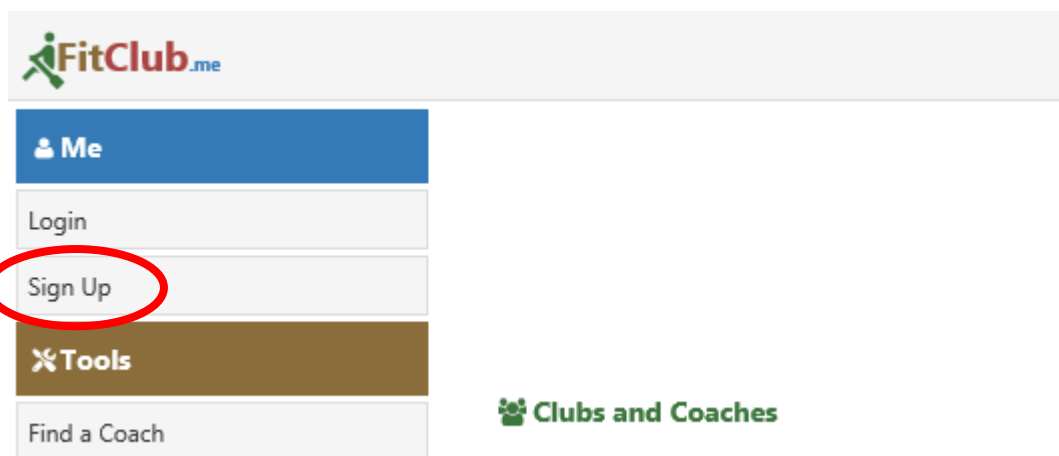


Setting up your boat booking account www.fitclub.me

To book a boat, you will first need to register on the www.fitclub.me site.

You will see a “sign up” or “login” option. Choose “sign up”



Enter your email address and it will immediately send you a verification message to complete your registration. If you do not receive the email read the green box that appeared (has not happened during testing, but just in case!)

A screenshot of the 'Sign Up' form on the FitClub.me website. The form is titled 'Sign Up' and is labeled 'Step 1 of 2: Verify Email'. It contains a text input field for 'Enter Email' and a blue 'Verify Email' button. Below the button, there are links for 'Login' and 'Forgotten password?'.

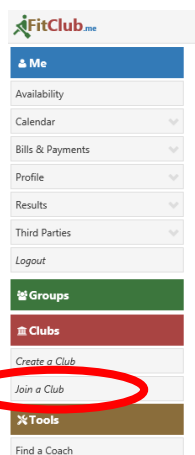
If you do not see the sign up email in your inbox you should follow these steps:

- 1) Check your Junk or Spam folder and if found mark the email as NOT spam
- 2) Add info@fitclub.me to your whitelist. How to do this will depend on your email provider. For common email domains see [Gmail](#), [Outlook](#), [Windows Live Mail](#), [Hotmail and MSN Mail](#) and [Yahoo](#)
- 3) Add info@fitclub.me to your contacts
- 4) If necessary [verify](#) your email again

You then find that email, click the link and set a password, accept the terms and conditions and you can then log in.

Your user name is the email you used, and the password is whatever you set.

Once you have set up your account, you then must join the club. You may see a link when you first log in asking you to do this or you can find it on the menu bar.



Search for "YORK CITY" and request to join YORK CITY

Join a Club

Club Name Search 2 results

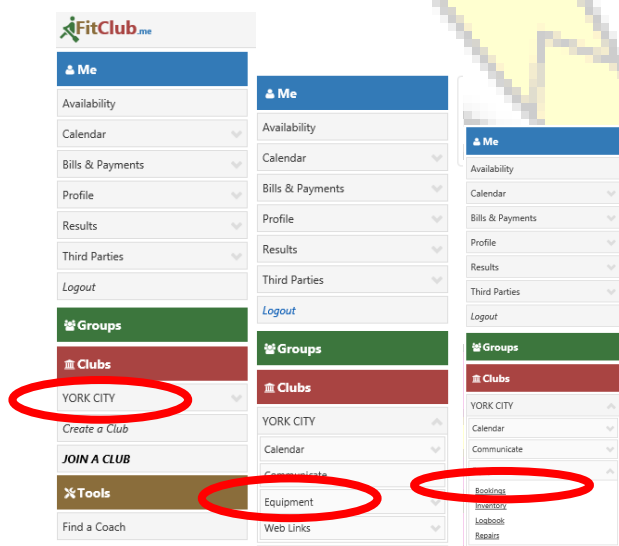
Club	Country	Actions
YORK CITY ✓	United Kingdom	Request to Join

You will then be admitted to the club after a delay to check my emails and approve (this will be done at least daily at 1700)

Booking a boat

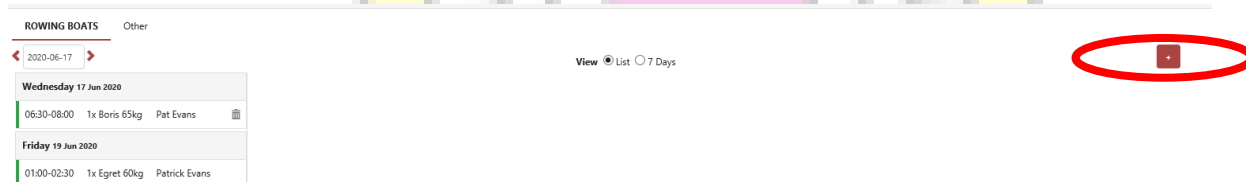
Once you are "in the club", York City will appear in your club list.

Follow YORK CITY > Equipment > Bookings



This will take you to the boat booking page and show upcoming bookings so you can see what is being used, when and by who.

You can currently book boats up to 7 days in advance only.



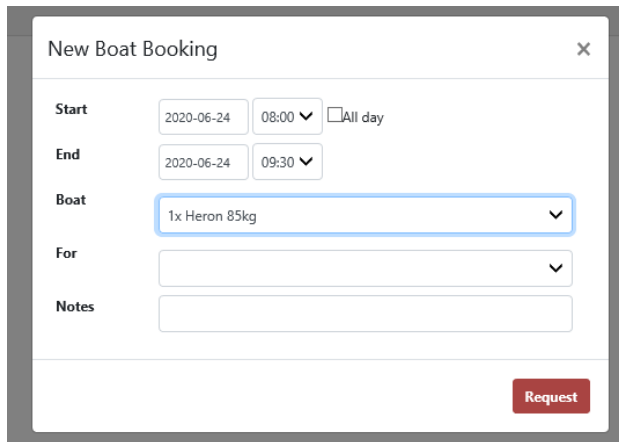
To add a new booking, click on the red + at the top right.

Select the date and start time you want to book (finish time defaults to 1hr 30 mins later) and select your boat.

If you are booking a crew boat, you must include the crew names in the box that says "NOTES".

Click on request and provided the boat is available for your session, it is booked and you will see your new booking appear on the list.

If there is **any** overlap with another session for that boat, it will reject the booking.



A screenshot of a 'New Boat Booking' dialog box. The dialog has a title bar with a close button (X). It contains the following fields:

- Start:** A date field with '2020-06-24', a time dropdown with '08:00', and an 'All day' checkbox.
- End:** A date field with '2020-06-24' and a time dropdown with '09:30'.
- Boat:** A dropdown menu showing '1x Heron 85kg'.
- For:** A dropdown menu.
- Notes:** A text input field.
- Request:** A red button at the bottom right.

Note that only boats marked as "in use" on the inventory appear for booking- so boats out for repair will not appear as available.

