



Crew Manager

Skippers Manual Supplement

Crew Hide Feature

Version 2.6
4 September 2019

<http://crew-mgr.com>

Version	Date	Comment
2.6	9/4/2019	Originated supplement to describe Crew Hide Feature for the "closed visibility" model.



Skipper Manual Supplement

Crew Hide Feature

Summary

Crew Manager was developed assuming that all crew are visible on the boat schedule crew lists with other crew assigned to events. One boat desired a different approach to set up the boat schedule and staff crew where the crew does not have visibility of others assigned to various events. The following attributes were desired

- Skipper develops a schedule
- Crew members are contacted individually by the Skipper to determine availability for specific events. Different people crew for the various events on the boat schedule.
- The Skipper desires to keep the crew lists for each event private, so people do not know who is on the crew for other events
- Other Crew Manager features are desired such as automated event notification

Crew Manager has been updated with settings to accommodate these desires. There is no change required should an existing or future Skipper want to maintain the “open visibility” approach as it is the default setting. The following summarizes changes to settings screens and screens to enable the “closed visibility” approach.

- **Crew Manager Modify Settings** located in the WordPress Admin panel includes two pairs of new checkboxes. The first pair allows the Skipper to hide or show Crew on the *Calendar*, *Crew Availability* and *Crew Assignments* lists. The second enables or prevents Crew from setting availability online. If prevented, the Skipper must enter availability for each Crew member.
- **Crew Manager Manage Groups** located in the WordPress Admin panel includes a new group called *Show Crew*. This group allows selected users to be always visible on the *Calendar*, *Crew Availability* and *Crew Assignments* lists when the *Hide Crew* option is selected in *Crew Manager Modify Settings*. The Skipper may want to check their own *Show Crew* setting so they are always seen on Crew lists.
- **Calendar events with the associated Crew lists** are modified by WordPress Admin panel settings to hide or display Crew, and allow or deny Crew the ability to set their availability online. Crew members added to the group *Show Crew* will always display on the *Calendar* crew lists. A Skipper or Admin who is logged in will see all Crew members, while others only see those that the Skipper has added to the *Show Crew* group.
- **Crew Availability** displays a logged in Crew member’s availability for all events if prevent updates is checked in the WordPress Admin panel. If the Skipper allows updates in the WordPress Admin panel, the availability dropdown will be displayed and availability may be changed and submitted.
- **Crew Assignments** for all events displays crew marked with *Show Crew*, and the logged in Crew member’s availability if prevent updates is checked in the WordPress Admin panel. If the Skipper allows updates in the WordPress Admin panel, the availability dropdown will be displayed and availability may be changed and submitted.



Skipper Manual Supplement

Crew Hide Feature

What People See With Various Crew Hide Modes

Default Setting - Show

The *Crew Availability* and *Crew Assignments* lists set to *Show* is the default setting unless the Skipper changes this to *Hide*. All crew lists and displays operate as described in the Crew and Skippers manual with “open visibility” model.

Optional Setting - Hide with Prevent Crew Setting Availability

The *Crew Availability* and *Crew Assignments* lists set to *Hide* with the default setting of *Prevent* for *Allow Hidden Crew to Set Availability* disables crew from setting their availability on any screen (e.g. the *Availability* dropdown selector and *Submit* button are not displayed). In this mode, the Skipper must obtain availability for each crew member and enter it using the *Skipper* menu options. Crew will see their own availability that was entered, and the availability of any crew that were added to the *Show Crew* group. These lists have the sample user “Crew Member” logged in.

Sample Crew List from an Event - Sam Davies & Dennis Conner in *Show Crew* group, Crew Member has no availability set. Note *Total Crew* includes people not displayed.

