



# Crew Manager

Custom Boat Websites + Full Featured Crew Management Capabilities

Crew Manager

## Crew Manager Crew Manual

Version 2.9  
29 February 2020

<http://crew-mgr.com>

Version	Date	Comment
2.9	2/29/2020	Added new mobile screen pictures
2.8	1/8/2020	Added download vCard button on Crew Roster, added Crew Comment input when setting availability, Updated screen shots
2.7	10/8/2019	Updated screen shots and fixed typos
2.6.1	9/11/2019	Updated screen shots with tags & categories
2.6	9/4/2019	Added Crew Hide Feature for the "closed visibility" model.
2.5	8/26/2019	Added Crew Responses to Regatta Registration Status Report, Added Multiple boat calendar filtering
2.4	6/30/2019	Added Availability selection for entire column, added short size
2.3	5/5/2019	Updated various pictures, fixed typos
2.2	3/22/2019	Added Regatta Registration Status Report
2.1	2/23/2019	Updated with SMS Text Messaging added
2.0	12/30/2018	WordPress Multisite update with subscriptions and new features
1.2	5/10/2018	Updated to include login button inside multiple events in a list
1.1	4/27/2018	Updated to include login from button inside event
1.0	4/20/2018	Originally published



# Crew Directions for Crew Manager

## Summary

The team website has features crew members will use throughout the sailing season. In a nutshell, the team website provides a “Who, What, When, Where and Wear” schedule with automatic reminders. After an event, the results may be posted and crew members may submit comments, pictures and stories about the event.

- Provides a calendar of events for the boat and crew. Additional pages contain links of interest, weather and winds
- Events include boat location and time to be there and may specify “Uniform” (e.g. orange shirts). It also may include the boat registration and fee payment status for an event.
- Crew members set their availability to participate & may input a comment - this is displayed on the events
- The Skipper designates boat positions for available crew members and makes assignments by crew member (e.g. bring beer) - all these are displayed on the event
- Additional information may be included such as weather forecast, tides & currents, links to race documents, etc.
- Crew members receive a reminder email and optional text message 48 hours (or time as set by the Skipper) prior to events for which they are scheduled - all the event information is included
- Crew members may view a roster with contact information for all crew members. This is only visible to crew members logged in.
- The Skipper may elect to set an optional Crew Hide feature which limits the ability of the crew to see other scheduled for events and may limit the ability of the Crew to set availability. Messages will be displayed on the event Crew lists if this has been enabled.
- Displays are formatted for viewing on a desktop, and reformatted when viewing on a mobile device

## Quick Tips (Refer to pictures at end)

Crew Members must have an account set up by the Skipper before being able to log in. Once an account is established, the Skipper will trigger an email with a message for the Crew Member to set their password.

**View my entire season** to display all events, my availability, crew position and assignments

- *Log in* on menu (it will display *Logout* if already logged in)
- Click down arrow on *Crew* then click *Availability*
- The current year season is displayed by event. To select a different year, click the dropdown, then click the *Select Year* button.
- **You may change your availability** to Yes, No or Maybe for all events all events at once using the *Set Default Availability* selector at the top of the column, then may edit individual events before submitting
- Click floating blue button labeled *Submit Changes*
- The screen refreshes and the Skipper is notified automatically with any changes made

**View an upcoming calendar event**



# Crew Directions for Crew Manager

- On the right column see *Upcoming events* where the next 5 events are displayed
- Mouse over the text for an event and a pop up summary is displayed
- Click on the text to open the event and display the details
- **You may change your availability** to Yes, No or Maybe if you are logged in
- Click the floating blue button labeled *Submit Changes*
- The screen refreshes and the Skipper is notified automatically with any changes made

## View a series of calendar events

- Click *Calendar* on the menu
- Click on the + symbol to expand a particular event and see the details, then click *Read More* if you want to see additional information
- Click *Expand All* to expand all the events
- **You may change your availability** for a particular event if you have already set it and are logged in. This may be set to Yes, No or Maybe
- If you are logged in, proceed to the next step. Otherwise click the blue button labeled *Login to Update Availability* - you will then log in and be redirected back to the event
- Click the blue button in the event labeled *Submit Availability Change*
- The screen refreshes and the Skipper is notified automatically with any changes made

## View only One Design (PHRF, Social, etc.) events if Skipper categorized the event

- Click *Calendar* on the menu
- Click the down arrow on *Categories* then click *ONE DESIGN*
- Repeat to add other categories
- Click the **X** next to *Categories* to clear selections and display all

## View a Single Boat if Skipper has Multiple Boats

- Click *Calendar* on the menu
- Click the down arrow on *Tags* then click a desired tag
- Repeat to add Tags for other boats
- Click the **X** next to *Tags* to clear selections and display all

## Search for a calendar event

- In the *Search* box upper right type the desired search ter, (e.g. Block Island) then click the magnifying glass or press enter
- A list of items is displayed - Click on the desired event

