

SCRC iCrew

1 Purpose

iCrew is used for all SCRC rowing sessions, private or club boats.

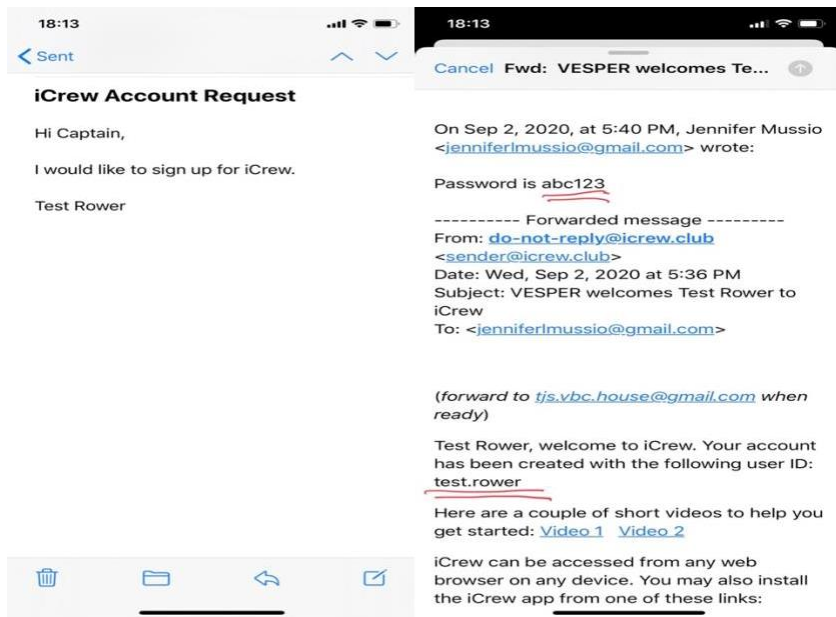
COVID Note: iCrew allows contact tracing. It uses reservations as a record of who uses club equipment and when. Members must reserve club resources in iCrew before use.

iCrew is accessible wherever there's an internet connection. It's available for iOS, Android, and web browsers (on a desktop/laptop). Screenshots below show one of many ways to navigate the app. They are from an iPhone unless otherwise noted.

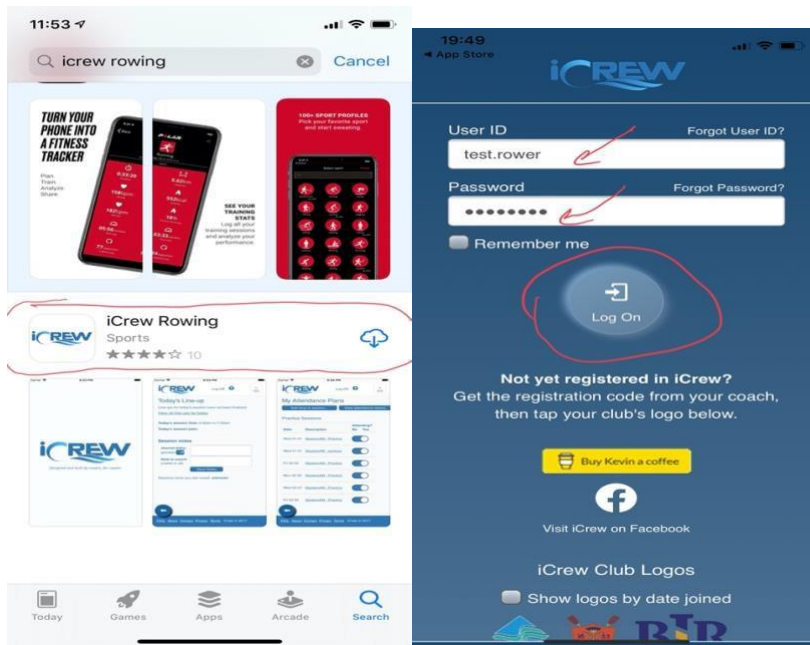
2 Set Up

2.1 Request an Account

Email the icrew@swancreekrowing.com to request an iCrew account. The iCrew lead sets up your account, taking your first and last name from the signature on your e-mail. You will receive an e-mail when your account has been created. Note the User ID and temporary Password.

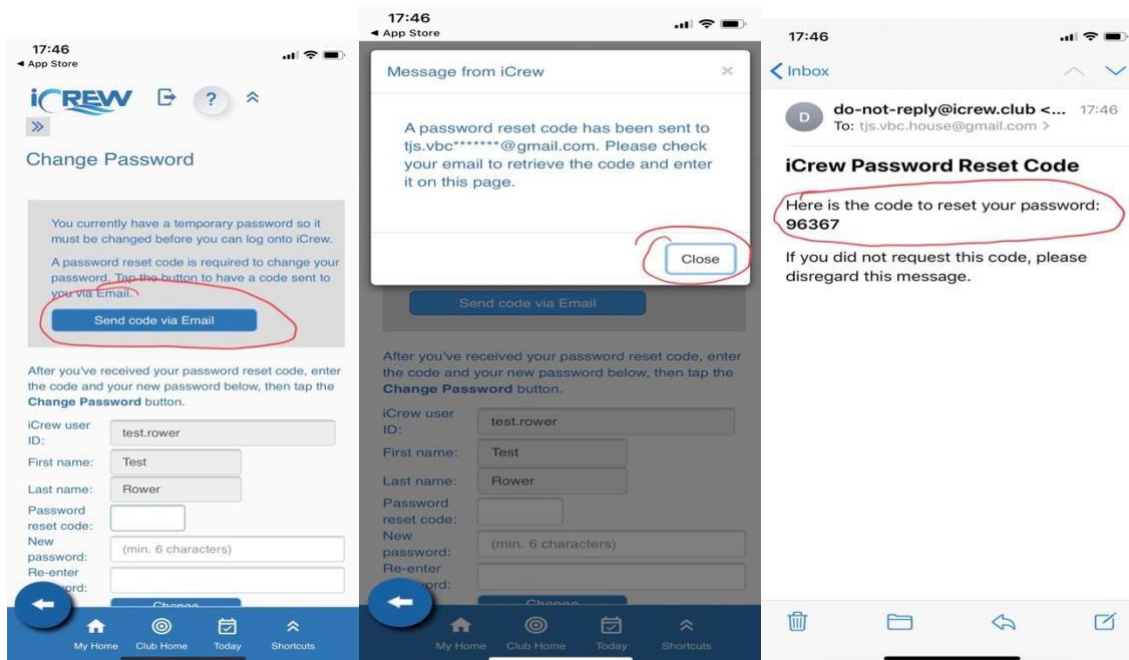


Download the “iCrew Rowing” App. Open the App and enter your User ID and temporary password and tap “Log On”.



