

# St George Rowing Club Booking System User Guide

[Booking](#)
[Login](#)
[Help](#)


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 Monday 27 Jul 2015, 12:04:40  
 Refresh in 1 minute 36 sec  
 Members online: 0 (EN)

## Saint Georges Rowing Club Booking System

1x 2- 2x 2x/2- 4+ 4x 4x+/4+ 8+ CoachBoat Ergometer

Boat name	Type	Weight	Exam	Special authorization	Mon Jul 27 10:00	Mon Jul 27 11:00	Mon Jul 27 12:00	Mon Jul 27 13:00	Mon Jul 27 14:00	Mon Jul 27 15:00	Mon Jul 27 16:00	Mon Jul 27 17:00	Mon Jul 27 18:00	Mon Jul 27 19:00	Mon Jul 27 20:00	Mon Jul 27 21:00
Jon Seager	1x	70-80	S4	Glendowie												
Len Gissing	1x			Club												
Steven Mayo-Smith	1x	80-90	S4	Glendowie												
Edgewater 1X a	1x			Edgewater												
John McCurran	2-, 2x			Club												
Edgewater 2X a	2x			Edgewater												
Betty Le Grice	2x			Club												
Athol Owens	2x			Club												
Marianne Wood	2x	70 or le		Club												
Matt Farr	2x			Club												
The Wright Boat	2x/2-	80-90		Glendowie												
The Ruffles	2x/2-	80-90	S4, SW4	Glendowie												
Ted Monds	4+, 4x+, 4x			Club												
To Be Named	4x			Extern 1												
Sweetmans	4x+/4+		S4, SW4	Glendowie												
Louise Moore	4x+/4+, (S)		S4, SW4, S													
Brian Clarke	4x, 4x+			Club												
Viv Saunders	4x, 4x+			Club												
Erin Mapperson	4x, 4x+			Club												
Allan Vester	4x, 4x+			Club												
Cyril Hilliard	4x, 4x+			Club												
Edgewater 4X a	4x, 4x+			Edgewater												
Jan Fenton	8+	N.A.		Masters												
Des Pigglin	8+			Club												
Lady St George	8+			Extern 1												
CB 1- Allocated to GD	CoachBoat			Coach Boat, Glendowie												
CB 2- Allocated to Mac	CoachBoat			Club, Coach Boat												
CB 4- Allocated to ED	CoachBoat			Coach Boat, Edgewater												
CB 3- Allocated to MA	CoachBoat			Coach Boat, Macleay												
Erg 1-4	Ergometer															
Erg 5-9	Ergometer															
Club Rooms	N.A.			Extern 1												

tomorrow there might be a thunderstorm. The temperature will drop to some 13°C. Today, minimum temperatures a



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## Introduction

### Accessing the System

The reservation system can be accessed via the internet by any device at  
<https://my-fleet.eu/rcsg>  
<http://www.stgeorgesrowing.org.nz/boat-reservations/>

Android Play Store (search "My-Fleet Rowing")

There is a Touchscreen PC being installed by Bay 1

By default, the system has a **graphical** view on a computer

Boat name	Type	Weight	Exam	Special authorization
Jon Seager	1x	70-80	S4	Glendowie
Len Gissing	1x			Club
Steven Mayo-Smith	1x	80-90	S4	Glendowie
John McCurran	2-,2x			Club

And a **list view** on a Tablet or Smartphone

Date	Time	User	Boat
Saturday 04 July 2015	13:15 - 14:15	Karen, Jonkers	2x
Saturday 04 July 2015	15:00 - 17:00	Admin, MayoSS	1x
Sunday 05 July 2015	07:30 - 08:45	Steven, Mayo-Smith	2x

