

How to setup and register the Sailor app

Below are instructions on how to setup and use the Sailor App.

This is used to help manage the racing side of the club. It is used to record the signing on\off process for club racing and where the Duty Roster is displayed.

1. Download the Sailor app:

Firstly, you will need to download the Sailor app onto your mobile phone. Depending on the type of phone you have, you will need to either go to:

- Apple iPhone – download the ‘Sailor’ app from the App Store – click here for the link - <https://apps.apple.com/au/app/sailor/id1094179490>
- Android (Samsung\Google\Non Apple) – download the ‘Sailor’ app from the Google Play store - click here for the link -- <https://play.google.com/store/apps/details?id=com.weapplinse.tabclub>

2. Access Elwood Sailing Club within the app:

Once the Sailor app has installed, you need to open it. Then you will need to select our sailing club – Elwood Sailing Club.

- Make sure the ‘Club’ option is selected at the top left-hand corner of the screen.
- Either type in ‘Elwood Sailing Club’ or scroll down until you see the club’s name.
- You will now be able to access the Elwood Sailing Club part of the app. This will be where you can Sign ON\OFF for racing and see any relevant club information.
- If you don’t change clubs, within the app, then next time you open it, you will automatically be entered into the Elwood Sailing Club part of the app.

3. Sign On for racing:

- Within the main part of the app, click on the Sign On\Off section
- Click ‘Select Session’
 - If you are sailing – select the ‘Sailing’ session. This will also display the type of race – eg. ‘Championship\Vice Commodores’.
 - If you are on Duty – select the ‘Duty’ session.
- If this is the first time using the app, then you will need to do the following:
 - Select what division you are sailing in – eg. type of class (A Class, Sabre).
 - Select what Class you are sailing in – eg. A Class, Sabre.
 - Select your Sail number.
 - Select your Name.
 - You will now be asked to enter in your mobile number. This is to authorise your phone number within the app.
 - Once you have typed in your number, you will receive a text message. This will have a one-time code. Enter this code into the app.
 - Once done, you can click on ‘Sign On’. You will see a **GREEN** line saying Signed ON. You are now ready to go sailing.
- If you have signed on in a previous session within the app, then all your details (Name, Class, Boat Number) will already be displayed.
 - Click on ‘Sign On’. Once done, you will see a **GREEN** line saying Signed ON. You are now ready to go sailing.

4. Sign OFF from racing:

- Within the main part of the app, click on the Sign On\Off section
- Click ‘Select Session’

- If you are sailing – select the ‘Sailing’ session. This will also display the type of race – eg. ‘Championship\Vice Commodores’.
- If you are on Duty – select the ‘Duty’ session.
- Click on ‘Sign OFF’. You will see a **RED** line saying Signed OFF. You have now signed OFF.

5. Request for Members Only:

- Within the main part of the app, click on the ‘Request for Members Only’
- Enter your Name.
- Enter your mobile number. This is to Authenticate your mobile number and allow it to access the ‘Member Only’ section.
- Once you have typed in your number, you will receive a text message. This will have a one-time code. Enter this code into the app.
- You will now have access to the ‘Member Only’ area.

6. Member Only section:

This is where the Duty Roster is displayed. You can either click on ‘My Duties’ or ‘Duty Roster’.

- My Duties - displays the duty role and date that you have been allocated.
- Duty Roster – displays the whole duty roster and who has been allocated each role. This allows you to see who you have been rostered on with and to help organise a duty swap if required.
- If a duty swap is required, then it is your responsibility to arrange this. To make this easier, there are two symbols next the member’s name. Once you have found a member you would like to swap with, then either:
 - Text message - Click on the message (blue circle) icon. This will allow you to send a text message to the member.
 - Phone Call - Click on the blue phone icon. This will ask you if you would like to call that member.
- Once a duty swap has been organised, then you need to notify the Duty Officer of the swap. This is so the Duty Roster can be kept up to date. This is important as the Duty Roster in the Sailor App is used at the end of the season to allocate storage points.