2.2 Change the Temporary Password

On the Change Password page, tap “Send code via e-mail.” You will receive an e-mail with a code to reset the password.



Use the code to enter a new, secure password. Tap “Change Password.”

17:47 Send code via Email

After you've received your password reset code, enter the code and your new password below, then tap the **Change Password** button.

iCrew user ID: test.rower

First name: Test

Last name: Rower

Password reset code: 96367

New password:

Re-enter password:

Change Password

NOTE: If you're having problems resetting your password, please contact a person listed below to have them change it for you.

VESPER Administrative Contacts

Alexandra Golaszewska (alexandra23@gmail.com)

Shannon Kaplan (syottkaplan@gmail.com)

Jennifer Mussio (jenniferlmussio@gmail.com)

My Home Club Home Today Shortcuts

2.3 Complete your Profile

You will be prompted to enter additional information. Mandatory fields are marked with an asterisk.

17:50

iCREW

My Profile

You must sign COVID waiver prior to using club facilities

NOTE: All changes are automatically saved for you when you leave this page or you can tap the Save button below.

User ID:
test.rower

User ID... Password...

*First name:
Test

*Last name:
Rowe

*Title name:
Test R

*Email:
tjs.vbc.house@gmail.com

17:50

tjs.vbc.house@gmail.com

Alternate Email addresses:

Non-rowing member?: ☐

Share my info with other members?: ☒
(includes Addr, Ph#, Email, Emerg. Contact)

Receive iCrew newsletter?: ☒

Address line 1:
10 bhr

Address line 2:

City:
Philly

State:
Pa

Zip code:
19010

Country:

*Mobile phone:
1234567890

17:51

Mobile carrier (enables text messaging):
Verizon

Home phone:

Work phone:

Receive discussion alerts as text message?: ☐

Family position:
☒ Adult ☐ Child

Family key 1: ?
...

Family key 2:

ROWER PROFILE INFO (hide)

Event preferences:

Current goals:

My Home Club Home Today Shortcuts

Emergency contact and mobile phone information is mandatory. Active club users are notified of emergency dock or club closures by text. Tap Save when finished.

17:52

Current goals:
Olympics

*Date of birth: ?
1960-09-02

Gender (f/m/nb):
M

Height:
70

*Weight (lbs):
160

US Rowing number:
12345

Rowing since year (yyyy):
1901

Skill level: ?
Unrated

Shells permitted to reserve:
Single Double/Pair Quad/Four

Competitive/Recreational:
☒ Competitive ☐ Recreational

17:54

Competitive/Recreational:
☒ Competitive ☐ Recreational

Side preference:
☐ Port ☐ Starboard ☒ Either

Sweep/Scull preference:
☐ Sweep ☐ Scull ☒ Either

Allergies or special needs:

*Emergency contact name:
Rowe partner

*Emergency contact relationship:
Spouse

*Emergency contact phone:
1234567890

*Emergency contact email:
Testrowrr@nowhere.com

Coxswain only: ☐

Save

17:54

Competitive/Recreational:
☒ Competitive ☐ Recreational

Side preference:
☐ Port ☐ Starboard ☒ Either

Sweep/Scull preference:
☐ Sweep ☐ Scull ☒ Either

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Coxswain only: ☐

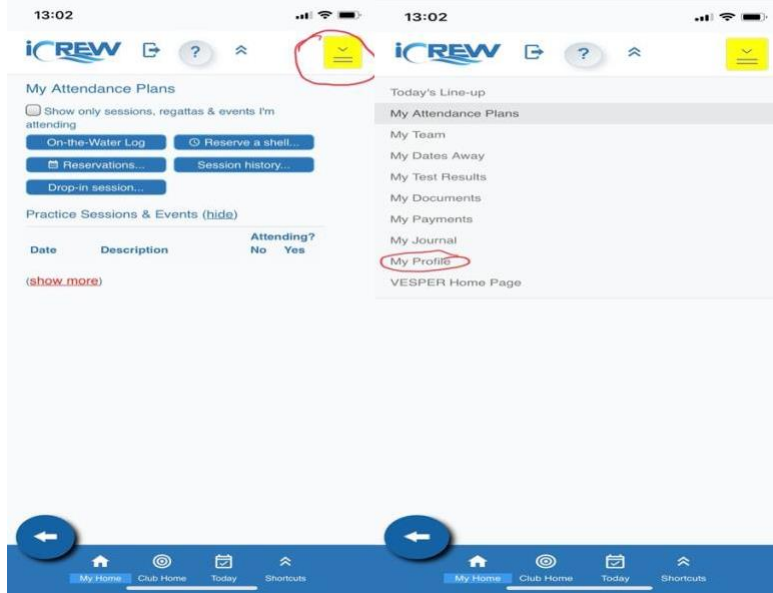
Save

Profile changes saved!

My Home Club Home Today Shortcuts

2.4 Update Your Profile

You can update your profile at any time. Tap the yellow arrow and “My profile:”