## Equipment Availability Guidelines

<i>General Guidelines</i>	<ul style="list-style-type: none"> <li>As a guide, the master's requirements for equipment generally take precedence from April to end of September.</li> <li>From October to the end of the Maadi Cup, Schools requirements for equipment generally take precedence.</li> <li>Some club boats cannot be booked (for example the Lady St George) as they are reserved for events and special training. They will be assigned by the Mike Harrison or the person on roster duty.</li> <li>Novices are not allowed to book any doubles, pairs or singles</li> <li><b>Important:</b> If a boat is still on the rack 15 minutes after the start of a booked time, it becomes available for use by another crew.</li> </ul>
<i>Boats &amp; Ergs</i>	<p><b>Club and Masters Rowers</b></p> <ul style="list-style-type: none"> <li>You can book and reserve Club and Master's equipment throughout the year.</li> <li>You may book Club boats up to one week in advance and from ½ an hour before sunrise to ½ an hour after sunset. This is in line with the Club's Safety Guidelines</li> <li>You may only book 1 Boat per time slot, but up to 3 bookings in a week</li> </ul> <p><b>Schools</b></p> <ul style="list-style-type: none"> <li>Only School Coaches may book equipment, unless prior arrangements have been made with Mike Harrison</li> <li>School Requests for Club Equipment should be coordinated via Mike Harrison who will then assign boats and ergs subject to availability.</li> <li>You may book Club boats up to one week in advance and from ½ an hour before sunrise to ½ an hour after sunset. – This is in line with the Club's Safety Guidelines</li> </ul>
<i>Coach Boats</i>	<ul style="list-style-type: none"> <li>The Club Coach Boats are allocated to the schools and masters. We ask that the schools and masters show when they are using their allocated Coach boats so that others can use them when they are available</li> </ul>
<i>School Boats</i>	<ul style="list-style-type: none"> <li>School Boats can only be assigned by the individual Schools and cannot be booked by anyone else.</li> </ul>
<i>Private Boats</i>	<ul style="list-style-type: none"> <li>Private Boats can only be booked/assigned by the owners and anyone else that they have given permission.</li> </ul>
<i>Club Rooms</i>	<ul style="list-style-type: none"> <li>The Club Rooms can be booked by any group at any time</li> </ul>

## Booking Equipment – Using the graphical view

### To Book Equipment:

In the overview screen select your preferred boat by left clicking in the light grey field on the rowing start time

					Sat Jul 04 10:00	Sat Jul 04 11:00	Sat Jul 04 12:00	Sat Jul 04 13:00	Sat Jul 04 14:00	Sat Jul 04 15:00	Sat Jul 04 16:00	Sat Jul 04 17:00
Boat name	Type	Weight	Exam	Special authorization								
Jon Seager	1x	70-80	S4	Glendowie								
Len Gissing	1x			Club								
Steven Mayo-Smith	1x	80-90	S4	Glendowie								
John McCurran	2-,2x			Club								
Betty Le Grice	2x			Club								
Athol	2x			Club								
Mary-Anne	2x	70 or le		Club								
Matt Far	2x			Club								
The Wright Boat	2x/2-	80-90		Glendowie								
The Ruffles	2x/2-	80-90	S4,SW4	Glendowie								
Ted Mands	4+,4x+,4x			Club								
To Be Named	4x			Extern 1								

The default reservation time is for one hour but you can drag your mouse, while pressing the button, to the desired end time if longer than an hour.

A log in screen will pop up. Enter your user name and Password

### Important:

If you are not authorized to reserve that particular boat/equipment, you will get a popup window letting you know what when you try to log in.

### Creating a Crew:

You then need to add your crewmembers. Just start typing the first name of crew.

New reservation

Boat name: Betty Le Grice

Type: 2x

Date: 04-07-2015

Period: 14:30 - 15:30

Logged in as Steven, Mayo-Smith

Display text:

SM-S Booking

Seat 1: Steven, Mayo-Smith

Seat 2:

Ok

New reservation

Boat name: Betty Le Grice

Type: 2x

Date: 04-07-2015

Period: 14:30 - 15:30

Logged in as Steven, Mayo-Smith

Display text:

SM-S Booking

Seat 1: Steven, Mayo-Smith

Seat 2: John, de Pont

John, de Pont

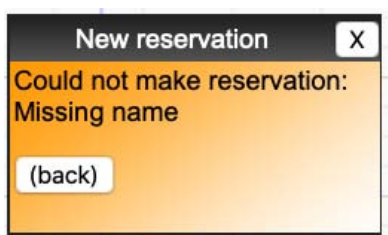
John, Elton

Josh, schmidt

Judy, Shadbolt

Ok

**Note:** if you wish to book a boat without entering the crew, simply click ok without entering the crew members. The system will give the following error message



Click the **(back)** button and the system will fill in your details in the seats

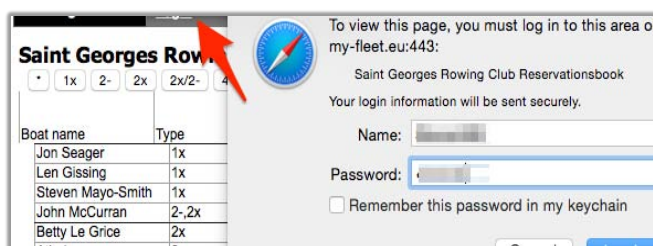


Now click the **Ok** button and the reservation will be made

**Alternatively** use the Block Booking Option to just reserve a boat

## Multiple Bookings

If you're making multiple bookings (egg. For a Tuesday, Wednesday and a Thursday) at one time, it's advisable to sign in first before starting to book boats. Otherwise you'll need to log in for each booking you make.