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, tally as <i>Maybe</i> and need to verify with Skipper.			
Name	Position	Assignment	Available
Sam Davies	Squirrel		?
Dennis Conner	Stay Ashore		✓
Total Crew 4 = Confirmed (3) + Maybe (1) - Not all crew displayed. Contact the Skipper Crew must contact the Skipper to set availability			

Sample Crew List from an Event - Sam Davies in *Show Crew* group, Crew Member has availability set to Yes and assigned a position of *Crew* by the Skipper

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, tally as <i>Maybe</i> and need to verify with Skipper.			
Name	Position	Assignment	Available
Crew Member	Crew		✓
Sam Davies	Not Assigned		?
Total Crew 6 = Confirmed (2) + Maybe (4) - Not all crew displayed. Contact the Skipper Crew must contact the Skipper to set availability			



Skipper Manual Supplement

Crew Hide Feature

Sample *Crew Availability* list from menu

Crew Member Logged in: crew **User ID:** 3 (Crew Member - 2019)

Crew must contact the Skipper to set availability					
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	Time	Location	Position Assigned	Available
Sample Event	Tue, Feb 26th	11:00 AM	Block Island Boat Basin	Jib Trimmer	?
Instrument Training & Practice Sail	Tue, Apr 23rd	5:00 PM	Navy Marina Slip A49	Pit	✓
Canceled: Around Aquidneck/Spring Race	Tue, May 7th	8:00 AM	G3 Gong FI Green 4sec SSE of Hog Island Light	Crew	✓
Canceled: Cuttyhunk Race	Sat, Jul 20th	10:30 AM	G"3" Southeast of Rose Island	Not Assigned	X
Test adding Crew	Thu, Aug 1st	8:00 AM	My Desk	Crew	✓
Block Island Race	Sat, Aug 3rd	10:30 AM	G"3" Southeast of Rose Island	Not Assigned	

Sample *Crew Assignments* list from menu - Sam Davies & Dennis Conner in *Show Crew* group.
Note *Total Crew* includes people not displayed.

Crew Member Logged in: crew **User ID:** 3 (Crew Member - 2019)

Crew must contact the Skipper to set availability						
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	Uniform	Registered	Fees Paid	Results
Sample Event	Tue, Feb 26th 11:00 AM	BI Boat Basin	White Shirts	registered	Yes	1 of 7
	Name	Available	Position	Assignment		
	Dennis Conner	✓	Rail Meat	Bring beer		
	Sam Davies	✓	Headsail Trimmer			
	Crew Member	?	Jib Trimmer			
	Total Crew 6 = Confirmed (4) + Maybe (2) - Not all crew displayed. Contact the Skipper					



Skipper Manual Supplement

Crew Hide Feature

Optional Setting - Hide with Allow Crew Setting Availability

The *Crew Availability* and *Crew Assignments* lists set to *Hide* with the setting of *Allow* for *Allow Hidden Crew to Set Availability* enables crew setting their availability normally on those screens that allow *Availability* changes. The Skipper may also set availability for each crew member using the *Skipper* menu options. Crew will see and may change their own availability. Crew will also see the availability of any crew that in the *Show Crew* group.

Sample Crew List from an Event - Dennis Conner in *Show Crew* group, Crew Member has availability previously set to *Maybe*. Note *Total Crew* includes people not displayed. Note the *Available* dropdown and the *Submit* button.

Name	Position	Assignment	Available
Dennis Conner	● Rail Meat		✓
Crew Member	○ Not Assigned		Maybe ▼

Total Crew 3 = Confirmed (2) + Maybe (1) - Not all crew displayed. Contact the Skipper

[Submit Availability Change](#)

Sample *Crew Availability* list from menu. Note the *Available* dropdowns and the *Submit* button.

[Jump to Next Scheduled Event](#)

2019 ▼ [<=Select Year, then Click Here to Update](#)

Crew Member Logged in: crew User ID: 3 (Crew Member - 2019)

Change availability for events - Choose *Available* dropdown for events you want to change => Scroll to bottom => Click *Submit Changes*

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	Time	Location	Position Assigned	Available
Sample Event	Tue, Feb 26th	11:00 AM	Block Island Boat Basin	Jib Trimmer	Maybe ▼
Instrument Training & Practice Sail	Tue, Apr 23rd	5:00 PM	Navy Marina Slip A49	Pit	Yes ▼
Canceled: Around Aquidneck/Spring Race	Tue, May 7th	8:00 AM	G3 Gong Fl Green 4sec SSE of Hog Island Light	Crew	Yes ▼
Canceled: Cuttyhunk Race	Sat, Jul 20th	10:30 AM	G"3" Southeast of Rose Island	Not Assigned	No ▼
Test adding Crew	Thu, Aug 1st	8:00 AM	My Desk	Crew	Yes ▼
Block Island Race	Sat, Aug 3rd	10:30 AM	G"3" Southeast of Rose Island	Not Assigned	-- Select Availability -- ▼