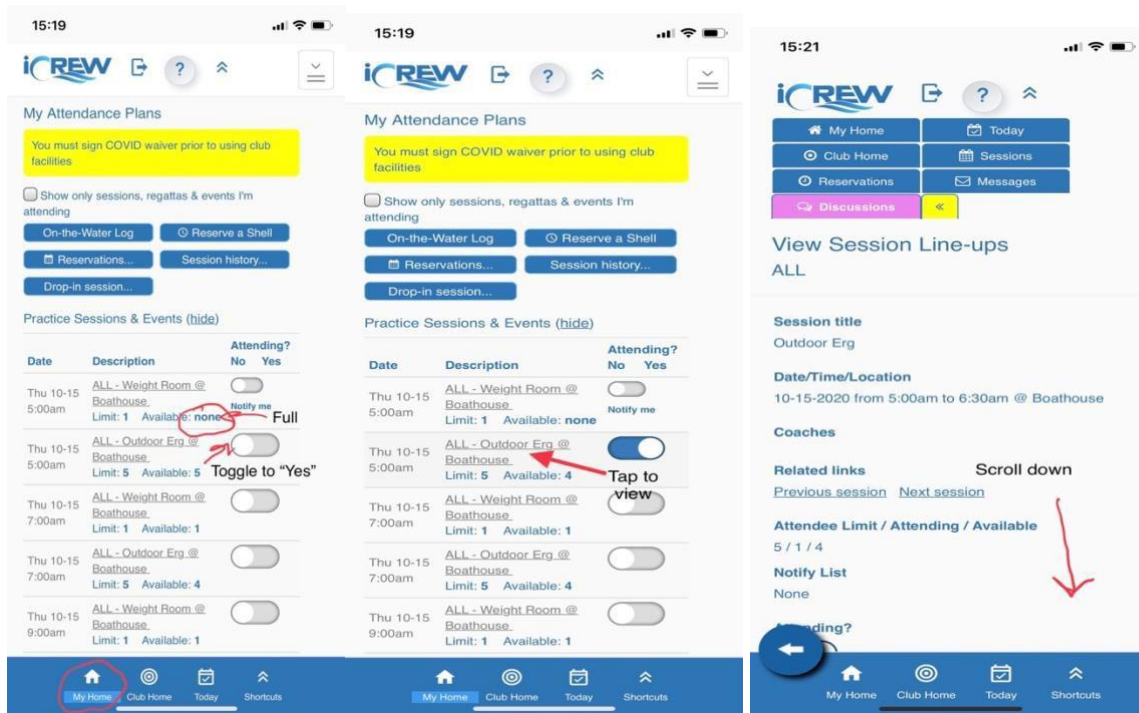


3 Activities

3.1 Practice Sessions and Events

SCRC uses “Sessions” to schedule use practice sessions. Go to “My Home” (tap at bottom), and you will see Practice Sessions organized by date. If a session is full, availability will be “None.” To schedule, locate an available session and move the toggle to “Yes.” Your slot/seat is secured.

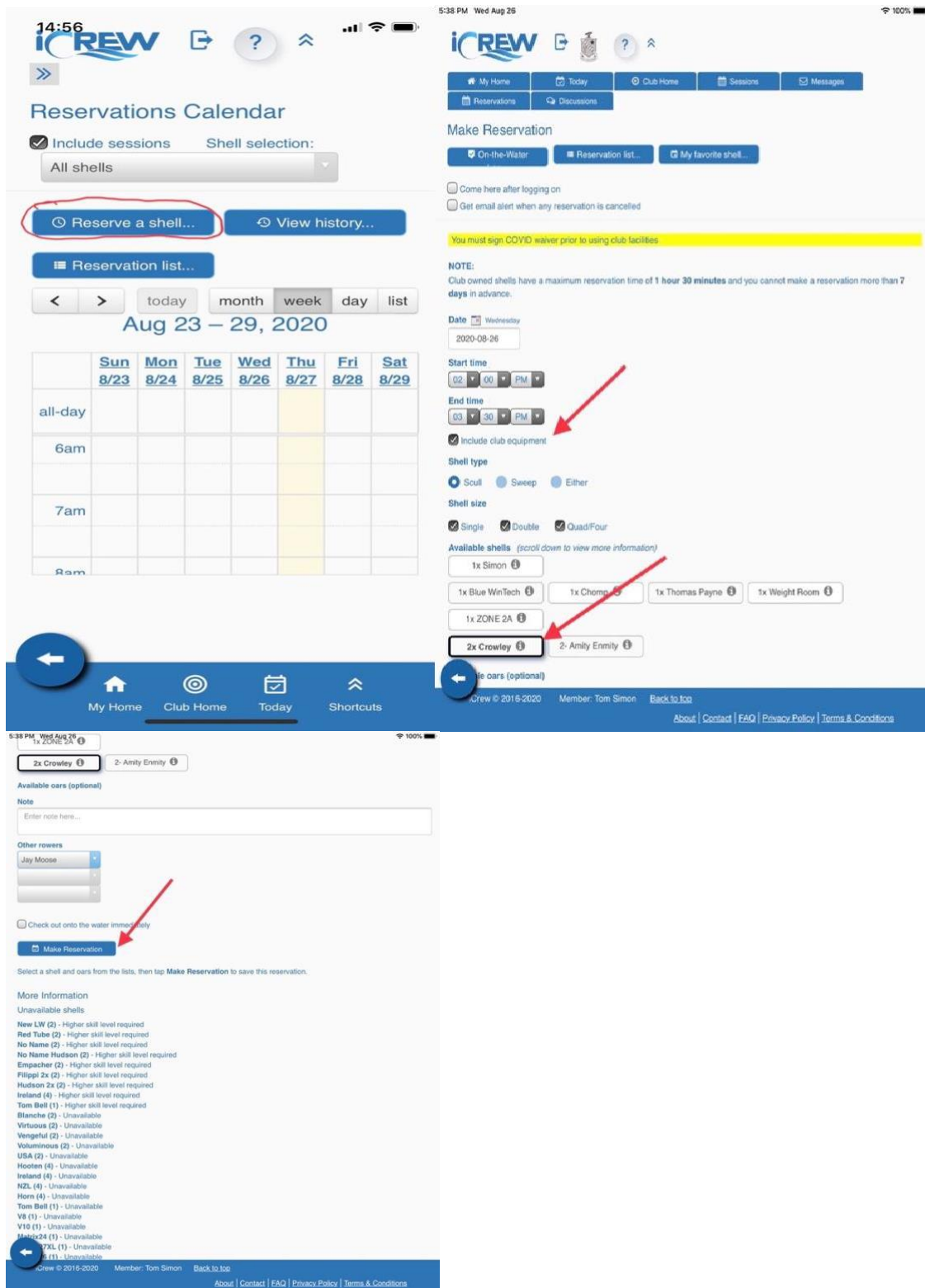
You can view your reservation by tapping the link to the session. The scroll down for details (e.g., who else is signed up).



3.2 Reserve/Cancel Equipment

3.2.1 Reserve Club Boat in Advance

You can reserve one club boat, up to 7 days in advance. On the SCRC home page, click “Reservations.” You will see a calendar of reservations. Click “Reserve A Shell.” “Make Reservation” opens. Set the date and time. Be sure the box is checked to “include club equipment.” Select a boat and scroll down to add other rowers from drop-down list (team boats). Press “Make Reservation.”

