

## Additional instructions for Captains/Rowing Secretary to set-up events and sessions and select and edit crews.

To create a new event, click on the required date on the Rowing Calendar. This brings up a dialog box for the new event which can then be filled in and saved.

**New Event** ×

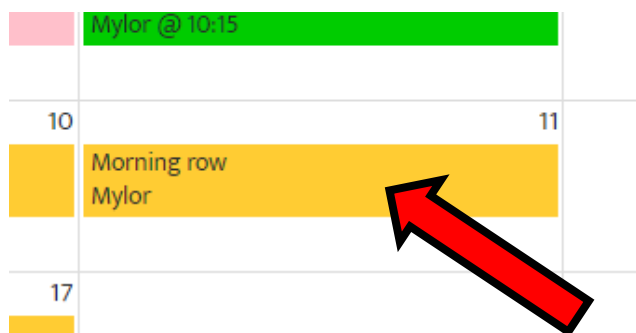
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Title	<input type="text" value="Morning row"/>
Location	<input type="text" value="Mylor"/>
Time	<input type="text" value="10:15"/>
Booking Link	<input type="text"/>

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Save changes Delete

The screen will then revert to the calendar view where the new event will be shown in yellow. Click on the new event:



Click on view event:

Morning row ×  
Location: Mylor

Optional Notes can be entered here

✓ Sign Up✗ Decline

VIEW EVENT

Admin Options

Title

Location

Time

When viewing the event, a new session will need to be created. Enter a description of the New Session:

Morning row

📅 Tuesday 11 October 2022

📍 Mylor

🕒 10:15

👥 0

Available Rowers

Unavailable Rowers

### Sessions

New Session

New Session

Once the new session has been named the next step is to start selecting the crew from the available names by clicking on the Edit Crew button.

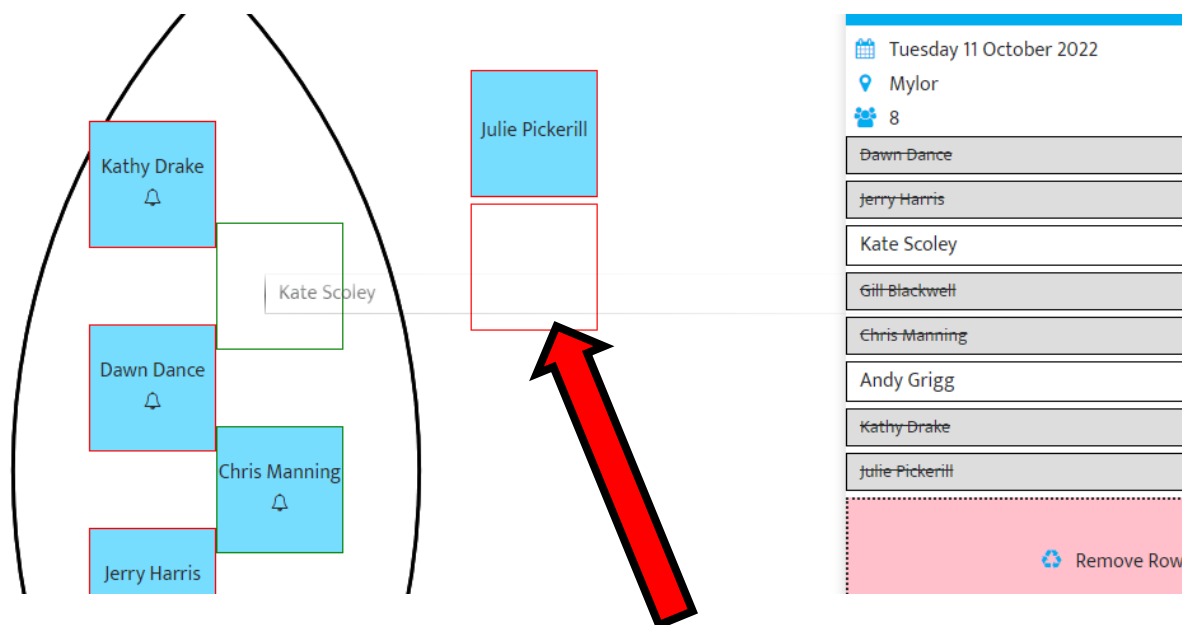
### Sessions

Crew

10:15 row -

EDIT CREWDELETE CREW

After clicking on Edit Crew and then click and drag to select rowers (and cox) from the list of available rowers into the positions on the gig plan - the bow thwart (No.1) is at the top.



