Table of Contents

1 PURPOSE 2

2 SET UP 2

2.1 REQUEST AN ACCOUNT 2
2.2 CHANGE THE TEMPORARY PASSWORD 3
2.3 COMPLETE YOUR PROFILE 5
2.4 UPDATE YOUR PROFILE 6
2.5 SIGN THE COVID WAIVER 6

3 ACTIVITIES 8

3.1 COMPLETE COVID SCREEN 8
3.2 DROP IN TO PICK UP OR LEAVE EQUIPMENT (BOATHOUSE VISIT) 9
3.3 PRACTICE SESSIONS AND EVENTS (ALSO WEIGHT ROOM, ERG ZONE, VOLUNTEER ACTIVITY) 10
3.4 RESERVE/CANCEL EQUIPMENT 11
3.4.1 RESERVE CLUB BOAT IN ADVANCE 11
3.5 CANCEL RESERVATION 13
3.5.1 CANCEL A RESERVATION 13
3.5.2 CANNOT DELETE AFTER RESERVATION ENDS 14
3.6 CHECK OUT A BOAT OTW 17
3.6.1 RESERVED IN ADVANCE 17
3.6.2 RESERVE AND CHECK OUT SIMULTANEOUSLY 19
3.7 CHECK IN AFTER A ROW 21
3.8 OTHER 23
3.8.1 MISSED LOGGING AN OUTING 23
3.8.2 MILES ROWED AT ANOTHER CLUB 24
3.8.3 LOGGING GUEST ROWERS. 24
3.8.4 REPORTING DAMAGE 25
3.9 LOGGING VOLUNTEER HOURS 27

VBC iCrew

1 Purpose

iCrew will replace Vesper's paper reservation sheet and the Access database that records boat usage and miles.

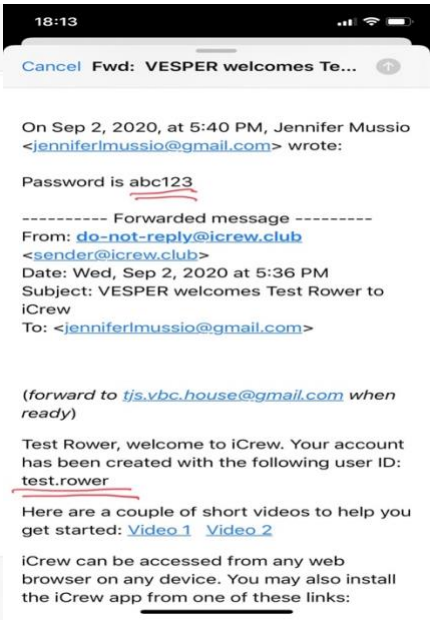
COVID Note: iCrew allows contact tracing. It uses reservations as a record of who uses club equipment and when (including weight room and erg zones). Members must reserve club resources in iCrew before use.

iCrew is accessible wherever there's an internet connection. It's available for iOS, Android, and web browsers (on a desktop/laptop). Screenshots below show one of many ways to navigate the app. They are from an iPhone unless otherwise noted.

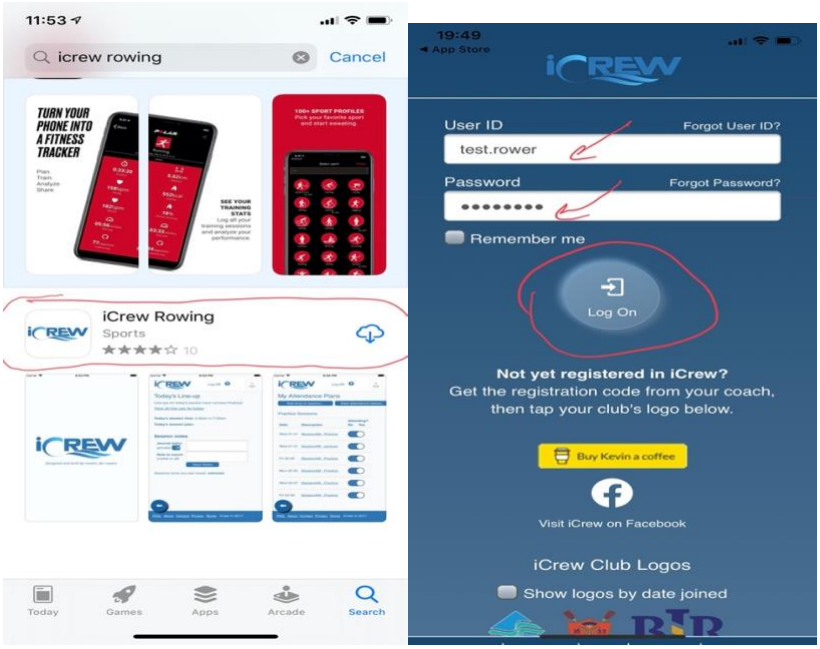
2 Set Up

2.1 Request an Account

Email the VBC captain to request an iCrew account. The captain will set up your account, taking your first and last name from the signature on your e-mail. You will receive an e-mail when your account has been created. Note the User ID and temporary Password

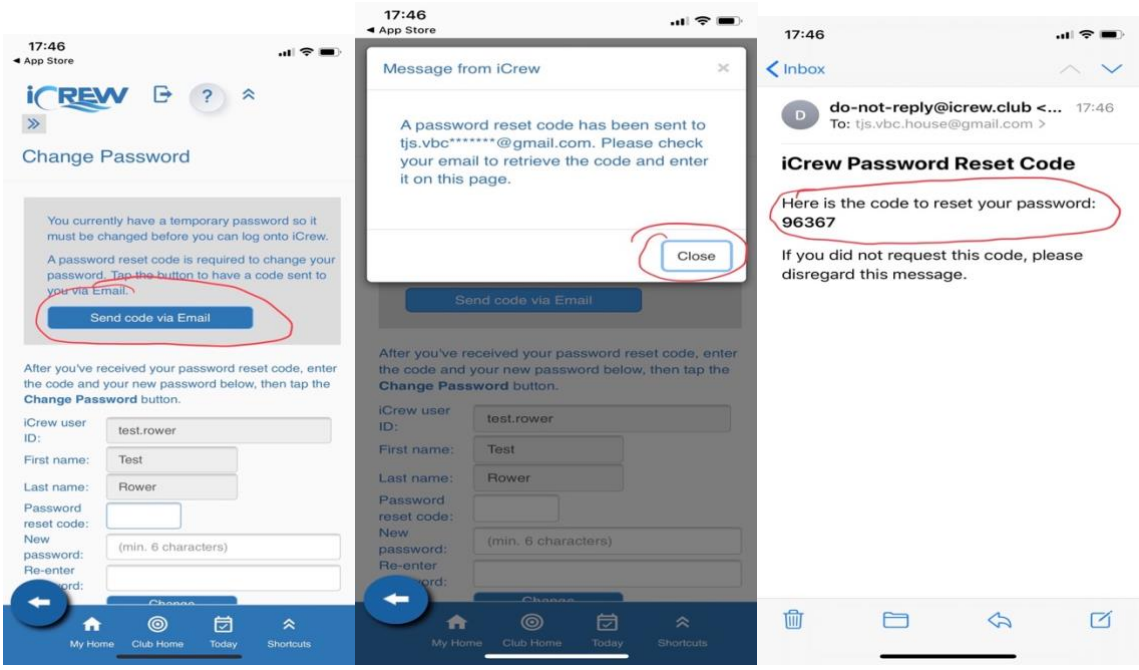


Download the “iCrew Rowing”App. Open the App and enter your User ID and temporary password and tap “Log On”.

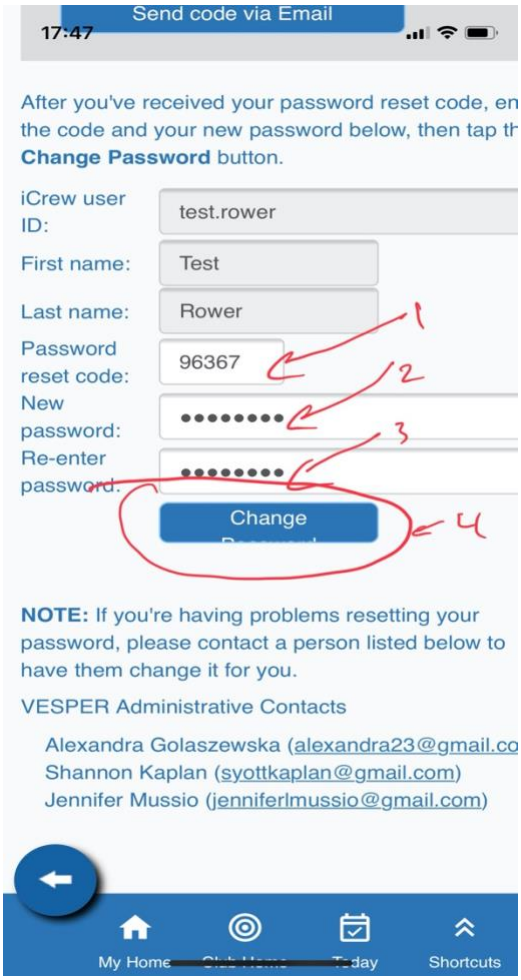


2.2 Change the Temporary Password

On the Change Password page, tap “Send code via e-mail”. You’ll receive an e-mail with a code to reset the password.

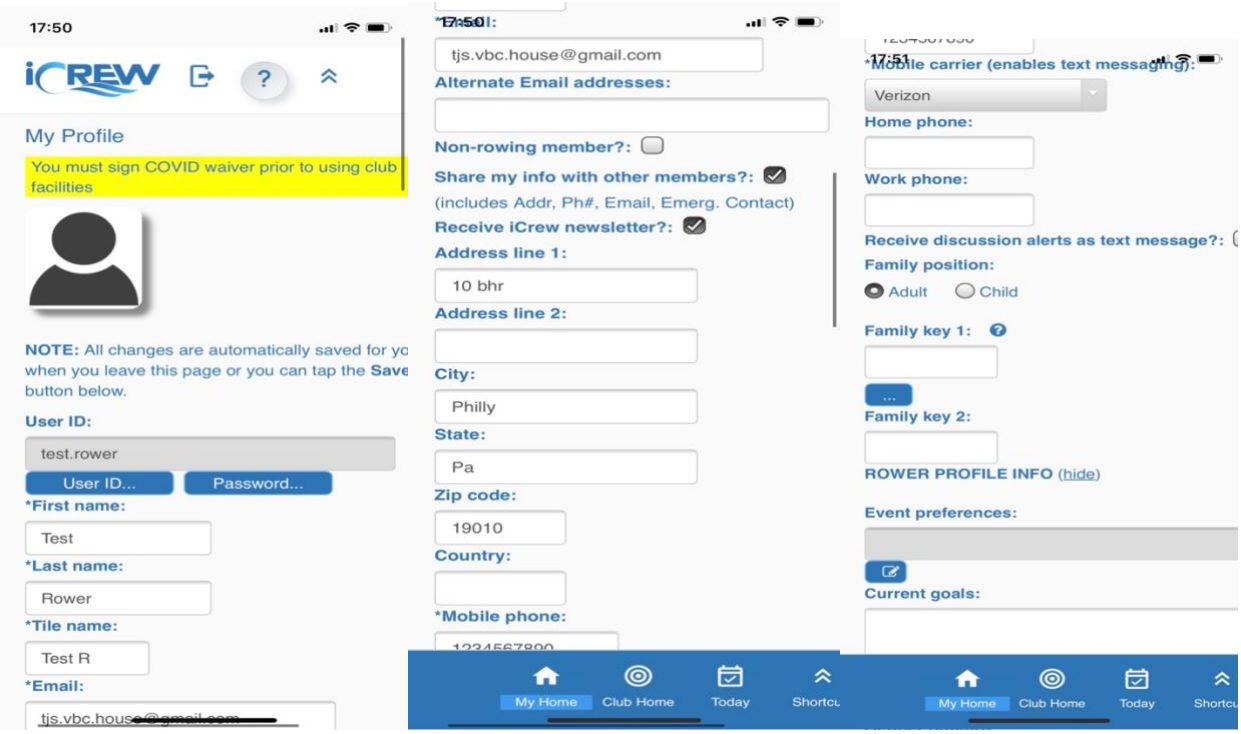


Use the code to enter a new, secure password. Tap “Change Password.

