



Crew Manager Skippers Manual

Version 1.2
10 May 2018

<http://crew-mgr.com>

Version	Date	Comment
1.2	5/10/2018	Added Crew Email turn On/Off in Setup
1.1	4/21/2018	Corrected typos
1.0	4/20/2018	Originally published



Skipper Directions for Crew Manager

Summary

The Skipper has control over *Crew Manager* setup, the people listed on the site, scheduling the events, the content & details behind the schedule, and assigning crew to the events. In summary, *Crew Manager* works as follows

- Webmaster setup for the Wordpress Plugin
- Load Crew Members (via upload or individually)
- Skipper setup - designate who has Skipper Rights & setup options
- Load the Season Schedule - All In One Calendar Events (with extra fields)
- Crew (or Skipper) logs in to set "Availability" for each event
- Skipper assigns each available Crew to a position
- Skipper designates what to wear and who brings the beer for an event
- Automatic Email reminders sent to Crew 36 hours (or as set by Skipper) in advance
- Go Sailing and win races!
- Skipper records race results and posts commentary about the race

Details

Webmaster setup for the WordPress Plugin

This is covered in a separate document and is intended for use by someone who is familiar with WordPress and has full administrative rights. *Crew Manager* installs as a WordPress plugin. The website look and feel may be tailored by the Webmaster to suit the Skipper's needs. *Crew Manager* has been thoroughly tested with the Graphene theme but should be compatible with most any WordPress theme. Creating a child theme is recommended to maintain custom setup parameters when themes are periodically updated. The Webmaster installs the other required plugins including the All in One Event Calendar, Email Posts to Subscribers, and User Role Editor. The Webmaster sets up advanced parameters such as CRON job scheduling to trigger automated emails and creates a special role called *Crew Manager* that is assigned to the Skipper. This role provides additional rights so the Skipper may have control over certain content on the website without providing full administrative privileges, which could be dangerous in the wrong hands! The Webmaster sets up an account for the Skipper assigning the role as *Crew Manager* and notifies the Skipper so the password may be set for logging in. Should the Skipper desire to upload Crew from a spreadsheet, the Webmaster should install the WordPress Plugin "Import users from CSV with meta".

Load Crew Members

Crew Manager is intended to be a "closed" enrollment system - meaning that new users must be entered by the Skipper. This is done to prevent the potential of unauthorized users gaining



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access to the system using “open” enrollment where anyone may subscribe via the front end. This trade-off requires more upfront work by the Skipper, but based on the limited size of typical boat crews, should be easy to manage. Additional crew members can easily be added at a later date. Crew members are regular WordPress users that are automatically assigned the role as a WordPress *Subscriber*. Should the Skipper desire a user to have upgraded website privileges (e.g. to help publish and edit posts, to add and edit users, etc.) a user may be assigned the role as *Crew Administrator* by the Skipper in the user’s profile.

An additional option was added for the test site that may be used by any site with the Graphene theme. In the user’s profile is a Graphene theme option to *Hide Email* with a checkbox labeled *Remove email address from your author bio*. Checking this box will prevent that user from displaying in the Crew Roster.

Crew members may uploaded from a spreadsheet saved as a formatted CSV file, or typed individually. The Skipper has the rights to enter Crew using either method. *Crew Manager* uses a limited set of the WordPress user fields, plus it adds another field for the mobile phone number. The only information shown to the public (e.g. people who visit the site but are not logged in) is the short display_name. The Username and display_name fields are usually populated with the same information for an individual user. Typically use a nick name such as Bob, Sally, Joe. etc. If you have Crew with the same first name, consider BobR and BobS (first name and first letter with last name). These must be all letters and numbers (e.g. no special characters or spaces). The Username is what a Crew member will use as their log in with their own password. The first and last names, email address and mobile number are only visible to Crew who are logged in. All information that is entered in WordPress may be changed, except for the Username. Once entered, it may not be changed, except by deleting the user and creating a new user.

Uploading Users via Spreadsheet File

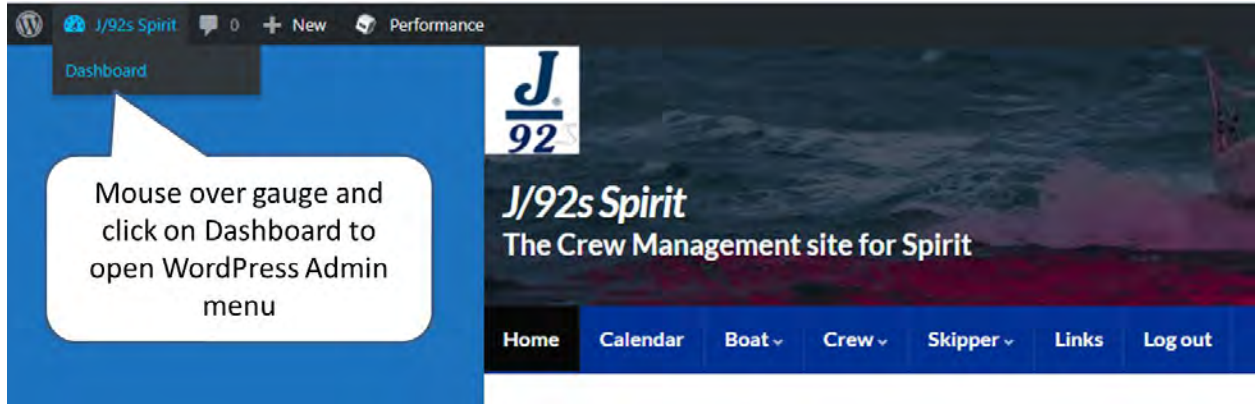
The WordPress Plugin “Import users from CSV with meta” needs to be installed by the Webmaster if not previously done.

1. Create a spreadsheet file with the following column names in the top row:
Username, Email, display_name, first_name, last_name, mobile
2. Populate each row in the spreadsheet with Crew information under the column names.
3. Save the spreadsheet, first in native Excel format (allows easier updates in the future), then using the Save As menu option in Excel as a CSV (Comma delimited) (*.csv) text file.
4. Log in to your *Crew Manager* site as the Skipper if you have multiple logins.