## Cancel a Booking

Simply click on the booking and press cancel. You will receive an email confirming your cancellation.

If someone else cancels your reservation (for example because the boat is taken out of service due to damage) you should receive an email notifying you.

if you've multiple books to cancel, you can go to **Booking > Cancel**



## Navigating the System - Using the graphical view

### Sorting Columns

You can sort the Columns by clicking on the Column Header

**Booking** **Login** **Help**

**Saint Georges Rowing Club Booking System**

\* 1x 2- 2x 2x/2- 4+ 4x 4x+/4+ 8+ CoachBoat

Boat name	Type	Weight	Exam	Special authorization
Allan Ve	4x,4x+			Club
Athol	2x			Club
Betty Le Grice				
Brian Clarke				
Club Rooms				
Coach Boat 1	CoachBoat			Coach Boat
Coach Boat 2	CoachBoat			Coach Boat
Coach Boat 3	CoachBoat			Coach Boat
Coach Boat 4	CoachBoat			Coach Boat
Cyril	4x,4x+			Club
Des Pippin	8+			Club

### Selecting a particular type of boat

Or Select just one type of boat – for example just Doubles

**Booking** **Login** **Help**

**Saint Georges Rowing Club Booking System**

\* 1x 2- 2x 2x/2- 4+ 4x 4x+/4+ 8+ CoachBoat

Boat name	Type	Weight	Exam	Special authorization
Betty Le Grice	2x			Club
Athol	2x			Club
Mary-Anne	2x	70 or le		Club

### Seeing who has a boat reserved

Hovering your mouse over a reservation will show you the reservation details

Boat name	Type	Weight	Exam	Special authorization	Tue 11 Aug 11 07:00	Tue 11 Aug 11 08:00	Tue 11 Aug 11 09:00	Tue 11 Aug 11 10:00	Tue 11 Aug 11 11:00	Tue 11 Aug 11 12:00	Tue 11 Aug 11 13:00	Tue 11 Aug 11 14:00
Hey Jude	1x			Private - JS								
John McCurran	2-,2x			Club								
Athol Owens	2-,2x			Club	Steven,							
Edgewater 2X a	2x			Edgewater								
Peisheng (no name)	2x			Glendowie								
Betty Le Grice	2x			Out of Action								
Marianne Wood	2x	70 or le		Club								
Matt Farr	2x			Club								
Edgewater 2X b	2x			Edgewater								
Keith Page	2x			Macleans								
Mike Rollason	2x			Macleans								
Bronwyn Evans	2x,2-			Macleans								
The Wright Boat	2x/2-	80-90		Glendowie								
The Ruffles	2x/2-	80-90		Glendowie								
Charles De Villier	4+			Macleans								

**Boat name:** Athol Owens  
**Period:** Tue 11 Aug: 06:45 - 08:00  
**Reserved by:** Steven, Mayo-Smith  
**Booking id:** 204  
**Crew:**  
☒ 1. Steven, Mayo-Smith  
☒ 2. Tony, Corkery