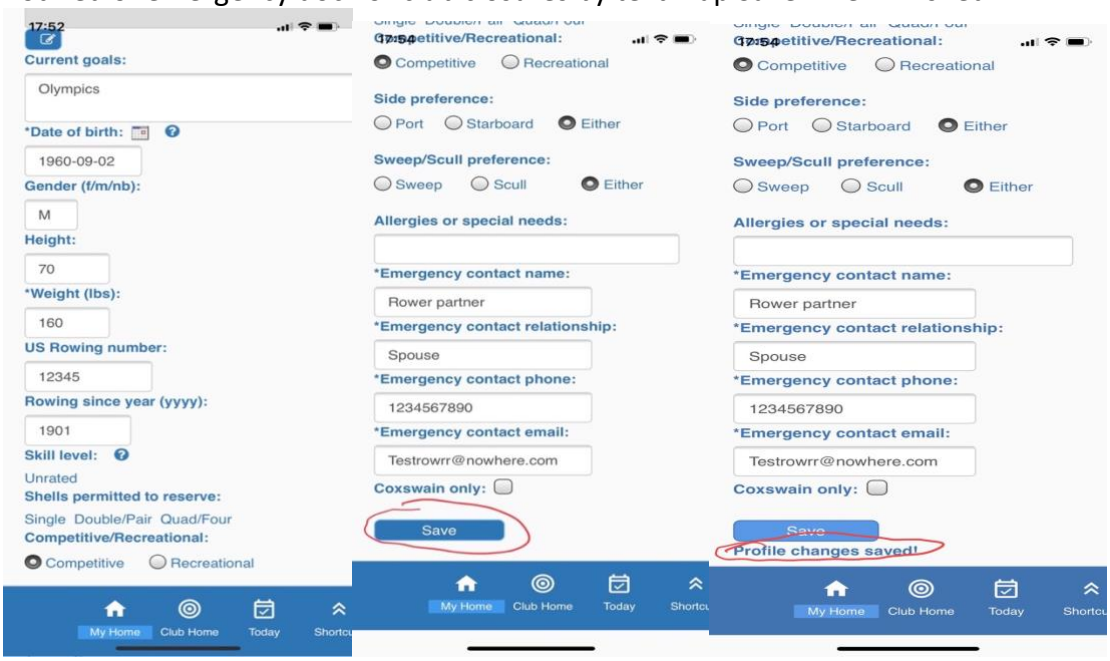


2.3 Complete your Profile

You will be prompted to enter additional information. Mandatory fields are marked with an asterisk.

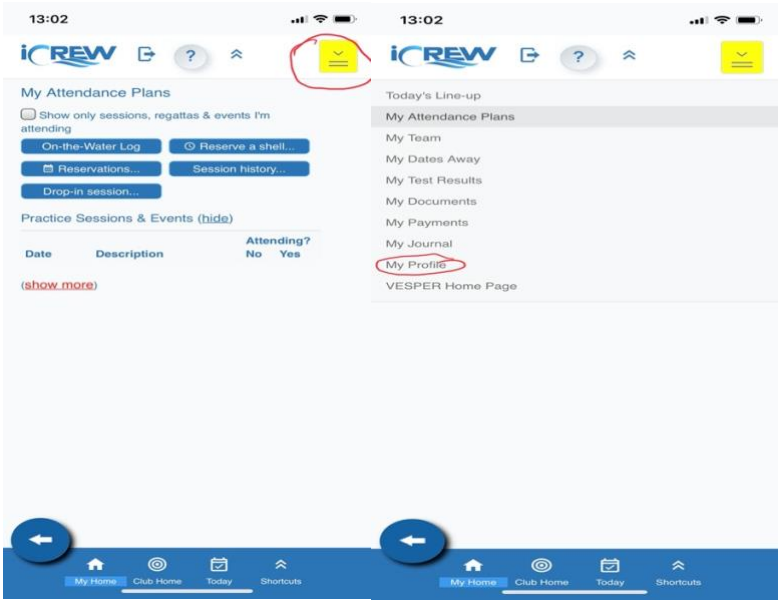


Emergency contact and mobile phone information is mandatory. Active club users will be notified of emergency dock or club closures by text. Tap Save when finished.



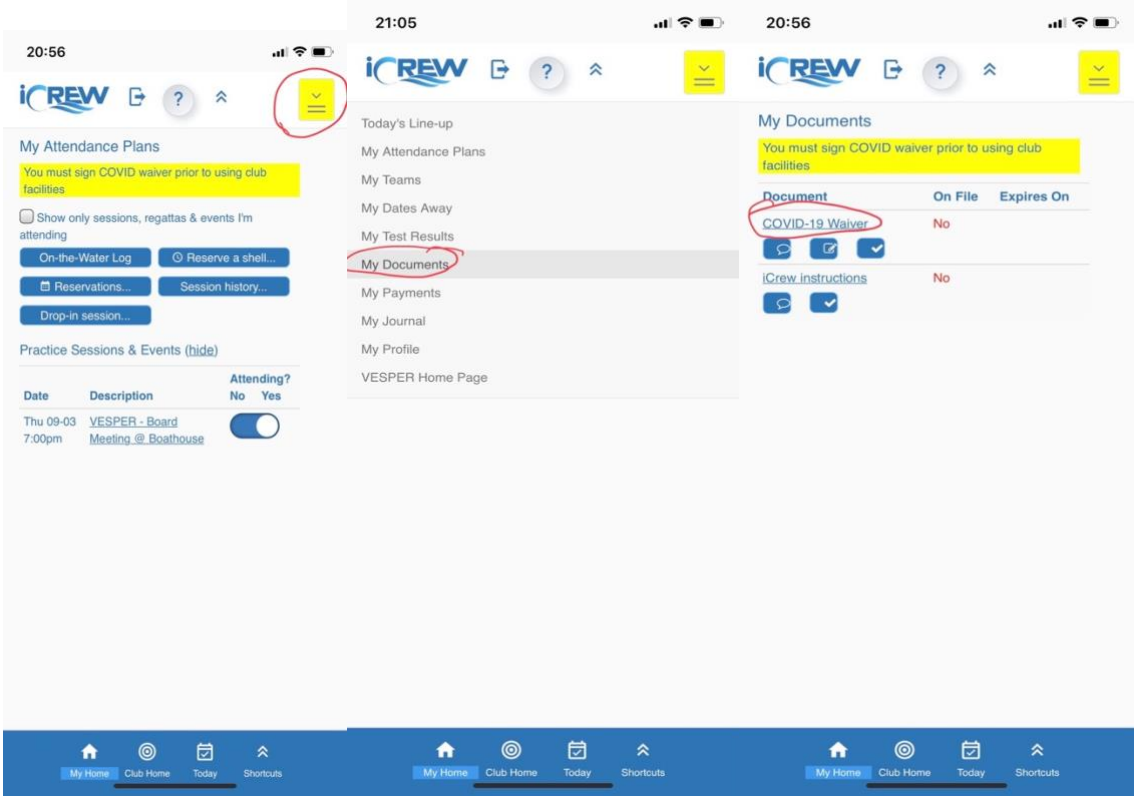
2.4 Update Your Profile

You can update your profile at any time. Tap the yellow arrow and “My profile”:

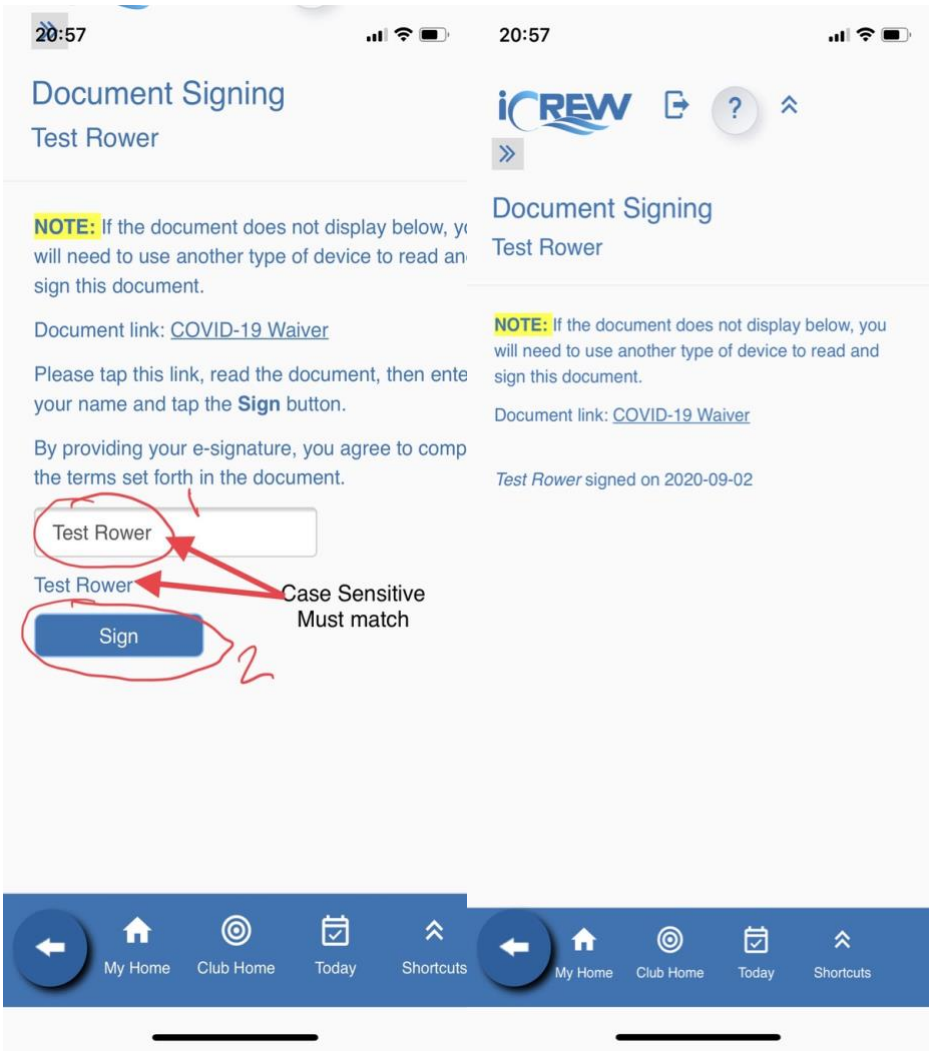


2.5 Sign the Covid Waiver

You will need to sign the Covid waiver to use club facilities. Go to “My Documents” and tap either the document title or the Pencil icon.



