



ONE ACCOUNT
USER GUIDE

bluewater



CONGRATULATIONS ON YOUR SUBSCRIPTION TO THE POPULAR BLUEWATER ONE ACCOUNT!

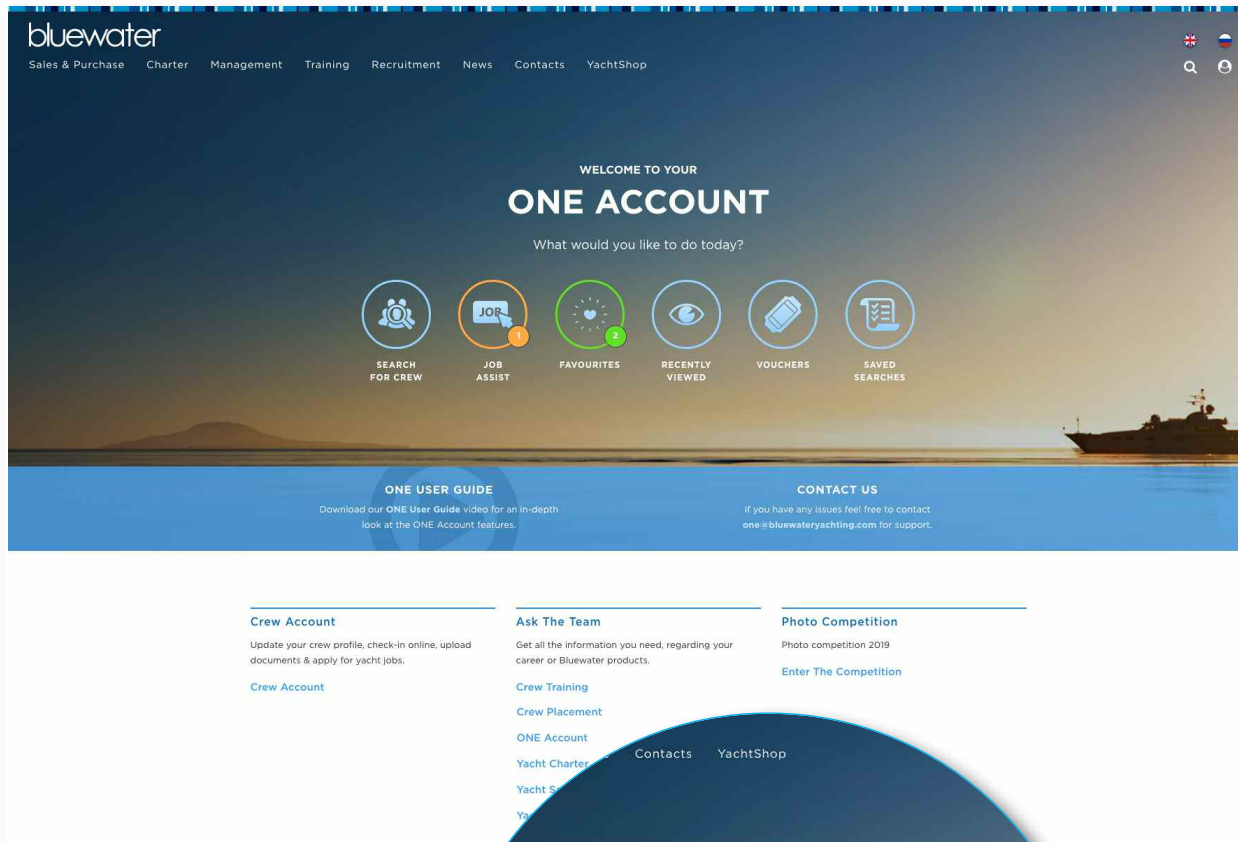
A portal to the same live database that the bluewater crew agents use. Your life is about to become much easier - plus you have lots of free training to cash in too!

