Officers, Councillors and Clerks,** and **Whole Council Development.**

By clicking on the relevant tab, this will list the training courses under each heading.

2. By clicking **All Training**, then **All Training and Events** this will take you to a page where all courses are listed in date order.
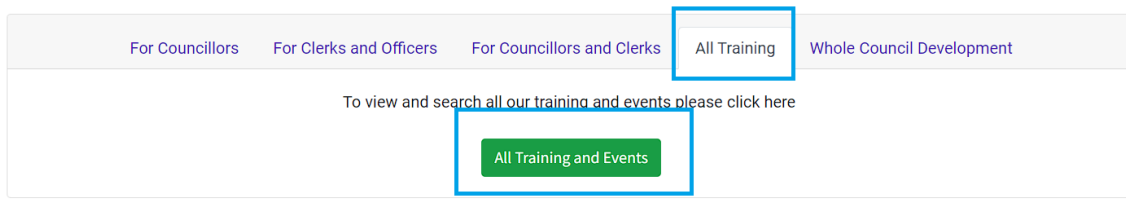


On this page you can use the search box to find courses. Each course is given a "tag", you can also filter courses with tags using the folder headings at the top of the page.

To clear the search you will need to delete the contents of the search box or click the tag header again.
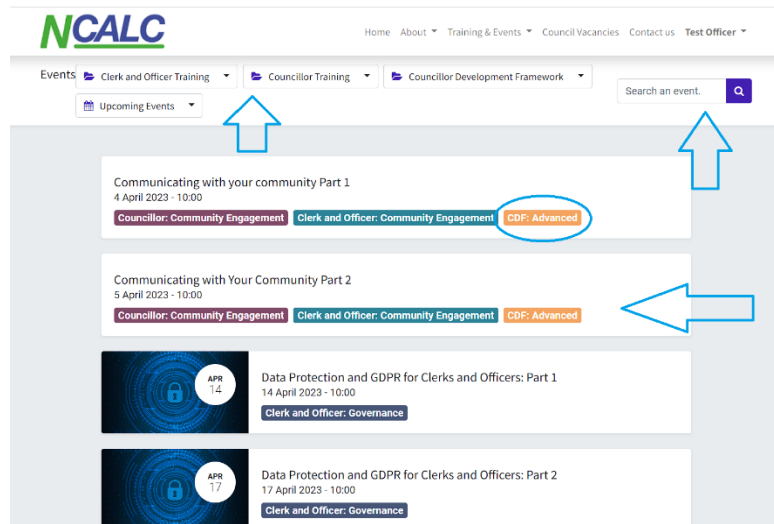
## Booking Courses

**You must be logged into the portal to book places**.

To book a course, click the course you'd like to book a place(s). This will take you to a standard page with details of the course date, time and venue as well as other relevant information similar to the below screenshot:



To find more dates for the course, click the "Click here" button where it says **"To go back to the course description or to view more dates, please click on the button below."**

To book a place, choose the relevant ticket type – **Member** or **Non Member** – and select the no. of tickets you want to book. Then click **Register**.

Enter the details of **who will be attending** the course. You can use the "Any Special/Dietary Requirements" for any notes that need to be passed onto the trainer, for catering purposes or to explain invoice splits across multiple councils. You will then go through a simple "cart" process to finalise the booking.



Invoices will be sent after the course in the usual way.

If you have booked a place on any course, a green banner saying "**registered**" will appear on the course box.



To cancel or amend bookings please email: training@northantscalc.com

## Knowledgebase

The **knowledgebase** is where you will find various publications such as the Good Councillor Guides, the bimonthly Updates and sample documents. You can download these documents for your council's use.
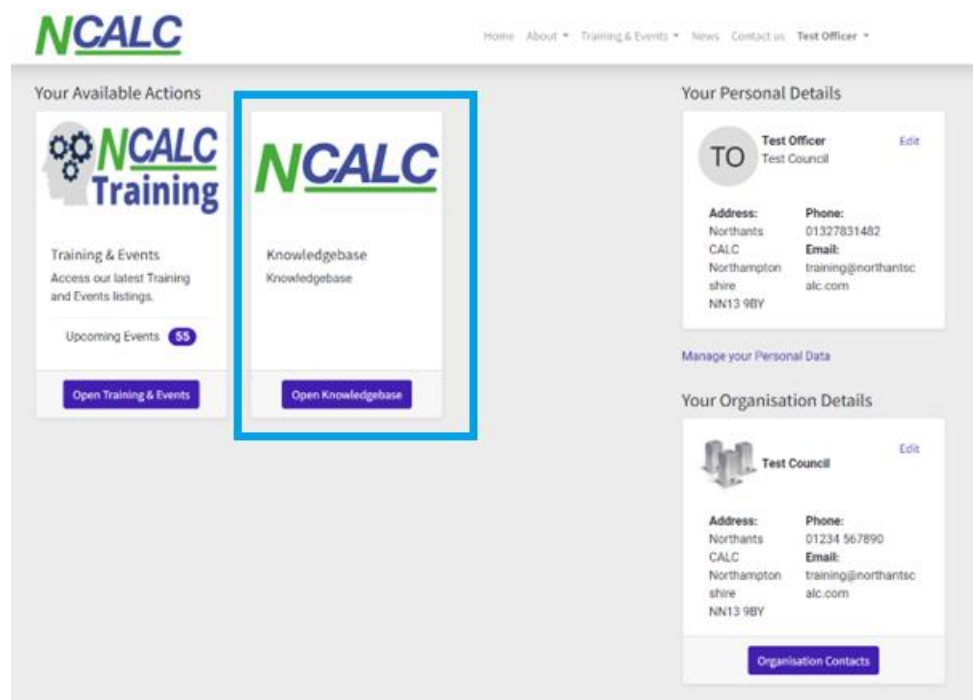


## Amending the Clerk's Name or Email Address

The JAMS system is allocated to a Council, not a clerk, therefore if the clerk changes, you will need to request to **Amend Clerk's Details** either via the portal (if you're able to log into the account) or by clicking the following link: https://ncalc.jams.junari.com/amend-clerk-details if you cannot log in.

You can amend the clerk email address also by using either of the above.