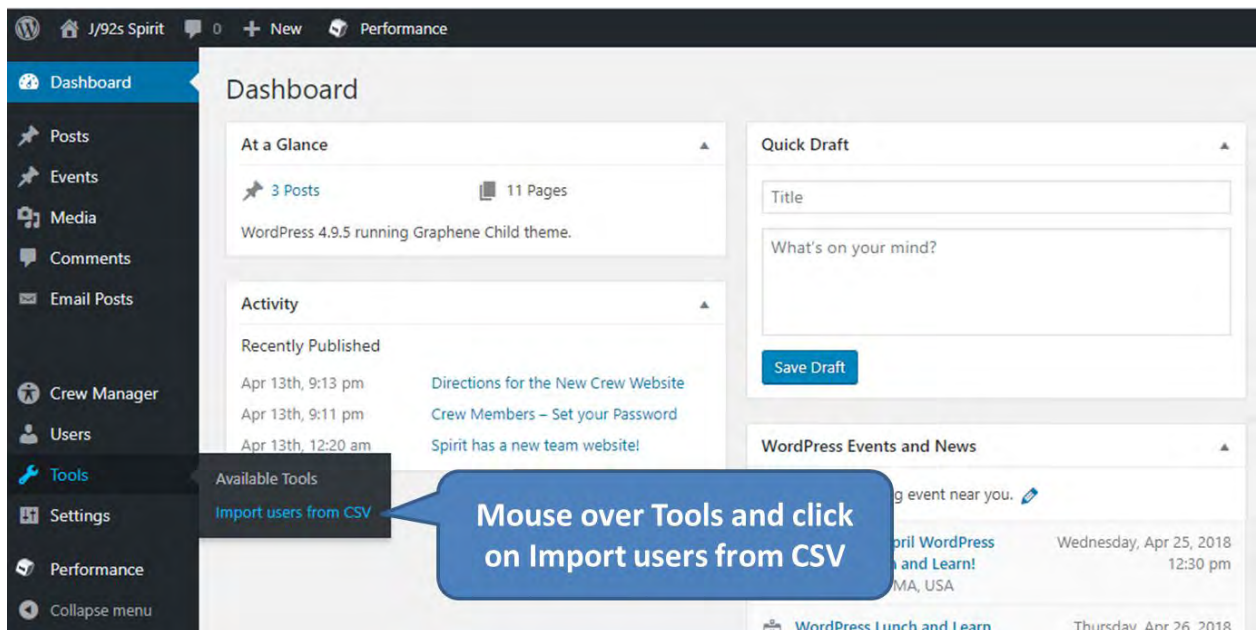


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5. Once logged in mouse over the gauge on the WordPress menu at the top and click on *Dashboard*



6. The WordPress Admin screen will load. On the left side menu, mouse over *Tools* and click on *Import users from CSV*.



7. The plugin will load and provide a plethora of options. If this is a one time upload, just use the default settings. Click on the *Choose File* button located to the right of the *CSV file (required)* label. When the dialog box opens, navigate to the directory where the CSV file containing the Crew was saved and select the file. Click on the blue button at the bottom of the plugin Admin screen labeled *Start Importing*.
8. When the upload is complete, the screen will display the list of Crew that were imported. You may now review and edit any user information by mousing over *Users* and clicking on *All Users*.