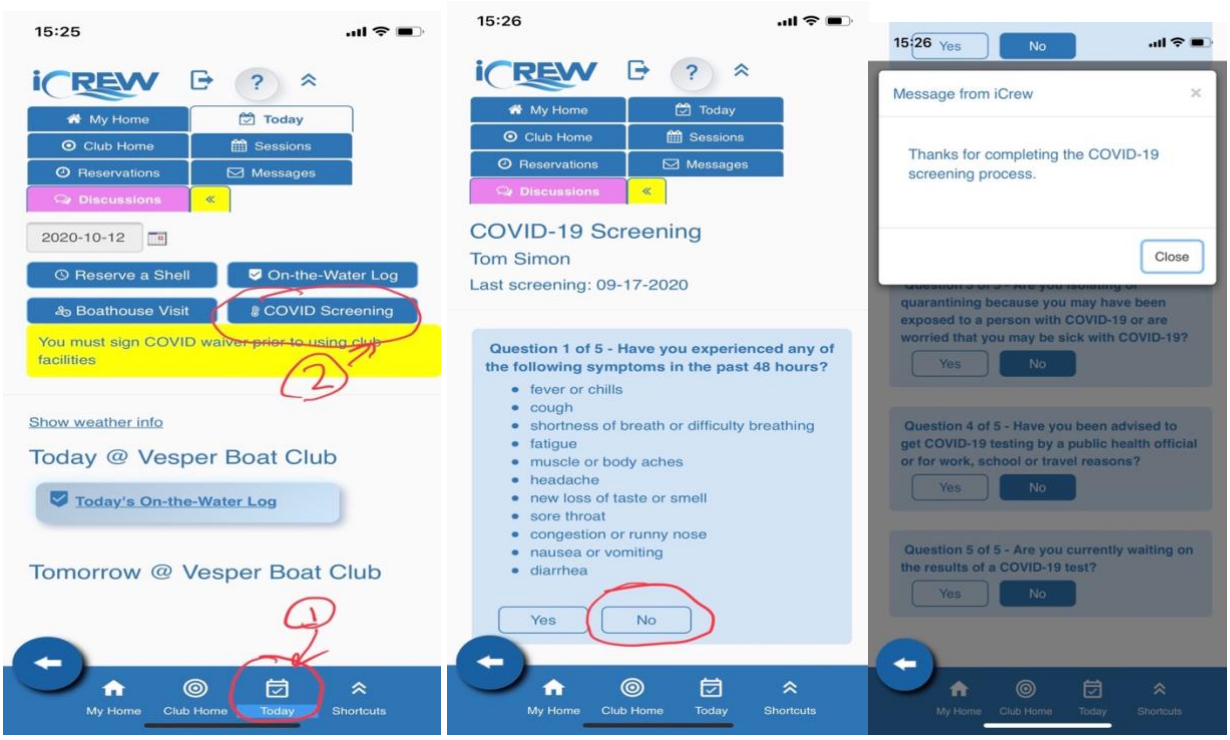
To sign, enter your name in the document signing window. It must match your first name and last name exactly (case sensitive). Tap sign, and the app will record your approval.



3 Activities

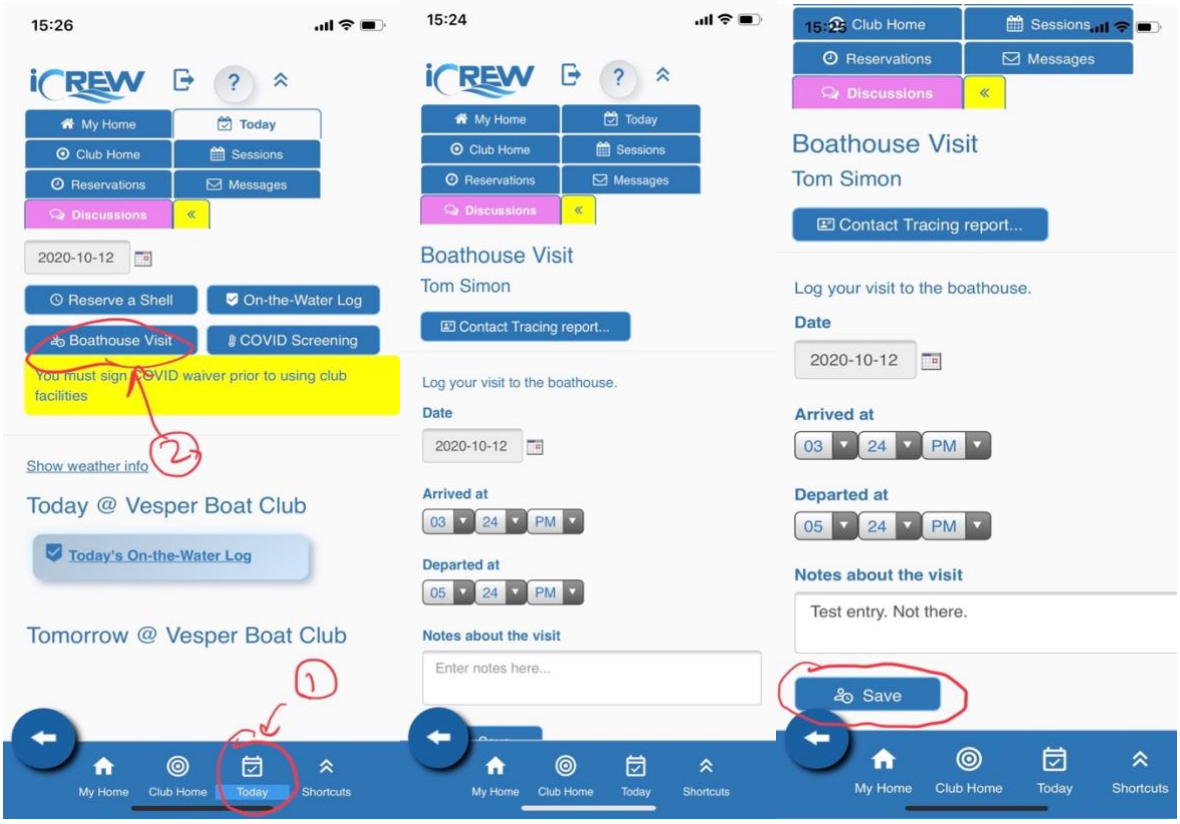
3.1 Complete Covid Screen

You must complete the covid screen in iCrew any day you enter the club. From any screen, tap “Today”, then “Covid Screening”. The app will present 5 questions. After you have answered the questions, press “Submit” (Not pictured). The app will acknowledge your entry.



3.2 Drop in to pick up or leave equipment (Boathouse Visit)

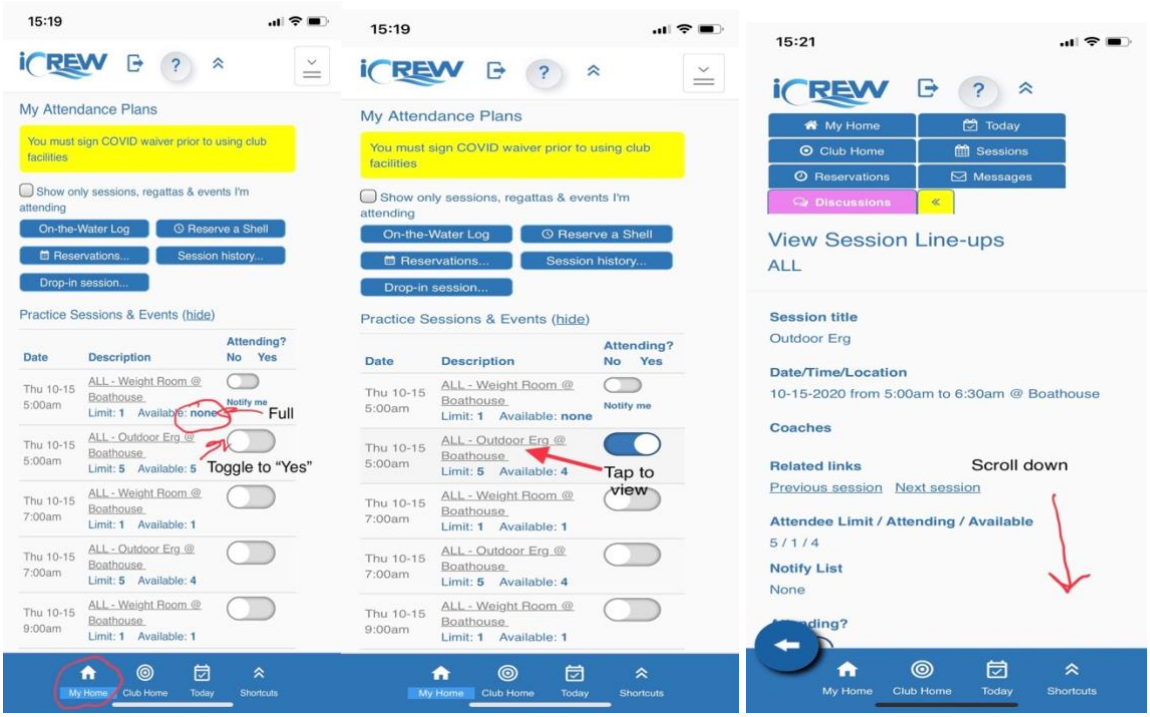
To drop in and pick up equipment, use “Boathouse Visit” to log your entry and exit. At the bottom of the screen, tap “Today”. Then tap “Boathouse Visit” to enter the date and times of entry and exit. Add explanatory text, and press “Save”. You’re done!



3.3 Practice Sessions and Events (Also Weight Room, Erg zone, Volunteer Activity)

VBC uses “Sessions” to schedule use of the weight room, erg zones, and organized volunteer sessions. Go to “My Home” (tap at bottom), and you will see Practice Sessions organized by date. If a session is full, availability will be “None”. To schedule, locate an available session and move the toggle to “Yes”. Your slot/seat is secured.

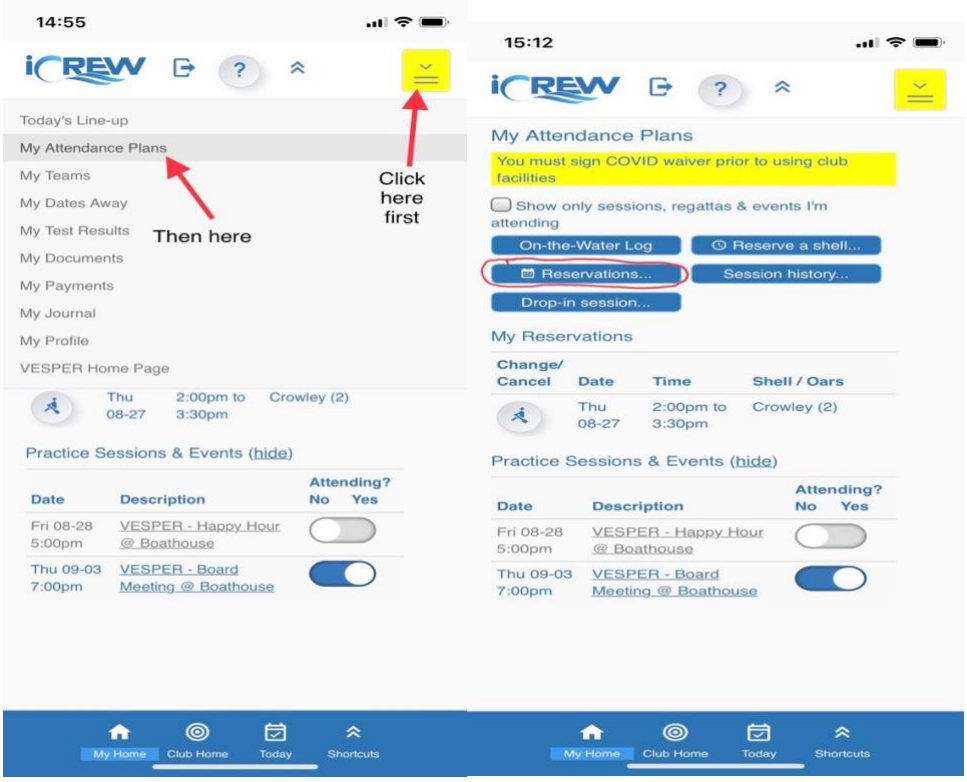
You can view your reservation by tapping the link to the session. The scroll down for details (e.g. who else is signed up).