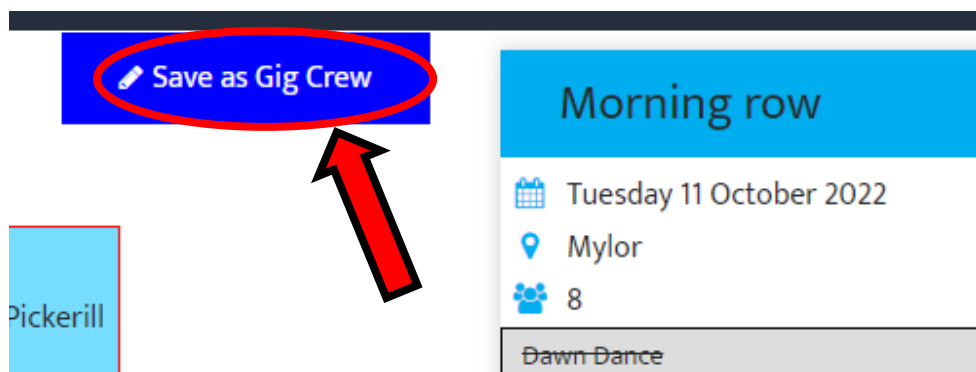
NOTE: Additional spaces available for up to 2 extra crew in seagull and extra cox positions.

Crew members may be changed around in the boat as people sign up and cancel by clicking and dragging either into a different position or into the “Remove rower from crew and return to list” box.

If necessary additional crew members can be selected from the “Search All Members” box, if it is known to the crew selector that they are available.

When an available crew member has been selected into a position, their name will be scored out the list.

During selection, save any changes by using “Save as Gig Crew”.

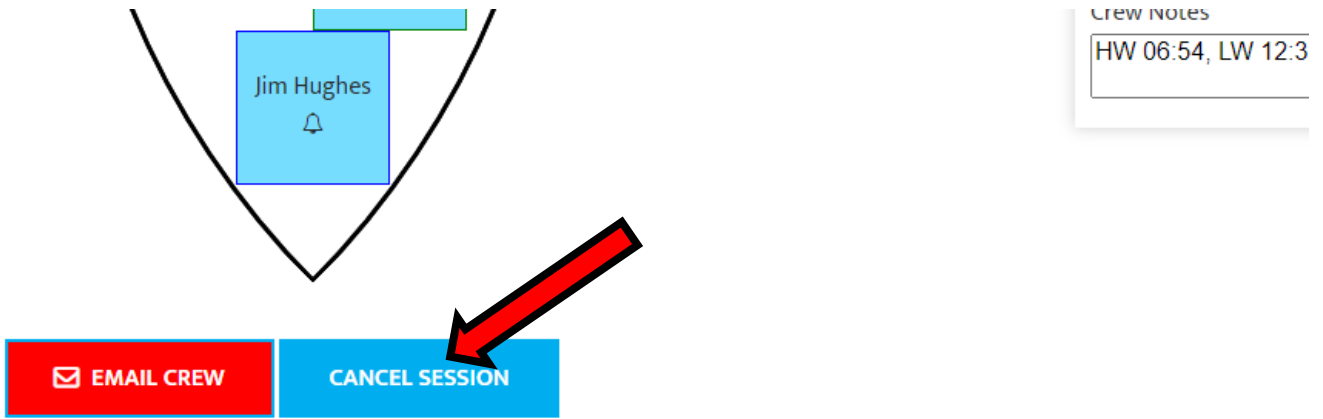


When the crew has been saved the box turns green to confirm.