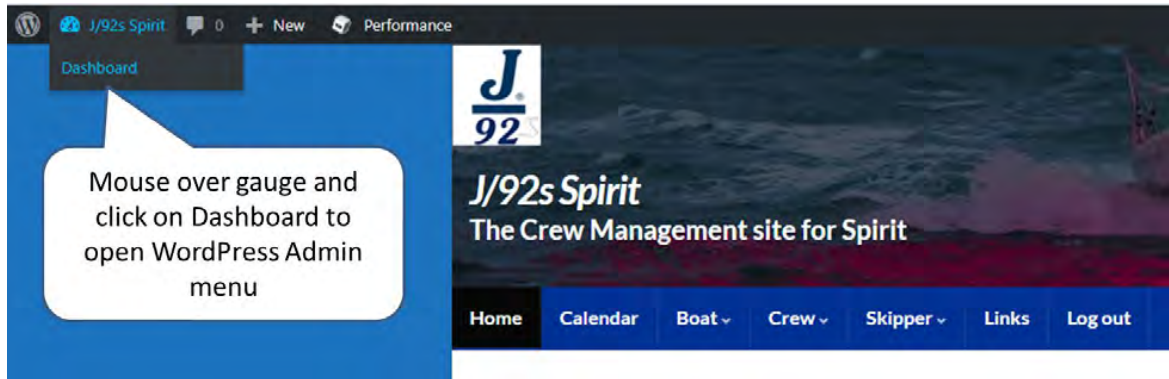
Creating Users Individually

1. Log in to your *Crew Manager* site as the Skipper if you have multiple logins.

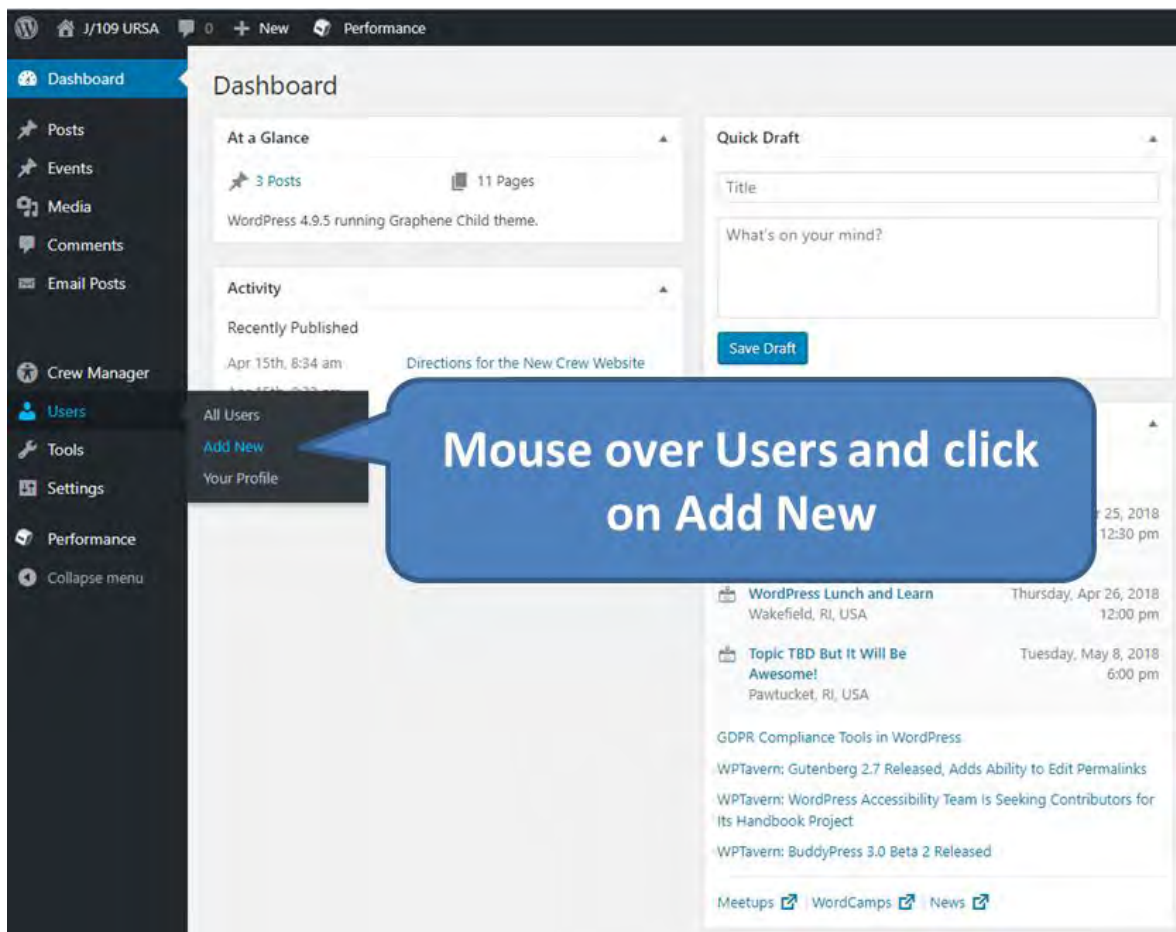


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2. Once logged in, mouse over the gauge on the WordPress menu at the top and click on *Dashboard*



3. The WordPress Admin screen will load. On the left side menu, mouse over *Users* and click on *Add New*



4. Enter information in the following fields: Username, Email, First Name, Last Name and Mobile
5. If you want the new user to get an immediate email when the new user is added, leave the check mark in the box *Send User Notification*. Otherwise, uncheck that box.
6. Click the blue button labeled *Add New User*.
7. Repeat these steps as necessary to add additional users



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Skipper Setup - Crew Manager Options

Crew Manager has a number of one-time setup options with default settings that may be modified by the Skipper. It also includes utilities to help manage email lists used to notify Crew. The setup options usually only require saving on initial setup, but some may decide to change options later to better meet the needs of the Crew. Some examples of changes that might be made in the future include:

- Notification emails sent to Crew are scheduled for an event 36 hours in advance. The Skipper may decide that time is too far in advance, or not soon enough. The setting can be set to another value (e.g. 24 or 48 hours - use a whole number only).
- The Skipper receives email notifications every time a messages are automatically sent showing the number of emails sent for a particular event or post. This might be useful in the beginning or when trying to localize a mail problem, but may become annoying. This notification can be disabled or enabled at any time.
- The Skipper moves to another place and with the boat in a different time zone. Not real common, but the plugin was designed so Skippers no matter where they are located may set their default time zone.
- The Skipper decides that the Crew position titles need to change, or needs to add another position that isn't on the list. The Skipper may update, add or delete the titles used for Crew position assignments.
- The Skipper decides that Crew not available or not assigned a position should be displayed on the event calendar in addition to Crew available and assigned a position.
- The Skipper has a Webmaster who is part of the crew and wants to include that person on the Crew roster. Conversely, the Skipper might have employed a Webmaster who is not part of the Crew and does not want that person's information displayed on the Crew roster. There is a check box that allows enabling or disabling display of the WordPress administrator on the Crew roster.

Crew Manager Admin Setup - Modify Settings

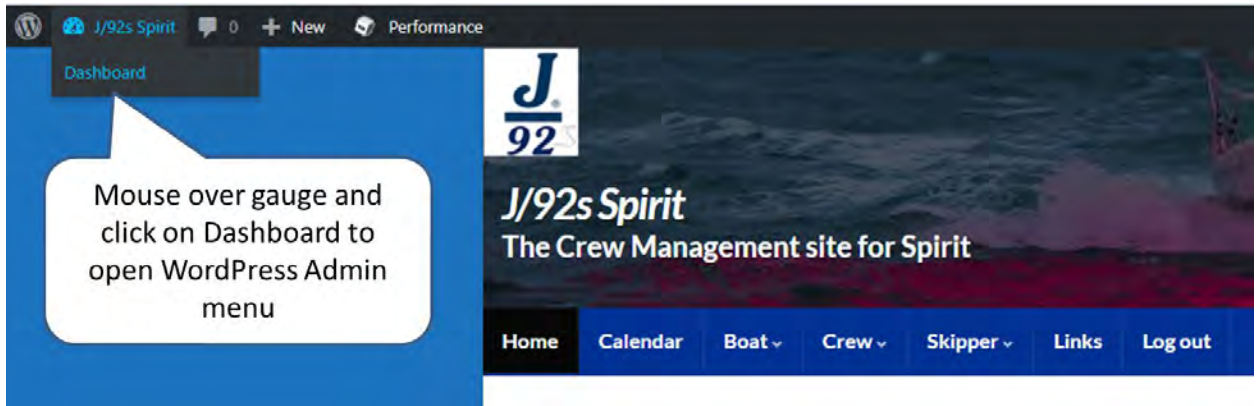
The default settings for Crew Manager are set and saved from this menu. The first time the Skipper logs in to Crew Manager, this screen should be accessed and reviewed, any changes desired entered, and the settings saved. It is a one time action that is only needed again should any of the setting options need to be changed.

