SCRC iCrew

1 Purpose

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

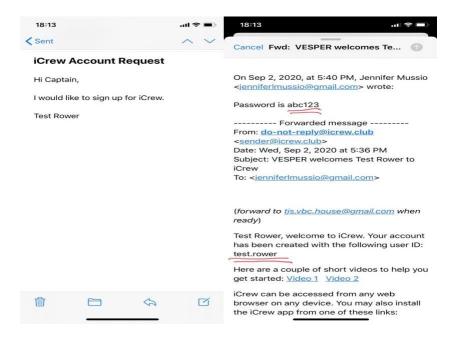
COVID Note: iCrew allows contact tracing. It uses reservations as a record of who uses club equipment and when. Members must reserve club resources in iCrew before use.

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.

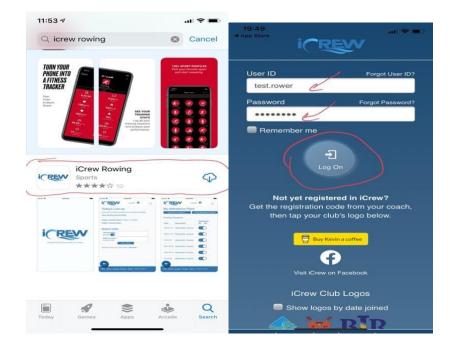
2 Set Up

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 youraccount has been created. Note the User ID and temporary Password.

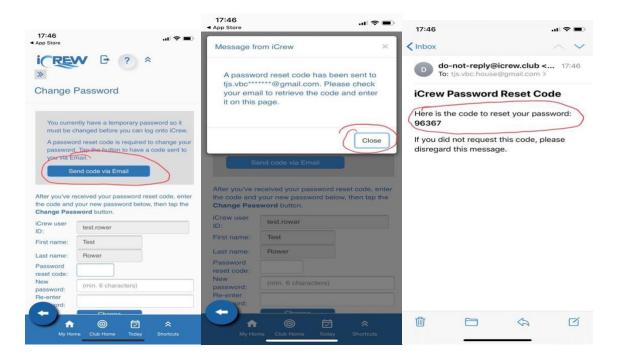


Download the "iCrew Rowing" App. Open the App and enter your User ID and temporarypassword and tap "Log On".



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 codeto reset the password.



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

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	eceived your passwor your new password b sword button.	
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Last name:	Rower	1
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password, ple	re having problems re ase contact a person ange it for you.	
VESPER Adn	ninistrative Contacts	
Alexandra	Golaszewska (<u>alexan</u>	dra23@gmail.co

Alexandra Golaszewska (<u>alexandra23@gmail.cc</u> Shannon Kaplan (<u>syottkaplan@gmail.com</u>) Jennifer Mussio (<u>jenniferlmussio@gmail.com</u>)



2.3 Complete your Profile

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

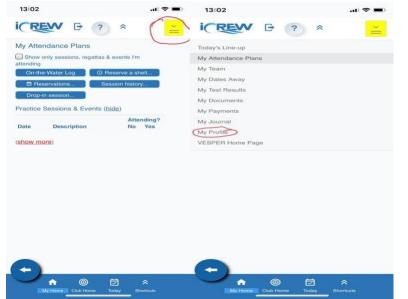
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*Email:					

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.

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2.4 Update Your Profile

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

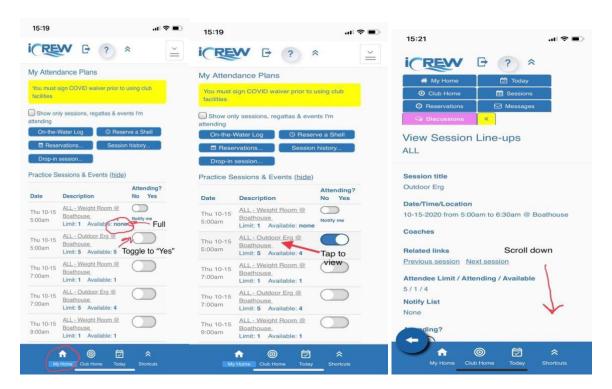


3 Activities

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 andmove the toggle to "Yes." Your slot/seat is secured.