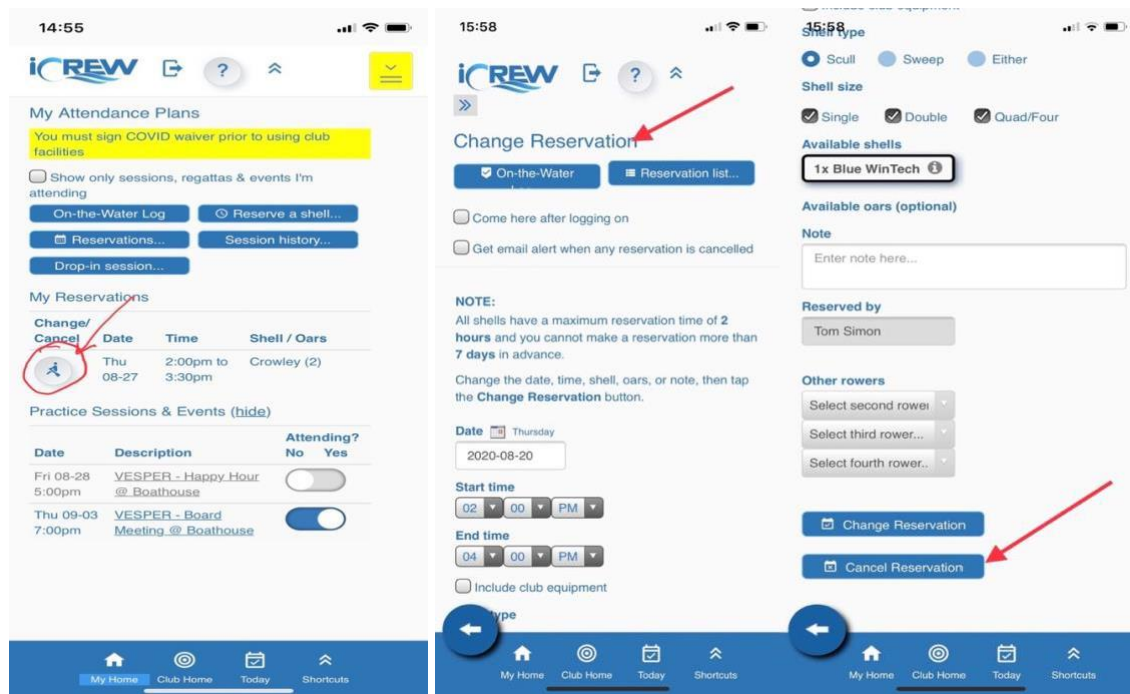


3.3 Cancel Reservation

3.3.1 Cancel a Reservation

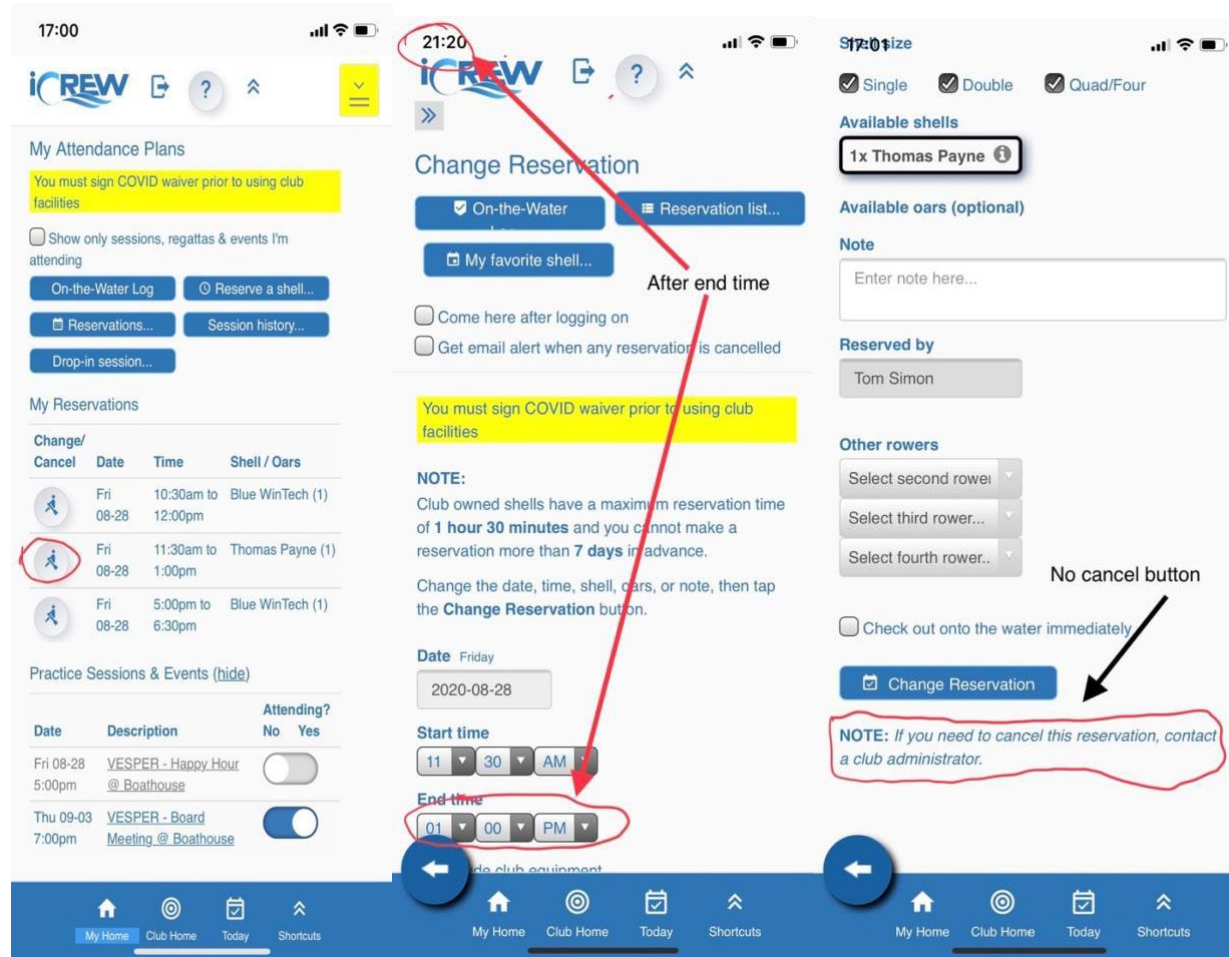
When you reserve a boat, no one else can check it out or reserve it. If you decide not to row, CANCEL YOUR RESERVATION IMMEDIATELY.

From “My Attendance Plans,” “My Reservations,” tap “Change/Cancel.” On Change Reservation, scroll down to “Cancel Reservation.”