[Submit Changes](#)



Skipper Manual Supplement

Crew Hide Feature

Sample *Crew Availability* list from menu - Sam Davies & Dennis Conner in *Show Crew* group.
Note *Total Crew* includes people not displayed. The *Available* dropdown and the *Submit* button are displayed.

[Jump to Next Scheduled Event](#)

2019 ▾ -- All Event Categories -- ▾ <=Select Year & Event Category, then Click Here to Update

Crew Member Logged in: crew User ID: 3 (Crew Member - 2019)

Change availability for events - Choose *Available* dropdown for events you want to change => Scroll to bottom => Click *Submit Changes*

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	Uniform	Registered	Fees Paid	Results
Sample Event	Tue, Feb 26th 11:00 AM	Block Island Boat Basin	Wear White Shirts	registered	Yes	1 of 7
	Name	Available	Position	Assignment		
	Dennis Conner	✓	Rail Meat	lots		
	Sam Davies	✓	Headsail Trimmer			
	Crew Member	Maybe ▾	Jib Trimmer			
Total Crew 6 = Confirmed (4) + Maybe (2) - Not all crew displayed. Contact the Skipper						
Event	Date	Location	Uniform	Submit Changes	Fees Paid	Results



Skipper Manual Supplement


Crew Hide Feature

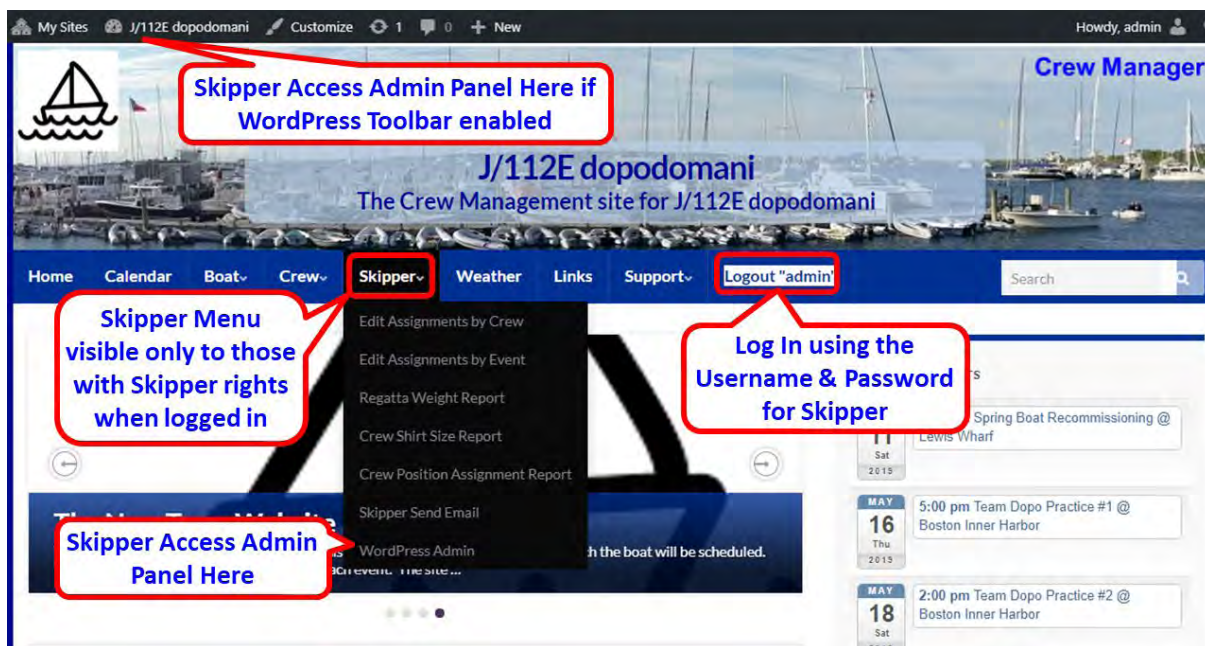
Setting Up Closed Visibility (Crew Hidden)

Skipper Log In to WordPress Admin Panel

Updates have red text. The Skipper and designated Administrators have access to the WordPress Admin panel. Many of the settings are accessed in this area. Accessing the WordPress Admin Panel is as follows.