The ONE Account was created in 2009 to unlock the world of crew recruitment and hand power back to captains and heads of departments who could, for the first time ever, search through tens of thousands of registered crew and filter by:

- **Exact location**
- **Tattoos / languages / smoking habits**
- **Qualifications and experience levels**
- **Crew preferences**
- **Visa status**
- **Covid Vaccination**

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1. LET'S GET STARTED

You should have received your unique login via email from your account manager.

Use this to sign in at www.bluewateryachting.com in the top right corner. You may wish to give access to other crew onboard so that they can use the account independently. We can help you do this, just get in touch!



2. SEARCH FOR CREW

As you will see in the screenshots that follow, there are a huge range of filters that you can use to find the perfect crew member, from cooking skills to diving qualifications.

TOP TIP:

The Preferences section allows you to filter candidates who have expressed a specific preference.

However we would advise you to start with as few filters as possible to widen your search results.

TOP TIP:

Selecting multiple filters will tell the database to search specifically for someone who matches all those filters. For example if you select “Power Boat II / RYA Yachtmaster / AEC”, the system will search for people who hold all three of those certificates. Anyone who holds only two of those certificates will not appear in your results.

3. VIEWING YOUR SEARCH RESULTS

Your search results will list the candidate with a photo and summary.

Follow the tabs to view their full profile or download their CV.

The screenshot shows a web interface for viewing search results. On the left is a sidebar with a user profile for 'Captain Bw' and a menu with options like 'Crew Profile', 'Search For Crew', 'Favourites', 'Saved Searches', 'Job Assist', 'Recently Viewed', 'Account Details', 'Vouchers', 'Back To Dashboard', and 'Sign Out'. The main content area has a dark blue header with the title 'Search Results' and the subtitle 'Your specified search criteria.' Below this, it states '148 crew correspond to your search'. There are two buttons: 'SEARCH AGAIN' and 'SAVE THIS SEARCH'. The first candidate listed is a man with a photo, a 'VIEW' button, and details: Name (redacted), Date of birth 25 June 1980, Current location France, Position wanted Mate, Bosun, Deckhand, Available Yes - Now, Nationality Swiss, Yacht experience 1-3 years, and Checked in 2 hours ago. Below the candidate list are tabs for 'PROFILE', 'CV', 'CONTACT', 'OBJECTIVES', and 'COUPLE'. The second candidate listed is a man with a photo and details: Name (redacted), Date of birth 1 May 1988, Current location Spain, Available Yes - Oct 2021, Nationality South African, and Yacht experience 3+ years.

Search Results
Your specified search criteria.

148 crew correspond to your search

Happy with your search? [SEARCH AGAIN](#) [SAVE THIS SEARCH](#)

Candidate 1:

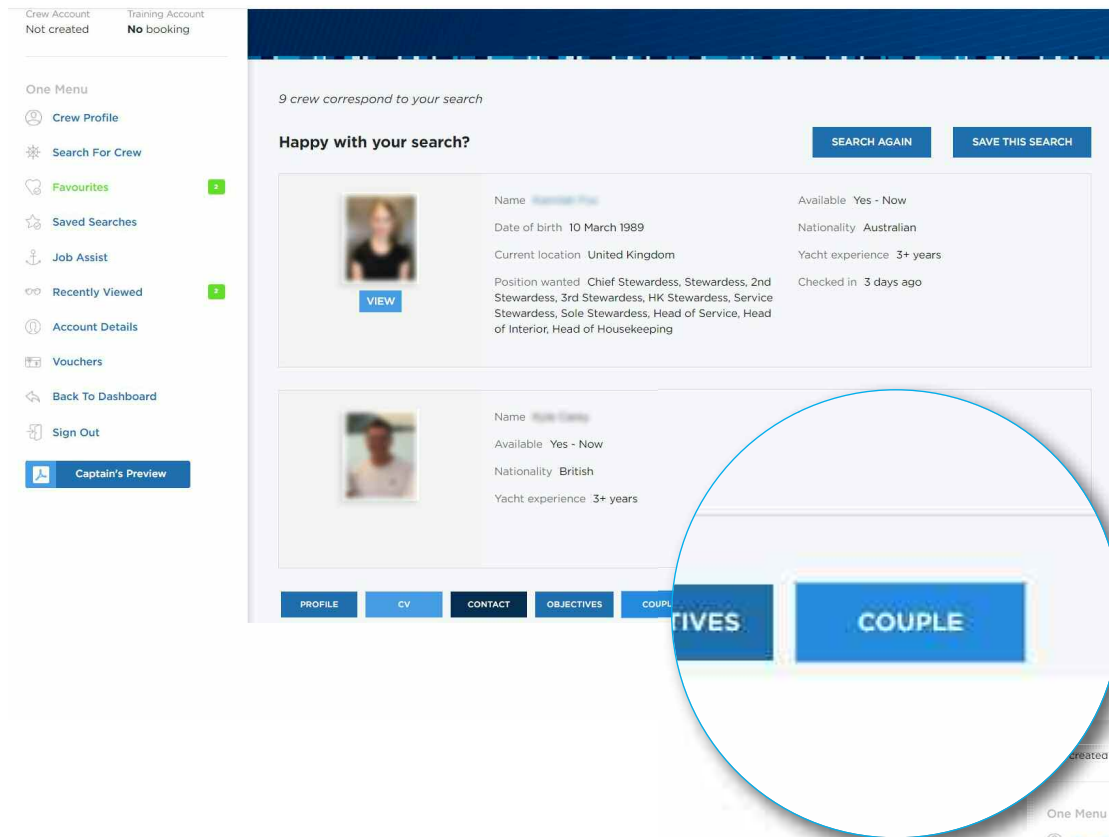
- Name: [Redacted]
- Date of birth: 25 June 1980
- Current location: France
- Position wanted: Mate, Bosun, Deckhand
- Available: Yes - Now
- Nationality: Swiss
- Yacht experience: 1-3 years
- Checked in: 2 hours ago

Candidate 2:

- Name: [Redacted]
- Date of birth: 1 May 1988
- Current location: Spain
- Available: Yes - Oct 2021
- Nationality: South African
- Yacht experience: 3+ years

TOP TIP:

Click on objectives to see what the candidate wrote about themselves. This will give you an idea of what they are looking for and whether if this fits with your requirements. If you want to find out more you can then click into their full profile or their CV. It's a great time saver!



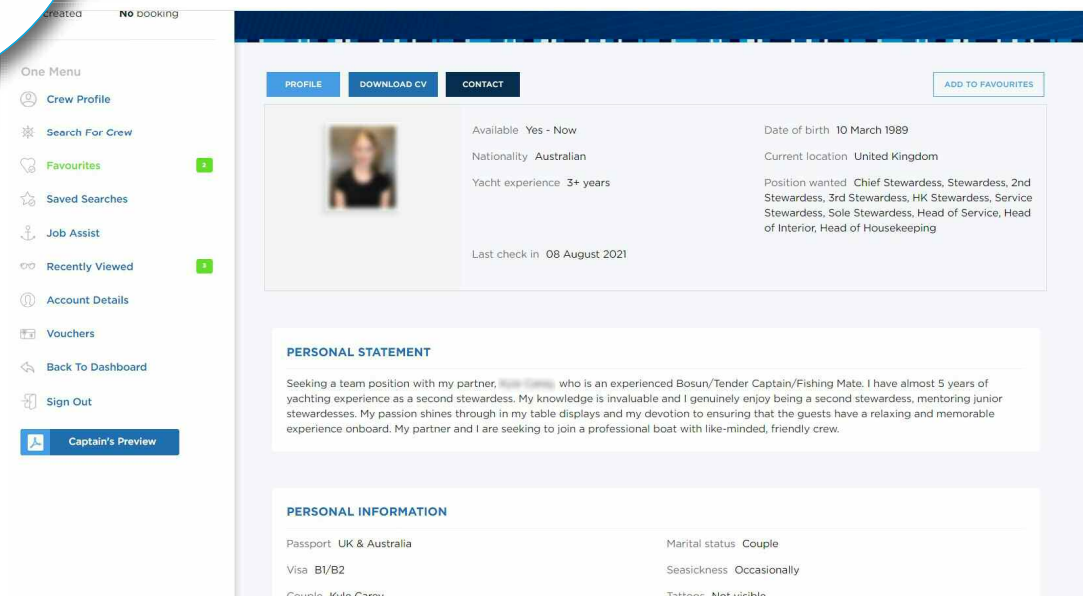
TOP TIP:

Clicking into profile will show you a neat overview but you can see more by clicking on 'Full Profile' near the top of the page. This will show you everything including reference contacts.

TOP TIP:

We would recommend that you also check their CV for a more accurate picture, as the candidate may have updated their CV but forgotten to update the overview in their profile.

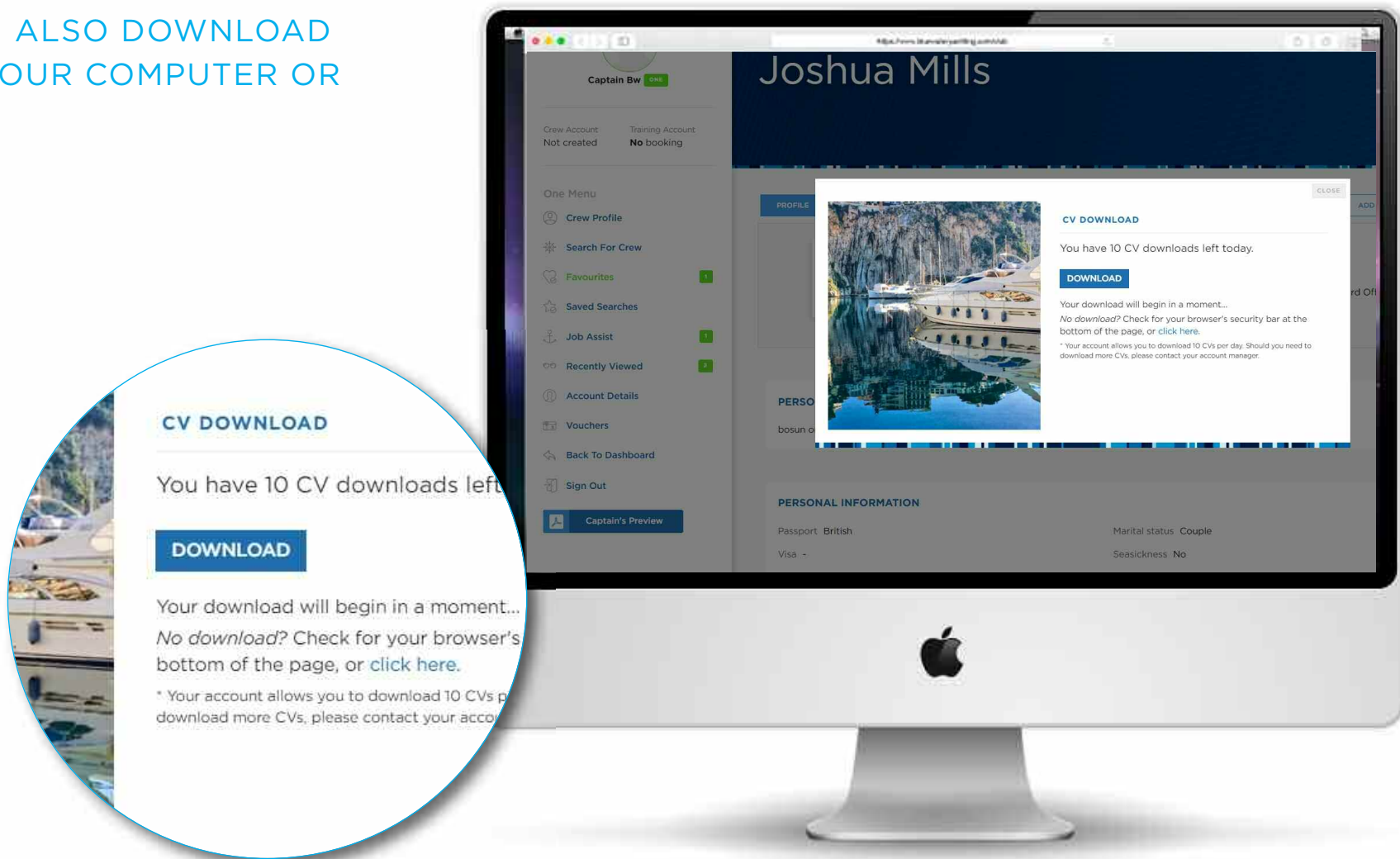
If the candidate is in a couple you will be able to click the 'Couple' button to see their partner. If they are listed as 'Team Only: No' this means they will consider working apart from each other on different boats.