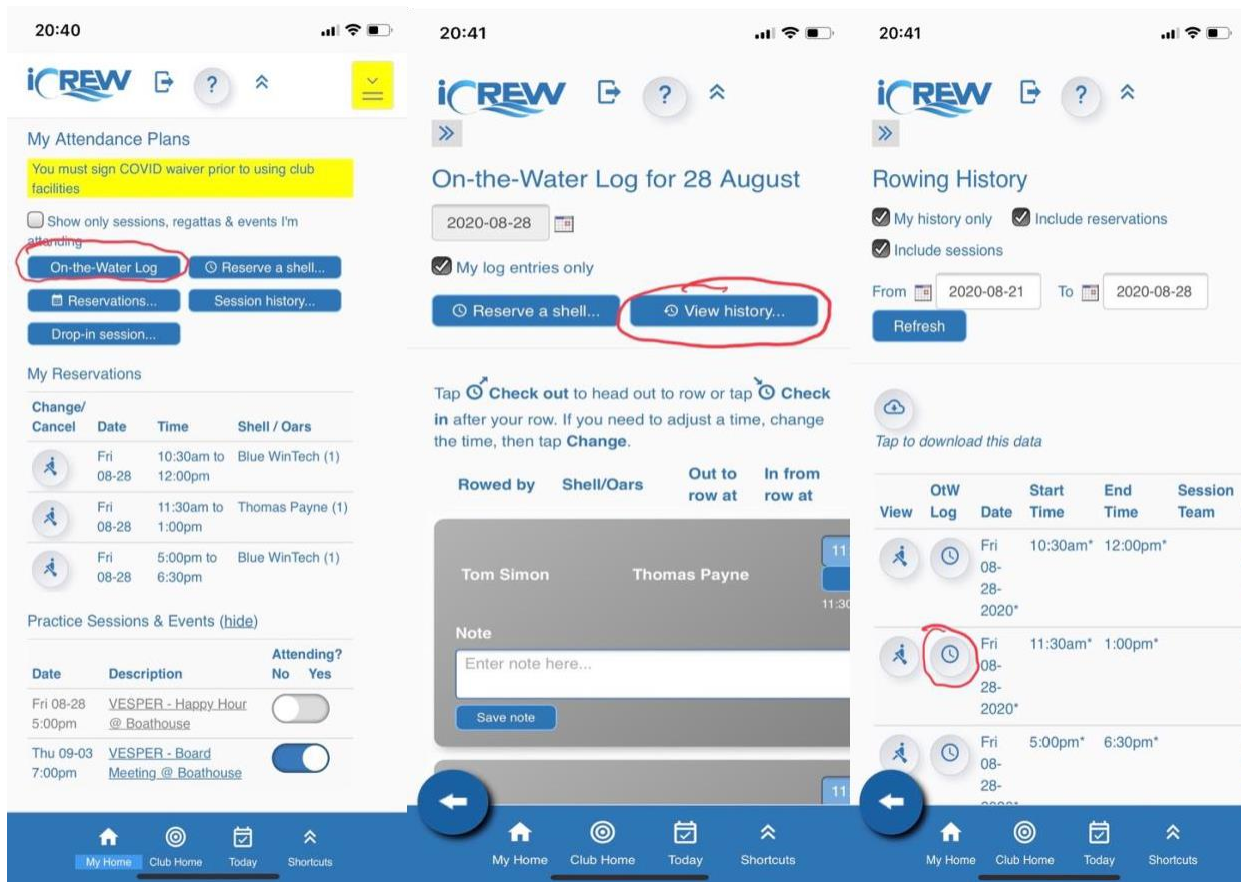
3.3.2 Cannot Delete After Reservation Ends

You cannot delete a reservation after it ends. If you try, the “Cancel Reservation” button does not display; the system directs you to “contact an administrator.”

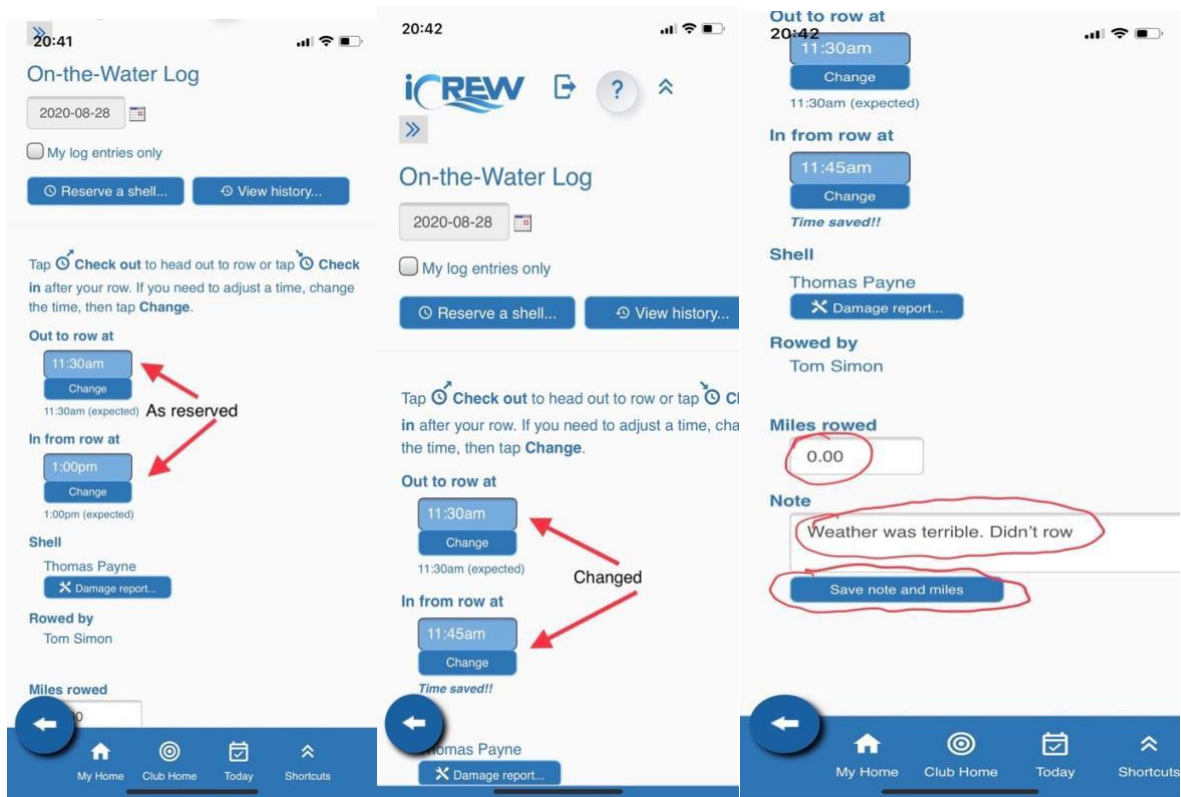


You don't need to contact an administrator.