1. Log in to your *Crew Manager* site as the Skipper or Administrator if you have multiple logins. The *Skipper* menu will appear in the menu bar. The *Skipper* menu is not visible to Crew or to people who are not logged in. **Note:** The Skipper may also set the WordPress toolbar to display at the top of the screen. This option is set under the Skipper's profile by checking the box *Show Toolbar when viewing site*.
2. Option 1: Mouse over *Skipper* on the menu and click on *WordPress Admin*

Option 2: If the WordPress toolbar is enabled, click on the dashboard icon  at the top left of the screen

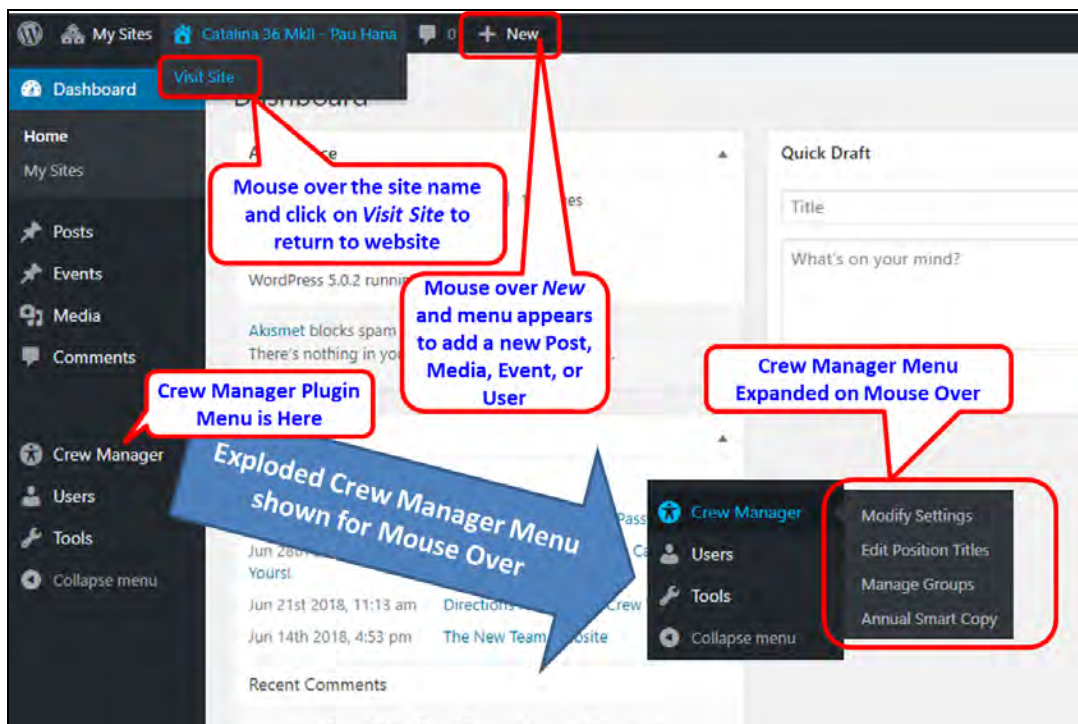




Skipper Manual Supplement

Crew Hide Feature

3. The WordPress Admin screen will load. On the left side there is a WordPress menu. This is where many of the settings described throughout this manual are accessed.



