

Instructions for iCrew Registration and Use

Mt. Baker Crew

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 "Baker2018" 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.

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iCrew

Contact About Log On

Sign Up

Enter the requested information below, then click **Sign Up**. Already a member? Click **Log On** above.

iCrew user ID:

iCrew password:

Re-enter iCrew password:

First name:

Last name:

Organization:

Security Question 1:

Security Answer 1:

Security Question 2:

Security Answer 2:

*By clicking **Sign Up**, you are declaring that you agree to our [Terms & Conditions](#).

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*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 has a navigation bar with links for Coach Home Page, Org Home Page, Calendar View, Contact, and Log Off. The main content area is titled 'Member's Home Page' and shows a list of documents under the 'Documents' section. The list has columns for Document Name, On File, Expires On, and Note. All 'On File' entries are marked with a red 'No'.

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 Championshi	No		
Event Payment - AllJuniors: USRowing Youth National Championship	No		
Event Payment - AllJuniors: Windermere Cup Regatta	No		
Event Payment - VarsityGirls: Greenlake Spring Regatta	No		

- 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 active, displaying a table of regattas. The table has the following data:

Date	Description	Attending?	Sign-up By
Sat 03-18	Greenlake Spring Regatta	<input checked="" 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.