Bluewater also checks references and holds extra written information on file that you may find useful.

Our crew agents interview thousands of crew each year, so we can often give you a personal opinion too. Please call your Account Manager to enquire about the references and interview notes of a candidate. Please bear in mind that we must abide by data protection laws.

**YOU CAN ALSO DOWNLOAD
CVs TO YOUR COMPUTER OR
DEVICE!**



Your account will be limited to a certain number of CV downloads, however our team will be happy to temporarily increase your download capacity - just ask them! CVs are usually formatted in PDF or Word.

4. SAVING YOUR FAVOURITES

Sometimes, there will be candidates you don't want to forget!

You can save your favourite candidates by simply clicking 'Add to Favourites' at the top of page. The candidate will then sport a pretty star and you will be able to find them again in your main menu on the left hand side.

Crew Profile

Search For Crew

Favourites 2

Saved Searches

Job Assist 1

Recently Viewed 2

Account Details

Favourites

Add or remove your favorite crew members.

2 crew in your favorites

Crew Profile

Photo not available

Captain Bw ONE

Crew Account: Not created | Training Account: No booking

One Menu

Crew Profile

Search For Crew

Favourites 2

Saved Searches 1

Job Assist 1

Recently Viewed 2

Account Details

5 stars

VIEW

NAME: [Redacted]

Available: Yes

Date of birth: 25 November 1988

Nationality: British

Current location: Spain

Yacht experience: 3+ years

Position wanted: Captain, Mate, 3rd Officer, Bosun

Checked in: 13 hours ago

VIEW

PROFILE | CV | CONTACT | OBJECTIVES | COUPLE | REMOVE FROM FAVORITES

NAME: [Redacted]