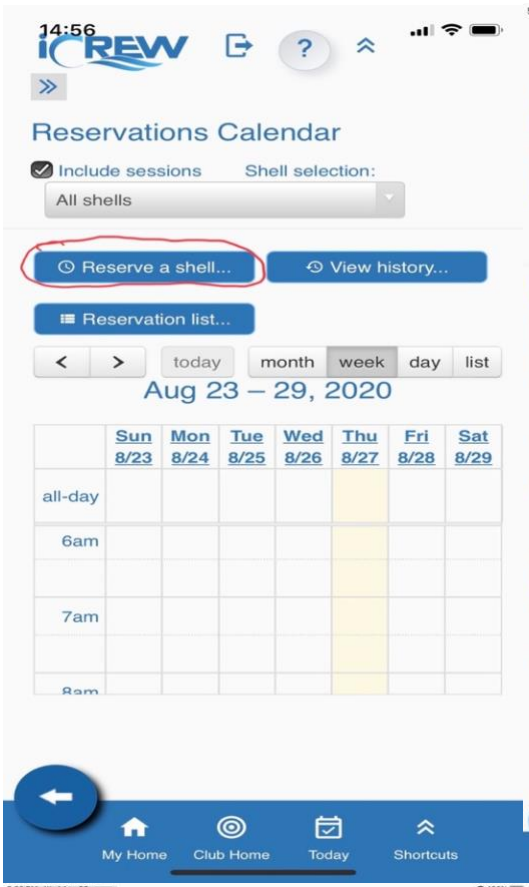
3.4 Reserve/Cancel Equipment

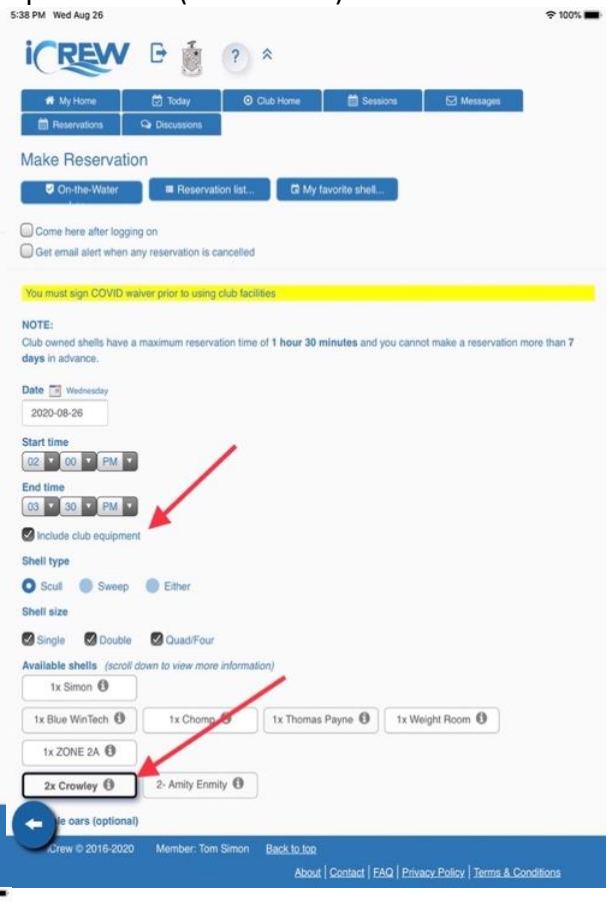
3.4.1 Reserve Club Boat in Advance

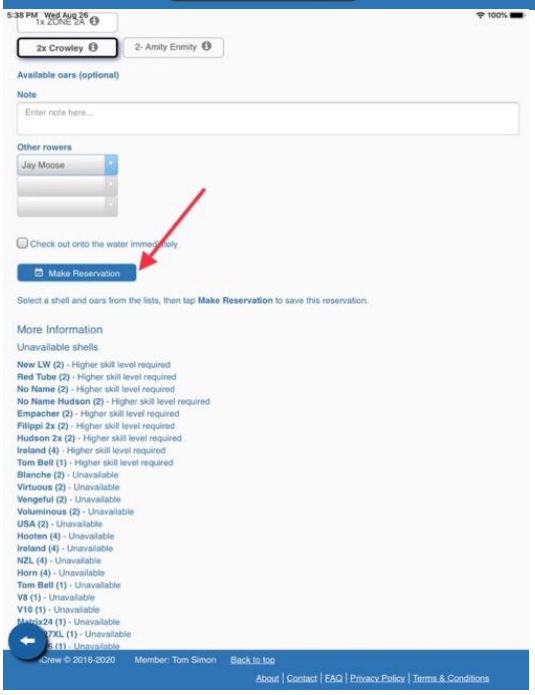
You can reserve one club boat, up to 7 days in advance. Tap the yellow drop-down button and select “My Attendance Plans”. Under My Attendance Plans page, tap “Reservations”.



You will see a calendar of reservations. Tap “Reserve A Shell”. “Make Reservation” opens. Set the date and time. Be sure the box is checked to “include club equipment”. Select a boat and scroll down to add other rowers from drop-down list (team boats). Press “Make Reservation”.





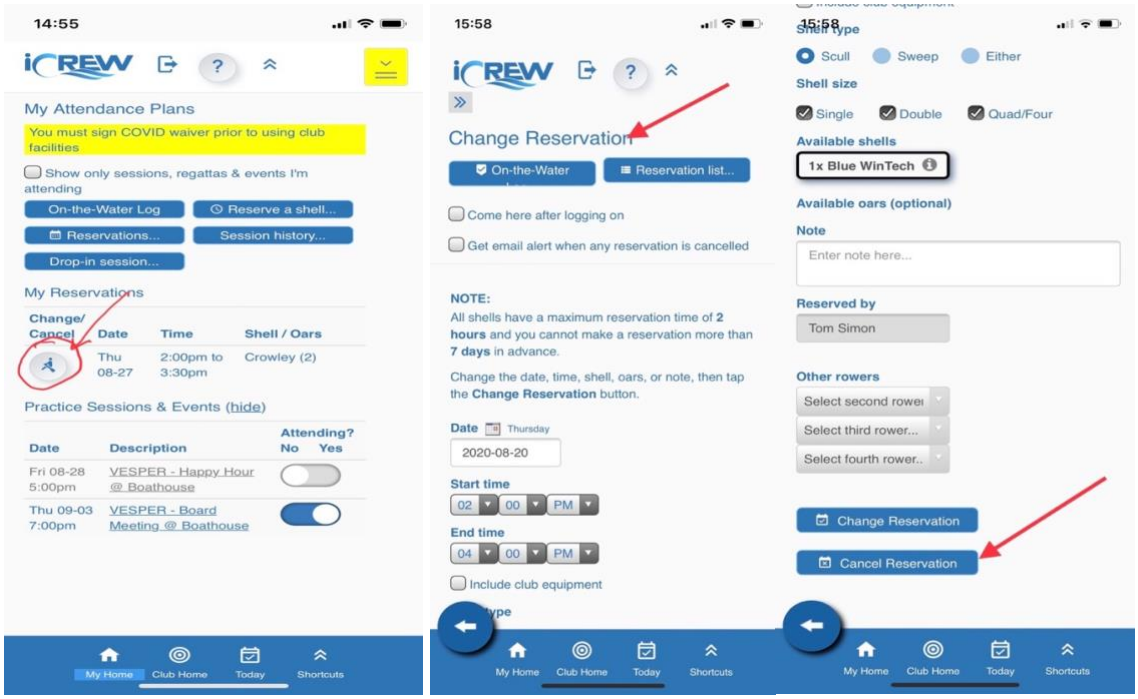


3.5 Cancel Reservation

3.5.1 Cancel a Reservation

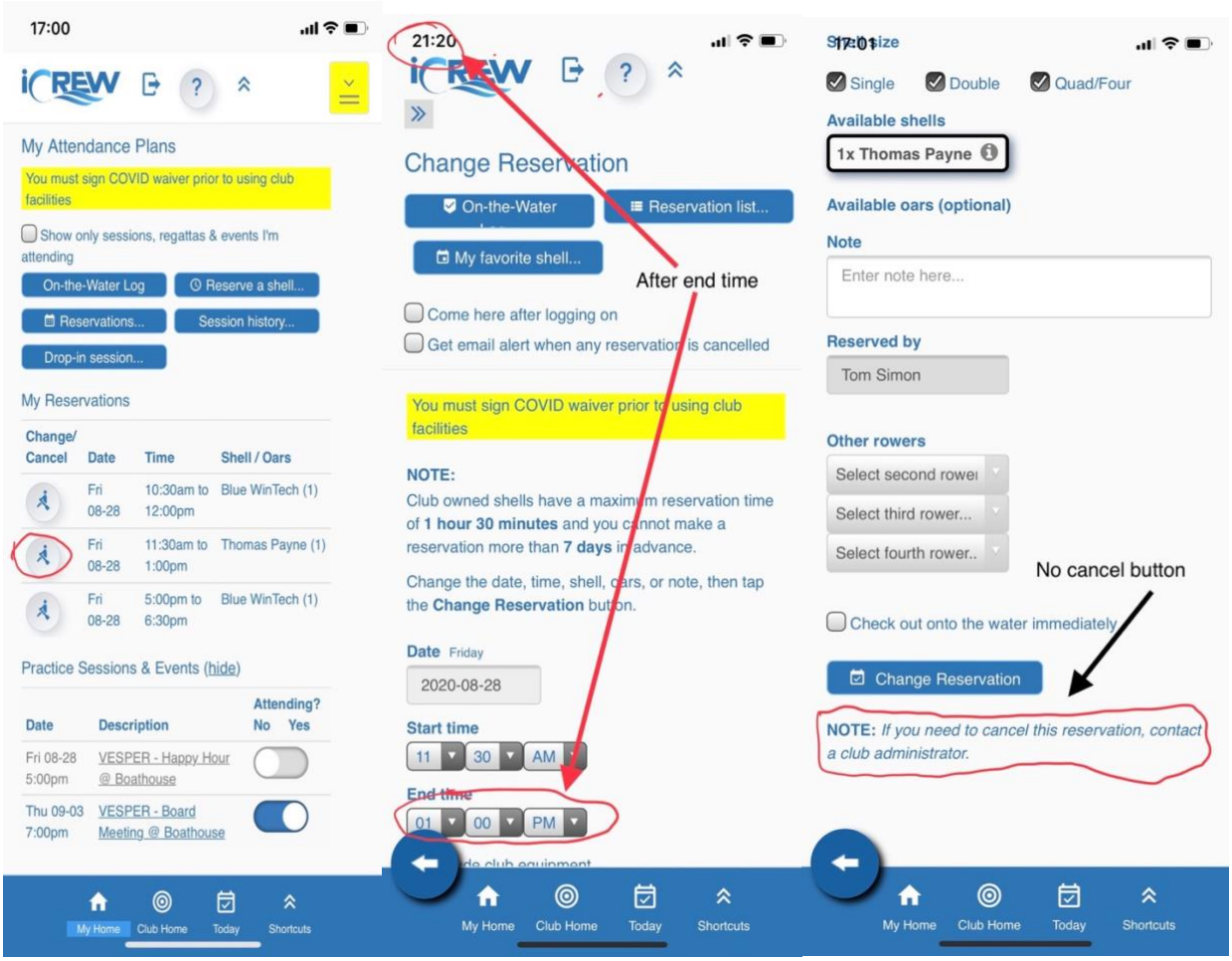
When you reserve a boat, no one else can check it out or reserve it. If you decide not to row, CANCEL YOUR RESERVATION IMMEDIATELY.

