



Northants CALC JAMS User Guide

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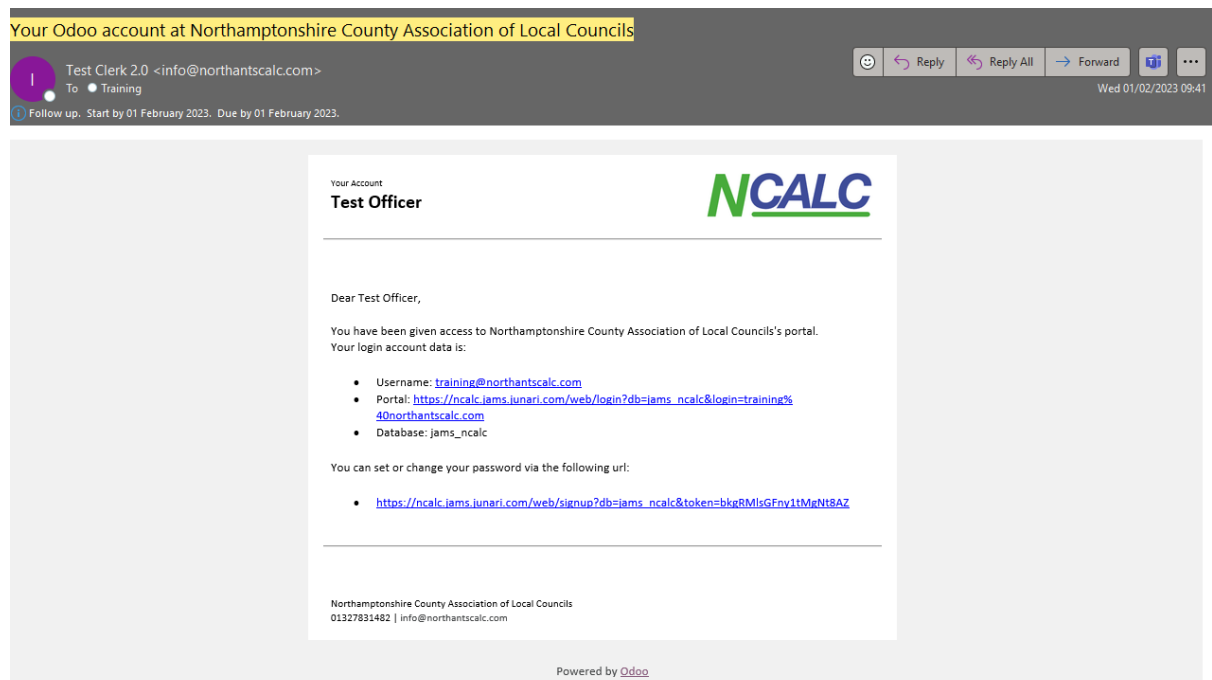
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Logging In

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

[Home](#) [About](#) [Training & Events](#) [News](#) [Contact us](#) [Sign in](#)

1. Then click reset password:

The screenshot shows a login form with the following fields and buttons:

E-mail

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 screenshot shows a confirmation page with the following elements:

Your Email

[Back to Login](#)

The Portal

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

The screenshot shows the NCALC portal interface. At the top left is the NCALC logo. To the right is a navigation menu with links for Home, About, Training & Events, News, Contact us, and Test Officer. The main content area is divided into two columns. The left column, titled 'Your Available Actions', contains two cards: 'Training & Events' with a sub-header 'Access our latest Training and Events listings', a badge for 'Upcoming Events 55', and an 'Open Training & Events' button; and 'Knowledgebase' with a sub-header 'Knowledgebase' and an 'Open Knowledgebase' button. The right column, titled 'Your Personal Details', features a profile card for 'Test Officer' (Test Council) with an 'Edit' link. Below this is a 'Manage your Personal Data' link. Underneath is the 'Your Organisation Details' section for 'Test Council' (Test Council), also with an 'Edit' link and contact information, and an 'Organisation Contacts' button.