Available: Yes

Date of birth: 22 June 1984

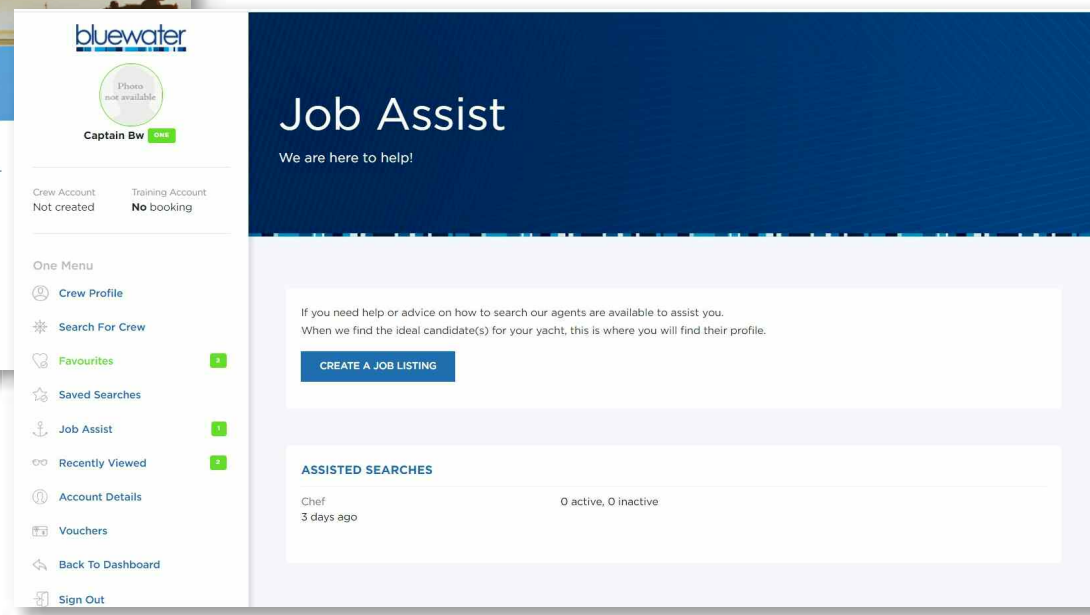
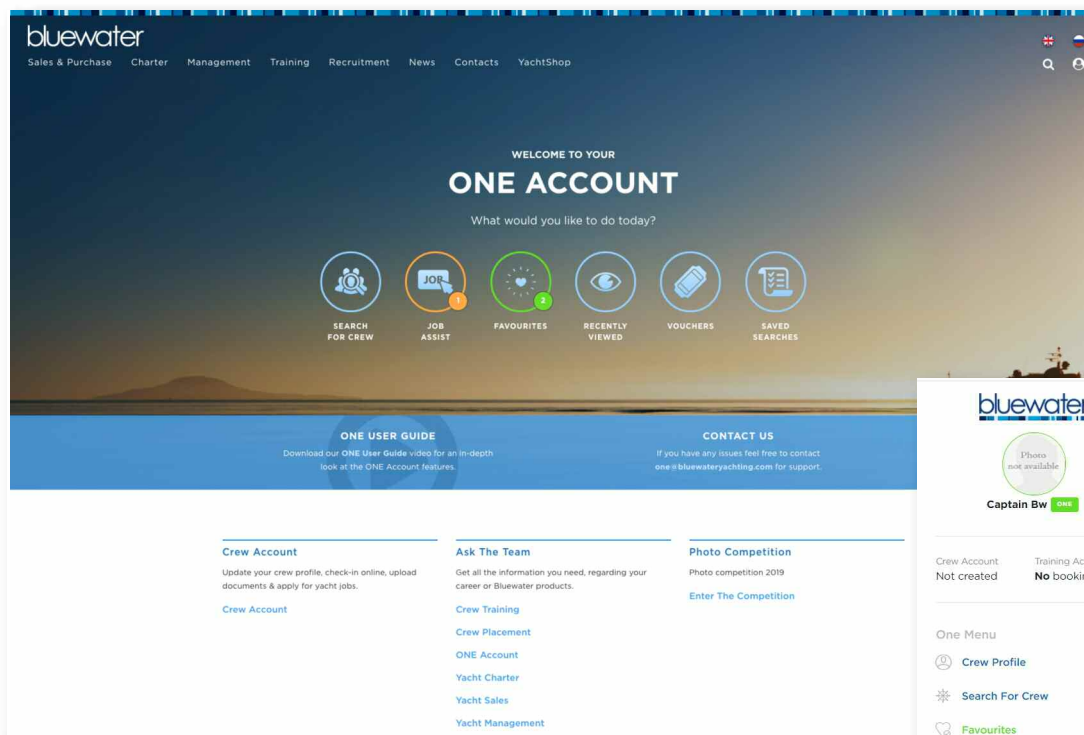
Nationality: Croatian



5. MID CHARTER & NO TIME TO SEARCH?

The ONE Account offers you amazing value as it combines Training Discount Vouchers with unlimited recruitment for a fixed fee, rather than paying per placement. However, we understand that during busy periods you may need some help during the recruitment process.