Crew Manager Admin Setup - Modify Settings

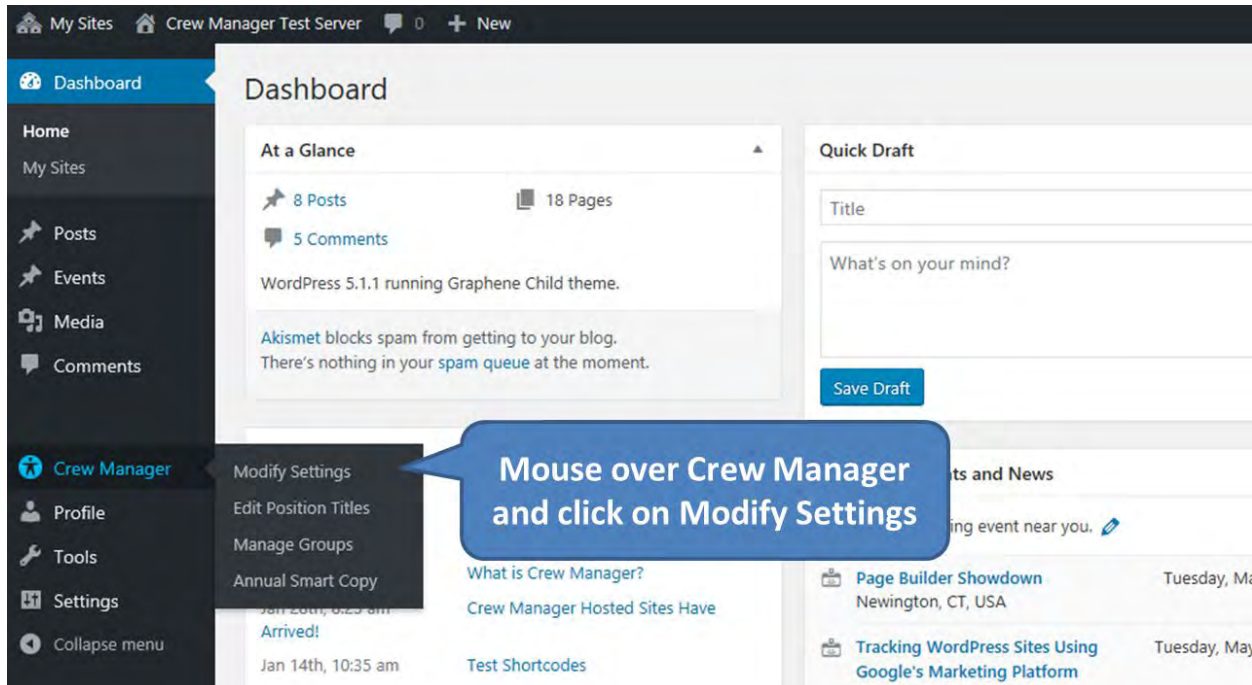
The default settings for Crew Manager are set and saved from this menu. The first time the Skipper logs in to Crew Manager, this screen should be accessed and reviewed, any changes desired entered, and the settings saved. It is a one time action that is only needed again should any of the setting options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

1. Log in to your *Crew Manager* site as the Skipper if you have multiple logins. The *Skipper* menu will appear in the menu bar.
2. Once logged in mouse over *Skipper* on the menu and click on *WordPress Admin*
3. The WordPress Admin screen will load. On the left side menu, mouse over *Crew Manager* and click on *Modify Settings*.