Your Personal Details

This section is for the Clerk's details.

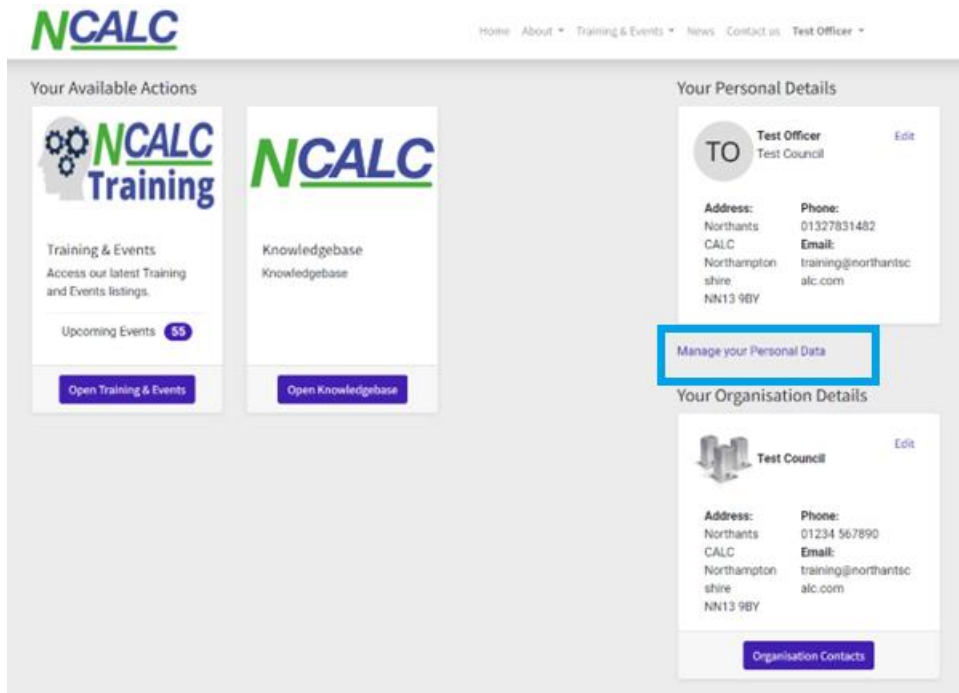
You can amend the postal address and telephone number by clicking the edit button.

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

This screenshot is identical to the one above, but with a blue rectangular highlight around the 'Your Personal Details' section. This section includes the profile card for 'Test Officer' (Test Council) with an 'Edit' link, the 'Manage your Personal Data' link, and the 'Your Organisation Details' section for 'Test Council' (Test Council) with an 'Edit' link and contact information, and an 'Organisation Contacts' button.

Manage your Personal Data

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



The screenshot shows the NCALC website interface. At the top, there is a navigation menu with links for Home, About, Training & Events, News, Contact us, and Test Officer. Below the navigation, the page is divided into two main sections: 'Your Available Actions' and 'Your Personal Details'. The 'Your Available Actions' section contains two cards: 'Training & Events' with a button 'Open Training & Events' and 'Knowledgebase' with a button 'Open Knowledgebase'. The 'Your Personal Details' section shows a profile for 'Test Officer' (Test Council) with contact information: Address (Northants, CALC, Northampton, shire, NN13 9BY), Phone (01327831482), and Email (training@northantsc.alc.com). A blue box highlights the 'Manage your Personal Data' button located below the contact information.