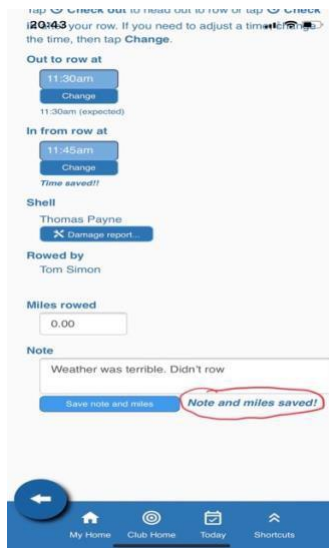
Go to “My Attendance Plans,” press On-the-Water Log, then “View History” and then the OtWicon for the reservation you didn’t use.



Enter times arbitrary times Out and In. Scroll down to enter zero miles, make a note, and “Save note and miles.”



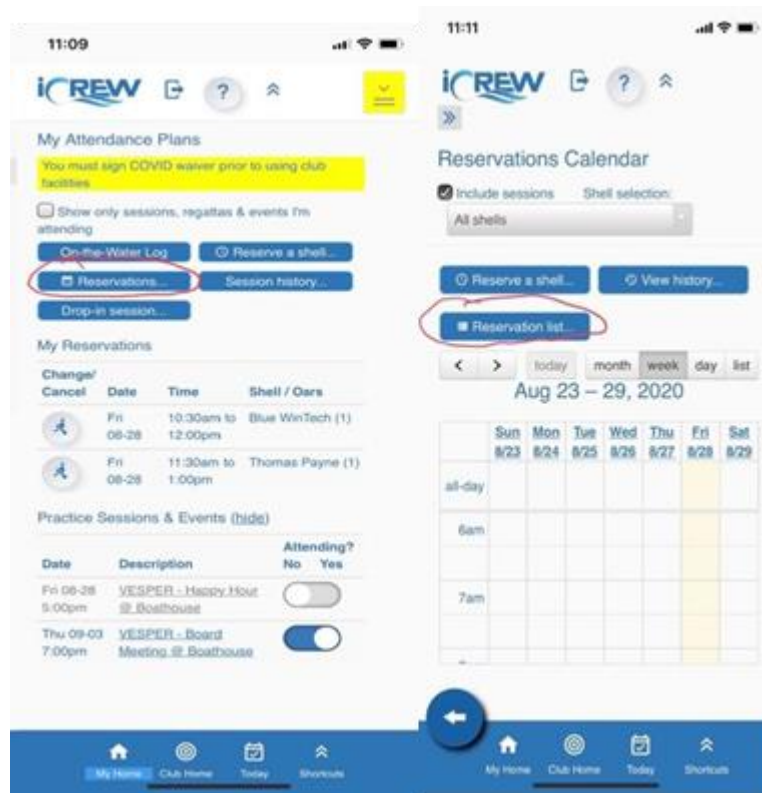
The change is saved.



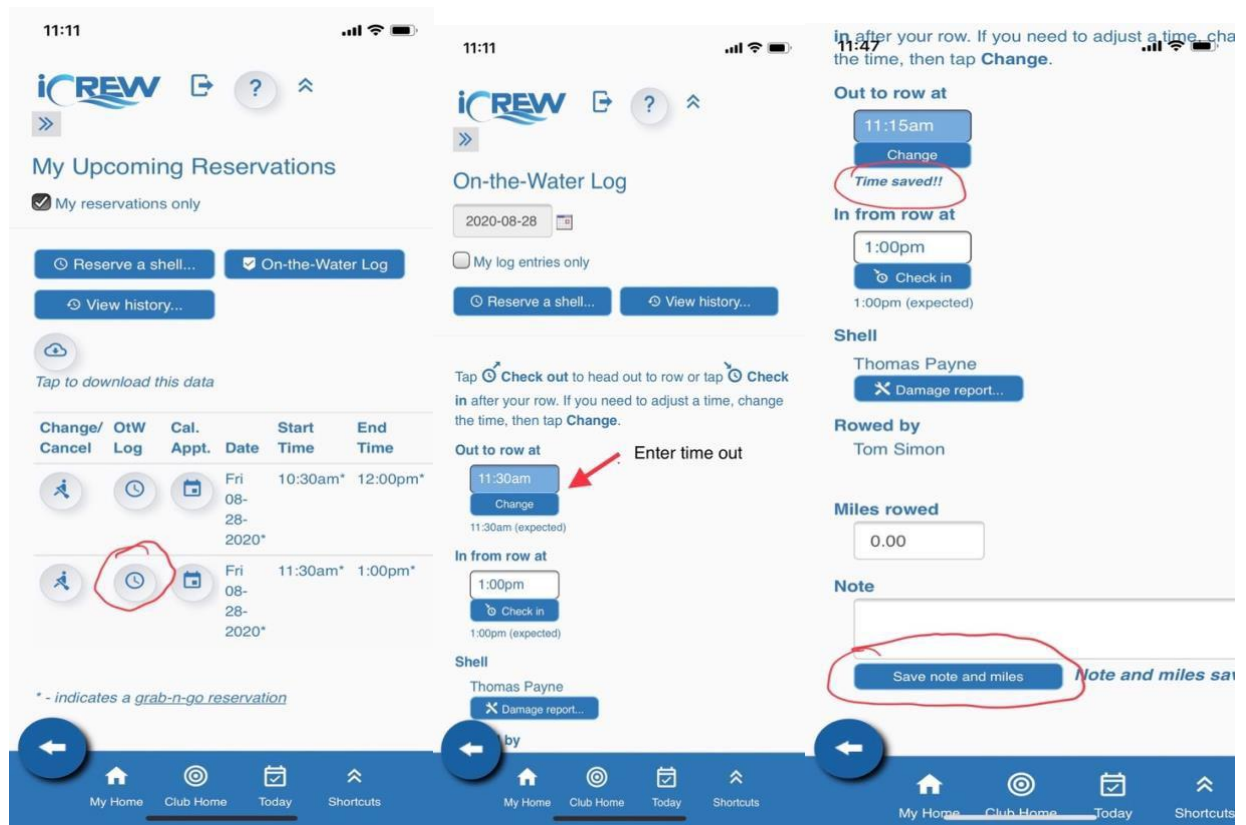
3.4 Check out a boat OtW

3.4.1 Reserved in advance

Navigate to SCRC home page and tap “Reservations.” From the Calendar tap “ReservationList.”