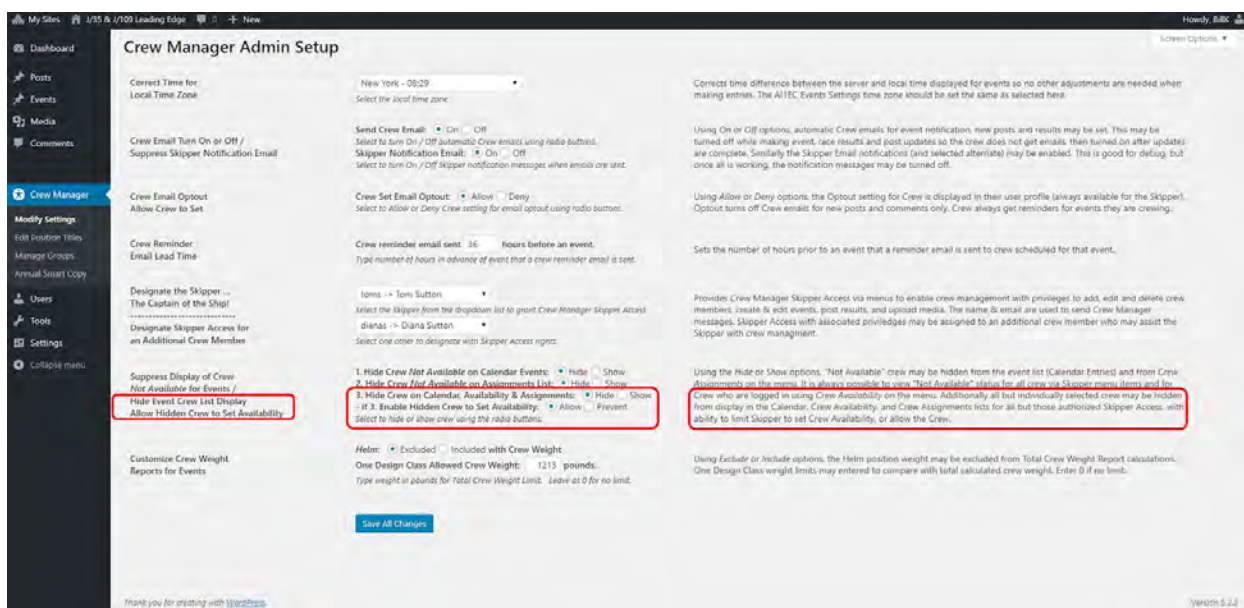


Skipper Manual Supplement

Crew Hide Feature



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 with the Crew Hide section annotated with red line, followed by an explanation of the settings that may be modified. The settings associated with the “closed visibility” model are annotated with red text.



4. **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



Skipper Manual Supplement

Crew Hide Feature

savings and standard time for those time zones that change. The AI1EC Events Settings time zone should be set the same as selected here.

5. **Crew Email Turn On or Off / Suppress Skipper Notification Email:** 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. The Skipper receives a completion report after the emails are sent if the option is *On*. This is good for debug, but once all is working, the notification messages may be turned off.
6. **Crew Email Optout Allow Crew to Set:** This allows the Skipper to enable a checkbox where crew members may opt out of receiving *All Posts* and comments emails. Event reminders will always be sent no matter what Optout setting is used.
7. **Crew Reminder Email Lead Time:** Type in the crew reminder email lead time if not 36 hours for automatic emails sent. Enter the lead time as a whole number.
8. **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. All emails sent to the Crew appear to come from the Skipper's email address.
9. **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.
10. **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.
Hide Event Crew List Display (Enables "Closed Visibility"): Using the *Hide* or *Show* options, crew may be hidden from display on event lists (Calendar Entries), the *Crew Availability* and *Crew Assignments* lists. Crew marked in the *Show Crew* group will always display even if the hide crew option is selected. The default setting is *Show* which is the "open visibility" model. Set to *Hide* for the "closed visibility" model.
Allow Hidden Crew to Set Availability: Using the *Allow* or *Prevent* options, crew may be permitted to set their own availability on event lists (Calendar Entries), the *Crew Availability* and *Crew Assignments* lists. The default setting is *Prevent* which has no effect unless *Hide Event Crew to Set Availability* is set to *Hide* enabling "closed visibility". If "closed visibility" is used with this set to *Prevent*, the Skipper must enter availability for all crew members.
11. **Customize Crew Weight Reports for Events:** This is used for One Design classes that have weight limits. Set the maximum allowed total crew weight in lbs. Click the appropriate radio button to include or exclude Helmsman's weight in the total.
12. **Automatically Generate WordPress Menu:** This option is only visible to users with administrative access (not the default for Skippers). This allows customization of the website with additional menu pages. Leave this *On* if no custom pages are used. Turn



Skipper Manual Supplement

Crew Hide Feature

Off with custom pages. A menu must be built manually using the WordPress menu settings.

13. When all the settings are as you desire, click the blue button at the bottom labeled *Save All Changes*.

Crew Manager Admin Setup - Manage Email Lists & Other Groups

Crew Manager provides the ability to assign people to four groups.

Retired - group is removed from the crew roster display, and the crew dropdowns when assigning positions. The users still have accounts and may log in.