1. Log in to your *Crew Manager* site as the Skipper if you have multiple logins.

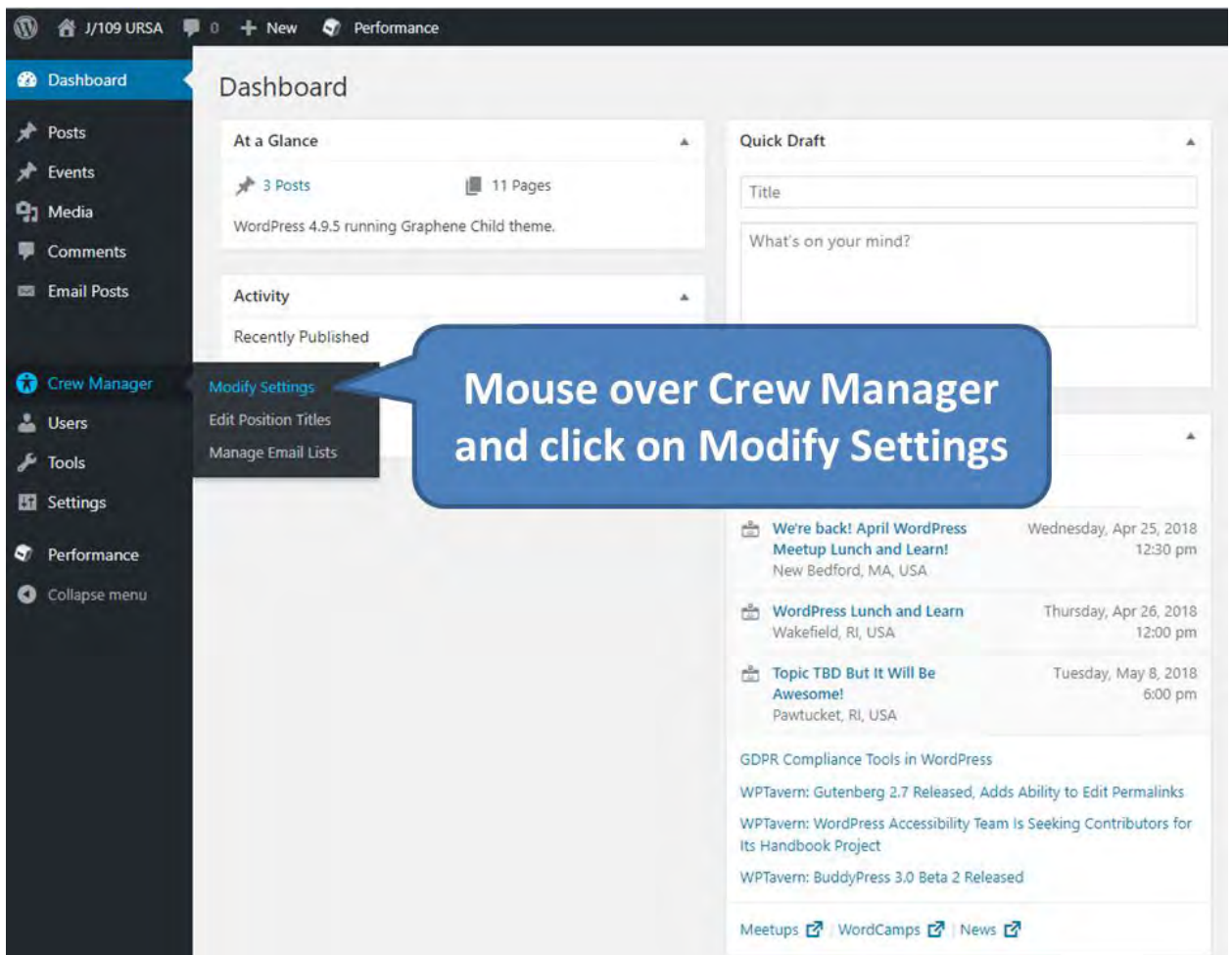


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2. Once logged in mouse over the gauge on the WordPress menu at the top and click on *Dashboard*



3. The WordPress Admin screen will load. On the left side menu, mouse over *Crew Manager* and click on *Modify Settings*.



This opens the Crew Manager Admin Setup page where all of the default settings for Crew Manager may be modified. The page is shown below followed by an explanation of the settings that may be modified.



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- Correct Time for Local Time Zone:** Select the default time zone from the drop down if not New York. The program automatically compensates for the shift between daylight savings and standard time for those time zones that change.
- Crew Email Turn On or Off:** Using the radio buttons select whether to have crew emails sent for event reminders, notices when results are posted, and notices when new posts or comments are posted.
- Crew Reminder Email Lead Time:** Type in the crew reminder email lead time if not 36 hours. Enter the lead time as a whole number.
- Designate the Skipper... The Captain of the Ship!:** Using the drop down select who the Skipper is. The Skipper gets access to all the Skipper screens and can manage Crew assignments.
- Designate Skipper Access for an Additional Crew Member:** Using the drop down select an additional Crew member who will have Skipper access, if desired. This individual gets access to all the Skipper screens and can manage Crew assignments the same as the Skipper.
- Suppress Wordpress Administrator Display on Crew Roster:** The WordPress Administrators are not displayed on the Crew roster by default. Should the Skipper desire to have the WordPress Administrator displayed on the Crew roster, click *Show*. Note: It is best practice to create a separate login so the full WordPress Admin rights are only used when needed.
- Suppress Display of Crew Not Available for Events:** Using the *Hide* or *Show* options, "Not Available" crew may be hidden from the event list (Calendar Entries) and from Crew Assignments on the menu. The default setting keeps "Not Available" Crew hidden. It is always possible to view "Not Available" status for all crew via Skipper menu items and for Crew who are logged in using Crew Availability on the menu.
- CRON Trigger Source for Email Posts to Subscribers:** This setting is what enables sending automatic email notifications. Setup requires the Webmaster to configure a CRON job via the cPanel login. Option 1 (preferred) - Crew Manager plugin directly



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triggers Email Posts to Subscribers plugin. A link is generated by the Crew Manager plugin to setup the CRON. The Webmaster copies the link in the text box on the screen to setup an hourly CRON at minute 59 every hour in cPanel. Option 2 is provided if option 1 doesn't work which requires CRON task setup in cPanel for both Crew Manager and Email Posts to Subscribers. The Crew Manager CRON is triggered hourly and Email Posts to Subscribers CRON triggered 1 minute later. This requires that two CRON tasks be scheduled.

12. **Suppress Wordpress Administrator Sent message Email notifications:** Using the *On* or *Off* options, the Email notifications to the administrator from the Email Posts to Subscribers plugin may be enabled. This is good for debug, but once all is working, the notification messages may be turned off. The default setting is *On*.
13. When all the settings are as you desire, click the blue button at the bottom labeled *Save All Changes*.

Crew Manager Admin Setup - Edit Position Titles

The Crew Manager plugin loads a number of crew positions that may be assigned by the Skipper. The titles on the crew positions may be edited, deleted or new positions added. A word of caution: Deleting a position title that any crew member has been assigned to for an event will require that the crew member be assigned to another position.

There are three position titles with special functions that are not displayed on the editing screen. These may not be deleted or modified.

- *Not Assigned* is default for crew not yet assigned to a position by the Skipper. The row is color coded with a white dot / white background.
- *Standby Crew* is assigned by the Skipper for crew who may be scheduled for the event, but not yet confirmed. The crew member must verify with the Skipper the day of the event if still coded as *Standby Crew*. The row is color coded with a yellow dot / yellow background.
- *Stay Ashore* is assigned when there are too many crew with availability set to Yes. This designates a crew member who is not on the boat for the event. The row is color coded with a red dot / pink background.

Any crew member who has indicated *Yes* for availability and is assigned a position by the Skipper designates a crew member confirmed for the event. The row is color coded with a green dot / green background, unless assigned the position of *Standby Crew* or *Stay Ashore*.

Any crew member who indicated *Maybe* for availability and is assigned a position by the Skipper designates a crew member as possible for the event. The row is color coded with a yellow dot / yellow background. If the individual changes availability to *Yes* the position is confirmed and the row is color coded with a green dot / green background.

Assuming you are already logged in as the Skipper, do the following to update, delete or add a crew position.



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1. On the left side menu, mouse over *Crew Manager* and click on *Edit Position Titles*.