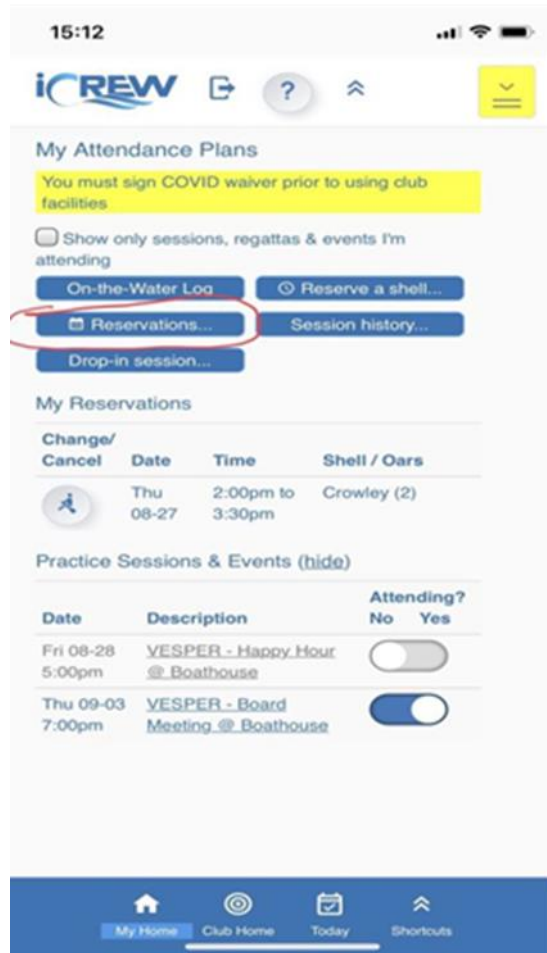


From “My Upcoming Reservations,,” tap the OtW log symbol next to the reservation you areactivating. From the On-the-Water Log, enter the time out, scroll down to “Save Notes and Miles.”



3.4.2 Reserve and Check Out Simultaneously

Navigate to SCRC home page and click “Reservations.”



If you have a previously scheduled reservation, select it from the reservation list and click the OtW log button.

My Upcoming Reservations

☒ My reservations only

Reserve a Shell On-the-Water Log View History...

Tap to download this data

Change/Cancel	On-W Log	Cal. Appl.	Date	Start Time	End Time	Shell	Oars	Rowers(s)	Note	Out At	In At
			Sat 05-22-2021	7:15am	9:00am	Kaschper Extreme (8)	Yellow	Amy Saunders (1) Arlene Washington (6) Beth Schuman (5) Carol Hey (4) Deborah Jones (3) Deborah Stack (7) Nic A (coxswain) Rosemary Fox (8) Trish Riley (2)			

Then check in / out.

On-the-Water Log

2021-05-22

☐ My log entries only

Kiosk Mode Reserve a Shell View History...

Tap to row or tap Check in after your row. If you need to adjust a time, change the time, then tap **Change**.

Out to row at

7:15am

Check in

7:15am (expected)

In to row at

9:00am

Check in

9:00am (expected)

Shell

Kaschper Extreme

Damage report...

Oars

Yellow

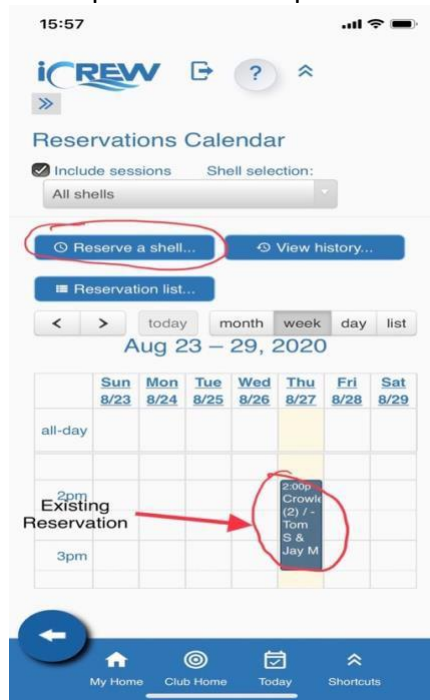
Rowed by

Amy Saunders (1)
Arlene Washington (6)
Beth Schuman (5)
Carol Hey (4)
Deborah Jones (3)
Deborah Stack (7)
Nic A (coxswain)
Rosemary Fox (8)
Trish Riley (2)

Note

Save note

To make an on-the-spot reservation: “Reservations Calendar” shows what is reserved and when it is expected back. Tap “Reserve a Shell.”



“Make Reservation” opens. Enter date and time. Scroll down, choose a boat and add other rowers. If you are rowing at that time, select “Check out onto the water immediately” and “Make Reservation.” You’ve checked out the boat and are ready to row.

MAKE RESERVATION

[View my calendar](#)

[On the Water log...](#) [Reservation list...](#) [My favorite shells...](#)

☒ Come here after logging on
☐ Get email alert when any reservation is cancelled

NOTE:
 Club owned shells have a maximum reservation time of 2 hours and you cannot make a reservation more than 14 days in advance.

Date: Saturday

Start time: PM

Duration:

End time: PM

Shell type: ☐ Scull ☐ Sweep ☒ Other

Shell size: ☒ Single ☒ Double ☒ Quad/Four

Available shells: (scroll down to view more information)

1x Hudson Q17, D17, 180-190	1x Hudson Kethia, D2, 115-125	1x Hudson Sport, D4	1x Kangshua H54, H4, 176-180	1x Kangshua H55, H3, 180-185	1x Mass Aero, D1	1x Penner25 Blue Fran, 203, 110-120	1x Penner25 Perini, D10, 110-120	1x Penner25 WhiteBlue, 203, 110-120	1x Penner25 Yellow, 203, 110-120	1x Trainer 1, Lowboy	1x Trainer 2, Lowboy
2x Kangshua Double, C6, 130-140	2x Keschper Int'l, H2	2x Nel, C7	2x Raven, 220	2- Filippi, C5	4+ Predator	4- Syles 4+	4+ Van Voolwen	4+ Vespel 4+ Mid Weight			
4x Friggi 4x	4x Nanig	4+ Capital Asset	4+ Menges, B3	4+ Mutjur							

Available oars:

A (Quad) (X)	B (Double) (X)	C (Double) (X)	D (X)	E (Double) (X)	F (Double) (X)	G (Quad) (X)	H (X)	I (X)	J (X)	K (X)	M (X)	N (X)
P (X)	Q (X)	R (X)	S Quad (X)	X (X)	Orange Orange	Orange Red	Red Blue Red	Red Orange Red	White	Yellow		

Note: Enter note here...