## Change Availability for an event may be done via multiple methods - you must be logged in

- **Crew Menu** - On menu, click down arrow on *Crew* then click *Availability*
- The current year season is displayed by event. To select a different year, click the dropdown, then click the *Select Year* button.
- The season is displayed with events in calendar order
- You may change your availability to Yes, No or Maybe for any event. At the top of the *Availability* column is a selector that sets the same availability for all events. You may use this, then change selected events before the next step
- You may provide a comment in the field next to the *Availability*. Use it to provide relevant info such as “may arrive late from work” or “I’ll bring rum”.
- Click the floating blue button labeled *Submit Changes*
- The screen refreshes and the Skipper is notified automatically with any changes made
- **An Individual Event** - Click on the text to open the event and display the details
- You may change your availability to Yes, No or Maybe



# Crew Directions for Crew Manager

- Scroll to bottom and click blue button labeled *Submit Availability Change*
- The screen refreshes and the Skipper is notified automatically with any changes made

## **View Assignments and Change Availability for an event** - you must be logged in

- **Crew Menu** - On menu, click down arrow on *Crew* then click *Assignments*
- The current year season is displayed by event. To select a different year, and optionally select an event category such as *One Design* to filter use the dropdowns, then click the *Select Year & Event Category* button.
- Entire season is displayed by event with a list of all crew and positions assigned
- You may change your availability to Yes, No or Maybe for any event
- You may provide a comment in the field next to the *Availability*. Use it to provide relevant info such as “may arrive late from work” or “I’ll bring rum”.
- Click the floating blue button labeled *Submit Changes*
- The screen refreshes and the Skipper is notified automatically with any changes made
- **An Individual Event** - Click on the text to open the event and display the details
- You may change your availability to Yes, No or Maybe
- Click the floating blue button labeled *Submit Changes*
- The screen refreshes and the Skipper is notified automatically with any changes made

## **View Regatta Registration Status** - you must be logged in

- **Crew Menu** - On menu, click down arrow on *Crew* then click *Regatta Registration Status*
- A list of the events by calendar year that the Skipper has scheduled is displayed showing the number of Crew responses, registration status and fee payment status
- You may select a different year and filter for event types (e.g. PHRF, One Design) clicking the dropdown, then clicking *Select Event Year & Event Category*

## **View Crew Roster** - you must be logged in

- **Crew Menu** - On menu, click down arrow on *Crew* then click *Roster*
- A list of the entire crew is displayed by name with email address and mobile phone
- An option check box is available to see SMS text messaging addresses when a Crew member opts to receive Text Messages in their profile
- You may view various group lists by clicking the dropdown, then clicking *Select Group*
- Each email address is a link and phone number a link to dial viewed on a cell phone
- Next to your name is a (*click to edit*) link that allows editing information in your profile
- A button at the bottom of the roster may be clicked to download a vCard file with all displayed in the selected group to your phone. The downloaded file may be imported to your phone directory with the name, email address and mobile phone number.

## **Edit my Profile**- you must be logged in

- **Crew Menu** - On menu, click down arrow on *Crew* then click *Edit my Profile*
- A page with fields that contain information for your profile is displayed. All fields may be updated except for Username.
- The following fields are available to update: First Name, Last Name, Nickname, Display name publicly as (dropdown), Email, Password, Mobile Phone, Mobile Phone Carrier (dropdown), Receive SMS message check box, Shirt, Jacket & Short Size dropdowns, Weight in Lbs., World Sailing Sailor ID, World Sailing Classification (dropdown), US Sailing Membership Number, Opt out of *All Posts* emails (checkbox), Safety at Sea completion date, CPR/First Aid completion date



# Crew Directions for Crew Manager

- The Skipper may enable more profile fields for special events such as the Newport to Bermuda race so that additional information may be tracked. These fields are grouped in sections including Passport information, Emergency Contact information and Travel information. There is help text for each field on the screen.
- When updates are complete, scroll to the bottom and click the *Update Profile* button
- Return to the boat website by mousing over the house icon located top left with the boat name, then click on *Visit Site*

## **View Results** - you do not need to log in

- **Boat Menu** - On menu, click down arrow on *Boat* then click *Results*
- The current year results are displayed by event. To select a different year, or category, click the dropdowns, then click the *Select Year & Event Category* button.
- If the Skipper entered results for an event, it will be listed and if the Skipper included a link to the results, clicking on a result opens a new page with specific event results.
- The event name is a link to the calendar entry where the results are also displayed.