From “My Attendance Plans”, “My Reservations”, tap “Change/Cancel”. On Change Reservation, scroll down to “Cancel Reservation”.



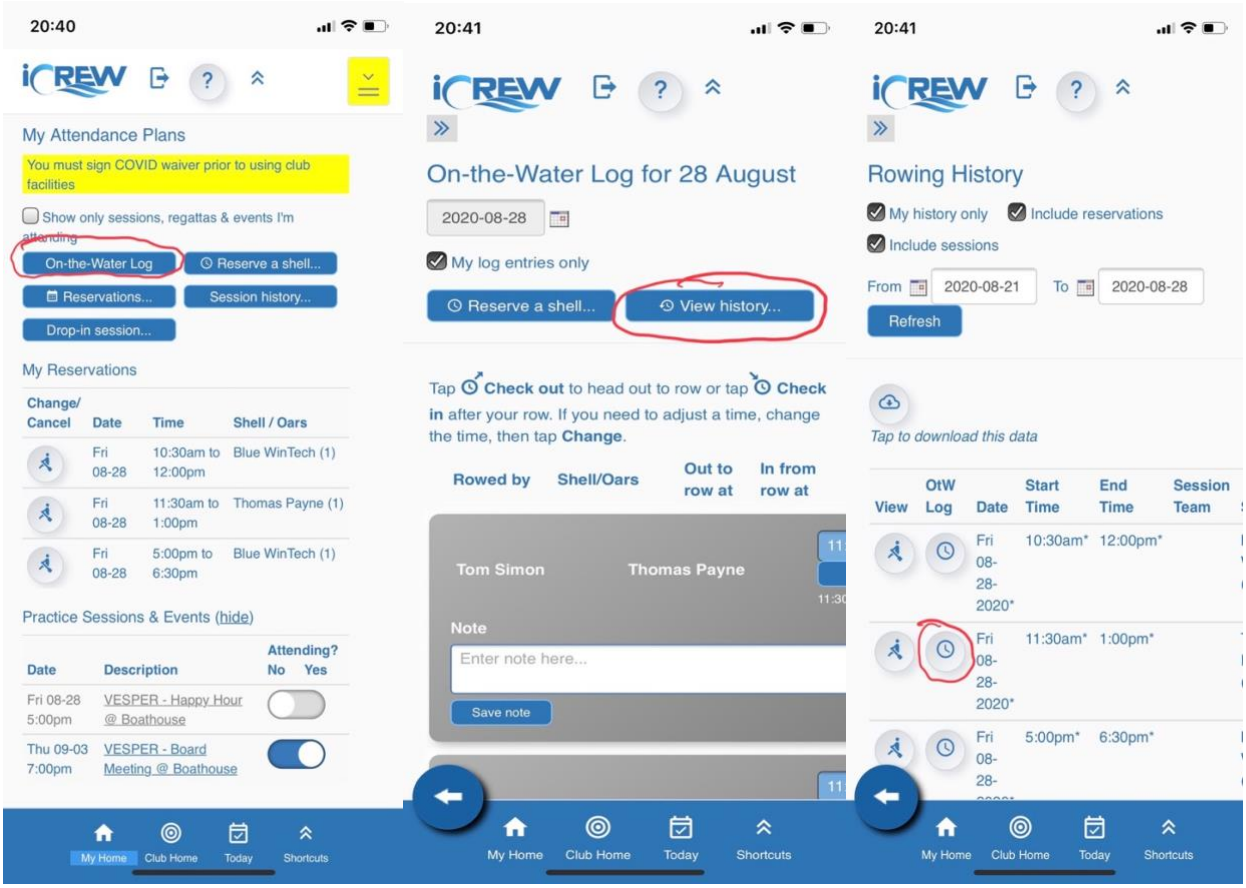
3.5.2 Cannot Delete After Reservation Ends

You cannot delete a reservation after it ends. If you try, the “Cancel Reservation” button does not display; the system will direct you to “contact an administrator”.

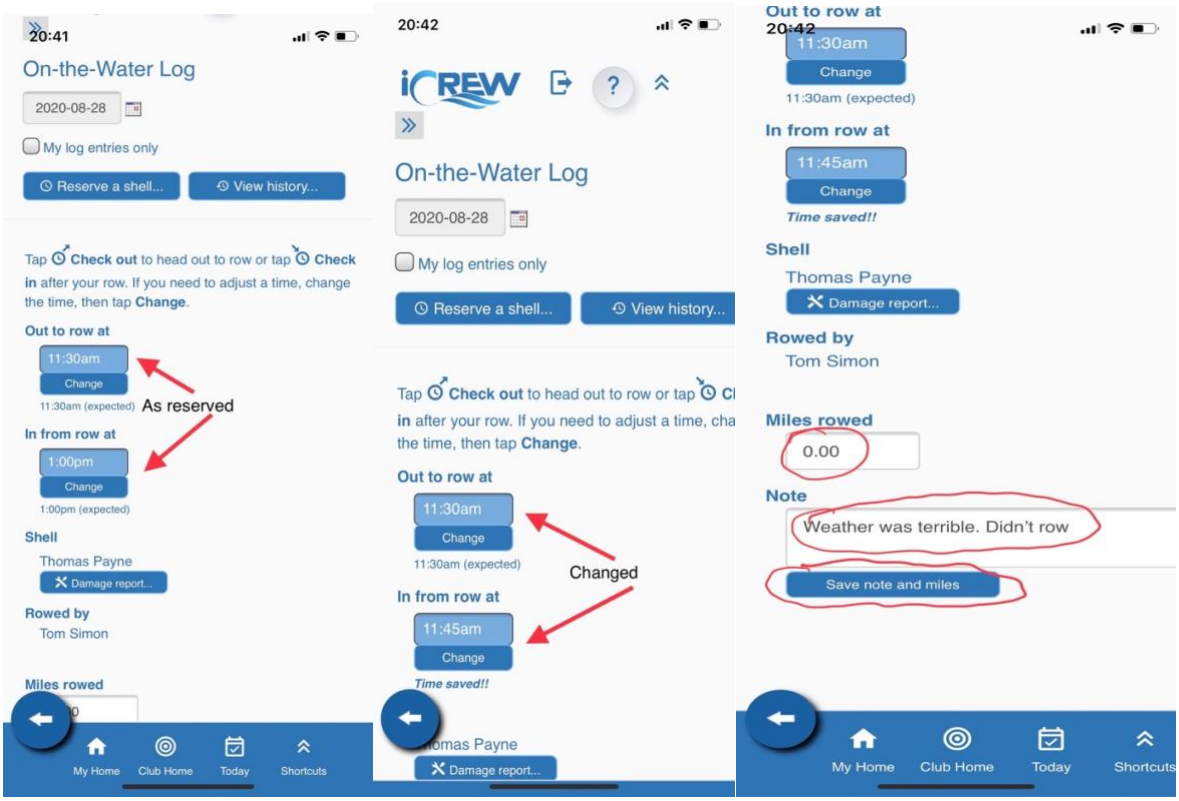


You don’t need to contact an administrator.

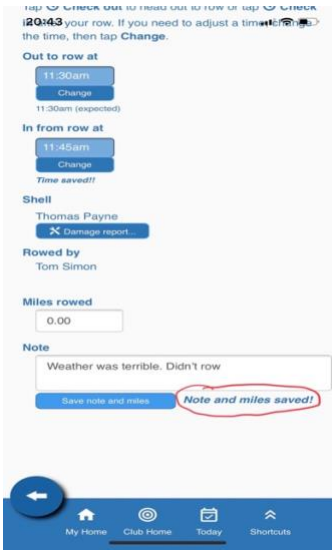
Go to “My Attendance Plans”, press On-the-Water Log, then “View History” and then the OtW icon for the reservation you didn’t use.



Enter times arbitrary times Out and In. Scroll down to enter zero miles, make a note, and “Save note and miles”.



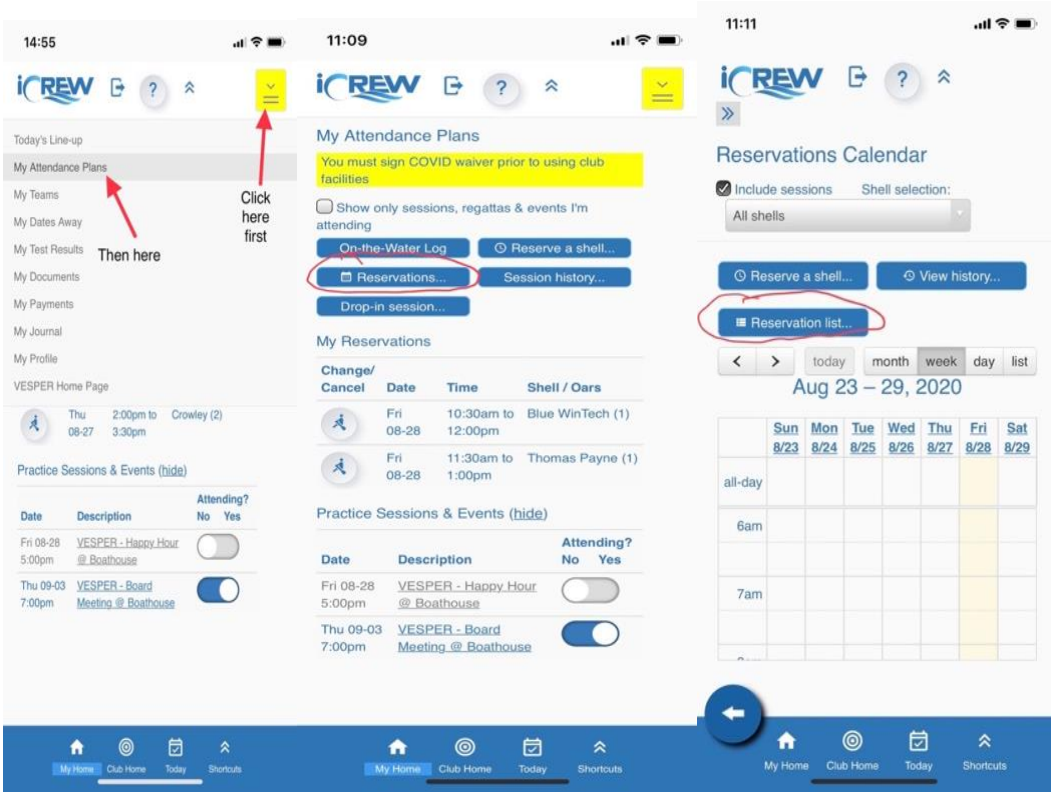
The change will be saved.