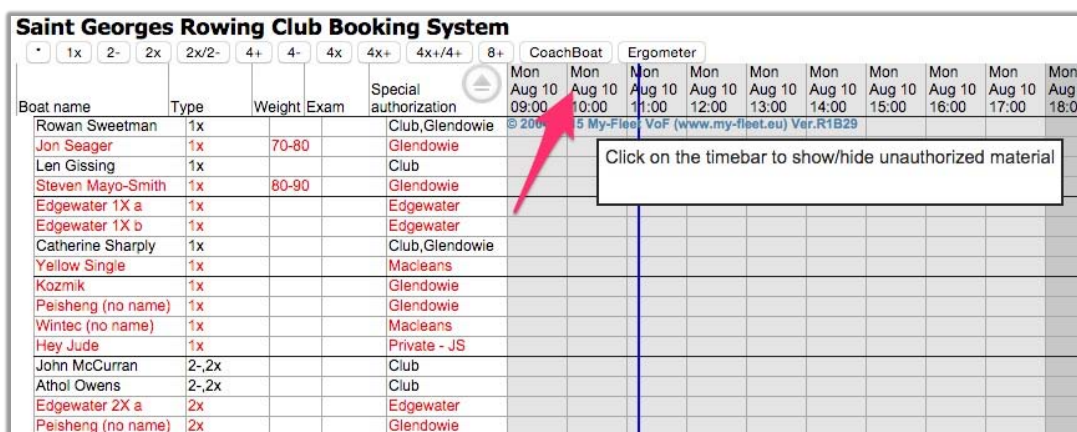
## Jump to a Date and Time

Click on the Grey “up” Triangle (1) then select the Date and Time you want (2).



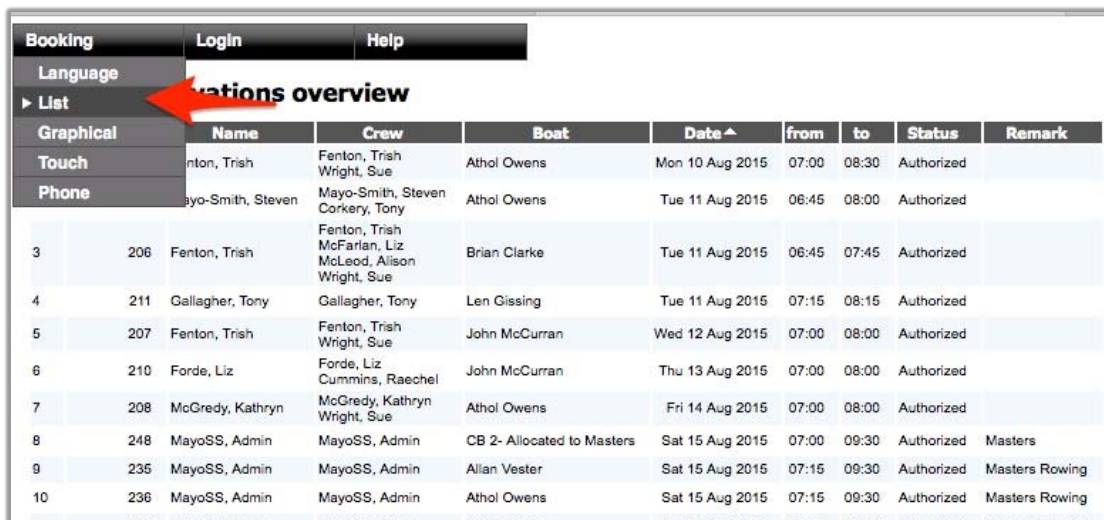
## Show/Hide Boats you don't have access to

When logged in you can show or hide the boats/equipment you don't have access to by clicking on the Timeline. (*Authorised boat will show up in Black & Unauthorised boats in red*)



## View only Reserved Equipment

By selecting the **List** view, you can view just the boats that have been reserved



Touch Screen View

[illegible]

This is basically the same view as the Graphical but with larger cells so you can use the touch screen more effectively

The screenshot shows the "Rowing Club Booking System" interface. A dark grey menu overlay is positioned on the left side, containing the following items: "Booking", "Language", "List", "Graphical", "Touch", and "Phone". The "Touch" item is highlighted with a red arrow pointing to it from the right. The main area displays a table with rowing-related information. At the top, there are navigation tabs: "x", "2x/2-", "4+", "4-", "4x", "4x+", "4x+/4+", "8+", "CoachBoat", and "Ergomete". Below these, there's a section for "Sat Aug 15" with times "08:00" and "09:00". The main table lists rowers and their details:

	Type	Weight	Exam	Special authorization
Rowan Sweetman	1x			Club, Glendowie
Jon Seager	1x	70-80		Glendowie
Len Gissing	1x			Club
Steven Mayo-Smith	1x	80-90		Glendowie
Edgewater 1X a	1x			Edgewater
Edgewater 1X b	1x			Edgewater
Catherine Sharply	1x			Club, Glendowie
Yellow Single	1x			Macleans
Kozmik	1x			Glendowie
Peisheng (no name)	1x			Glendowie
Wintec (no name)	1x			Macleans

Below the main table, there's a green bar labeled "Masters Rowing". To the right of the main table, there are columns for "CoachBoat" and "Ergomete".