The screenshot shows the 'Rename, Delete or Add Crew Position Titles' interface. On the left is a sidebar menu with 'Crew Manager' selected, and 'Edit Position Titles' is highlighted. The main area contains a list of crew positions, each with a text input field for renaming and a checkbox for deletion. The list includes: Bar Tender, Co-Skipper, Cook, Crew, Floater, Foredeck, Grinder, Guest, Headsail Trimmer, Helm, Jib Trimmer, Main Trimmer, Mast, Navigator, Pit, Rail Mast, Skipper, Snacksician, Spinnaker Trimmer, Squirmel, Tactician, Trainee, and Watch Captain. Below the list is a text box for adding new positions and a blue 'Submit Position Updates' button. To the right of the list, there is explanatory text about how crew positions are displayed in a dropdown and the meaning of different background colors (white, yellow, pink, green) for various crew statuses like 'Not Assigned', 'Standby Crew', and 'Stay Ashore'.

2. To modify a position title, edit the text in the white text boxes to however you want the position title to be displayed. This can be done for multiple positions at once.
3. To delete a position, check the delete box next to the position name. This can be done for multiple positions at once.
4. To add a position, type the new position title in the text box at the bottom of the list. Only a single position may be added at a time.
5. When all the position title modifications are as you desire, click the blue button at the bottom labeled *Submit Position Updates*.

Crew Manager Admin Setup - Manage Email Lists

The Crew Manager plugin relies on the Email Posts to Subscribers plugin (ELP) to send all crew notification emails for upcoming events and to email new posts that are published. ELP maintains its own mailing lists in a section labeled *Subscribers*, separate from the WordPress users list where Crew have been imported or typed in manually. The Crew Manager Manage Email Lists page allows the Skipper to push a button and transfer the Crew lists to the ELP plugin. Once the list is transferred, the Skipper may edit the list in the ELP plugin to remove any people the Skipper does not want to receive new emails. Because this is a manual process, whenever a new Crew member is added, the Skipper must use this procedure to update the ELP *Subscribers* list, or new Crew members added will not receive any new posts published. Crew that are scheduled for an event will always receive email notifications for the event, even if the Skipper did not copy them to the ELP *Subscribers* list.

Assuming the you are already logged in as the Skipper, do the following to update the email list:

1. On the left side menu, mouse over *Crew Manager* and click on *Manage Email Lists*.



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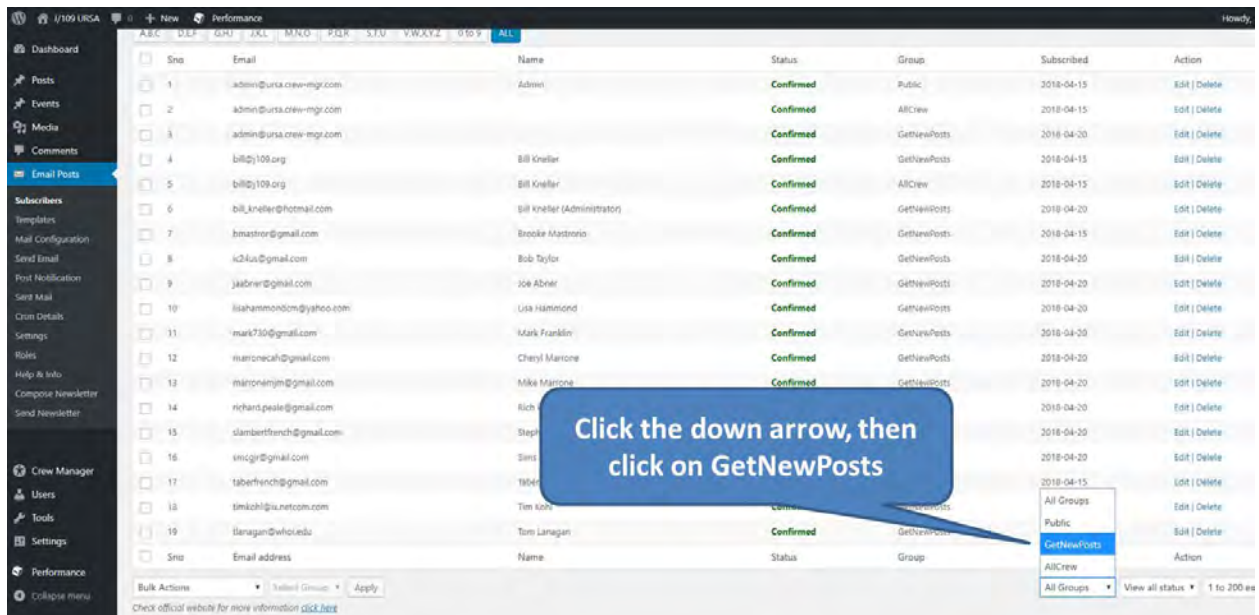
2. Click on the top right blue button labeled *Update GetNewPosts Email Group*.



3. A message will be displayed
Names written to database
You may now delete any names from the group by clicking on this [Email Posts to Subscribers List link](#). Scroll to the bottom of the page and select the *GetNewPosts* group.

4. Click the link in the message, or on the left menu mouse over *Email Posts* and click on *Subscribers*.

5. Scroll to the bottom of the page that opens, then click on the drop down arrow that displays *AllGroups* and select *GetNewPosts*.