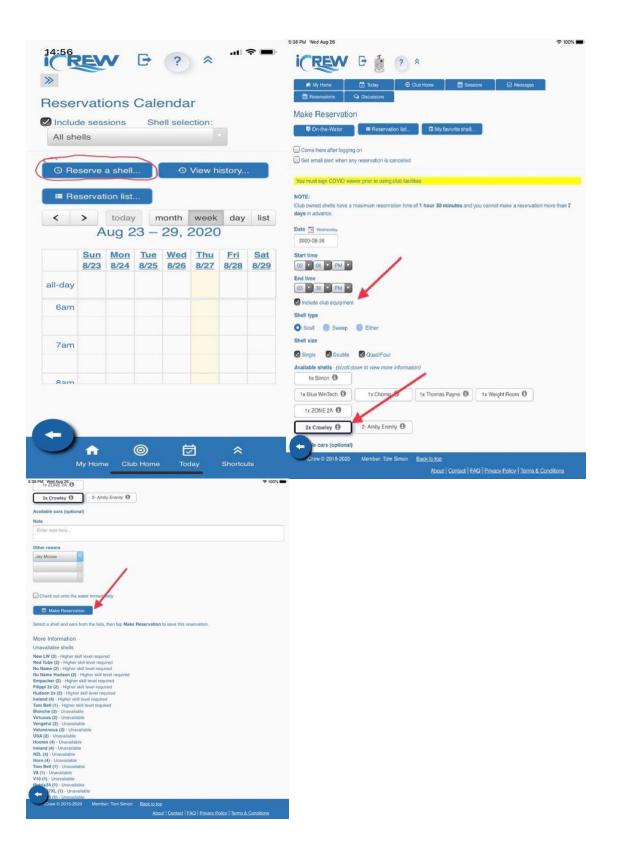
You can view your reservation by tapping the link to the session. The scroll down for details (e.g., who else is signed up).



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

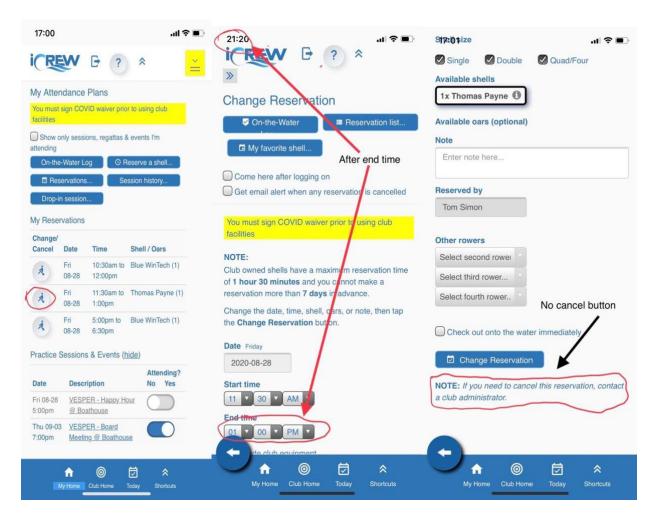
When you reserve a boat, no one else can check it out or reserve it. If you decide not to row, CANCEL YOUR RESERVATION IMMEDIATELY.

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

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Fri 08-28 VESPER - Happy Hour		2020-08-20		Select fourth rower.	
5:00pm @ Boathouse		Start time			
Thu 09-03 <u>VESPER - Board</u> 7:00pm <u>Meeting @ Boathouse</u>		02 ¥ 00 ¥ PM ¥		Change Reservation	
Meeting & Doamouse		End time			
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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."