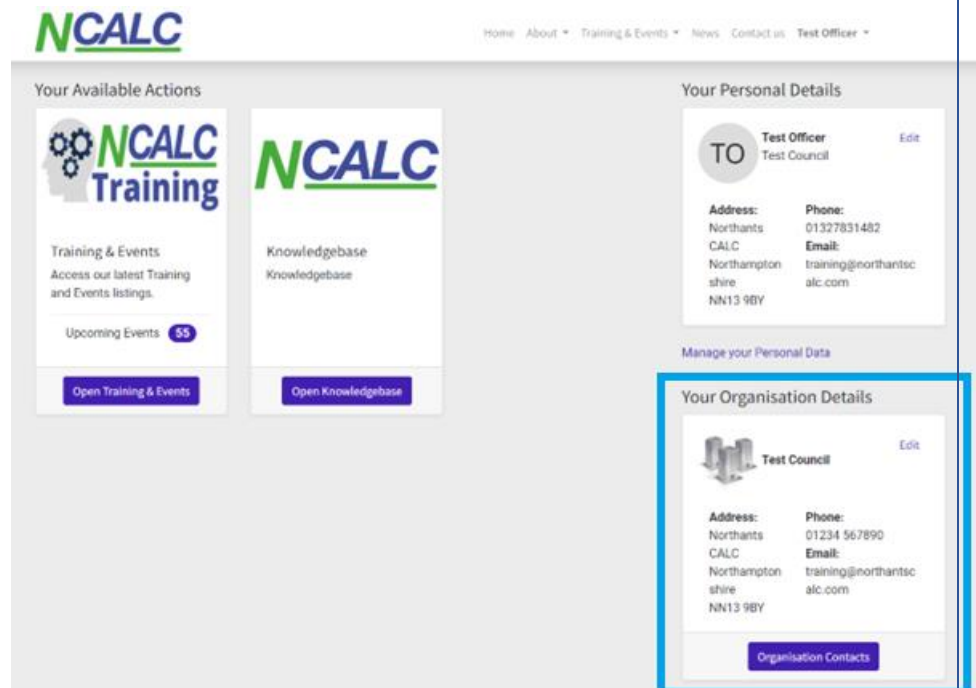
Your Organisation Details

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.



The screenshot shows the NCALC website interface, similar to the previous one. The 'Your Organisation Details' section is highlighted with a blue box. This section displays the 'Test Council' profile with contact information: Address (Northants, CALC, Northampton, shire, NN13 9BY), Phone (01234 567890), and Email (training@northantsc.alc.com). Below the contact information is an 'Organisation Contacts' button. The 'Manage your Personal Data' button is also visible above the highlighted 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.

NCALC Home About Training & Events Contact us Test Officer

Council Services and Facilities

Allotments Council Owned/Manager Available in Parish - Not Council Owned/Managed

Bleed Kits

Cemetery

Community Building(s) and/or Facilities

Community Ranger

Community Transport

CCTV

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.

NCALC Home About Training & Events News Contact us Test Officer

Your Available Actions

Training & Events
Access our latest Training and Events listings.
Upcoming Events **55**
[Open Training & Events](#)

Knowledgebase
Knowledgebase
[Open Knowledgebase](#)

Your Personal Details

TO Test Officer Test Council [Edit](#)

Address: Northants CALC Northamptonshire NN13 9BY
Phone: 01327831482
Email: training@northantscalc.com

[Manage your Personal Data](#)

Your Organisation Details

Test Council [Edit](#)

Address: Northants CALC Northamptonshire NN13 9BY
Phone: 01234 567890
Email: training@northantscalc.com

[Organisation Contacts](#)

NCALC Home About Training & Events Council Vacancies Contact us Test Officer

Dashboard / Test Council

Test Council: Contacts

TO Test Officer Test Council [Edit](#)
Officer
Phone: 01327831482
Email: training@northantscalc.com

Test Councillor 3 Test Council [Edit](#)
Councillor
Phone: 01832 831482
Email: training@northantscalc.com

Test Councillor 4 Test Council [Edit](#)
Councillor
Phone: 01234 567890
Email: info@northantscalc.com

Test Councillor 1 Test Council [Edit](#)
Councillor
Phone: 01327831482
Email: training@northantscalc.com

[Add Contact](#)

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**.

