

Instructions for iCrew Registration and Use

Mt. Baker Crew – Spring 2017

Step 1: Create an account

JUNIOR PARENTS

- The MBRSC office has created your child's account.
- To log on, please go to <http://icrew.club/logon.php>,
- Enter your athlete's log on "firstname.lastname" (for example: frances.erfbo),
- Password will be "icrew" until you reset it,
- Safety Questions: maiden name will be "smith" and street name will be "main",
- Please reset as soon as you are able.

MASTERS:

- To create an account, use this link:
<http://www.icrew.club/signup.php?crewOrgID=97a50156-09ba-91a1-64b5-46b941b07bd3>
- You will be asked to create a user ID and password and provide information about the athlete. This information will only be seen by Mt. Baker coaches and staff and will never be released in accordance with the City of Seattle Privacy Policy.

The screenshot shows a web browser window with the URL www.icrew.club/signup.php?crewOrgID=97a50156-09ba-91a1-64b5-46b941b07bd3. The page features the iCrew logo and navigation links for Contact, About, and Log On. The main heading is "Sign Up". Below this, there is a form with the following fields: "iCrew userid:" (text input), "iCrew password:" (password input), "Re-enter iCrew password:" (password input), "First name:" (text input), "Last name:" (text input), "Organization:" (dropdown menu with "MBC" selected), "Security Question 1:" (dropdown menu with "What street did you grow up on?" selected), "Security Answer 1:" (text input), "Security Question 2:" (dropdown menu with "What is your mother's maiden name?" selected), and "Security Answer 2:" (text input). A "Sign Up" button is located below the form. A disclaimer states: "*By clicking Sign Up, you are declaring that you agree to our [Terms & Conditions](#)." The footer contains the copyright notice "iCrew © 2016-2017" and additional navigation links: "About | Contact | Privacy Policy | Terms & Conditions".

If you wish to share your information for carpool purposes, you may select that option at the bottom of your 'Personal Page' under 'My Profile.' You must elect to share this information with others; it will not be shared without your consent.

- When you have created an account, you will need to join a squad. Select the appropriate junior squad and you will automatically be added to that squad's roster.
- You can edit your information at any time on your personal page under 'My Profile'.

Step 2: Using your account

- For paperwork: You can now check on the status of your paperwork through iCrew. Use the menu tabs on the left-hand side of your personal page to go to your 'My Documents' page. Here you will see a list paperwork required for your squad.
 - Until an item is received, there will be a red 'No' in the first column. The office will be updating these records, so please be sure to check often.
 - If you click on the specific paperwork items, you will be taken directly to the online PDF form for easy download.
- For regattas: You can now check on the status of your regatta registrations and payments through iCrew. Use the menu tabs on the left-hand side of your personal page to go to your 'My Documents' page. Here you will see a list of all regatta payments required for your squad.
 - Until an item is received, there will be a red 'No' in the first column.
 - Links will be provided to regatta registration.

The screenshot shows the iCrew Member's Home Page for Helen Tilghman. The page features a navigation menu with options like 'Coach Home Page', 'Org Home Page', 'Calendar View', 'Contact', and 'Log Off'. The main content area is titled 'Member's Home Page' and includes a sidebar with links to 'Today's Line-up', 'My Attendance Plans', 'My Dates Away', 'My Test Results', 'My Documents' (highlighted), 'My History', and 'My Profile'. The 'My Documents' section displays a table of documents:

Document Name	On File	Expires On	Note
Code of Conduct	No		
Event Payment - AllJuniors: Brentwood Regatta	No		
Event Payment - AllJuniors: Greenlake Spring Regatta	No		
Event Payment - AllJuniors: Husky Open	No		
Event Payment - AllJuniors: Rose City Invite	No		
Event Payment - AllJuniors: Sammamish Dual	No		
Event Payment - AllJuniors: USRowing Northwest Youth Championships	No		
Event Payment - AllJuniors: USRowing Youth National Championship	No		
Event Payment - AllJuniors: Windermere Cup Regatta	No		
Event Payment - VarsityGirls: Greenlake Spring Regatta	No		

The footer of the page includes the copyright notice 'iCrew © 2016-2017' and links for 'About', 'Contact', 'Privacy Policy', and 'Terms & Conditions'.

- For attendance: Use the 'My Attendance Plans' or the 'My Dates Away' pages to let your coaches know when you will be missing practice and/or a regatta.
 - On 'My Attendance Plans' simply select the specific regattas or practices you will be missing.
 - On 'My Away Dates' you can enter a single date or range of dates that you will be gone.
 - Once you have completed either of these steps, you will be automatically checked on from the coaches' line-ups page. You can adjust these dates any time and the line-up pages will reflect that.
 - Please be sure to update your coaches about any changes so they can double-check their plans.
- For your test information: Try the 'My Test Result' page to see your erg test history.

The office will be updating these records regularly, so please be sure to check often.

The screenshot shows the iCrew member home page for Helen Tilghman. The 'Attendance Plans' section is highlighted, showing a table of regattas. The table has the following data:

Date	Description	Attending?	Sign-up By
Sat 03-18	Greenlake Spring Regatta	<input type="checkbox"/>	03-01
Sat 03-18	Greenlake Spring Regatta	<input checked="" type="checkbox"/>	03-01
Sat 03-25	Sammamish Dual	<input checked="" type="checkbox"/>	03-11
Sat 03-25	Sammamish Dual	<input checked="" type="checkbox"/>	03-01
Sat 04-01	Husky Open	<input type="checkbox"/>	03-25
Sat 04-01	Husky Open	<input checked="" type="checkbox"/>	03-01
Sat 04-08	Rose City Invite	<input checked="" type="checkbox"/>	03-25

Troubleshooting

- You can also watch a helpful video done by iCrew's creator, Kevin Goyena, on YouTube: <https://www.youtube.com/watch?v=zuvxKL7QZZ8>
 - Search 'memberhome, Kevin Goyena'
- If you have any trouble with your account, or have further questions about using it, please contact any of the coaches or office staff.