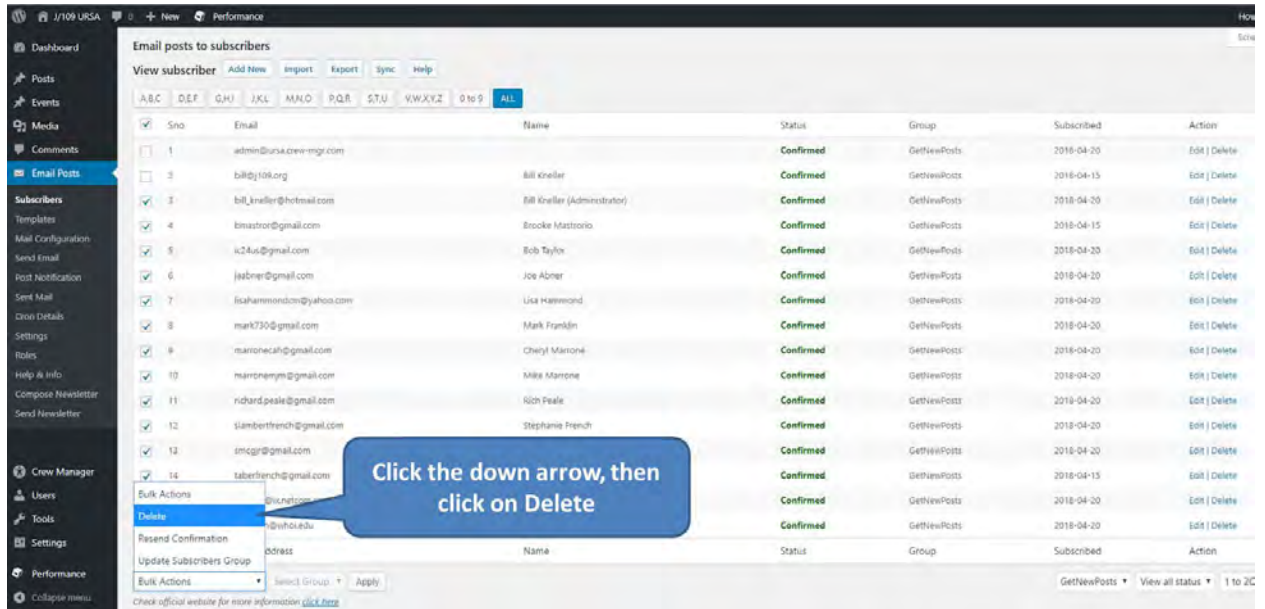


6. The screen updates showing only the users in the *GetNewPosts* group.
7. You may selectively delete users individually by clicking *delete* in the action column on the right for particular row, or by checking the box to the left of a row for multiple users. Once the desired rows are selected, scroll to the bottom left and click the arrow on the *Bulk Actions* drop down. Select *Delete* then click the *Apply* button and acknowledge the



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dialog boxes that appear to confirm deletion.



The email list as edited will be used for sending future posts that are published.

Load the Season Schedule - All In One Calendar Events

The Crew Manager plugin takes advantage of the All in One Event Calendar (A11EC) plugin to setup a calendar for the season. The A11EC plugin provides a full featured calendar with different views available. It also supports graphical icons associated with events that provide a professional look. A11EC has integrated in the Calendar the ability to add custom fields, which Crew Manager takes advantage of for Uniform (e.g. what color shirts to wear), Registered (Yes - the boat has registered for the event) and Fees Paid (Yes or a date when the fees are due). After the event, the entry may be updated with the finish (1 of 7 or 1st) and a link to the finish results. It also allows entry of a series finish (2 of 7) and a link for the series results.

The minimum information required for A11EC entry includes:

- Date - the day the event is scheduled
- Location - Where the boat will be located for the event

Additional information that is recommended for the A11EC entry includes

- Start time - The time the Skipper wants people at the boat
- Category - A checkbox that allows filter views (e.g. PHRF, Delivery, Cruising, One Design)
- Uniform - A text field to let the crew know what to wear (e.g. white shirts)
- A description with supplementary information - This is a free form text field where information about the race may be entered. Consider adding tides and currents, post event party plans, links to the NOR and SI, or whatever the crew would find helpful preparing for the event
- Featured Image - this allows upload of an image to be displayed with the event. The organizers burgee or the race logo provides a nice touch when users mouse over the event.



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- The end time and ability to repeat and event is included in the date & time section
Bottom line - the AI1EC calendar entry reminders schedule by Crew Manager and sent by ELP automatically will include all this information sent to crew members. Take the time to provide as much information possible so the Skipper won't get last minute phone calls!

Assuming the you are already logged in as the Skipper, do the following to create a new calendar event. In the example below, sample text is used to illustrate an entry.

1. On the left side menu, mouse over *Events* and click on *Add New*. The Add New Event page opens.

The screenshot shows the 'Add New Event' page with several callout boxes:

- Block where Title is entered:** Points to the 'Enter title here' text input field.
- Published status block showing Draft, Scheduled or Publish. Includes Preview, Save Draft & Publish Buttons:** Points to the 'Publish' sidebar containing 'Save Draft', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Pages from cache', and a 'Publish' button.
- Categories area where a category may be designated:** Points to the 'Categories' sidebar with a tree view including 'Cruising', 'Delivery', 'One Design', 'Inuit', 'Pleasure', 'Social', and 'Training'.
- Event Details area where Date, Time and Repeating info is entered:** Points to the 'EVENT DATE AND TIME' section with options for 'All-day event', 'No end time', date and time pickers, 'Time zone', and 'Repeat' options.
- Featured Image area where an image may be added to the event:** Points to the 'Featured Image' sidebar with a 'set featured image' button.

2. *Enter Title Here:* JYC Spring Race #1
3. *Event Date and Time:* Click date chooser and select May 8, 2018 and the time 5:15pm (time to be at the boat)
4. *Event Date and Time:* Check *No end time* or use the date chooser to select a day and time.



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5. *Event Location Details: Navy Marina* in Venue Name. For away locations, consider entering the complete address

The screenshot shows the 'Add New Event' form in the Skipper application. The 'Event Location Details' section is highlighted with a blue callout bubble that says: "Event Location Details – Enter the place to be in the Venue Name. Add an address if it might help the crew." The form includes fields for 'Venue name' and 'Address', and a checkbox for 'Input Coordinates'. A 'Show Map' checkbox is also visible on the right side of the form.

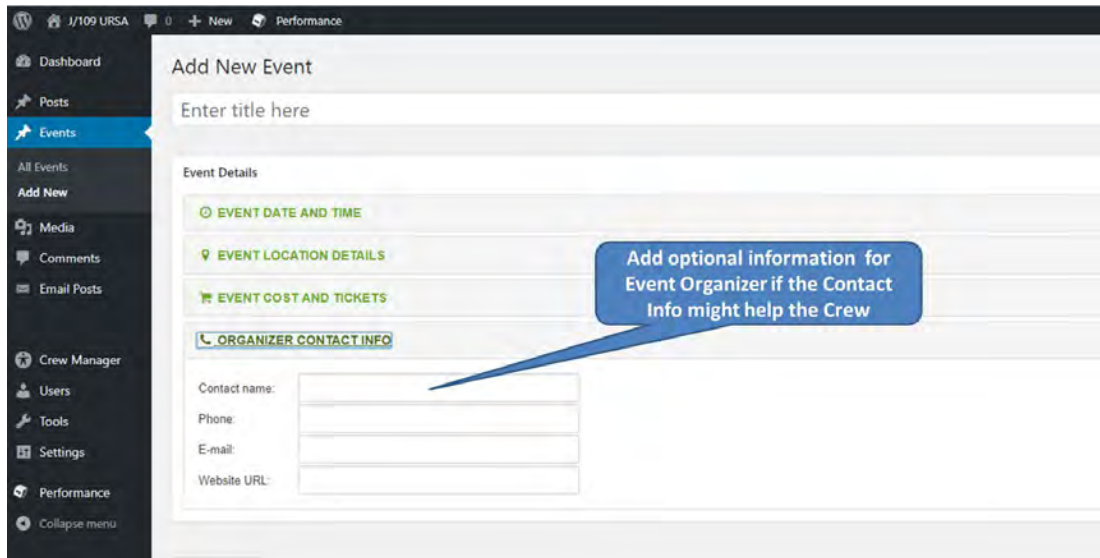
6. *Event Cost & Tickets*: leave blank or fill in the external link if you want crew to purchase tickets for an event

The screenshot shows the 'Add New Event' form in the Skipper application, focusing on the 'Event Cost and Tickets' section. A blue callout bubble points to the 'External Tickets' radio button with the text: "Add optional information for tickets – External Tickets opens a box to enter a link". The form includes radio buttons for 'No Tickets', 'Time.ly Tickets', and 'External Tickets', and a checkbox for 'Free Event' with a 'Cost' input field.