The screenshot shows a form for updating contact details. At the top, there is a 'Council Name' field with the value 'Test Council'. Below it is a 'Name' field with 'Test Councillor 1'. The 'Email' field contains 'training@northantscalc.com' and the 'Phone' field contains '01327831482'. A 'Role(s)' section contains a list of roles with checkboxes: Clerk, Chair, Officer, Councillor, Executive Officer, Member of the Public, Chief Officer, Pilot Role (checked), and NCALC Team. At the bottom, there are three buttons: 'Update Details' (highlighted with a blue box), 'Cancel' (green), and 'Remove Contact' (highlighted with a red box).

Training

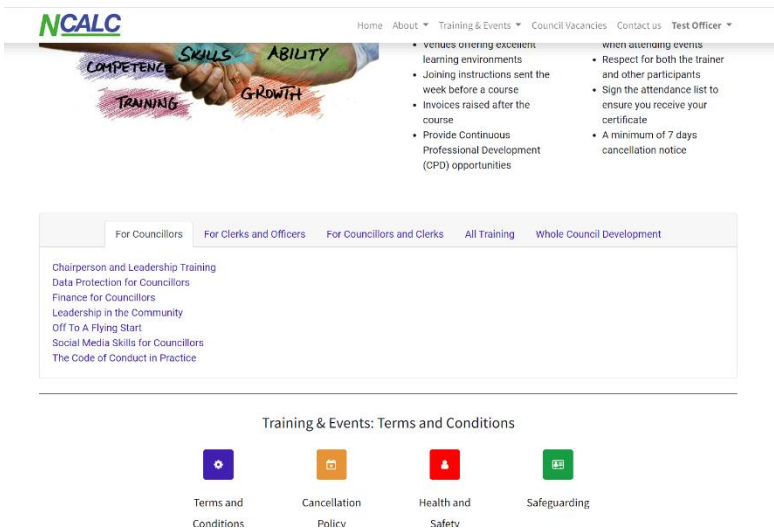
You can search and book training courses from the Portal.

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.

The screenshot shows the NCALC Training Portal homepage. The top navigation bar includes 'Home', 'About', 'Training & Events', 'News', 'Contact us', and 'Test Officer'. The main content area is divided into two columns. The left column, titled 'Your Available Actions', contains two boxes: 'Training & Events' (with a blue box around it) and 'Knowledgebase'. The 'Training & Events' box shows 'Upcoming Events 55' and an 'Open Training & Events' button. The right column, titled 'Your Personal Details', shows 'Test Officer' details and 'Your Organisation Details' for 'Test Council'. The 'Test Officer' details include address, phone, and email. The 'Test Council' details also include address, phone, and email, with an 'Organisation Contacts' button below.

Searching for Training

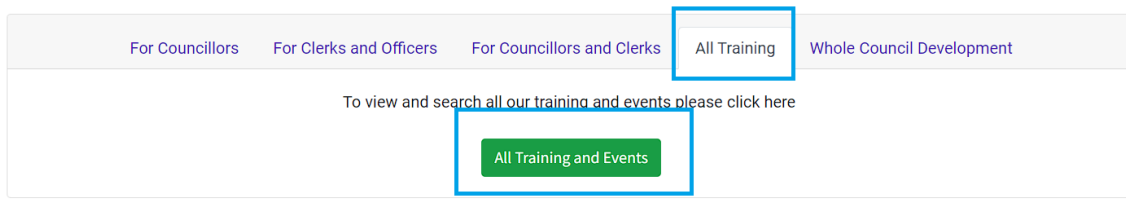


There are two ways to search for training:

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.**

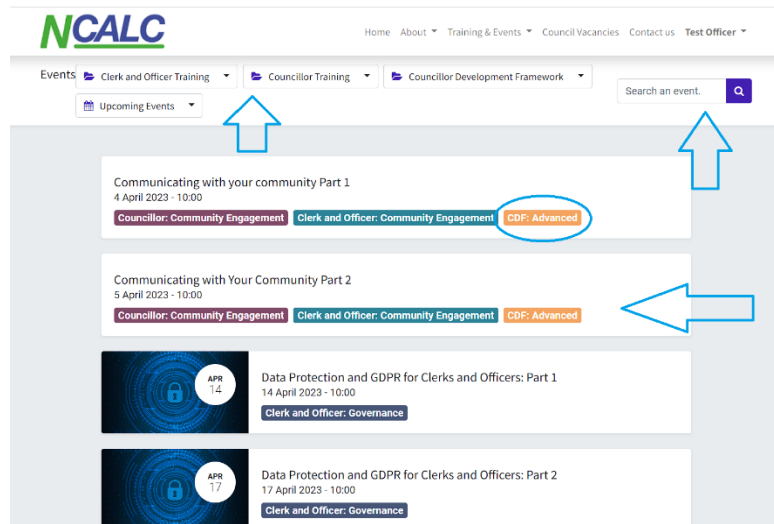
By clicking on the relevant tab, this will list the training courses under each heading.

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:

The screenshot shows a 'TICKETS' section with two options: 'Member Registration' for £ 42.00 and 'Non Member Registration' for £ 84.00. A 'Register' button is visible. Below the tickets, there are 'Requirements' and an 'Important note' section. A blue arrow points from the 'Important note' to a 'Click here' button. To the right, there are sections for 'DATE & TIME' (Tuesday 4 April 2023, 10:00 → 12:00, Europe/London) and 'LOCATION' (Breakthrough Communications Zoom Room). The 'Zoom Link' is redacted, and the 'Meeting ID' and 'Passcode' are also redacted. Contact information includes the phone number 01327 831482 and email training@northantscalc.com.

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.

The screenshot shows the 'Attendees' form. It includes fields for 'Name', 'Email', and 'Phone (Optional)'. There is a text area for 'Any special / dietary requirements:'. At the bottom, there are 'Cancel' and 'Continue' buttons. The background shows a snippet of the course details from the previous screenshot.

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

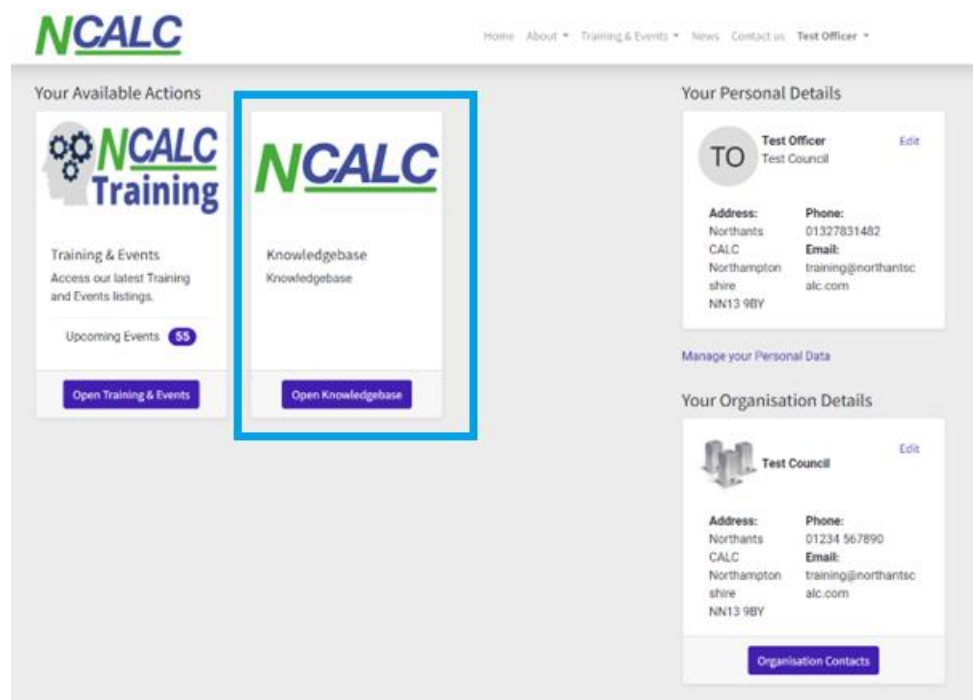
If you have booked a place on any course, a green banner saying “**registered**” will appear on the course box.



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.

