

Melbourne Rowing Club's Sports Notice Board

The screenshot shows the Melbourne Rowing Club Sports Noticeboard. At the top, it says "logged in as Jen" and "tasks and options". The main heading is "Melbourne Rowing Club Sports Noticeboard". Below this is a "Club Calendar" section with "bookings" and "calendar" tabs. The calendar displays a list of dates from Thursday 17th December to Thursday 24th December, each with the text "no events today". On the left side, there is a navigation menu with items like "Club Noticeboard", "Email", "Club Divisions", "Club Calendar", "Members", "Club resources", "Setup", "Registrations", "Edit", "Documents", "Contacts", and "Help". Below the menu are two "Diary" sections, each indicating "(next 7 events)".

Online Boat Booking Procedure Rules

You can book boats up to 13 days in advance, so on a Monday you can book for the next two weekends. During the week in peak periods please book within the following time frames;

- 6am – 7:30 am
- 7:30 am – 9am
- 4:00 pm – 6:00 pm
- 6pm – 8pm

At the weekends peak periods the times are as follows and boats should be booked within these time slots only;

- 6 am – 7:30
- 7:30 – 9:00
- 9:00 – 10:30

If you would like to book a variation on these time frames, please ask the Captain for approval. Two consecutive slots should not be booked unless authorised by your Captain. Obviously this does not apply when the boat is away racing. Boats can be booked at any other times outside squad times as long as the light and weather conditions make it safe to do so.

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Restricted Boats require Captain's prior approval to book the boat.

If a boat has no book icon next to it, it is out of action, away for repairs etc.

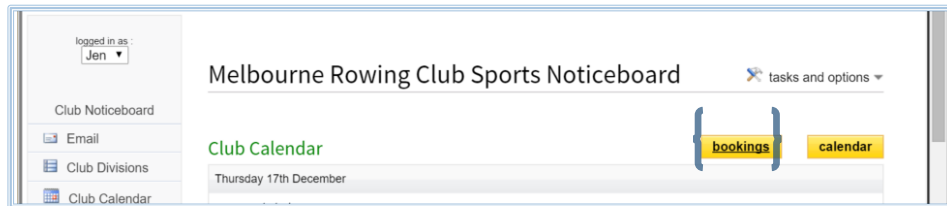
If you need to make, edit or delete a booking and you do not have access to the system or you have permission to book a restricted boat, contact your Captain in the first instance, then the Club Organiser who can do this for you.

It is not polite to book boats that you are not going to use so please cancel all bookings that are not required. If you arrive more than 15 minutes after your booked time, other athletes are entitled to use your boat. Use it or lose it!

To make a booking

It is helpful to know that boats are referred to as resources

1. Click the yellow bookings button on the right. This takes you to the Resources Management page. Any other future bookings you have made appear here.



2. Select the date you want to book a boat. Use the green arrows around the word today to move sequentially or select a date using the calendar icon and click Go.

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If you click the boat name it will show you more details about that boat including the weight and oars that are to go with it. It also shows future bookings for this resource so is a quick way to see when a boat is free. Click the bookings tap near the top to return to your bookings screen.

The screenshot shows a web application interface with a top navigation bar containing 'Bookings', 'Resources', and 'Administration' tabs. Below the navigation, the main content area displays details for a resource: '1x Swift #2 (green/white) 57-70kg'. To the right of this title is a yellow button labeled 'edit this resource'. The details are organized into sections: 'Type : Club Boats', 'Status :', 'Bookable : Yes', 'Notification : When booked, an email will be sent to Jen Matthies', 'Recurring bookings : Allowed', 'Multiple teams : 1', 'Booking period : this resource can only be booked within the next 5 days', 'Booking restrictions :', 'Comments :', 'Booking Note :', and 'Condition : Last updated by: Alan Linnane on 10/12/2015 2:55:00 PM'. Below the details is a section titled 'New Bookings' with a blue 'BOOK' button. It contains a table with the following data:

Team	Session	booking	Note	Booked By	Booked On
Jen Matthies		Thursday, 17th Dec - 6:00 to 7:30		Jen Matthies	17/12/2015 11:01:15 AM

Below the table is a section titled 'Previous Bookings'.

4. Click on the BOOK icon to the right of the boat name.
5. Enter the times required. Remember the peak periods as specified above. Add the crew names and any note about the outing. Click Continue, Check your booking details then click Book. You can also click Cancel at this stage. You will see your new booking at the top of the page.

When adding the crew it would be useful to include all crew names so if other people are looking for subs they know who is on the water when. Simply repeat the steps above if you wish to make another booking for another day.

Amending and Deleting a booking

To amend a booking click the edit symbol next to the booking under the options column. Amend as required then click Update my Booking. To delete a booking click the delete bin symbol next to the booking under the options column. NB it does not ask you to confirm this action so take care.

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logged in as:
Jen ▼



Club Noticeboard

- Email
- Club Divisions
- Club Calendar
- Members
- Club resources
- Setup
- Registrations

Resources management of : Melbourne Rowing Club

Bookings Resources Administration

Your bookings for Melbourne Rowing Club

Resource	Session	Date	Note	Booked On	Options
1x Swift #2 (green/white) 57-70kg	Jen Matthies	Thursday 17th December - 6:00 to 7:30		17/12/2015 11:01:15 AM	 

Resources - The resources tab at the top gives a useful list of boat details including oars.

Support - If you have any problems, feedback or suggestions please let the administrators know. These are currently your Captain or Club Organiser.