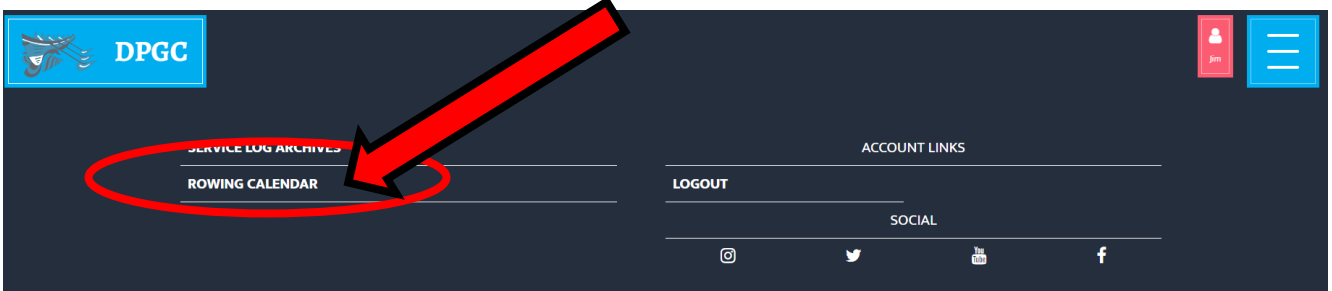


Having signed up and logged on to the new club website, click on the red box on the top right hand side of the screen:



This opens the list of options. Click on Rowing Calendar:



This opens the Rowing Calendar where you will see events that have been set up by the Captains/Rowing Secretary. Click on the event you are interested in:

Rowing Calendar

Calendar Key

- Unknown: You have not indicated your availability for this event.
- Rowing: You have been placed in a crew.
- Signed Up: You have signed up as being available for this session.
- Declined: You have marked yourself unavailable.
- Missed: Selection has already finished for this session.

Oct 16 – Nov 19, 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
16 Morning row Mylor	17 Monday Club Social Row Mylor @ 09:30	18 Morning row - 10:15 Mylor @ 10:15	19	20 Thursday afternoon - Karen's row Mylor @ 15:00	21	22
23	24 Monday Club Social Row Mylor @ 14:30	25 Tuesday Morning Row Mylor @ 10:15am	26	27	28	29
30	31 Monday Club Social Row Mylor @ 09:30	1 Friday Morning Row Mylor @ 10:15am	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

A red arrow points to the "Monday Club Social Row" event on Monday, October 31st.

This opens the dialog box to sign up (or decline) your availability for the “event”. Click on the relevant box:

Monday Club Social Row
Location: Mylor

NOTE: Event turns blue when you're signed up, pink if you can't make it and have declined, green when you have been placed in a crew or purple if you are too late and the crew has already been selected

Optional Notes can be entered here

✓ Sign Up ✗ Decline

VIEW EVENT

You will then be taken back to the calendar where the event will now be coloured blue (e.g., above), indicating that you are signed up as available. You can also click on the blue coloured event again (e.g., below) to bring up the dialog box once more to check you've signed up or to edit your response. You can add notes/comments in the box when signing up which can be updated later as necessary.

Tuesday Morning Row
Location: Mylor

Availability: Available

Optional Notes can be entered here

✓ Signed Up ✗ Cancel

VIEW EVENT

Clicking on the “View Event” box will open up the event where the specific sessions (as appropriate) can be seen together with a list of available (and unavailable) rowers who have signed up:

Tuesday Morning Row

Tuesday 27 September 2022
Mylor
10.15
7

Available Rowers

Julie Pickerill 0
Jerry Harris
Dawn Dance
Jim Hughes
Kate Scoley
Janet Wiegold
Chris Manning

Unavailable Rowers

Andrew Grigg 0

Sessions

Crew Edit Crew

10:15 Row

Jim (Cox)
Janet (6)
Jerry (5)
Chris (4)
Dawn (3)
Kate (2)
Julie (1)

HW 07:01 LW 13:28 Stu Mountfield also on the crew coxing and rowing.

Specific sessions will have been set up by the Captains/Rowing Secretary and they will then select crews from the list of available rowers. When the crew has been selected and finalised, an email will be sent to each rower on the crew to confirm their place along with a link to enable direct viewing of the session on the website.