Seat 1:

☐ Check out onto the water immediately

[Make Reservation](#)

Select a shell and oars from the lists, then tap **Make Reservation** to save this reservation.

3.5 Check In after a Row

Go to reservations, OtW and input your check-in time.

The screenshot shows the 'On-the-Water Log' interface. At the top, there's a navigation bar with icons for Home, Dashboard, Today, Club Home, Sessions, Reservations, Club Roster, Send Message, and Discussions. Below this, the 'On-the-Water Log' section has a date selector set to '2021-05-22' and a checkbox for 'My log entries only'. There are three buttons: 'Kiosk Mode', 'Resume a Shift', and 'View history...'. The main content area has a header with instructions: 'Tap Check out to head out to row or tap Check in after your row. If you need to adjust a time, change the time, then tap Change.' Below this, there are two sections: 'Out to row at' and 'In from row at'. The 'In from row at' section is circled in red and contains a time input field set to '2:57pm' and a 'To Check in' button. Below this, there's a 'Kaschper Extreme' section with a 'Damage report...' button. The 'Oars' section is set to 'Yellow'. The 'Rowed by' section lists several names with counts in parentheses. At the bottom, there's a 'Note' section with a text input field and a 'Save note' button.

Tap Check out to head out to row or tap Check in after your row. If you need to adjust a time, change the time, then tap Change.

Out to row at
7:15am
 Check out
7:15am (expected)

In from row at
2:57pm
 To Check in
9:00am (expected)

Kaschper Extreme
 Damage report...

Oars
Yellow

Rowed by
Amy Saunders (1)
Arlene Washington (6)
Beth Schurman (5)
Carol May (6)
Deborah Jones (3)
Deborah Stack (7)
Nic A (Cassie) (1)
Rosemary Fox (8)
Trish Riley (2)

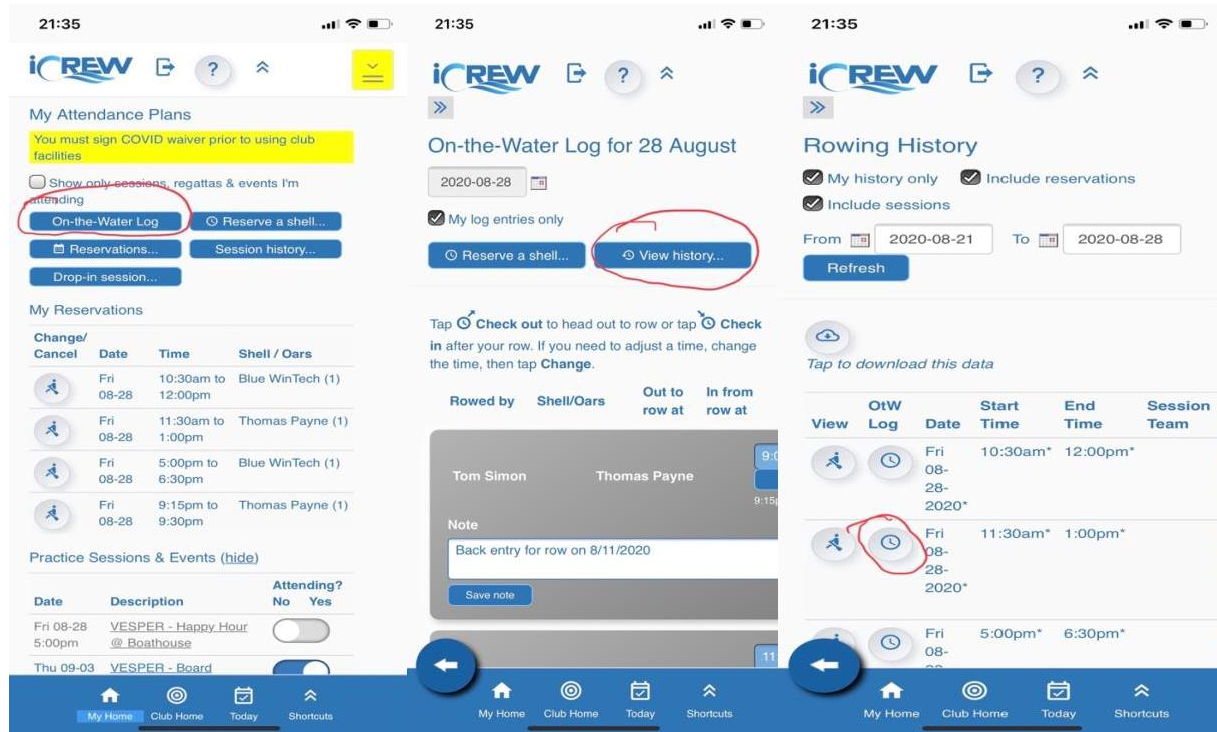
Note

Save note

3.5.1 Reporting Damage

Report damage immediately so that it can be repaired.

Select “On-the-Water Log” from My Attendance Plans, then View History. Select the “OtW” icon for the row where damage was incurred.



Select “Damage Report.” This displays the “New Damage Report.” Scroll down to describe the damage and specify its location. Scroll down to “Save” the report.

The image displays three sequential screenshots of a mobile application interface for reporting damage.

Screenshot 1 (Left): The screen is titled "On-the-Water Log" and shows a date selector set to "2020-08-28". Below this, there are buttons for "Reserve a shell..." and "View history...". A section titled "Check out" provides instructions on how to use the app. Below this, there are input fields for "Out to row at" (5:00pm) and "In from row at" (6:30pm), each with a "Check" button. A "Shell" section shows "Bida WinTech" and a circled "Damage report..." button. At the bottom, there is a "Rowed by" field with "Tom Simon" and a "Miles rowed" field.

Screenshot 2 (Middle): This screen shows the "New Damage Report" form. It includes a date selector set to "2020-08-28". The "Location of damage/issue" field is set to "Nowhere.". The "Description of damage/issue" field contains the text "This is only a test. In the event of real damage a description would be here.". The "Reported by" dropdown menu is set to "Tom Simon". There are also fields for "Repair completed?" (checkbox), "Date repaired", and "Repair notes". A "Save" button is circled at the bottom right.

Screenshot 3 (Right): This screen is identical to the middle screenshot, showing the "New Damage Report" form with the same data and the "Save" button circled.