Core Crew - receives special email messages sent by the Skipper from *Skipper Send Email* on the *Skipper* menu. This is a handy to easily contact a select crew group.

All Posts - new posts published and related post comments submitted are emailed to this group.

Show Crew - enables that person to be displayed on the *Calendar*, *Crew Availability* and *Crew Assignments* lists when *Hide Crew on Calendar, Availability & Assignments* is set to *Hide* on *Crew Manager Modify Settings*. The Skipper may want to check *Show Crew* for their name to be visible for all crew to see.

Update email distribution as crew members are added, or crew members are no longer active. For Crew who join for only one or two events add as users without checking *All Posts* so they will receive event reminders and results for events crewed but don't need to receive posts that are published. Check *Retired* to remove them from the dropdowns when no longer needed. Crew that are scheduled for an event will always receive email notifications for the event, no matter what group assigned to.

Assuming 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 Groups*.
2. The list of all crew members is displayed in alphabetical order preceded by the four groups with check boxes. **The *Show Crew* changes are annotated with red lines.**

Manage Email Lists & Other Groups

Update Email Groups for Sending Posts to selected Crew Members & Display on Crew Dropdowns. Hide All Crew from Display on Calendar, Availability & Assignment Lists

Check the boxes by each name to include selected crew members in the labeled groups, then click **Update Groups** to save the changes.

Retired group is removed from the crew roster display, and the crew dropdowns when assigning positions. The users still have accounts and may log in.
Core Crew group receives special email messages sent by the Skipper.
All Posts group receive new posts published and related post comments submitted.

Show Crew enables that person to be displayed on the *Calendar*, *Crew Availability* and *Crew Assignments* lists when *Hide Crew on Calendar, Availability & Assignments* is set to *Hide* on *Crew Manager Modify Settings*.

Update email distribution as crew members are added, or crew members are no longer active. For Crew who join for only one or two events add as users without checking *All Posts* so they will receive event reminders and results for events crewed but don't need to receive posts that are published. Check *Retired* to remove them from the dropdowns when no longer needed. **Check *Show Crew* to make them visible on the various Crew lists (e.g. make the Skipper and selected Crew always visible).**

Retired	Core Crew	All Posts	Show Crew	Admin
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Admin -- admin --> admin@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill Kneller -- Bill --> bill@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bill Kneller -- Bill is Testing --> bill@30.us
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Charlie Enright -- Charlie --> charlie@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crew Member -- Crew --> crew@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dee Caffari -- Dee --> dee@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dennis Conner -- Dennis --> dennis@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jimmy Spillill -- Jimmy --> jimmy@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sam Davies -- samd --> samd@crew-mgr.com
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	William Bligh -- Skipper --> captain@crew-mgr.com

Update Groups



Skipper Manual Supplement

Crew Hide Feature

3. Assignments for each group may be made by checking or unchecking the group boxes for each person as desired.
4. When assignments are complete, click the blue *Update Groups* button at the bottom to save the updates.

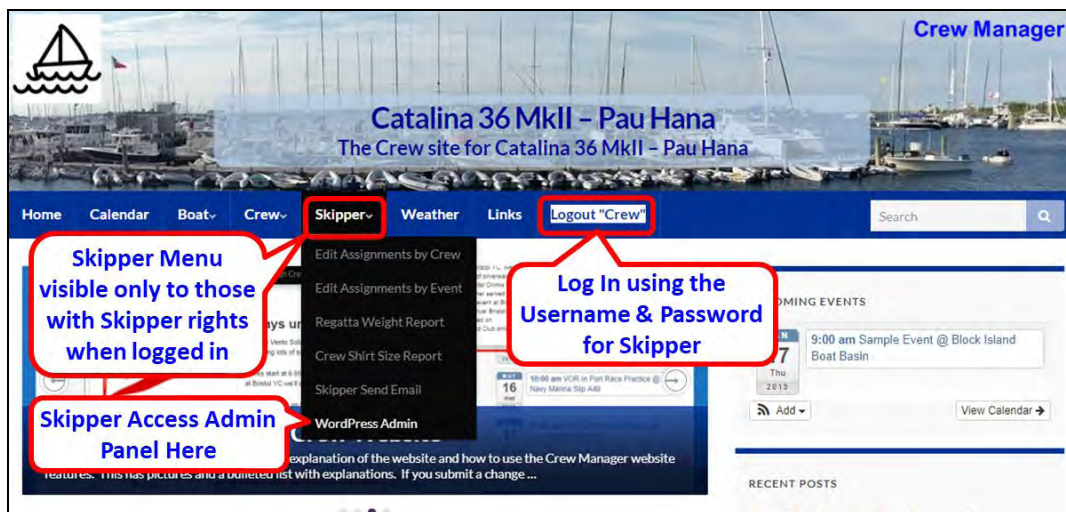
Skipper sets “Availability”, “Position” & “Assignments” for events