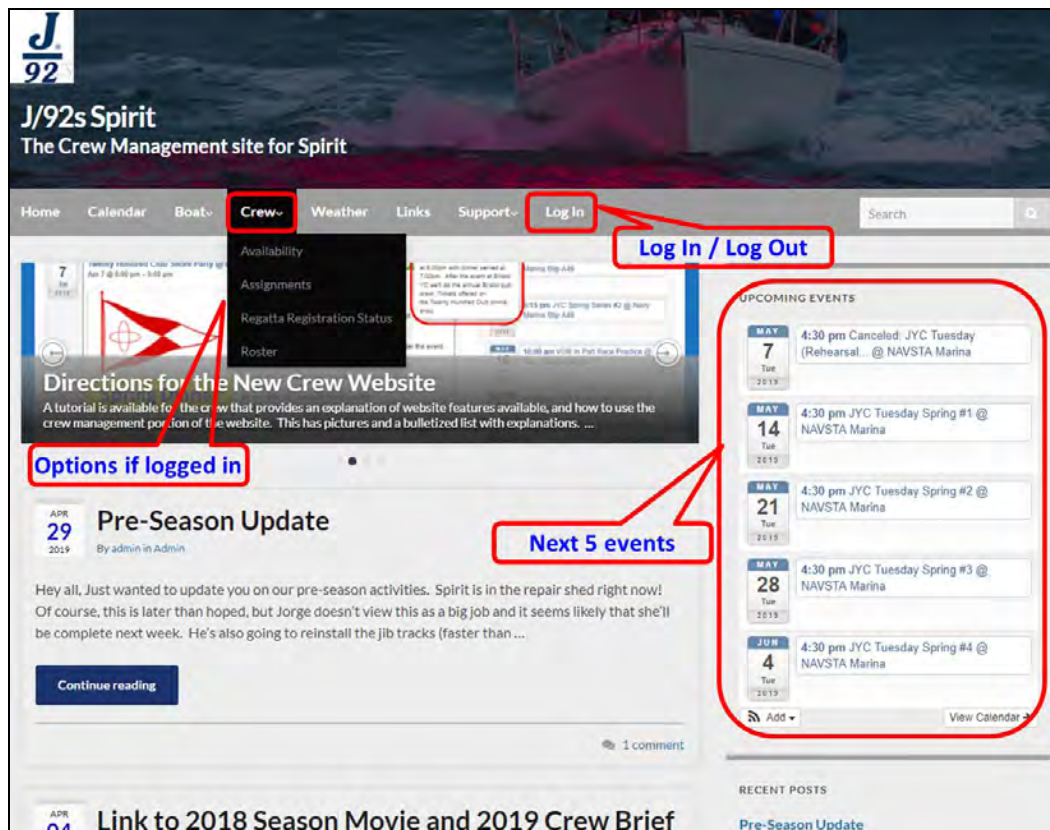


# Crew Directions for Crew Manager

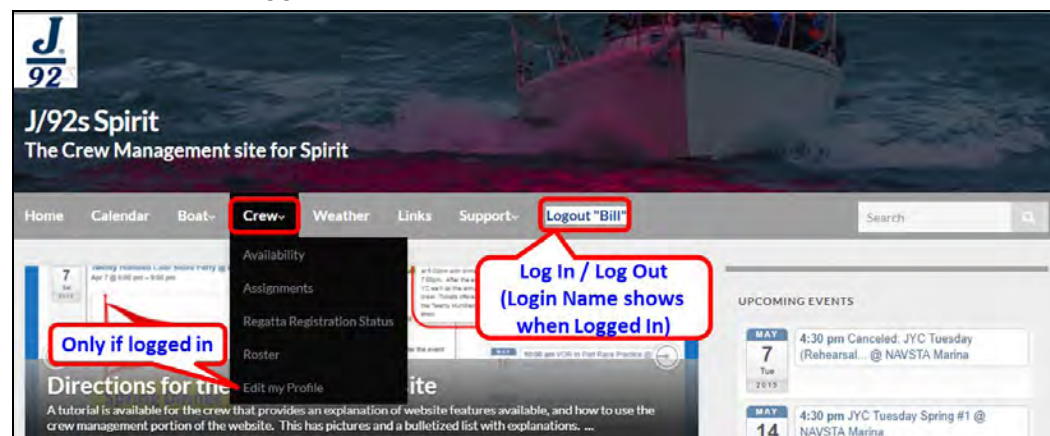
## Website Pictures with Examples

### Log in / Logout and Crew options on Menu

Display showing *Log in / Logout* and *Crew* options on menu. Note that you may also login using the Log in button displayed inside any event. Log out is only available on the menu. *Edit my Profile* only appears in the *Crew* menu if a person is logged in.



*Logout* displays the Login name when Crew Member is logged in. *Edit my Profile* is also shown on the Crew menu when logged in.