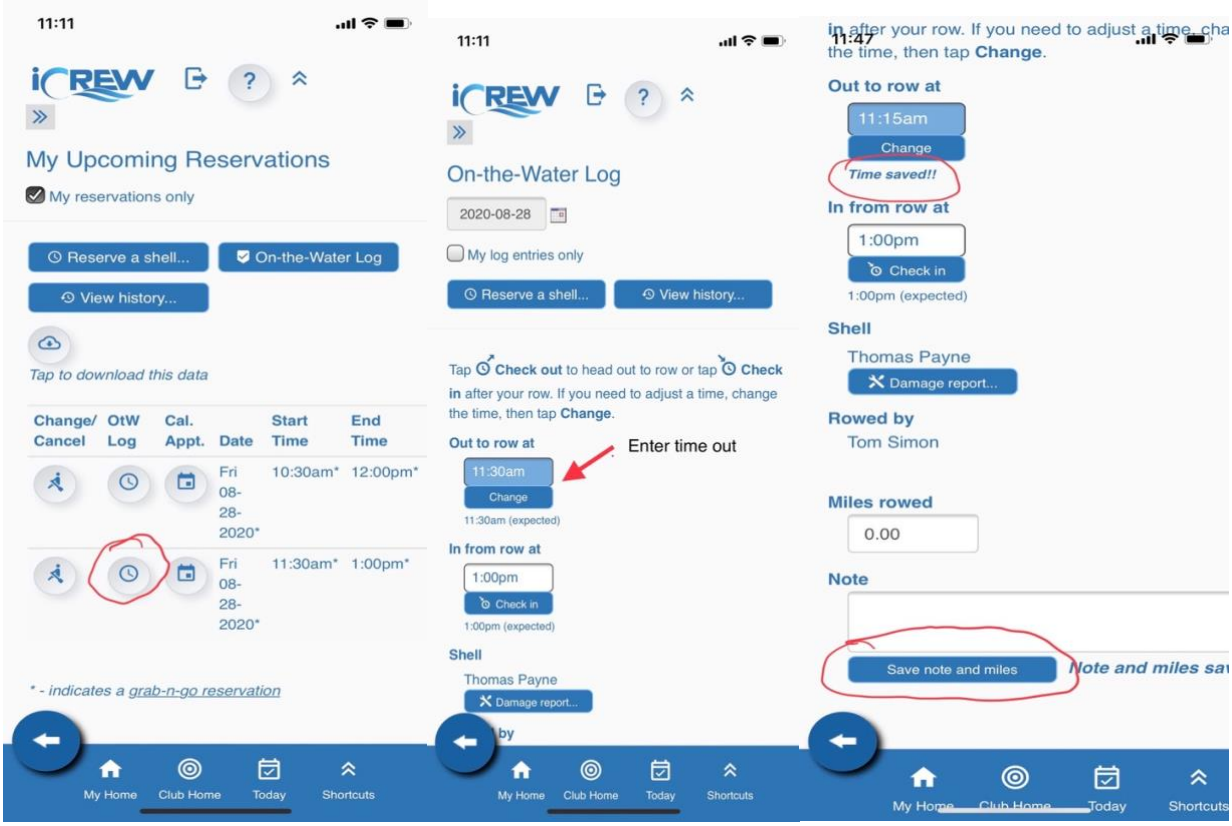
3.6 Check out a boat OtW

3.6.1 Reserved in advance

Navigate to “My Attendance Plans and tap “Reservations”. From the Calendar tap “Reservation List”.

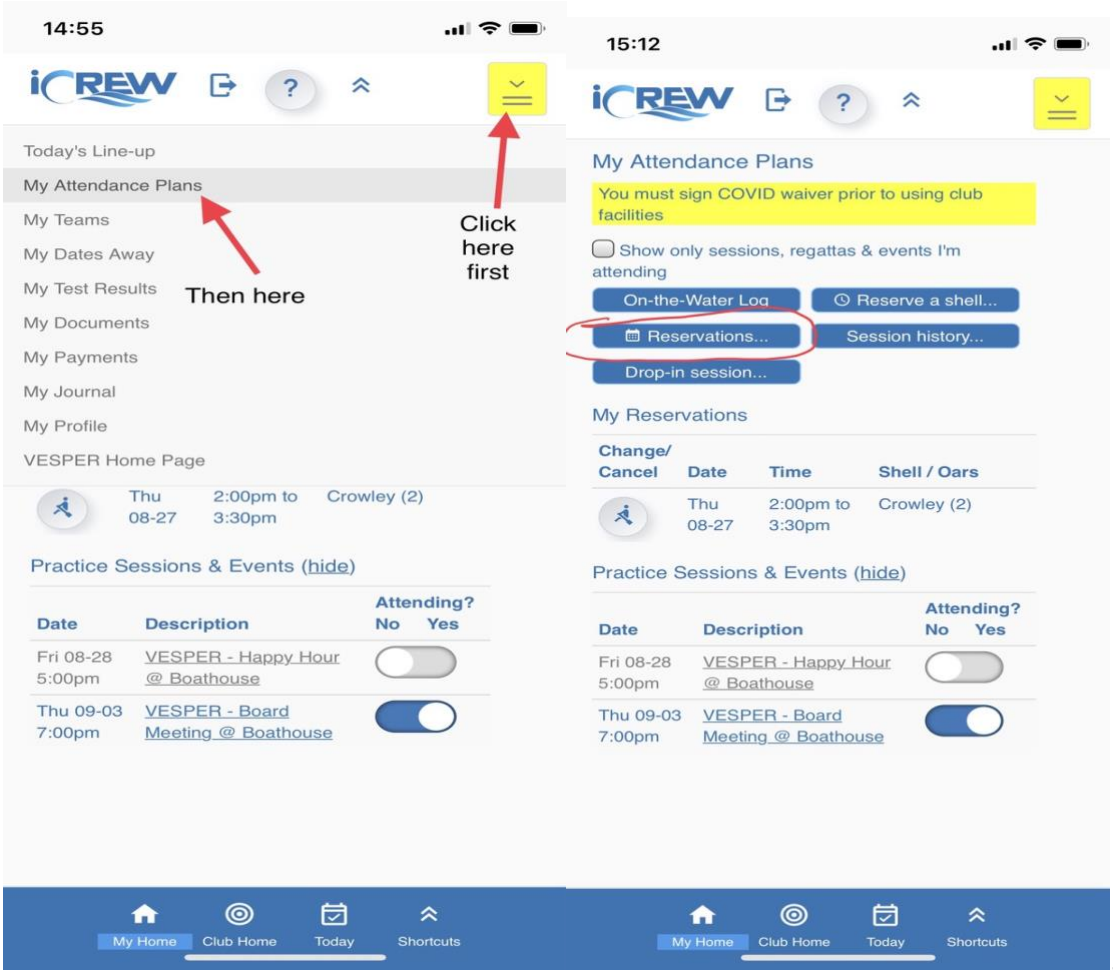


From “My Upcoming Reservations”, tap the OtW log symbol next to the reservation you are activating. From the On-the-Water Log, enter the time out, scroll down to “Save Notes and Miles”.

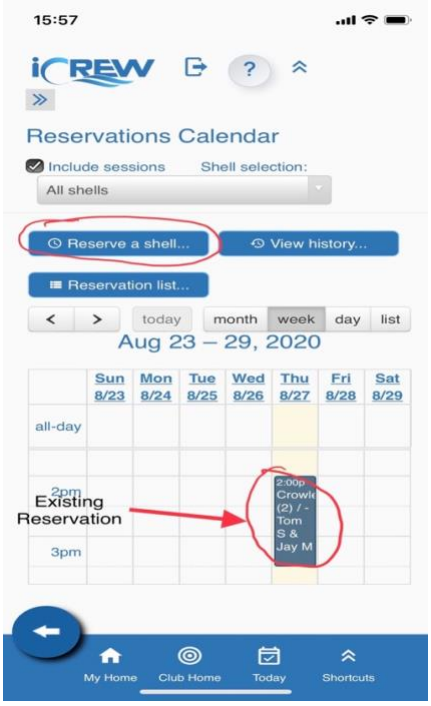


3.6.2 Reserve and check out simultaneously

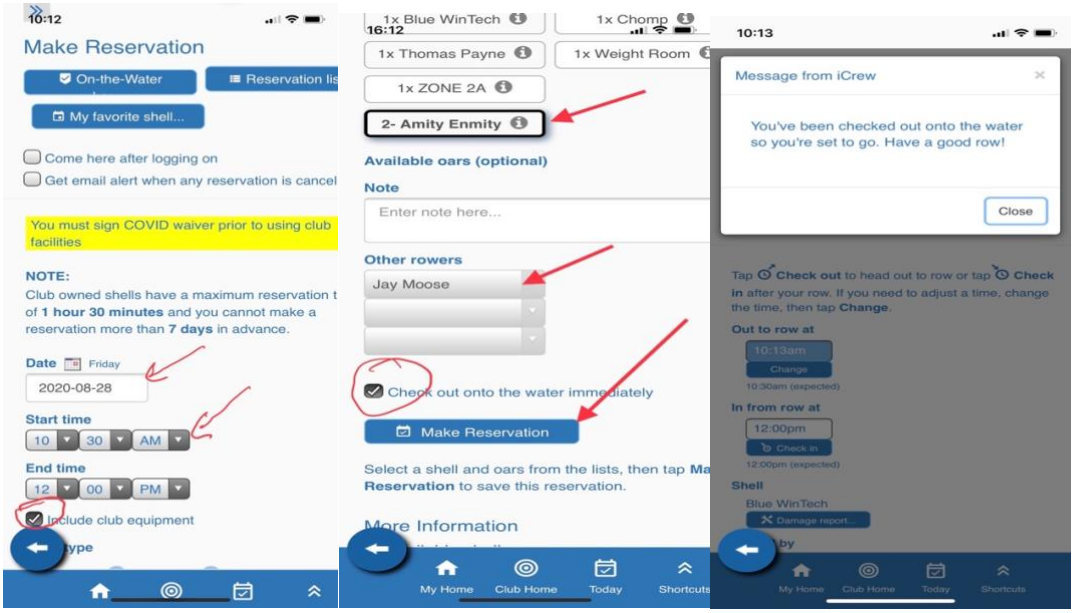
Navigate to “My Attendance Plans”. Tap “Reservations”



“Reservations Calendar” shows what’s reserved and when it’s expected back. Tap “Reserve a Shell”

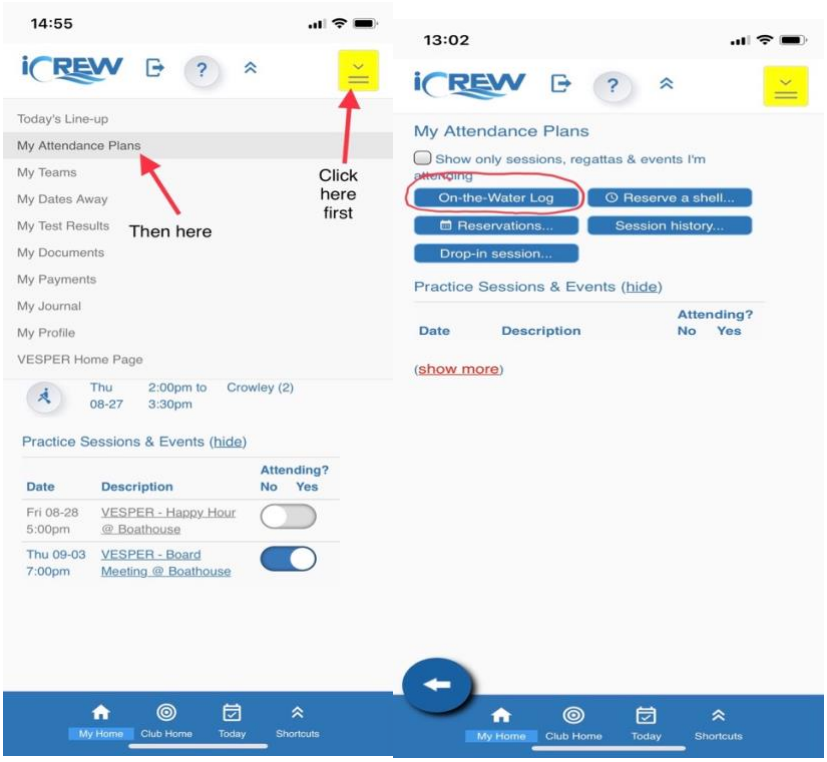


“Make Reservation” will open. Enter date and time. Be sure to check “Include Club Equipment”. Scroll down, choose a boat (or erg/weight room), and add other rowers. Select “Check out onto the water immediately” and “Make Reservation”. You’ve checked out the boat and are ready to row.