Whether you are short of time or you are finding it hard to select the perfect crew member, you can contact your Account Manager for our assisted search service for ONE Account holders.

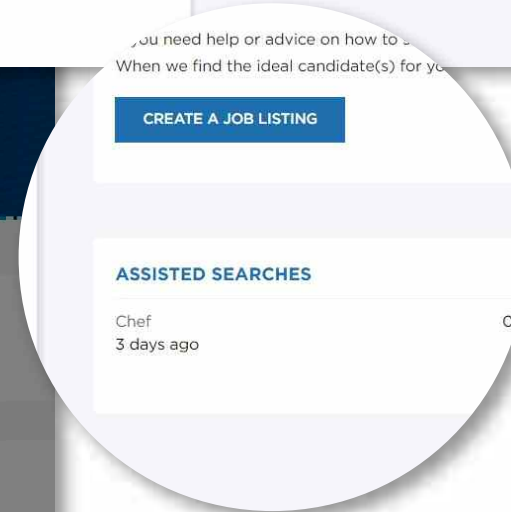
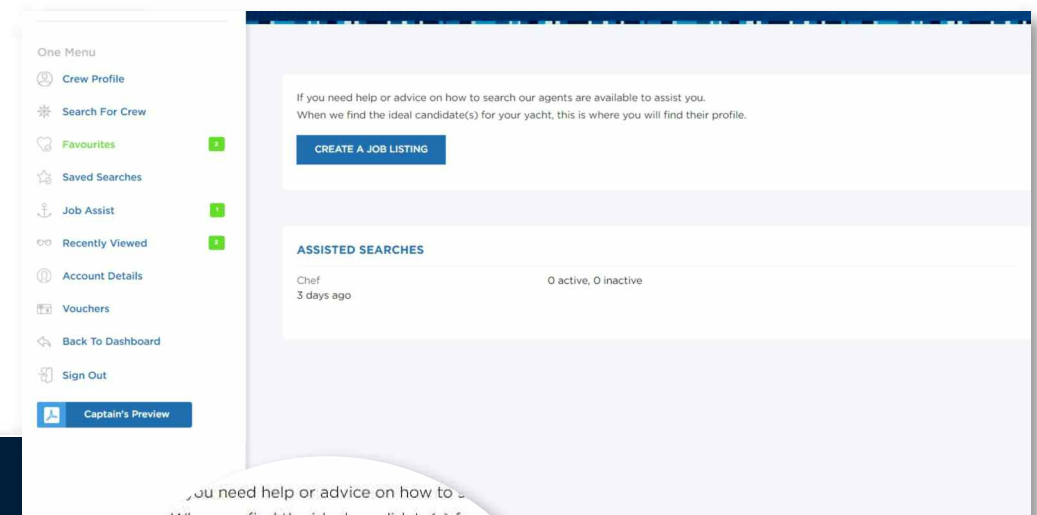
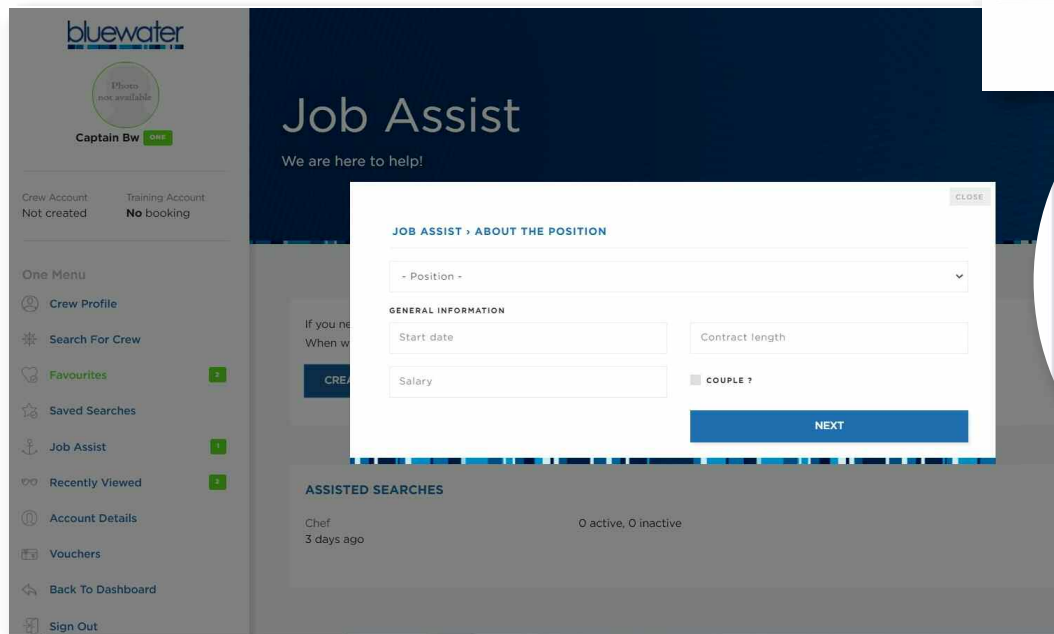