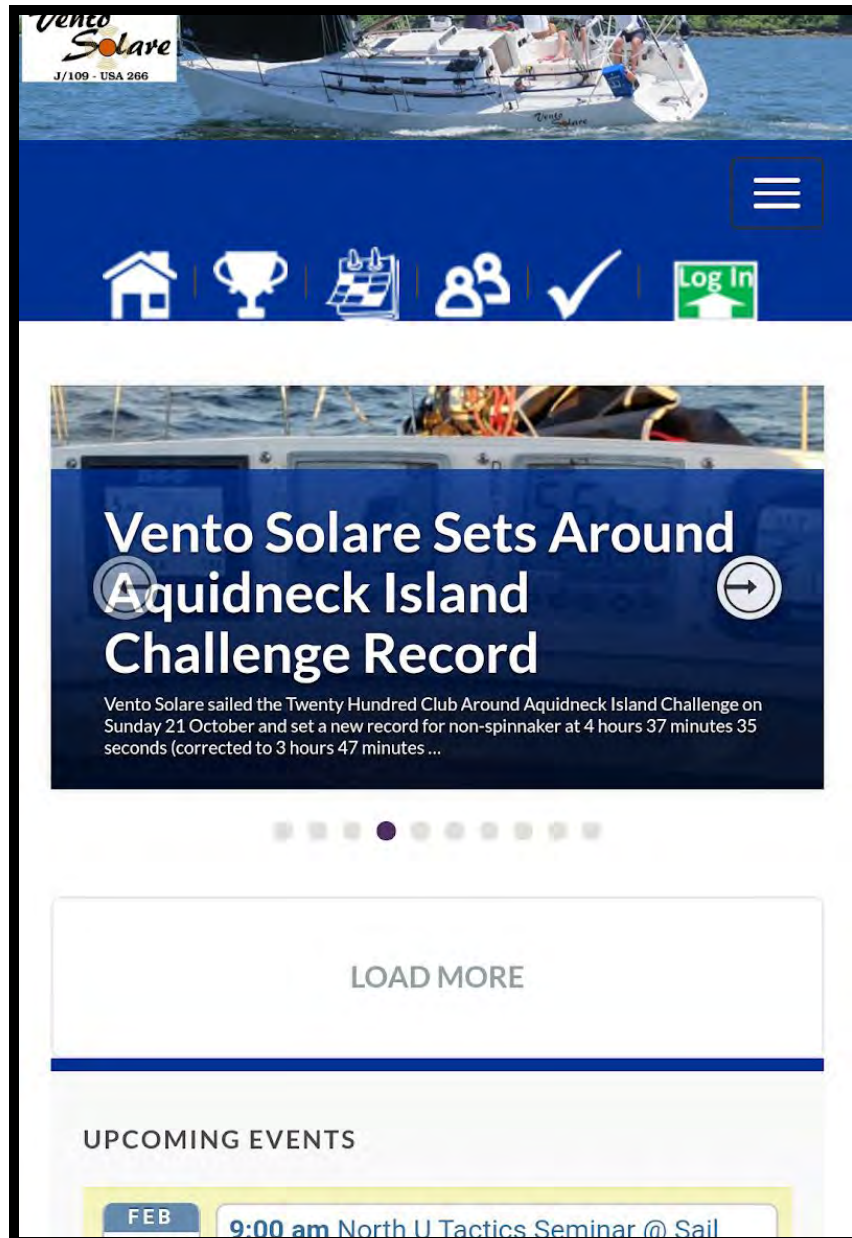




# Crew Directions for Crew Manager

## Phone Display Menu Location

The menu on phones and smaller displays automatically changes content so only the most important information is displayed. The display may be scrolled down to see more content. The menu with the most important items appears as icons with a full menu available using the bars on the top right. Click on the bars to open the menu structure. Additional phone display photos are shown at the end of this manual.





# Crew Directions for Crew Manager

## Annotated Calendar Display - Shows items in Quick Tips

**Vento Solare**  
J/109 - USA 266

Home Calendar Boat Crew Weather Links Support Logout "Cindy"

Search

### Calendar

Categories

Category selection

Expand All Events

APRIL - MAY 2018

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 be getting lots of silverware for the 2017 race results!

Drinks start at 6:00pm with dinner served at 7:00pm. After 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 @ 6:00

Registration: Link  
Race Results: 1st AAI Challenge Non-Spin, 2nd Cuttyhunk

**Spring Dinner**

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 and tally as Maybe - need to verify with Skipper.

Name	Position	Assignment	Available	Crew Comment Input
Bill Kneller	Skipper	Bring Cindy!	✓	
Brenda Mitchell	Guest		✓	
Cindy Kneller			Yes	Type input here
Eric Irwin			✓	
Mary Martin			✓	

Total Crew 5 = Confirmed (5) + Maybe (0)

Submit Availability Change

Submit Button

Change Availability Dropdown

Crew Input a Comment

Opens event completely

Read more

### UPCOMING EVENTS

JAN 25 Sat 2018  
6:00 pm Annual Vento Solare Party @ Kneller's House

FEB 29  
9:00 am North U Tactics Seminar @ Sail Newport

JYC Spring Series #1 @ Navy Marina Slip A49  
May 12 @ 5:15 pm - 8:30 pm

Pop-up on mouse over

### RECENT RESULTS

Event	Date	Results	Series
Around Aquidneck Island Challenge (Spinnaker)	10/18/2019	4:33:12 (3:53:12 Corrected) Best Spinnaker	2019





[Yellow Box]

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

[Registration: Link](#)

**Race Results:** 1st AAI Challenge Non-Spin, 2nd Cuttyhunk, 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 and tally as *Maybe* - need to verify with Skipper.

Name	Position	Assignment	Available	Crew Comment Input
Bill Kneller	● Skipper	Bring Cindy!	✓	
Brenda Mitchell	● Guest		✓	
Cindy Kneller	● Guest		Yes ▾	<input type="text" value="Type input here"/>
Eric Irwin	● Guest		✓	
Mary Martin	● Guest		✓	

Total Crew 5 = Confirmed (5) + Maybe (0)

Submit Availability Change

Area to Post an Event Comment When Logged In

Post # 215

Leave a Reply

Logged in as Cindy. Log out?

