



Crew Manager

Custom Boat Websites + Full Featured Crew Management Capabilities

Crew Manager

Crew Manager Crew Manual

Version 2.8
8 January 2020

<http://crew-mgr.com>

| Version | Date | Comment |
|---------|------------|--|
| 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.

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

- 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



Crew Directions for Crew Manager

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



Crew Directions for Crew Manager

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)
- 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



Crew Directions for Crew Manager

- **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.

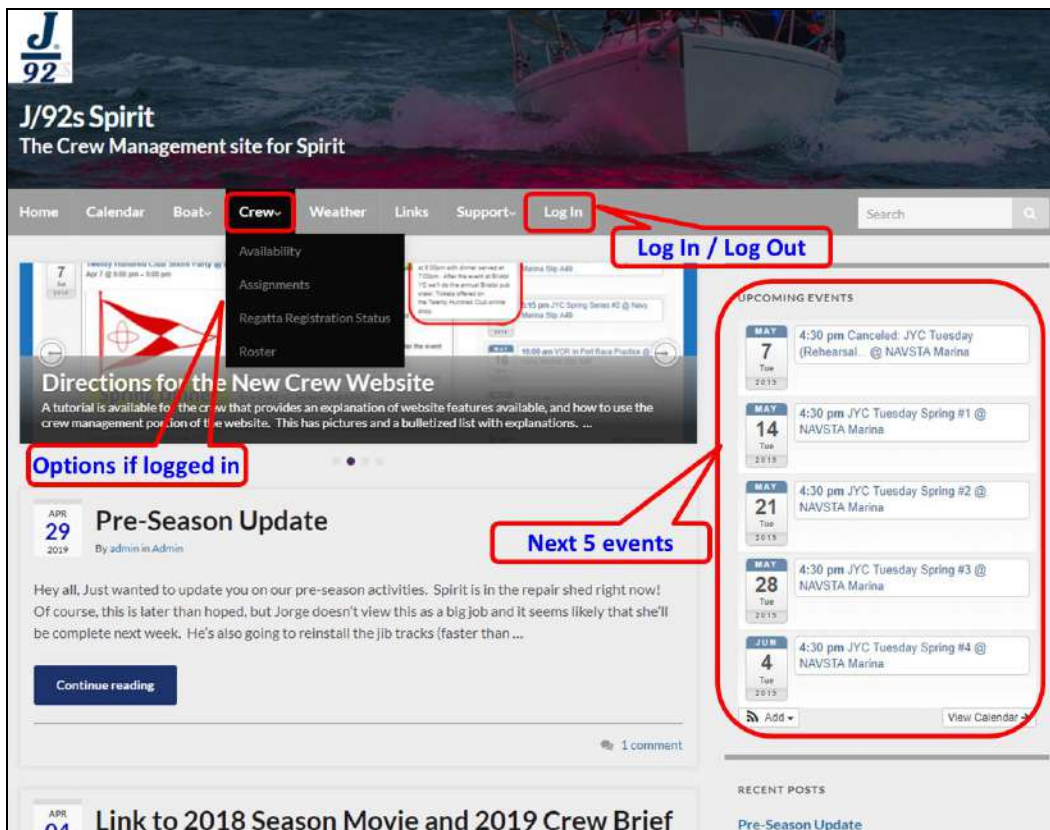


Crew Directions for Crew Manager

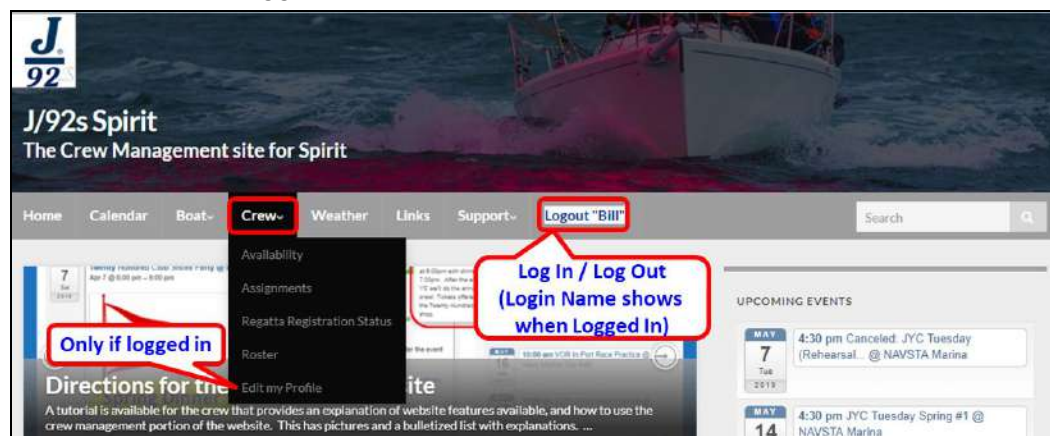
Website Pictures with Examples

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.

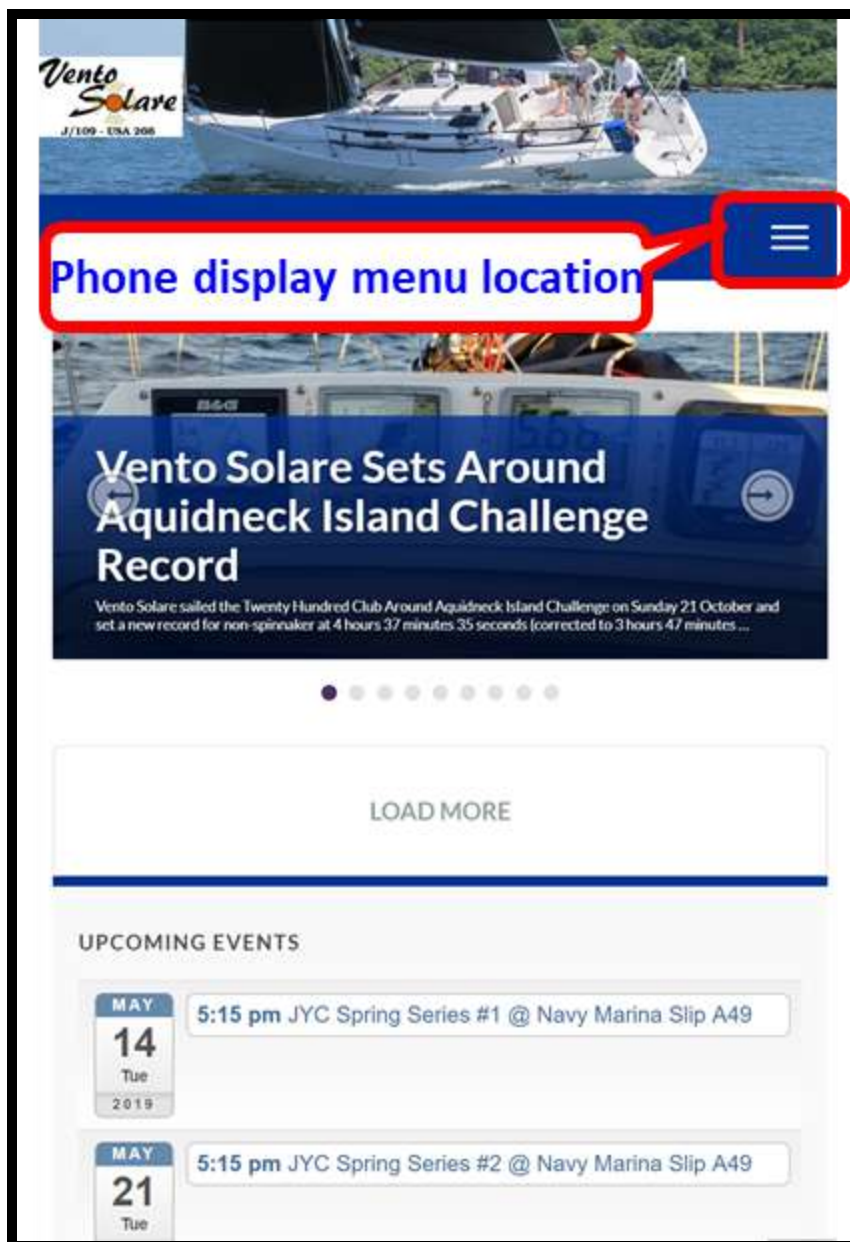




Crew Directions for Crew Manager

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 appears as bars on the top right. Click on the bars to open the menu structure.