6. JOB ASSISTS & THE JOB BOARD

You can request assistance for a job search and also post the vacancy on our Job Board by selecting the Job Assist button.

Our crew agents will be alerted directly of your request and will be able to list the position live on our website to encourage candidates to apply. What's more, our crew agents will add suitable candidates they have been in contact with or interviewed to your account. When you log in you will see a list of candidates under 'Assisted Searches' to help save you time when needed.

ONCE YOU HAVE CLICKED ON CREATE A JOB LISTING, YOU WILL BE PRESENTED WITH A QUICK SET OF QUESTIONS THAT WILL ALERT OUR CREW AGENTS TO YOUR REQUEST! WE WILL TAKE CARE OF THE REST.



TOP TIP:

You should continue to search for crew yourself even if the job is listed with our crew agents, but remember to check your Assisted Searches to see the candidates that have been suggested to you!



7. WHAT YOU CAN'T SEE

Your log in will give you access to exactly the same database that we use in our crew offices, there is absolutely no difference!

With this in mind there are certain reasons why you will not see a candidate in your search results:

- **Candidates have listed themselves as unavailable for work:** You only see the candidates who are actively searching for work. Trust us, you don't want to trawl through the 140,000 others!
- **Candidates have ticked 'Searching Confidentially':** We offer this function to all registered crew, so that they can make us aware they are looking for work in confidence. While we cannot show you these people in your search results, if you list your vacancy with us we can still submit them if they are suitable.
- **Keyword Search:** Our crew agents are able to search the database for keywords. If you are looking for someone who needs 'Jetdrive' written on their CV, please let us know and we can do a search for you.

8. USING YOUR TRAINING VOUCHERS (TDV)

With every ONE Account subscription, comes a bundle of free training for the same amount, to be used in our schools in Europe! You can keep an eye on how many vouchers you have left to spend with us simply by going to 'Account Details' on your left hand side menu.

The screenshot shows the 'Account Details' page for a user named 'Captain BW'. The page is divided into three main sections: Yacht Details, Contact Details, and Vouchers.

YACHT DETAILS

Yacht	M/Y Test Sophie	Build	Benetti
Length	45m	Exp. date	30 August 2021

CONTACT DETAILS

Name	Captain BW	Position	Captain
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VOUCHERS

Training vouchers can be used for training courses in Antibes, Fort Lauderdale & Palma.

EXPIRATION DATE	REMAINING
13 May 2022	7000
Total	7000

TOP TIP:

Like a gym membership, you cannot use your account or vouchers after the expiry date, unless you renew it!

THE GOOD NEWS IS THAT YOU CAN BOOK COURSES FOR BEYOND THE EXPIRY DATE, AS LONG AS YOU MAKE THE BOOKING AHEAD OF THE EXPIRY.



For all training bookings using TDVs, please contact our training offices directly.

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