When the full crew has been finally selected – which can include up to 2 additional rowers in seagull and the extra cox position (shown as the 2 red boxes above) – you must send an email to all crew members by clicking the email crew button at the bottom left side of the screen, in order to confirm their positions.

The selected crew will each receive an email confirming their positions and including a link to enable them to go directly to the session on the website.

If it is necessary to cancel a session (for example due to bad weather) the system click the blue CANCEL SESSION button.



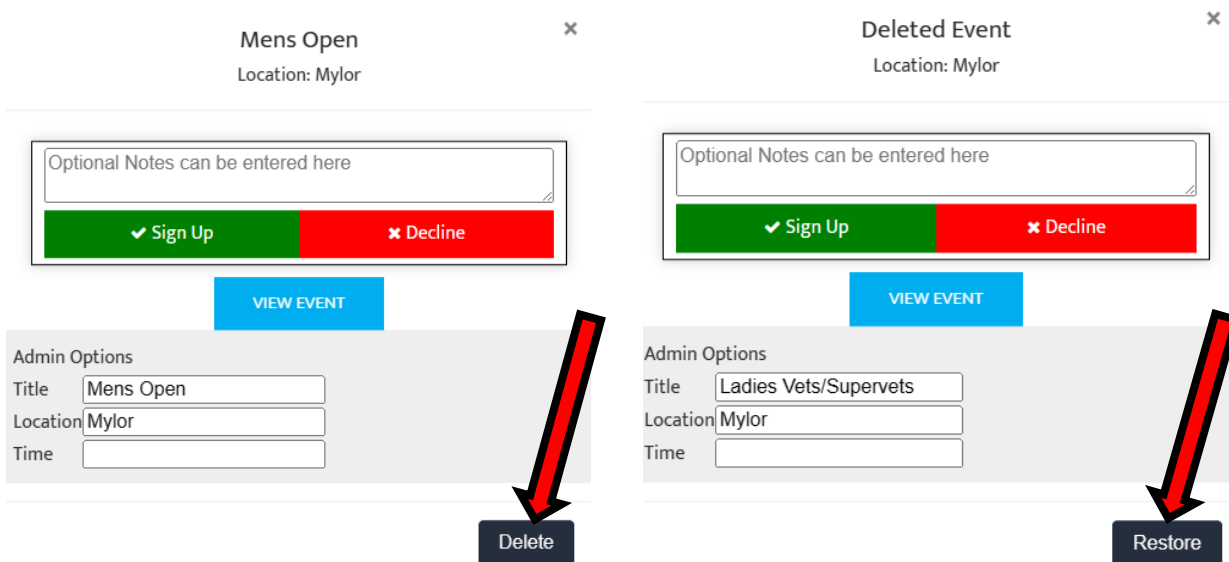
By then clicking the EMAIL CREW button, the system will send out an email to all the selected crew.

**A session must have been created for it to be cancelled otherwise there is no method for the system to send out advisory emails.**

**If a session or event has been oversubscribed and there are people who are signed up BUT NOT SELECTED, THEY WILL NOT RECEIVE AN EMAIL FROM THE SYSTEM – either to inform them that they have not been selected for a crew or that the session has been cancelled.**

**IT IS THEREFORE INCUMBENT ON THE CREW SELECTOR TO CONTACT ALL NON-SELECTED PEOPLE TO INFORM THEM DIRECTLY THAT THEY ARE NOT ROWING EITHER DUE TO NON-SELECTION OR SESSION CANCELLATION.**

If an event is created on the Rowing Calendar by mistake, it can be deleted by clicking the Delete button on the dialog box and if an event is deleted by mistake, it can be restored by clicking the Restore button.



The event will go grey on the Rowing Calendar if it's been Deleted.

