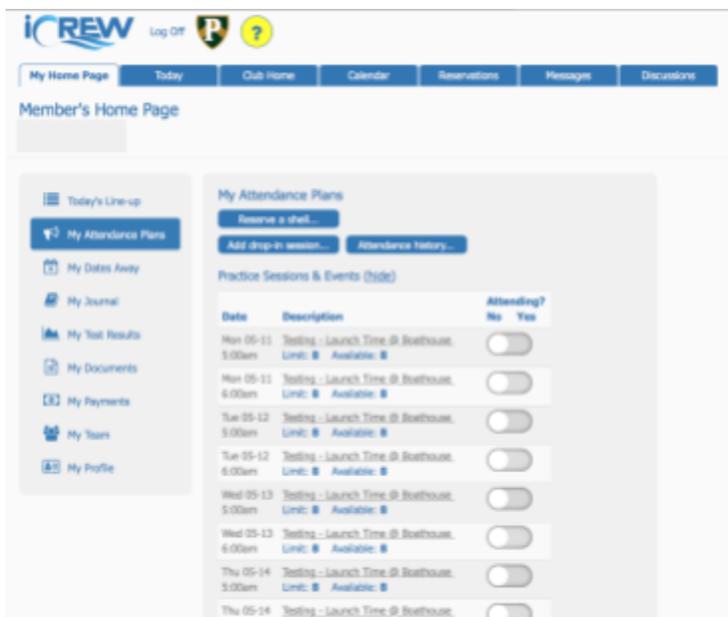


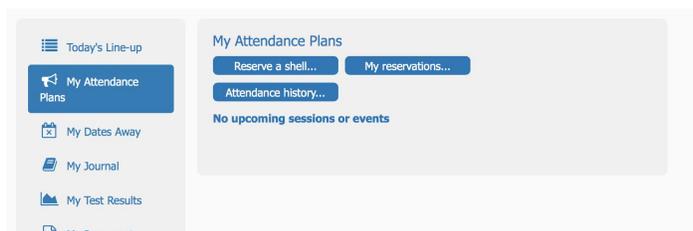
Welcome to the PRC iCrew boat reservation system. We will be using this system for members to reserve their equipment and dock time during this time of limited re-opening of the boathouse. iCrew has both web and mobile applications (links below). If you are already a member of iCrew please skip to step 2. If you have any questions, comments, concerns, at any time contact us at [icrew@pocockrowingcenter.org](mailto:icrew@pocockrowingcenter.org).

- [iCrew web login](#)
- [iCrew Apple App](#)
- [iCrew Android App](#)

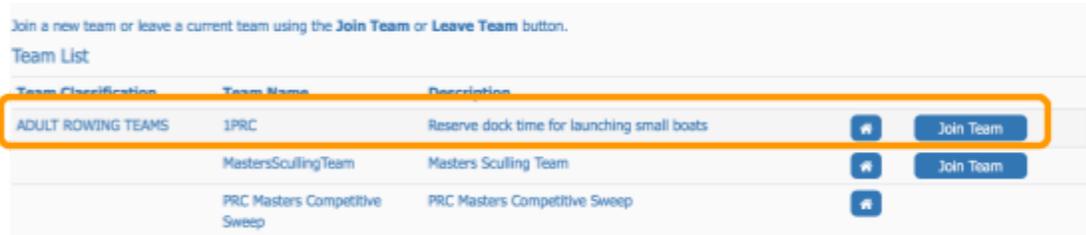
1. Create an iCrew account by clicking [here](#). The code is **george**. This will automatically add you to the 1PRC team from which you can reserve dock time and club singles.
2. Log in to your iCrew account and navigate to your home page
  - a. You should see a list of Launch Time sessions that looks like this in your “My Attendance Plans”. If you see this proceed to Step 3, otherwise continue on to 2b.