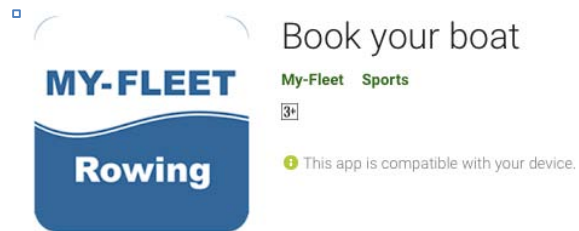


## Use the System on a Smartphone

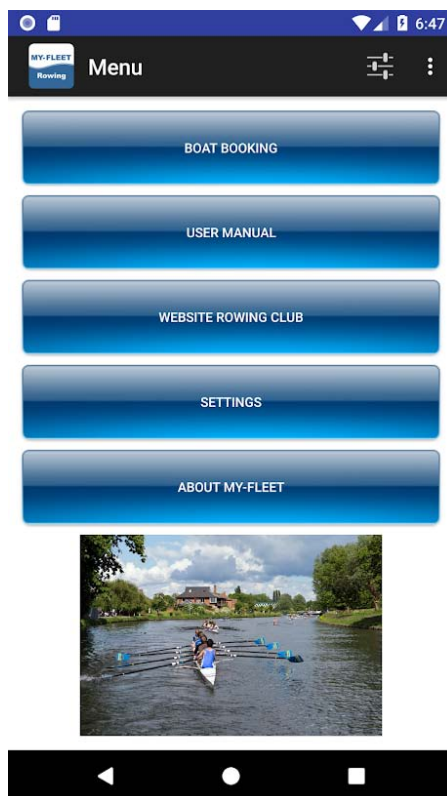
### Android App

Download the My-Fleet app from the Google Play Store

- Search "My-Fleet Rowing"



Go to **Settings**



Set the Rowing Club (Code) to **rcsg**

**iPhone (or  
Android)**

This method will access the website in Smartphone Mode.

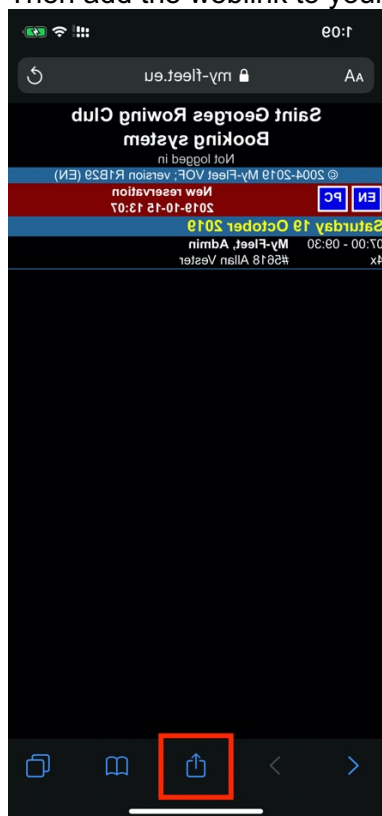
Scan this QR code with your phone



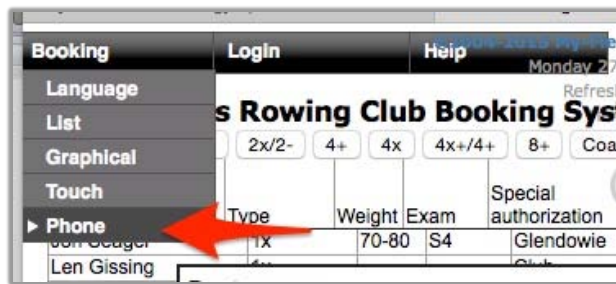
<https://my-fleet.eu/rcsg>

This will take you to the web link for My Fleet.

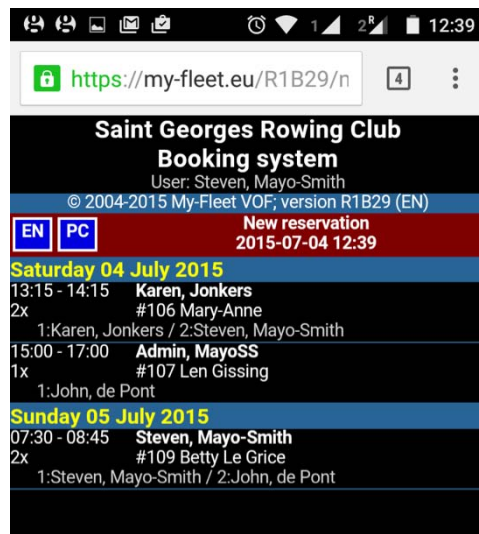
Then add the weblink to your home screen