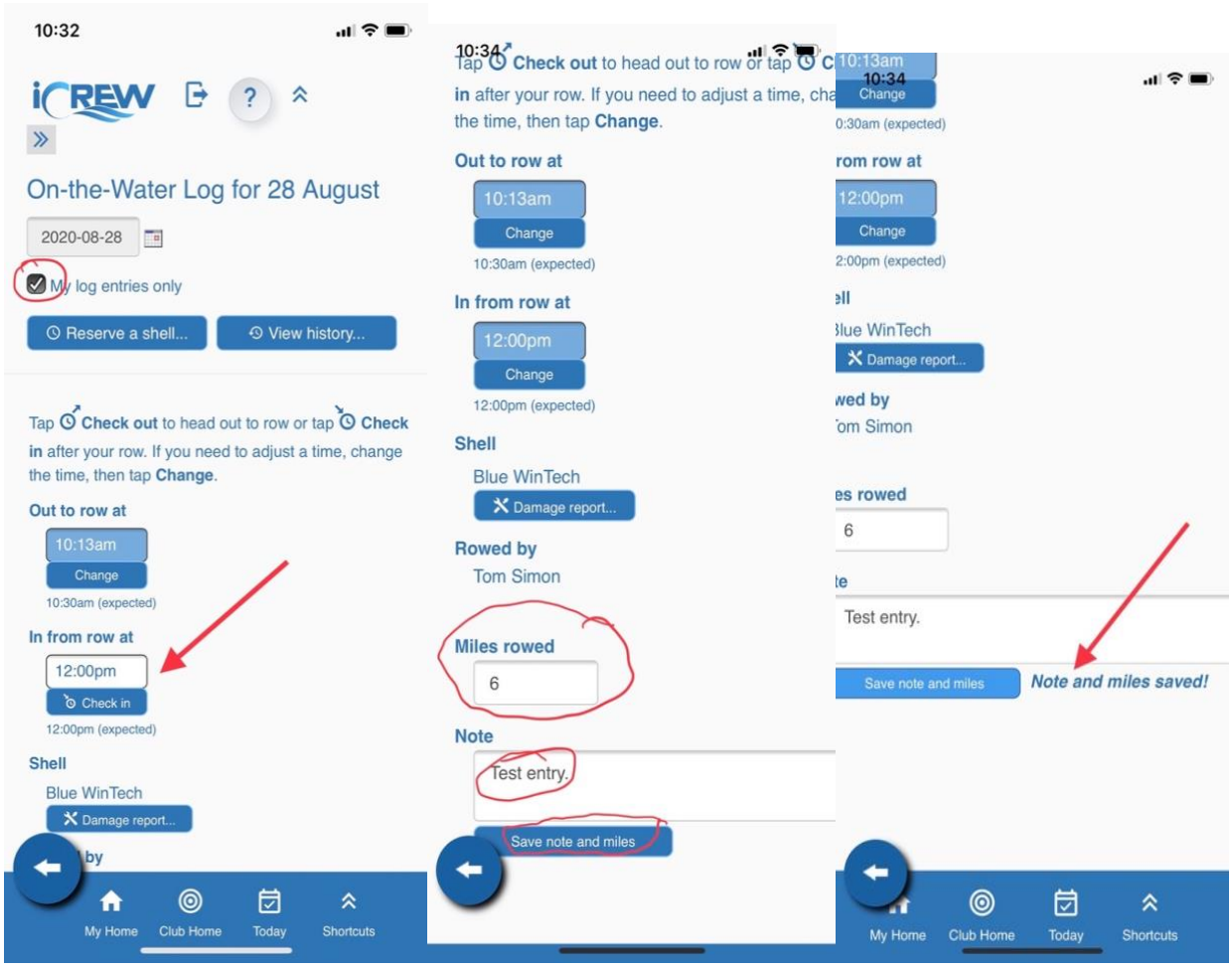


3.7 Check in after a row

Go to “My Attendance Plans” and tap “On-the-Water Log”



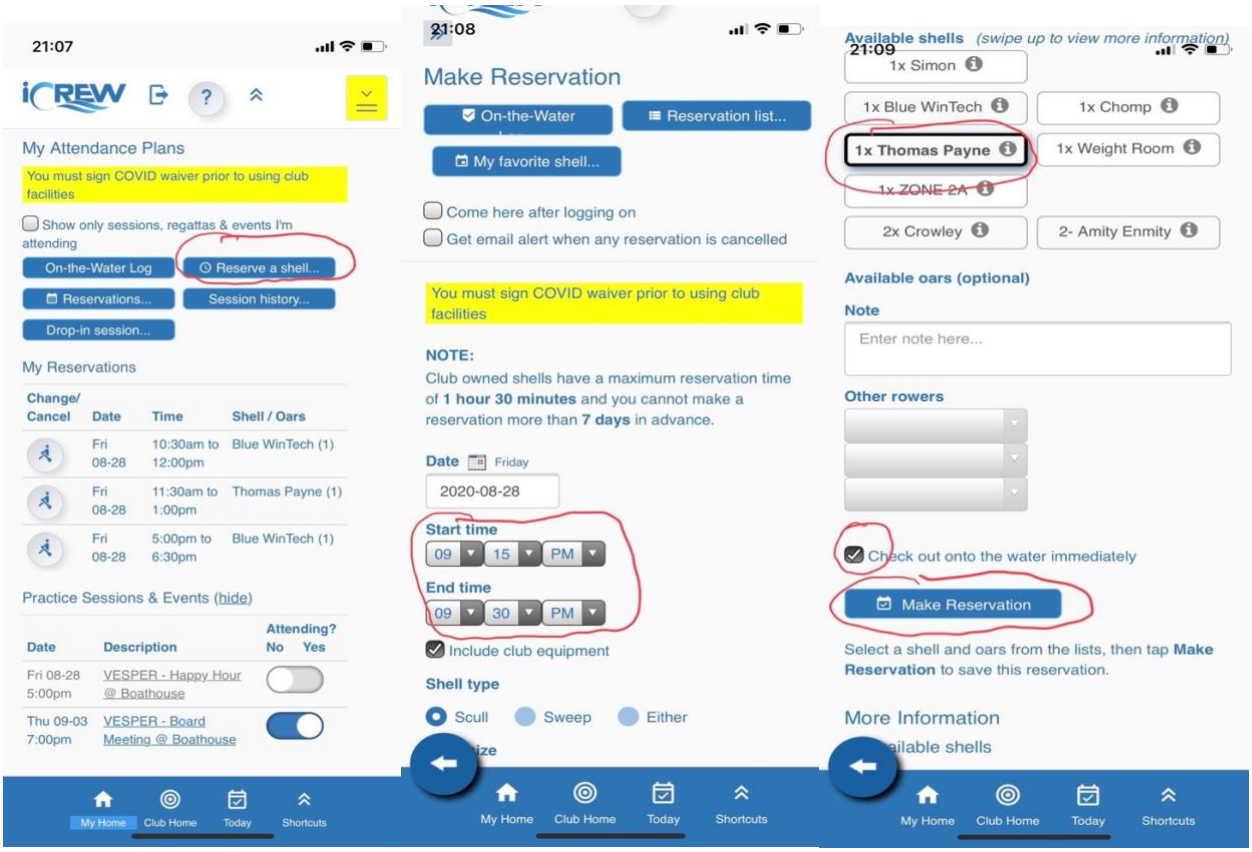
From the “On-the-Water Log”, check “My Entries Only”, enter time “In from row at”, and then “check in”. Scroll down to enter miles rowed, and any notes. Tap “Save note and miles”. App confirms note and miles saved.



3.8 Other

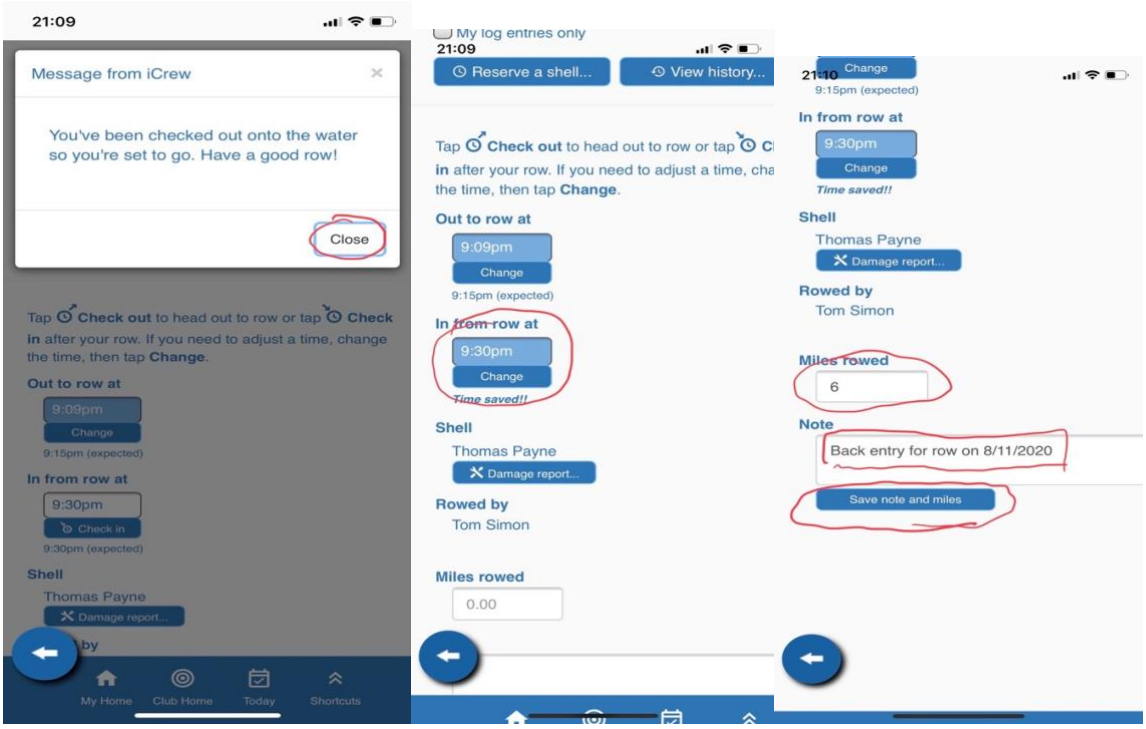
3.8.1 Missed Logging an outing

If you forgot to enter a row, you can make a catch-up entry. From “My Attendance Plans”, select “Reserve a Shell, then enter time, select boat, check out onto water immediately, and “Make Reservation”.