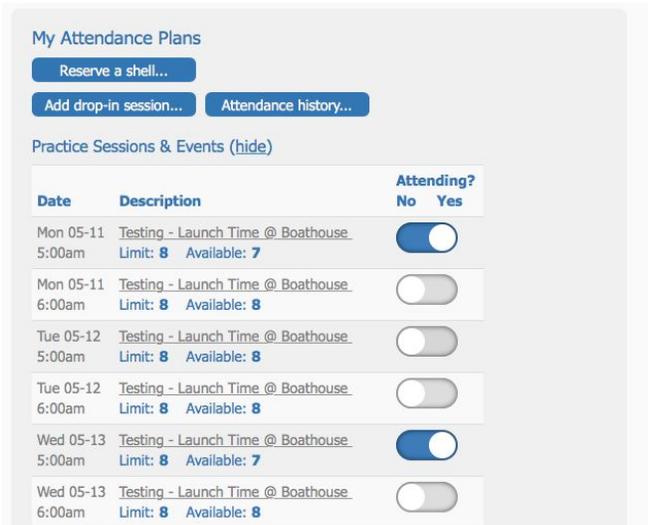
- b. If you are not associated with the 1PRC team your “My Attendance Plans” page looks like this:



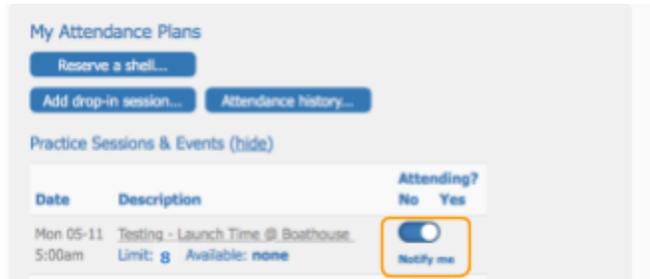
- c. To add yourself to the 1PRC team, scroll down and select My Team.
- d. Click “Join or leave teams”
- e. Click “Join Team” next to the 1PRC team



- f. Return to the My Attendance Plans page
3. To sign up for a Launch Time simply toggle the Attending button to Yes. You can change your attendance plans at any time. As a courtesy to your fellow rowers, if you can't make a time you are scheduled to attend please sign out as early as possible. Each Launch Time is limited to 10 people, this will allow someone on the waiting list to sign up (see below).



- a. When a time is full you will not be permitted to sign up for that time, however you can select to be notified by email if a spot opens up at which time you can log in to iCrew and sign in. This is first come, first serve, so be quick! This [video](#) shows how session limits work.



4. Once you have reserved a Launch Time you may reserve a shell. There are a number of ways to do this, here we will walk through two ways. This [video](#) also shows how to reserve a boat (note at this time, only 1x are available).
5. From the same Home Page you can click “Reserve a Shell...”.



- a. This will take you to the “Make a Reservation” page. Here, select the Date, Start, and End time for your boat reservation, and then click “Check availability” to see what shells are available. Any time the date or time is changed you must refresh the shell list by clicking “Check availability”

Make Reservation

My reservations...  
 Come here after logging on

Date:  Select date for reservation

Start time: 05:00 AM  
End time: 07:30 AM Select start and end time

Shell type:  Scout  Sweep  Other

Shell size:  Single

Available shells

1x BBG	1x Christy Irene	1x Empacher	1x Flax	1x GH	1x Guy Harzer	1x H107
1x H110	1x H111	1x H112	1x H120	1x H121	1x H122	1x H123
1x Madison	1x Mercer	1x Olive	1x Pike	1x Rosewell	1x Silver Hudson	1x Snow
1x Spruce	1x Swiflowe	1x Woodbine				

Available cars

Green (x) Personal (x) Red (x)

Note:

Check out onto the water immediately?

- b. When you have a list of shells, you can hover or click the **i** for more information like the weight-class. If a boat is out for repair or otherwise unrowable, a **!!** will be next to the name.

