

Creating your own Crew Board Listing on the Club Calendar

Skippers who have a crew spot for a specific day can add their own Crew Board listing so crew can sign up so you can contact them.

Go to the Calendar and click on the "QuickEvent" button:

EVENTS

The event calendar shows upcoming club events. Select a view then use the navigation buttons to move between dates. Click on the event to view more information, including the event description, times, location, fees and any rules regarding attendance; you can also register for events from this screen. Click on the magnifying glass on the toolbar to see search and filter options.

[Switch to List View](#) [Add QuickEvent](#) [Today](#) [Legend](#)

May	June 2016						Jul
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
30 Keelboat CANSail 1	31 Keelboat CANSail 1	1 Keelboat CANSail 1 June Crew Board	2 Keelboat CANSail 1	3	4 Private Event	5	
6	7	8	9	10	11	12	

That will take you to a setup screen:

CREATE QUICKEVENT

Use this screen to create your QuickEvent, including its title and visibility, date and time, and whether or not it requires registration calendar of events. You will be able to edit it later from the event details page.

Basic Info

Title

Short Description

Used for the vCalendar description and as a tooltip in the Calendar Max 250 characters - 250 characters left

Category

Visibility

Contact Person **Fraser, Frank (1510)** [Select](#) [Remove](#)

Show Email? No Everyone Members Only

Show Phone? No Everyone Members Only

Notify on Registration

Event Date/Time From To

Registration

Registration

Maximum Guests (if guests are allowed)

Location

Location [Locations](#)

Address

City

State/Province

Zip/Postal Code

Country [Show All Countries](#)

Show Map Link

Location Phone

Location Website [Select](#)

[Save](#) [Cancel](#)

Fill in the details:

Title: That's the information that will show on the Web site – Keep it short and informative.

Short Description: You've got a short paragraph to explain what you're looking for (250 characters max).

Category: That should already say "Crew Board".

Visibility: Choose "Visible to members only".

Contact Person: It should show your name there.

Show Email: Pick your preference.

Show Phone: Pick your preference.

Notify on Registration: If you choose this option you will receive an email from the system when somebody registers for your crew request.

Event Date/Time: Select the date and the time you want crew to be available.

Registration: Leave it as "Temporarily Unavailable" until you are finished with the setup and then change it to "Recommended".

Are Cancellations Allowed? Select "Yes" so you can cancel registrations if people need to cancel.

Maximum Guests: Does not apply for the Crew Board.

Location: Choose "Kitsilano Yacht Club" or fill in another location.

Country: Pick one...☺

When you are done click on "Save" and you are done.


Have a look at the calendar and click on your listing and if you need to change anything click on the little pencil:




Frank's Picnic Sail To Tiddly Cove

A fun cruise to Tiddly Cove. Sign up if you want to sail

When: Sunday, Jun 12, 2016, 11:00 AM until 5:00 PM

Where: Kitsilano Yacht Club
www.kitsilanoyachtclub.com
2401 Point Grey Road
Vancouver, BC V6K1A1

Event Admin Tools 

Register Now

Registrants