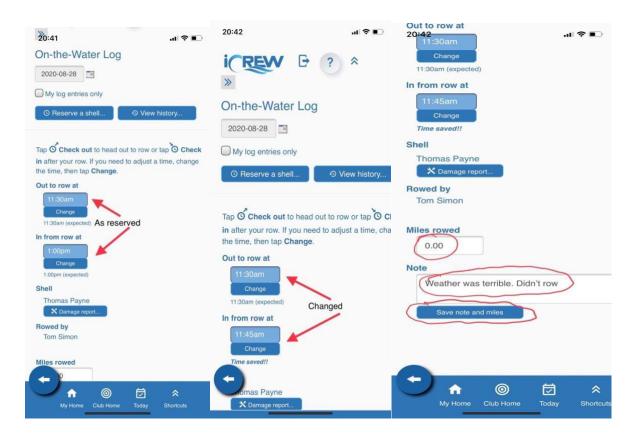


You don't need to contact an administrator.

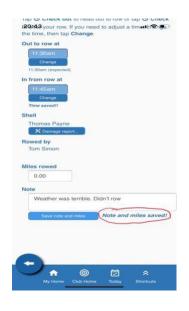
Go to "My Attendance Plans.," press On-the-Water Log, then "View History" and then the OtWicon for the reservation you didn't use.

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The change is saved.



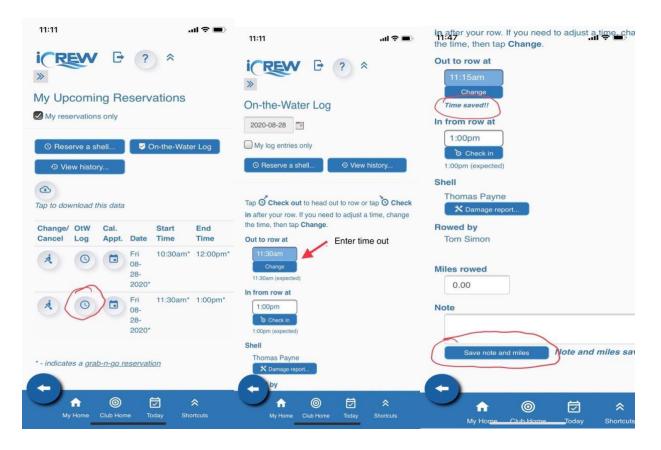
3.4 Check out a boat OtW

3.4.1 Reserved in advance

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

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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."

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

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

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"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.

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	2 Make Reservation										

3.5 Check In after a Row

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



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.

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My Reservations Change/ Cancel Date Time Ri 08-28 12:00pm Ri 11:30am 08-28 11:30am			Out to In from	Tap to download	Start	End Session Time Team
Fri 5:00pm tr 08-28 6:30pm Fri 9:15pm tr 08-28 9:30pm	o Thomas Payne (1)	Tom Simon Note Back entry for row o			Fri 10:30am* 08- 28- 2020* Fri 11:30am* p8-	
Date Description Fri 08-28 VESPER - Happy 5:00pm @ Boathouse Thu 09-03 VESPER - Board Image: Comparison of the second seco	Attending? No Yes Hour E Res Today Shorteuts	Save note	· _		28- 2020* Fri 5:00pm* 08- © E Club Home Tod	

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.

21:42	II 🗢 📭	Date 38 ported	🗢 🗈	21:53	
On-the-Water Log		2020-08-28		Location of damage/issue	
2020-08-28				Nowhere.	
My log entries only		Description of damage/ise	sue		
⊙ Reserve a shell ⊙ \	/iew history	This is only a test. In the e a description would be her		Reported by	
Tap OCheck out to head out to re	ow or tap O Check			Tom Canon	
in after your row. If you need to adj the time, then tap Change.	ust a time, change				
Out to row at		Location of damage/issue		Repair completed?	
5:00pm of Check 5:00pm (expected)		Nowhere. Date repaired			
In from row at		Reported by			
6:30pm Chieck in 6:30pm (expected)		Tom Simon		Repair notes	
Shell		Repair completed?			
Blue WinTech X Damage report		Date repaired			
Rowed by Tom Simon				Save	
Miles rowed		Remain notes			
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