The screenshot shows the 'Make Reservation' form. It includes a date field set to 2020-05-11, start and end time pickers, and radio buttons for shell type (Scout, Sweep, Either) and shell size (Single). Under 'Available shells', there is a grid of buttons for various boat models. A tooltip for '1x Flew' is visible, showing 'Ability Req: Intermediate' and 'Weight Class: 145-175'. The '1x H123' button has a yellow double exclamation mark icon. Under 'Available oars', there are buttons for Green (x), Personal (x), and Red (x). A 'Make Reservation' button is at the bottom.

- c. Once you have selected a boat and oars, click “Make Reservation” to complete your reservation

This screenshot is identical to the one above but highlights the selection process. The '1x Flew' button in the 'Available shells' section and the 'Red (x)' button in the 'Available oars' section are both enclosed in orange rectangular boxes. The 'Make Reservation' button at the bottom is also highlighted with an orange box.

6. An alternative way to reserve a boat is to navigate to the Reservation tab. This defaults to a Week view. Here you can also see other boats that are reserved.

The screenshot shows the iCREW Reservations Calendar interface. At the top, there is a navigation bar with tabs for "My Home Page", "Today", "Club Home", "Calendar", "Reservations", "Messages", and "Discussions". Below the navigation bar, the "Reservations Calendar" section includes checkboxes for "Include data older than 60 days" and "Include future data over 60 days", and a "Refresh" button. The main area features a calendar grid for the week of May 10-16, 2020. A reservation is shown for Monday, May 11, from 5:00a to 7:00a, labeled "Row (1) / Red - Sara S".

- a. If you click on a day/time slot, this will take you to the Make Reservation page for that Day and Time. From there you can follow the same procedure [above](#) to reserve your boat
7. You can see a list of your boat reservations from multiple places by clicking the “My Reservations” button.

This screenshot is identical to the one above, but with the "My Reservations..." button in the navigation bar highlighted with an orange box. The calendar grid shows the same reservation for Monday, May 11, from 5:00a to 7:00a.

- a. In this list view you can edit or cancel your reservation.

**My Upcoming Reservations**

My reservations only:

Click >>here<< to extract/download these records.

Date	Start Time	End Time	Shell	Oars	Rower
 05-11-2020	5:00am	7:00am	Flew	Red	Sara Seeman

- b. You can also click on your reservation in the Calendar view to edit your reservation.

Change the date, time, shell, oars, or note, then tap the **Change Reservations** button.

Date:

Start time:  AM person that made this reservation

End time:  AM

Shell type:  Scull  Sweep  Other

Shell size:  Single

Available shell

<input type="button" value="1x 88G"/>	<input type="button" value="1x Christy Irene"/>	<input type="button" value="1x Dempster"/>	<input type="button" value="1x Flew"/>	<input type="button" value="1x GH"/>	<input type="button" value="1x Guy Harper"/>	<input type="button" value="1x H107"/>
<input type="button" value="1x H110"/>	<input type="button" value="1x H111"/>	<input type="button" value="1x H112"/>	<input type="button" value="1x H120"/>	<input type="button" value="1x H121"/>	<input type="button" value="1x H122"/>	<input type="button" value="1x H123"/>
<input type="button" value="1x Madison"/>	<input type="button" value="1x Pincus"/>	<input type="button" value="1x Olive"/>	<input type="button" value="1x Pike"/>	<input type="button" value="1x Rosewall"/>	<input type="button" value="1x Shaw Madison"/>	<input type="button" value="1x Skene"/>
<input type="button" value="1x Spruce"/>	<input type="button" value="1x Swifsure"/>	<input type="button" value="1x Woodlake"/>				

Available oars

<input type="button" value="Green (4)"/>	<input type="button" value="Personal (4)"/>	<input type="button" value="Red (4)"/>
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Note:

Reserved by: Sara Seeman