Visual Text

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

Paragraph ▾

**B** *I* “ ”

Georgia ▾

12pt ▾

☰ ☷ ☰ ☷ ☰ ☷ ☰ ☷

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Submit Comment

Around Aquidneck Island Challenge (Spinnaker)	10/18/2019	4:33:12 (3:53:12 Corrected) Best Spinnaker 2019	
Around Aquidneck Island Challenge (Non-Spinnaker)	10/16/2019	4:38:35 (3:48:27 Corrected) Best Non-Spin 2019	
Cliff Mitchell Fall BI Race	10/12/2019	4th in Class	Team Trophy & 1st in Hours/dourve Contest
JYC Fall Series #5	10/06/2019	6 of 6	6 of 7
JYC Fall Series #4	09/29/2019	5 of 7	

RECENT POSTS

[Vento Solare Launched - April 11th!](#)

[Getting Ready for Spring 2019 Launch](#)

[Text Messages now Available!](#)

[Vento Solare Sets Around Aquidneck Island Challenge Record](#)

[A Preview of Things to Come](#)

RECENT COMMENTS

RolandH on Annual Vento Solare Party



# Crew Directions for Crew Manager

## View the entire season and set availability for each event

**Note:** The Skipper may set an option for limited Crew visibility. You will not be able to see others who are crewing on events. You may always see yourself when logged in. The Skipper may also elect to limit the ability of Crew to set availability. In this case, you must let the Skipper know so your availability may be set by the Skipper.

- Menu *Crew, Availability*
- You may set Availability for all events at once using the *Set Default Availability* selector at the top of the column, then may edit individual events
- If you have a long list of events, the *Jump to Next Scheduled Event* button scrolls to the next event scheduled based on the current date
- You may provide a comment in the field next to the *Availability*. Use it to provide relevant info such as “may arrive late from work” or “I’ll bring rum”.
- Once availability is modified for any events using the dropdowns and comments entered, click the floating *Submit Changes* button

**Availability**

[Jump to Next Scheduled Event](#)

2018 -- All Event Categories -- -- All Event Tags -- <== Select Year, Event & Tag Category, then click here to update display

Crew Member Logged in: Bill User ID: 3 (Bill Kneller - 2018, All Categories, All Tags)

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	Crew Comment Input
					-- Set Default Availability --	
Twenty Hundred Club Shore Party			Bristol YC	Skipper	Yes	Type input here
North Sails Spinnaker Trial			Golden Light Marina	Helm	Yes	Type input here
Cruise from BLM to Navy Marina	Tue		Port Nautical or O'Club	Crewer	Yes	Type input here
Crew Practice	Sun		Marina Slip A49	Helm	Yes	Type input here
Crew Practice	Tue, May 1st	5:15 PM	Navy Marina Slip A49	Helm	Yes	Type input here
Crew Practice / Pleasure Sail	Sat, May 1st			Helm	Yes	Type input here
JYC Spring Series #1	Tue, May 1st		Marina Slip A49	Helm	Yes	Type input here
Race Cancelled due to Weather: JYC Spring Series #2	Tue, May 15th	5:15 PM	Navy Marina Slip A49	Helm	Yes	Type input here
VOR In Port Race Practice	Wed, May 1st			Skipper	Yes	Type input here
VOR VO65 Pro-Am Races	Thu, May 1st			Skipper	Yes	Type input here

[Submit Changes](#)

(1) Set Availability for All Events at once

(2) Modify Availability for Individual Events

(3) Input any Comments for Individual Events

(4) Submit Changes when edits are complete



# Crew Directions for Crew Manager

## View Assignments for the entire season

See note on Skipper option to set limited Crew visibility from previous section.

- Menu *Crew, Assignments*
- Dropdowns are available to filter by Year and Event Category. If you have a long list of events, the *Jump to Next Scheduled Event* button scrolls to the next event scheduled based on the current date
- Event details with Position & Assignments for all Crew members is displayed. Crew members may change their availability for any event on this screen.
- Once availability is modified for any events using the dropdowns and comments input, click the floating *Submit Changes* button

### Assignments

Display Crew Assignments for Events

[Jump to Next Scheduled Event](#)

2018 -- All Event Categories -- -- All Event Tags -- <--Select Year, Event Category & Tag, then Click Here to Update

Crew Member Logged in: Bill User ID: 3 (Bill Kneller - 2018, All Categories, All Tags)