NB: The system does not allow backdated entries—enter the date you add the miles.

Close the check-out message and enter “in from row at” time. Scroll down to enter miles, and make a note indicating the dates you actually rowed. Save the note and miles.



3.8.2 Miles rowed at another club

You can enter miles you rowed at another club using the missed entry process. Select the boat called “Other club Miles”, make a reservation, check out directly to the water, enter the “in from row” time, miles, and an explanatory note. Save the entry.

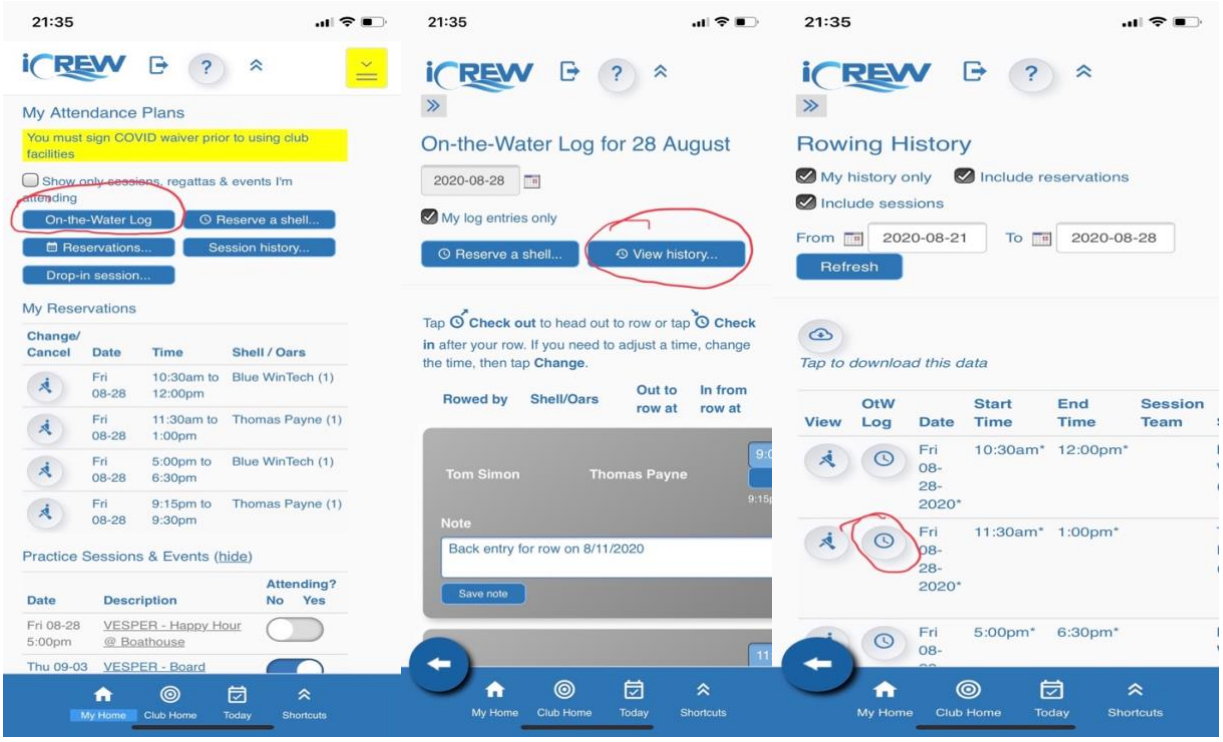
3.8.3 Logging guest rowers.

When you reserve a team boat, enter “Guest Rower” from the drop-down choice of additional rowers.

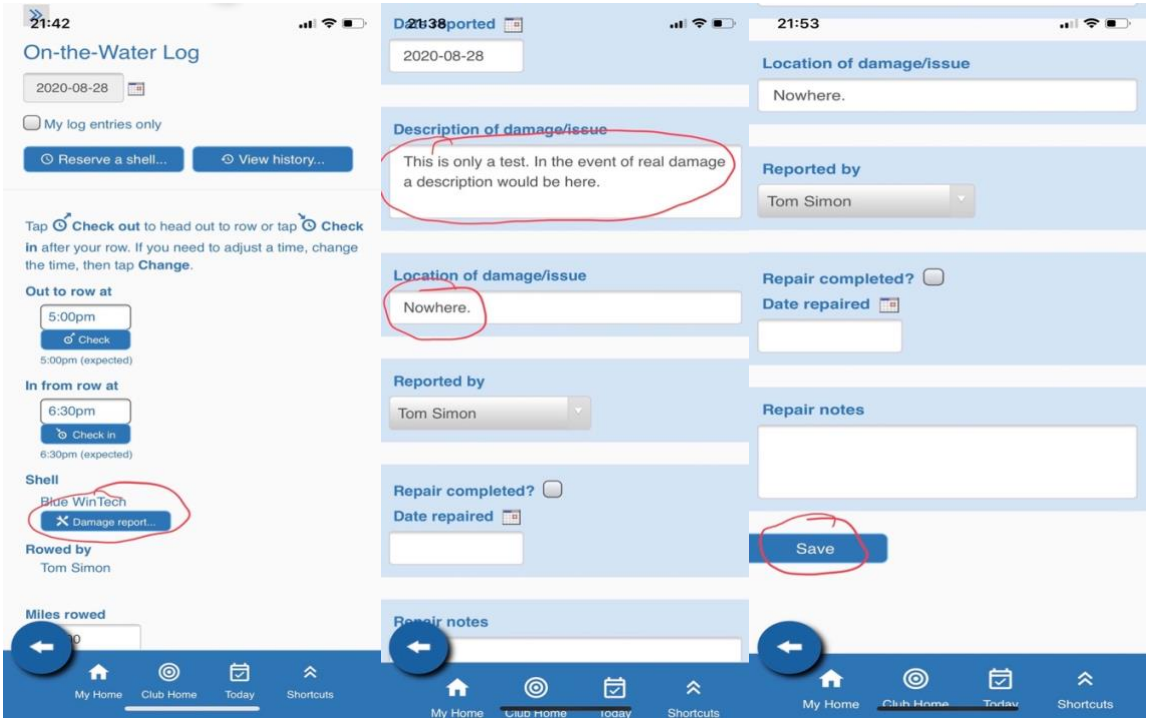
3.8.4 Reporting Damage

Report damage immediately so that it can be repaired.

Select “On-the-Water Log” from My Attendance Plans, then View History. Select the “OtW” icon for the row where damage was incurred.

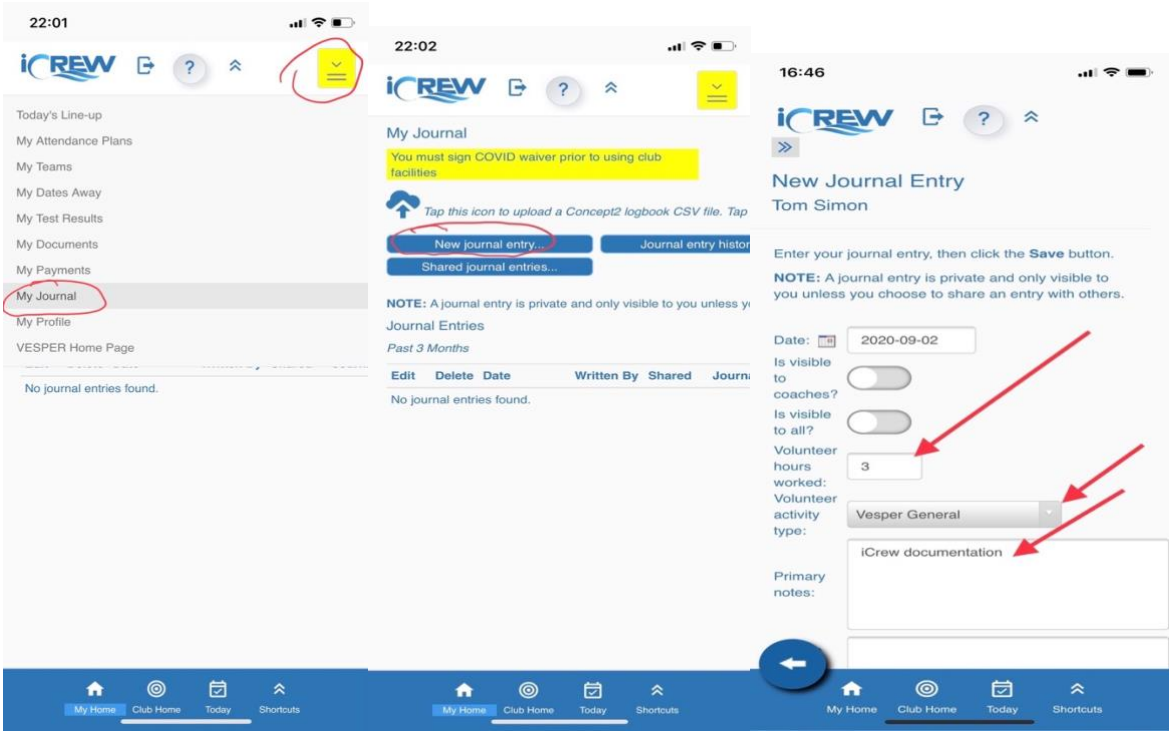
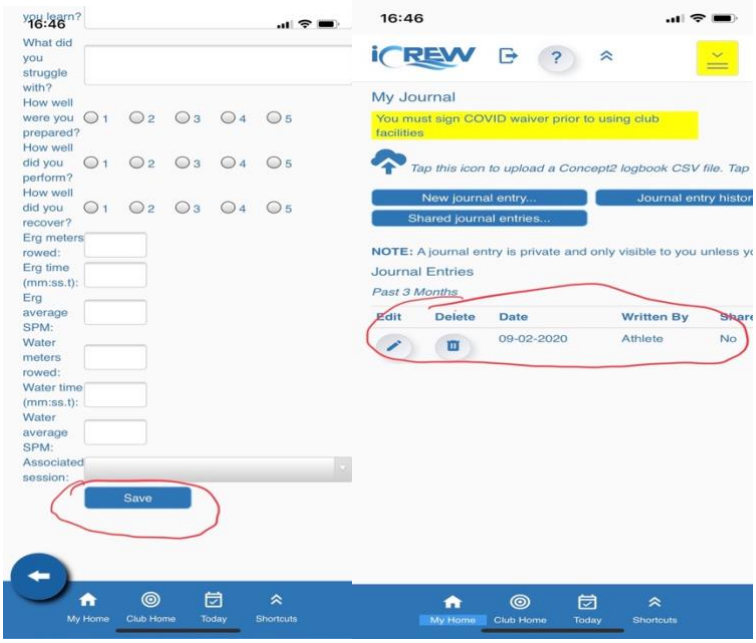


Select “Damage Report”. This will bring up the “New Damage Report”. Scroll down to describe the damage and specify its location. Scroll down to “Save” the report.



3.9 Logging Volunteer Hours

Go to My Journal (Yellow button, then My Journal). On the “New Journal Entry” page, enter the number of volunteer hours. Select a category and enter a description in Primary Notes”.



Scroll down to “Save”. Your entry is saved. You can view it later on the My Journal page.