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 @ 6:00pm

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

Spring Dinner

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

JYC Spring Series crew limit is 8 - plenty of beer, rum, limes and ginger beer on the boat. We race with One Design Sails - PHRF 75. Please be at dock NLT 5:15pm for Crew Brief Weather Link Tide Link

Pop-up on mouse over

Crew Input a Comment

Change Availability Dropdown

Submit Button

Submit Availability Change

Opens event completely

Read more

UPCOMING EVENTS

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

FEB 29 Sat 2018
9:00 am North U Tactics Seminar @ Sail Newport

6:00 pm Twenty Hundred Club Shore Party @ Bristol YC

5:15 pm JYC Spring Series #1 @ Navy Marina Slip A49

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

RECENT RESULTS

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



| Name | Position | Assignment | Crew Comment Input |
|---|----------|--------------|--------------------|
| Bill Kneller | Skipper | Bring Cindy! | |
| Brenda Mitchell | Guest | | |
| Cindy Kneller | Guest | Yes | Type input here |
| Eric Irwin | Guest | | |
| Mary Martin | Guest | | |
| Total Crew = Confirmed (5) + Maybe (0) | | | |
| Submit Availability Change | | | |

Post # 215

Area to Post an Event Comment When Logged In

Leave a Reply

Logged in as Cindy. Log out?

VisualText

FileEditViewInsertFormatToolsTable
ParagraphBBI“≡≡≡≡≡≡≡≡≡⌂🔍↶↷
Georgia12pt☰☒✎🗑️Ω≡A▼▼❓

Submit Comment



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 17th | | | 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 B |
| | 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 Orchard | X | | | Not Assigned | |
| Total Crew 5 = Confirmed (5) + Maybe (0) | | | | | | |
| Event | Date | Location | Uniform | | | |
| North Sails Spinnaker Trial | Tue, Apr 17th 2:45 PM | Borden Light Marina | | | | |
| | Name | Available | Crew Comment Input | | | |
| | Bill Kneller | Yes | Type input here | | | |
| | Brooke Mastrorio | ✓ | | | | |
| | Kimo Worthington | ✓ | | | | |
| | Mary Martin | ✓ | | | | |
| | Allie Gray | ? | | | | |
| | Billy Turrell | ? | | | | |
| | JV Hanson | X | | | | |
| | Larry Bissonnette | X | | | | |
| | Luke Orchard | X | | | | |
| Total Crew 6 = Confirmed (4) + Maybe (2) | | | | | | |
| Event | Date | Location | Uniform | Registered | Fees Paid | Results |
| 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.

| 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 <i>Maybe</i> - need to verify with Skipper. | | | | |
|--|-------------|------------|-----------|--------------------|
| Name | Position | Assignment | Available | Crew Comment Input |
| Sam Davies | Squirrel | | ? | |
| Dennis Conner | Stay Ashore | | ✓ | |
| Total Crew 4 = Confirmed (2) + Maybe (2) - 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 Comment Input |
| 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 | | | | |



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

| 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 | 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)

| 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 | Crew Comment Input | | 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 | | | | | |
| | | | | | | |

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"/> |
| Total Crew 6 = Confirmed (3) + Maybe (3) - Not all crew displayed. Contact the Skipper | | | | |

[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 |
| Next Event: | | | | | | |
| Around Aquidneck/Spring Race | Tue, May 5th | 8:00 AM | G3 Gong Fl 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

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.