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7. *Organizer Contact Info*: leave blank or fill in info if it would help the crew

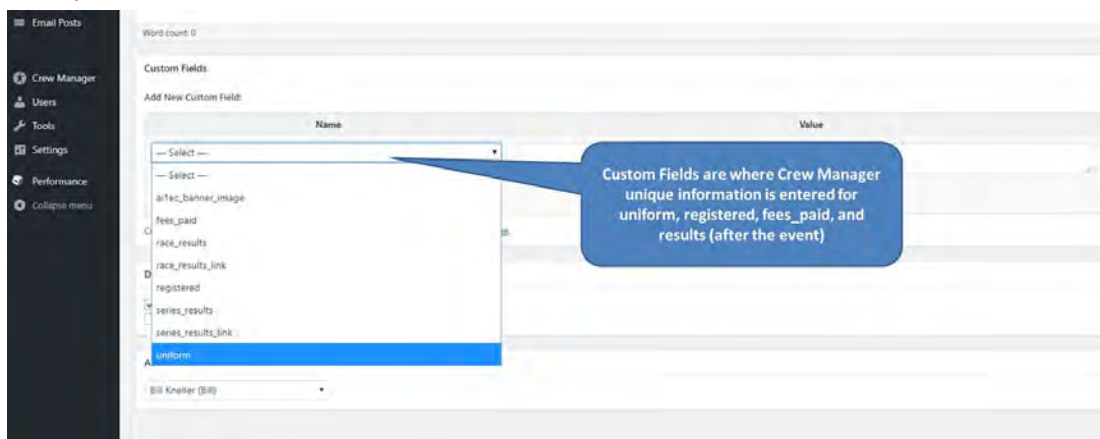


8. *Text Area for Details*: Type free form text with any information that might help the crew. Tides and currents expected, link to race documents, etc. Note the tabs at the top right or the box labeled *visual* and *text*. Text is basic and allows use of raw html. Visual provides an editing toolbar. **Note:** Crew Manager automatically adds the text [crew] at the end of this field when it is saved. This is a shortcode that tells WordPress to display the custom Crew Manager information (crew list, positions, assignments, shirts, etc.) to those viewing the event. If you inadvertently remove [crew] when editing, the Crew Manager information will not be displayed. Should this happen, just open the event to edit and type [crew] at the end of the field and click Publish to save it.

9. *Categories*: Check which category this event is (PHRF, One Design, Delivery, etc.)

10. *Featured Image*: Click on *Set Featured Image* to open the media library. If the image is not in the library, it may be uploaded.

11. *Custom Fields*: Click the arrow on the *Select* dropdown, then click *uniform*. In the *Value* field type White Shirts, then click the *Add Custom Field* button.



12. Scroll up and click the *Save Draft* button. Click the *Preview* button and check your work in the page that opens. Go to the original page being edited and make any corrections. Click *Publish* when complete. Close the preview window that opened.

Some handy tips:



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- When entering a series (e.g. JYC Spring Series) make the first entry with the label JYC Spring #1. In the date chooser, once the start date and time are entered, check the *Repeat* box and setup “repeats every week”, then set the number of occurrences or the end date. Save as draft, then you may edit each week and fill in the race number (JYC Spring #2, JYC Spring #3, etc.)
- Copying a previous event that is similar using *Clone to Draft* makes it easy to create a new entry without having to type the details. The date may be modified, and the title change.
- When logged in as the Skipper, you may edit events from the front of the website. Click *Calendar* on the menu, then Click on the + symbol to expand a particular event and see the details. As you mouse over each event the *Edit* link will be displayed that you may click on to edit that event.

Skipper sets “Availability”, “Position” & “Assignments” for events

Once the Crew is loaded into WordPress as *Subscribers* and the boat schedule is entered as AI1EC events, the availability of each Crew member is set for each event. Ideally each crew member does this by logging in and setting their availability using the procedure outlined in the *Crew Member Team Website Directions* manual.

The Skipper may set availability for any crew member as follows:

Assuming the you are already logged in as the Skipper, do the following to set availability, positions and assignments for any Crew.

1. On the top menu, click the down arrow next to *Skipper* then click on *Skipper Edit Assignments by Crew*.

The screenshot shows the Crew Manager website interface. At the top, there is a navigation menu with items: Home, Calendar, Boat, Crew, Skipper, Links, and Log out. The Skipper menu is expanded, showing options: Skipper Edit Assignments, Skipper Assign Crew, Skipper Assign Crew by Event, and Skipper Assign Crew by Event. A blue callout box points to the Skipper menu with the text: "The Skipper Menu provides options to make assignments by Crew member, or by Event." The main content area displays a calendar for April and May 2018, with an event titled "Spring Dinner" highlighted. To the right, there is a section for "UPCOMING EVENTS" listing several races. At the bottom, there is a section titled "Directions for the New Crew Website" with a link to marquee.crew-mgr.com/directions-for-the-new-crew-website/.



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2. On the page that opens, click the drop down arrow to open the drop down and select a crew member by clicking on the name.

Home Calendar Boat Crew Skipper Downloads Bug Tracker Log out Search

Return to Skipper

Skipper Edit Assignments by Crew

Jimmy -> Jimmy Spithill <-Select & Click Here to Update

Crew Member Selected: Jimmy User ID: 10 (Jimmy Spithill)

Use Select Crew -> Click Update -> For each event choose Available, Position & type in any Assignment -> Click Submit Changes at bottom

Crew Color Codes: Green crew is confirmed. Yellow crew need to verify with Skipper. Red does not crew for event. White crew position assignment not made yet.

Event	Date	Location	Available	Position	Assignment
Crew Manager Test Event	Fri, Apr 20th 8:15 AM	My Desk	-- Select Av.	-- Select a Position	
Crew Manager Website Training for Beta Testers	Sat, Apr 21st 5:00 PM	Leidos	-- Select Av.	-- Select a Position	

Submit Changes

(1) Use the Select Crew drop down to get the desired Crew, then click the Select button to the right of it

(2) Set Availability (if Crew did not), designate the Position, and make assignments (Bring Beer!)

