

# **Bookings System Info**

## 1. Sign Up:

To sign up, go to <u>https://boats.torrensrowingclub.com.au</u> and click on the sign up link below the login form. You'll need to enter your name, email, and a password which is at least 8 characters long. Once complete, email <u>wsmart0815@gmail.com</u> with your name and training group (youth/masters) to have your account activated. This may take up to 2 hours, and you'll be emailed once you're all good to go.

## 2. Login:

Once your account has been activated, you can access the system at the link in step 1. Use the email and password you entered to login. You will be presented with the homepage where you can register for a session and view your upcoming sessions.

### 3. View Sessions

To view all of the sessions available, click on the sessions link on the top right of the home page. This will display all sessions across the club, along with their location, group and places available.

### 4. Register for a Session

To register for a session, click on the green 'New Booking' button. You will be shown a list of sessions which you are able to attend, along with the number of places available. Select all of the sessions you wish to attend and click 'Submit Booking'. You'll then be taken back to the homepage, and the list of your sessions will update. If you can no longer make a session, just click on the corresponding cancel link.