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
Twenty Hundred Club Shore Party	Sat, Apr 7th 6:00 PM	Bristol YC	Party attire!	Yes	Yes	1st AAI Challenge Non-Spin, 2nd Cuttyhunk, 1st BI
	Name	Available	Crew Comment Input	Position	Assignment	
	Bill Kneller	Yes	Type input here	Skipper	Bring Cindy!	
	Brenda Mitchell	✓		Guest		
	Cindy Kneller	✓				
	Eric Irwin	✓				
		X				
		X				
		X		Not Assigned		
		X		Not Assigned		
	Luke Orcharo	X		Not Assigned		
			Total Crew 5 = Confirmed (5) + Maybe (0)			
North Sails Spinnaker Trial	Tue, Apr 17th 2:45 PM	Borden Light Marina				
	Name	Available	Crew Comment Input	Position	Assignment	
	Bill Kneller	Yes	Type input here			
	Brooke Mastrorio	✓				
	Kimo Worthington	✓				
	Mary Martin	✓				
	Allie Gray	?		Not Assigned		
	Billy Turrell	?		Not Assigned		
	JV Hanson	X		Not Assigned		
	Larry Bissonnette	X		Not Assigned		
	Luke Orcharo	X		Not Assigned		
			Total Crew 6 = Confirmed (4) + Maybe (2)			
Cruise from BLM to Navy Marina	Tue, Apr 24th 12:30 PM	Newport Nautical or O'Club Parking Lot				
	Name	Available	Crew Comment Input	Position	Assignment	
	Bill Kneller	Yes	Type input here	Skipper	Beer & Water	

(1) Modify Availability for Multiple Events

(2) Input Comments for Multiple Events

(3) Submit Changes when edits are complete

[Submit Changes](#)





# Crew Directions for Crew Manager

## What People See With Various Crew Hide Modes

The Skipper may limit Crew visibility with optional settings. The sections below provide examples on what is displayed if visibility has been limited.

### 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.

<b>Crew Color Codes:</b> Green crew is confirmed. Yellow crew need to verify with Skipper. Red does not crew for event. White crew position assignment not made yet and tally as <i>Maybe</i> - need to verify with Skipper.				
Name	Position	Assignment	Available	Crew Comment Input
Sam Davies	Squirrel		?	
Dennis Conner	Stay Ashore		✓	
<b>Total Crew 4 = Confirmed (2) + Maybe (2) - Not all crew displayed. Contact the Skipper</b> <b>Crew must contact the Skipper to set availability</b>				

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

<b>Crew Color Codes:</b> 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 Comment Input
Crew Member	Crew		✓	
Sam Davies	Not Assigned		?	
<b>Total Crew 6 = Confirmed (2) + Maybe (4) - Not all crew displayed. Contact the Skipper</b> <b>Crew must contact the Skipper to set availability</b>				



# Crew Directions for Crew Manager

Sample *Crew Availability* list from menu

**Crew Member Logged in:** crew **User ID:** 3 (Crew Member - 2019, All Categories, All Tags) - Not all crew displayed. Contact the Skipper

<b>Crew must contact the Skipper to set availability</b>						
<b>Crew Color Codes:</b> 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	Crew Comment Input
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 Fl 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, All Categories, All Tags)

<b>Crew must contact the Skipper to set availability</b>						
<b>Crew Color Codes:</b> 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	Crew Comment Input		Position	Assignment
	Dennis Conner	✓			Rail Meat	Bring beer
	Sam Davies	✓			Headsail Trimmer	
	Crew Member	?			Jib Trimmer	
	<b>Total Crew 6 = Confirmed (4) + Maybe (2) - Not all crew displayed. Contact the Skipper</b>					

## 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





# Crew Directions for Crew Manager

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, *Crew Comment Input* box and the *Submit* button.

**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 and tally as *Maybe* - need to verify with Skipper.

Name	Position	Assignment	Available	Crew Comment Input
Dennis Conner	● Rail Meat		✓	
Crew Member	○ Not Assigned		Mayb ▾	<input type="text" value="Type input here"/>
<b>Total Crew 6 = Confirmed (3) + Maybe (3) - Not all crew displayed. Contact the Skipper</b>				

[Submit Availability Change](#)

Sample *Crew Availability* list from menu. Note the *Available* dropdowns, *Crew Comment Input* box and the *Submit* button.

## Availability

[Jump to Next Scheduled Event](#)

2020 ▾ -- All Event Categories -- ▾ -- All Event Tags -- ▾ [<== Select Year, Event & Tag Category, then click here to update display](#)

Crew Member Logged in: crew User ID: 3 (Crew Member - 2020, All Categories, All Tags) - Not all crew displayed. Contact the Skipper

**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	Crew Comment Input
Set Availability the same for all events, then edit individually =>					-- Set Default Availability -- ▾	
Instrument Training & Practice Sail	Wed, Jan 8th	1:30 PM	Navy Marina Slip A49	Navigator	Yes ▾	Bill comment
<b>Next Event:</b>						
Around Aquidneck/Spring Race	Tue, May 5th	8:00 AM	G3 Gong FI Green 4sec SSE of Hog Island Light	Mast	Yes ▾	going to party after
Cuttyhunk Race	Sat, Jul 18th	10:30 AM	G*3" Southeast of Rose Island	Cook	Yes ▾	bringing rum
Test adding Crew	Thu, Jul 30th	8:00 AM	My Desk	Crew	Maybe ▾	Type input here
Block Island Race	Sat, Aug 1st	10:30 AM	G*3" Southeast of Rose Island	Pit	Yes ▾	taking ferry home
Block Island Race Return	Mon, Aug 3rd	10:30 AM	R "2" Northwest of the New Harbor entrance	Not Assigned	No ▾	Type input here
Prince Henry Race	Sat, Aug 22nd	9:00 AM	Various designated marks in Narragansett Bay for start	Not Assigned	Select Ava ▾	Type input here
Test Regatta for Payment	Sun, Aug 30th	11:00 AM	My Place	Not Assigned	Select Ava ▾	Type input here