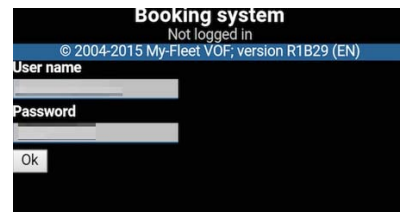
By Default, the system should come up in Smartphone view. If not, go to **Booking>Phone**



You will get this layout



To make a booking, touch the New Reservation box and sign in



If you prefer the Graphical layout (say on an iPad or Tablet) then touch the **PC** box



Enter the type of boat you're reserving (1)  
The Date and Times you want (2)  
And the system will show available boats (3)

https://my-fleet.eu/R1B29/n

**Saint Georges Rowing Club**  
**Booking system**  
User: Steven, Mayo-Smith  
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**New reservation**

User Steven, Mayo-Smith  
Level member  
Skills SW4,S4,-,Coach Boat,Masters,Club

Boat type 1x  
Date Tue 11 Aug 2015  
Start time 13:00  
End time 14:30  
Comment

1x Catherine Sharply  
Glendowie,Club  
1x Len Gissing  
Club  
1x Rowan Sweetman  
Glendowie,Club

Click (touch) the Boat you want and on the next screen press **OK**

**Saint Georges Rowing Club**  
**Booking system**  
User: Steven, Mayo-Smith  
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**New reservation**

Reservation information:  
Boat name Len Gissing  
Boat type 1x  
Date Tuesday 11 August 2015  
Period 13:00 - 14:30  
User Steven, Mayo-Smith  
Status Authorized  
Comment

Ok

## Block Bookings

### Block Bookings

To block book a number of boats for an event such as a regatta, first log into the system then select **Booking > Reserve**. (Requires special permissions)

The screenshot shows the 'Rowing Club Booking System' interface. On the left, there is a menu with options: Booking, Language, List, Graphical, Touch, Phone, and Reserve (highlighted with a red arrow). The main area displays a table with columns: Type, Weight, Exam, Special authorization, and Club. The table lists several boats, including 'Steven Mayo-Smith', 'Edgewater 1X a', and 'Edgewater 1X b'. The top navigation bar includes 'Manage', 'Overviews', and 'Logout'.

Next, fill in the Date, times and any Remark for the day or time period

The screenshot shows the booking form. At the top, there are fields for 'Date' (Sat 22 Aug 2015), 'from' (06.00), and 'to' (19.00). There are also buttons for 'Tri-Series' and 'Place remark'. Below these are checkboxes for 'Authorized', 'Cox not authorized', 'Damaged', and 'Row not authorized'. At the bottom, there is a table with columns: Boat, Weight, Type, Authorizations, and Reserve. The table lists several boats, including 'Alex Brown', 'Allan Vester', 'Athol Owens', 'Betty Le Grice', and 'Brian Clarke'. A red arrow points to the 'Place remark' button.

Now select the boats you want to reserve and click **Reserve**

The screenshot shows the booking form with the 'Reserve' button highlighted. A red arrow points to the 'Reserve' button. The table below shows the list of boats and their status. The 'Reserve' column has checkboxes for each boat, with some already checked (e.g., 'Allan Vester', 'Athol Owens', 'Brian Clarke').

Boat	Weight	Type	Authorizations	Reserve	
Name	class	Boat	Hierarchical	Special	
Alex Brown		4x+/4+		Macleans	<input type="checkbox"/>
Allan Vester		4x		Club	<input checked="" type="checkbox"/>
Athol Owens		2-2x		Club	<input checked="" type="checkbox"/>
Betty Le Grice		2x		Out of Action	<input type="checkbox"/>
Brian Clarke		4x 4x+		Club	<input checked="" type="checkbox"/>

## Miscellaneous

### To report boat damage:

1. Click on in the overview screen on the name of the damaged boat.
2. Enter your user name and password.
3. Enter the data in the pop-up window.
4. If you check the box "Advice out of service" then all users can see a serious damage has been reported when they make a reservation for that boat.



A damage report is automatically sent to the person responsible for maintenance.

## Changing your information

You can also log in via the menu bar log in.

Here you can do multiple boat bookings (without have to log in each time), update your profile information etc.

## Lost Passwords and User Accounts

If you lose or forget your User name or password, email [info@stgeorgesrowing.org.nz](mailto:info@stgeorgesrowing.org.nz) so they can be reset.