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 also set availability for any crew member as follows:

Assuming 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, mouse over *Skipper* then click on *Edit Assignments by Crew*.



2. On the page that opens, click the *Select Crew* drop down arrow to open the drop down and select a crew member by clicking on the name. If the desired year is not shown, click the drop down to select the year.



Skipper Manual Supplement

Crew Hide Feature

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

(2) Set Availability & Position for all events at once, then modify as needed below

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

(4) Submit Changes when edits are complete

Event	Date	Location	Available	Position	Assignment
Party	Sat, Apr 13th 6:00 PM	Hotel Ave	Yes	Skipper	Bring spiced rum, & hot drink cups
In			Yes	Skipper	
Sa				Helm	rum & cider packets, chips on boat
In				Skipper	
Crew Practice			Yes	Helm	Andrew's Beer (already on boat)
JYC Spring Series #			Yes	Helm	

3. Click the blue *Select Crew Name & Year ...to Update* button. The screen will update and load information for the selected Crew member.
4. The entire season is displayed by event with master selectors at the top of the *Availability* and *Position* columns to set all events at once.
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. Click the floating blue button labeled *Submit Changes* to save the 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. **Note:** A Crew member who has not set availability for an event already may be added to the list using the section under the event crew list labeled *Skipper use row below to add a Crew Member, or override data shown*



Skipper Manual Supplement

Crew Hide Feature

above. 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 item under the *Skipper* menu labeled *Edit Assignments by Event*.

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

Assuming 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 *Edit Assignments by Event*.
2. If the desired year is not shown, click the drop down to select the year, click the dropdown to select desired event categories, then click the blue *Select Year, then Click Here to Update* button next to the year. The entire season is displayed by event.

[Jump to Next Scheduled Event](#)

2019 ▾	-- All Event Categories -- ▾	<--Select Year & Event Category, then Click Here to Update				
For each crew in an 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	Uniform	Registered	Fees Paid	Results
Sample Event	Tue, Feb 26th 11:00 AM	Block Island Boat Basin	Wear White Shirts	registered	Yes	1 of 7
<div>Note: Names only show in this view if availability was previously set to Yes, No or Maybe.</div> <div>Section at bottom allows adding another person.</div> <div>(2) Add another Crew Member, or update settings for a Crew Member already listed for this event.</div>	Name	Available	Position	Assignment		
	Charlie Enright	Yes ▾	Skipper ▾	Bring Beer		
	Dee Caffari	Yes				
	Dennis Conner	Yes				
	Sam Davies	Yes ▾	Headsail Trimmer ▾	Type text here		
	Crew Member	Maybe ▾	Jib Trimmer ▾	Type text here		
	Admin	Maybe ▾	Not Assigned ▾	Type text here		
	Jimmy Spithill	No ▾	Main Trimmer ▾	Type text here		
	William Bligh	Yes ▾	Stay Ashore ▾			
	Skipper use row below to add a Crew Member, or override data shown above					
-- Select Crew -- ▾	Yes ▾	-- Select a Position -- ▾	Type text here			
Total Crew 6 = Confirmed (4) + Maybe (2)						

[Submit Changes](#)

3. You may change the Crew members availability to Yes, No or Maybe for any event (only if Availability was previously set for an 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. Click the floating blue button labeled *Submit Changes* to save the changes
7. The screen refreshes with any changes made - no notifications are sent, unlike when a crew member updates availability