[Submit Changes](#)



# Crew Directions for Crew Manager

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

## Assignments

Jump to Next Scheduled Event

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

Crew Member Logged in: crew User ID: 3 (Crew Member - 2019, All Categories, All Tags)

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

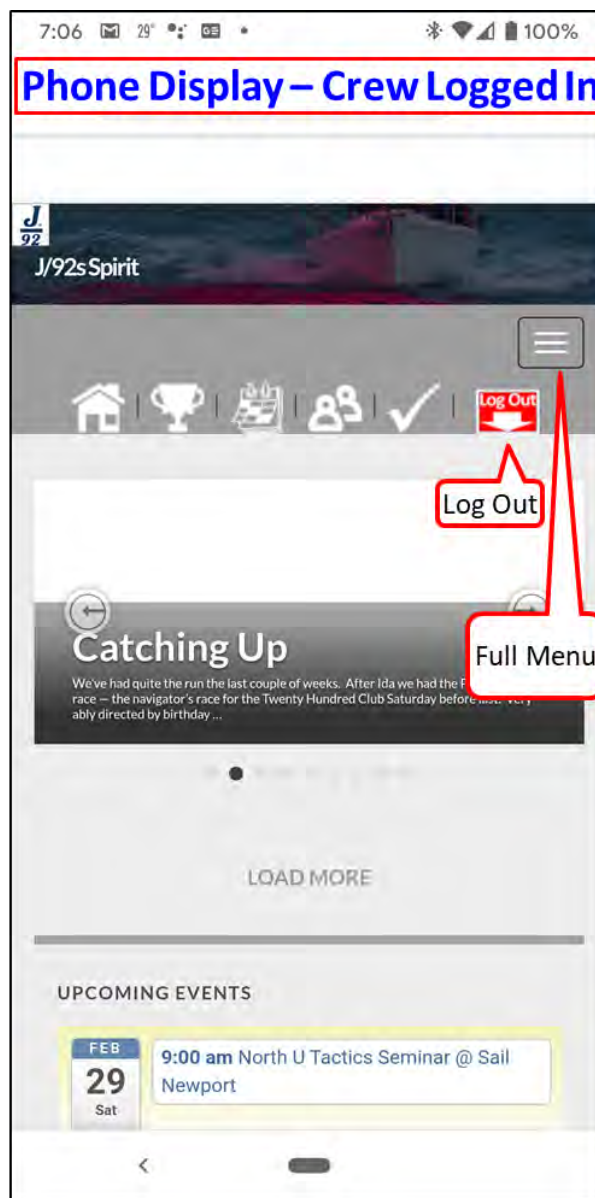
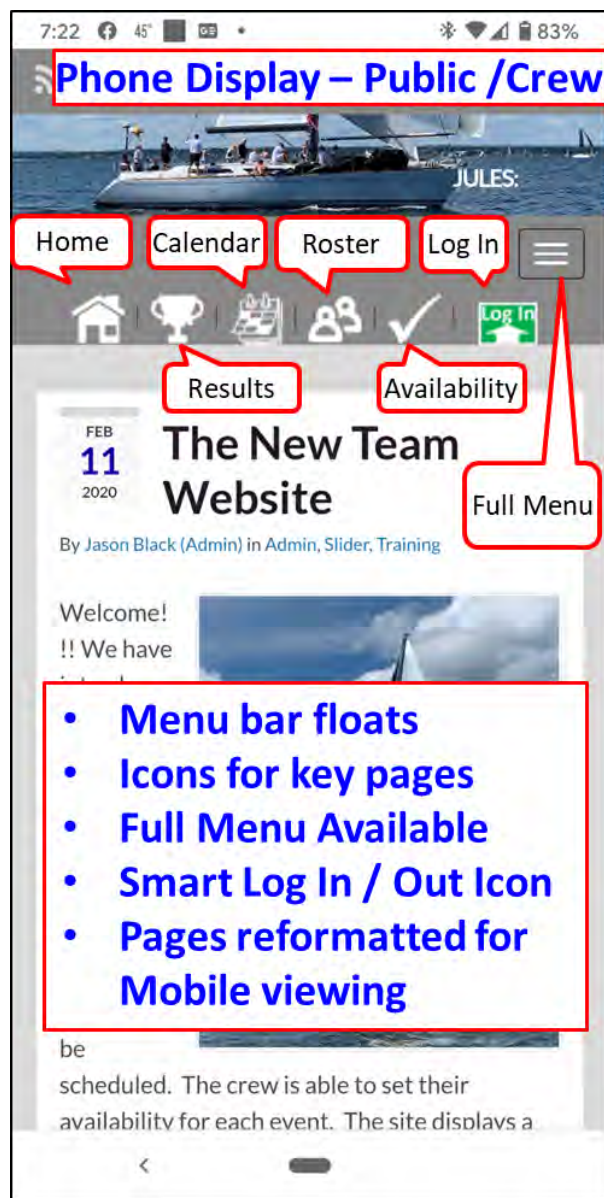
Crew Color Codes: Green crew is confirmed. Yellow crew need to verify with Skipper. Red does not crew for event. White crew position assignment not made yet.