(3) Submit Changes when edits are complete

3. Click the blue *Select & Click Here to Update* button. The screen will update and load information for the selected Crew member.
4. The entire season is displayed by event
5. You may change the Crew members availability to Yes, No or Maybe for any event
6. You may designate a Crew position using the position drop down for any event.
7. You may assign the Crew member a task in the text box such as "Bring Beer"
8. Scroll to bottom and click blue button labeled *Submit Changes*
9. The screen refreshes with any changes made - no notifications are sent, unlike when a crew member updates availability

Alternate Method for Skipper Setting Availability, Positions & Assignments

The previous section described a process where the Skipper set Availability, Position and made Assignments using a view for each individual crew member. There may be times when the Skipper wants to see all Crew listed for a regatta and make changes. This is enabled via the second option under the *Skipper* menu.

The Skipper may set availability for any crew member on an event view as follows:

Assuming the you are already logged in as the Skipper, do the following to set availability, positions and assignments for any Crew.

1. On the top menu, click the down arrow next to *Skipper* then click on *Skipper Assignment Crew by Event*.



Skipper Directions for Crew Manager

2. The entire season is displayed by event

The screenshot shows a web interface for managing crew members. At the top, there are tabs for 'Event', 'Date', 'Location', 'Uniform', 'Registered', 'Fees', and 'Results'. The current event is 'Crew Manager Website Training for Beta Testers' on 'Sat, Apr 21st 5:00 PM' at 'Leldos'. A blue callout bubble points to the table with the instruction: '(1) Modify Availability, designate the Position, and make assignments (Bring Beer!)'. A blue note box on the left states: 'Note: Names only show in this view if availability was previously set to Yes, No or Maybe.' The table has columns for 'Name', 'Available', 'Position', and 'Assignment'. The rows are color-coded: green for 'Yes' availability, yellow for 'Maybe', and pink for 'No'. The 'Assignment' column contains text boxes where tasks are entered. A 'Submit Changes' button is at the bottom right, with a blue callout bubble pointing to it: '(2) Submit Changes when edits are complete'. A summary at the bottom of the table reads: 'Total Crew 6 = Confirmed (5) + Maybe (1)'.

Name	Available	Position	Assignment
Bill Kneller	Yes	Crew	Laptop with presentation
Brooke Mastrorlo	Yes	Crew	
EC Helme	Yes	Crew	
Sam Goldblatt	Yes	Crew	
Taber French	Yes	Crew	
Jimmy Spithill	Maybe	Rail Meat	
Mark Boivin	No	Not Assigned	

3. You may change the Crew members availability to Yes, No or Maybe for any event
4. You may designate a Crew position using the position drop down for any event.
5. You may assign the Crew member a task in the text box such as "Bring Beer"
6. Scroll to bottom and click blue button labeled *Submit Changes*
7. The screen refreshes with any changes made - no notifications are sent, unlike when a crew member updates availability

Recording Race Results

Race results are easily entered on existing AI1EC calendar entries. The easiest method is to open the calendar, find the event, and edit the event. The event could also be edited from the admin panel in WordPress by finding the event on the event list, then editing it there.

Assuming the you are already logged in as the Skipper, do the following to edit an existing calendar event. In the example below, sample text is used to illustrate an entry.

1. On the top menu, click on *Calendar*.
2. Navigate forward or reverse using the left and right arrows as needed to have the event show on the page



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Expand All allows viewing detail on events in list

Categories

APRIL 2018

Expand All

APR 7 Sat 2018

Twenty Hundred Club Shore Party @ Bristol YC
Apr 7 @ 6:00 pm – 9:00 pm

Join the Vento Solare crew at the awards dinner at Bristol YC. We will be getting lots of silverware for the 2017 race results!

Drinks start at 6:00pm with dinner served at 7:00pm. After the event at Bristol YC we'll do the annual Bristol pub crawl.

Tickets offered on the Twenty Hundred Club online shop.
Registered: Yes Fees Paid: Yes Uniform: Party attire!

Be at Bristol YC - Sat April 7th @ 6:00PM

Race Results: 1st AAJ Challenge Non-Spin, 2nd Cullyhunk, 1st BI

Crew Color Codes: Green crew is confirmed. Yellow crew need to verify with Skipper. Red does not crew for event. White crew position assignment not made yet.

Name	Position	Assignment	Available
Brenda	Guest	Bing Cindy!	Yes

UPCOMING EVENTS

APR 29 Sun 2018 1:30 pm Crew Practice @ Navy Marina Slip A49

MAY 1 Tue 2018 5:15 pm Crew Practice @ Navy Marina Slip A49

MAY 5 Sat 2018 3:00 pm Crew Practice / Pleasure Sail @ Navy Marina Slip A49

MAY 8 Tue 2018 5:15 pm JYC Spring Series #1 @ Navy Marina Slip A49

MAY 15 Tue 2018 5:15 pm JYC Spring Series #2 @ Navy Marina Slip A49

3. Mouse over the event and click on the *Edit* link that appears.

Edit appears on mouse over

APR 17 Tue 2018

North Sails Spinnaker Trial @ Borden Light Marina Edit

Apr 17 @ 2:45 pm – 4:45 pm

This is a good weather only event that has been moved from Monday to Tuesday due to weather. It will be rescheduled if the weather does not support a good photo shoot and flying the spinnaker!

We will make a decision the evening before on weather and notify everyone on the plan to go or not.

North Sails will be looking at a new spinnaker design and the North Sails crew will be onboard to take pictures. Meet at the Borden Light Marina slip @ 2:45pm to rig the boat and plan on going out at 3pm.

Crew includes:
Chuck Allen
Jack Orr
Brooke Mastrorio
Tim Kohl
plus below

Be at Borden Light Marina - Tue April 17th @ 2:45PM

Crew Color Codes: Green crew is confirmed. Yellow crew need to verify with Skipper. Red does not crew for event. White crew position assignment not made yet.

Name	Position	Assignment	Available
Bill	Helm		Yes

4. The *Edit Event* screen opens. Scroll down to display the section labeled *Custom Fields*



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5. *Custom Fields*: Click the arrow on the *Select* dropdown, then click *race_results*. In the *Value* field type results (e.g. 1st, 3 of 8, etc.), then click the *Add Custom Field* button. If there is a link to the results on the web, repeat the procedure and select the custom field *race_results_link*. The full link is typed (or pasted) into the *Value* field.
6. If there are series results, the same procedure is used using the custom field names *series_results* and *series_results_link*.
7. Scroll up and click the *Publish* button. If Crew Emails are enabled, an immediate email is sent to crew members listed as Crew for that event.

The race results are displayed in multiple areas including:

- On the main menu *Race Results by Year* under *Boat*
- In the respective calendar entry when it is opened
- On the main menu *Assignments* under *Crew*, results are shown in the header for each event
- On the main menu *Skipper Assign Crew by Event* under *Skipper*, results are shown in the header for each event
- In Crew emails that are sent if the Crew Email option is enabled