Event	Date	Location	Uniform	Registered	Fees Paid	Results
Instrument Training & Practice Sail	Tue, Apr 23rd 5:00 PM	Navy Marina Slip A49				2 of 3
	Name	Available	Crew Comment Input		Position	Assignment
	Dennis Conner	✓			Rail Meat	lots of weight
	Sam Davies	✓			Headsail Trimmer	
	Crew Member	Maybe	Type input here		Cook	
Total Crew 5 = Confirmed (3) + Maybe (2) - Not all crew displayed. Contact the Skipper						
Event	Date	Location	Uniform	Submit Changes	Fees Paid	Results



# Crew Directions for Crew Manager

## Mobile Displays







# Crew Directions for Crew Manager

## Mobile Displays

**Phone Display – Results** 91%

Home Trophy Calendar People Check Log Out

**Jump to Next Scheduled Event**

2019 ▼ <- Select Year

All Categories ▼ <- Select Category

All Tags ▼ <- Select Tag

^-- Select Year, Category, Tag & click here

☒ <= Only events having results are displayed using filters above - Uncheck Box to show All Events, then resubmit

(2019, All Categories, All Tags)

Event / Date	Results / Series Results
Twenty Hundred Club Shore Party 04/13/2019	2nd Cuttyhunk, 2nd return and overall BI, 2nd PH, 2nd Fall Prudence
JYC Spring Series #1 05/14/2019	2 of 4
JYC Spring Series #2 05/21/2019	3 of 4 2 of 4
Owen Mitchell Spring BI Race 05/25/2019	4 of 6 Class 4, 4 of 16 Fleet
JYC Spring Series #3 05/28/2019	5 of 5

**Phone Display – Calendar** 100%

Home Trophy Calendar People Check Log Out

do the annual Newport pub crawl.

Tickets offered on the Twenty Hundred Club online shop.

**Registered:** No **Fees Paid:** Due 3/20/2020 **Uniform:** Party attire!

**Be at Hotel Viking - Sat April 4th @ 6:00PM**

**Event Website:** Twenty Hundred Club  
**Registration:** Link

**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 and tally as *Maybe* - need to verify with Skipper.

Name	Position	Assignment	- Available	- Crew Comment Input
Bill Kneller	Skipper			✓
Cindy Kneller	Crew			Yes
Eric Irwin	Crew			✓
Mary Martin	Crew			✓

**Total Crew 4 = Confirmed (4) + Maybe (0)**

**Submit Availability Change**

Post # 3524

CATEGORIES: SOCIAL

Read more



# Crew Directions for Crew Manager

## Mobile Displays




























**Phone Display – Roster**

Active Group Displayed

Active Crew List

^-- Select Crew Group & Click Here to Update

☐ <= Check Box to display SMS Text Preferences then resubmit above

Name	Display Name	Email / Text	Phone
1. Admin	admin	 	
2. Alex Dewitt	Alex	 	
3. William Kneller	Bill	 	
4. Billy Thornton	BillyBob	 	
5. Charlie Enright	Charlie	 	
6.  Crew Member	Crew	 	
7. Dee Caffari	Dee	 	
8. Dennis Conner	Dennis	 	
9. EC Helme	EC	 	

**Phone Display – Availability**

Crew Member Logged in: Cindy User ID: 11  
(Cindy Kneller - 2020, All Categories, All Tags)

Change availability for events - Choose *Available* dropdown for events you want to change => 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 - Boat Location Date / Time	Position Assigned	Crew Comment Input - Available
Set Availability the same for all events, then edit individually =>		
Annual Vento Solare Party Kneller's House Sat, Jan 25th 6:00 PM	Cook	Crew comment here Yes
Round Table Discussion at Newport YC	Not	Crew comment

Submit Changes

Round Table Discussion at Newport YC @





# Crew Directions for Crew Manager

## Links to Quick Tips

Quick tips are provided in the Documentation and FAQ section of the [Crew Manager Support Forum](#) with those relevant to Crew Members linked below.

- [I Want to be Added to Crew for a Boat](#)
- [How to Set Your Password or Forgot Your Password](#)
- [How to Add the Boat Calendar to Your Own](#)
- [How do I Get Text Messages?](#)
- [Add a Shortcut on Phone Home Screen](#)

## Support & Documentation

Support documentation is always available on the Crew Manager Support Forum. Anyone may read the forum but you need to create a forum account to post. The forum is easily reached via the boat website menu where the following choices are provided.

- [Documentation and FAQs](#) - Crew & Skipper manuals and answers to frequently asked questions
- [Crew Manager User Discussion and Questions](#) - If you have a question or want to discuss something post it here.
- [Report a Bug](#) - If you find a problem report it here so it can be addressed.
- [Request a Feature](#) - We are open to suggestions, additions or changes to Crew Manager that will make it better for everyone!

These links open in a new page. The *Home* and associated menu items on the new page are all on the main Crew Manager website, not the boat website.