

Online Sail Share – Start Guide

This guide will take you through the basic steps to book and manage your Advantage Boating Sail Share bookings. If you have questions please contact info@advantageboating.com

Logging in

- 1) Go to the Advantage Boating Sail Share Bookings page:
http://www.supersaas.com/schedule/AdvantageBoating/Sail_Boats
- 2) Click the “Sign In” link in the upper right side of the page or in the middle of the page.



- 3) Enter your Sailor Log In which will have been emailed to you by Advantage Boating. If you don't have a login please contact info@advantageboating.com, and if you've lost your password click on the “Lost password?” link.

[Advantage Boating Sail Share Bookings](#)

Sailor Log In

Email:

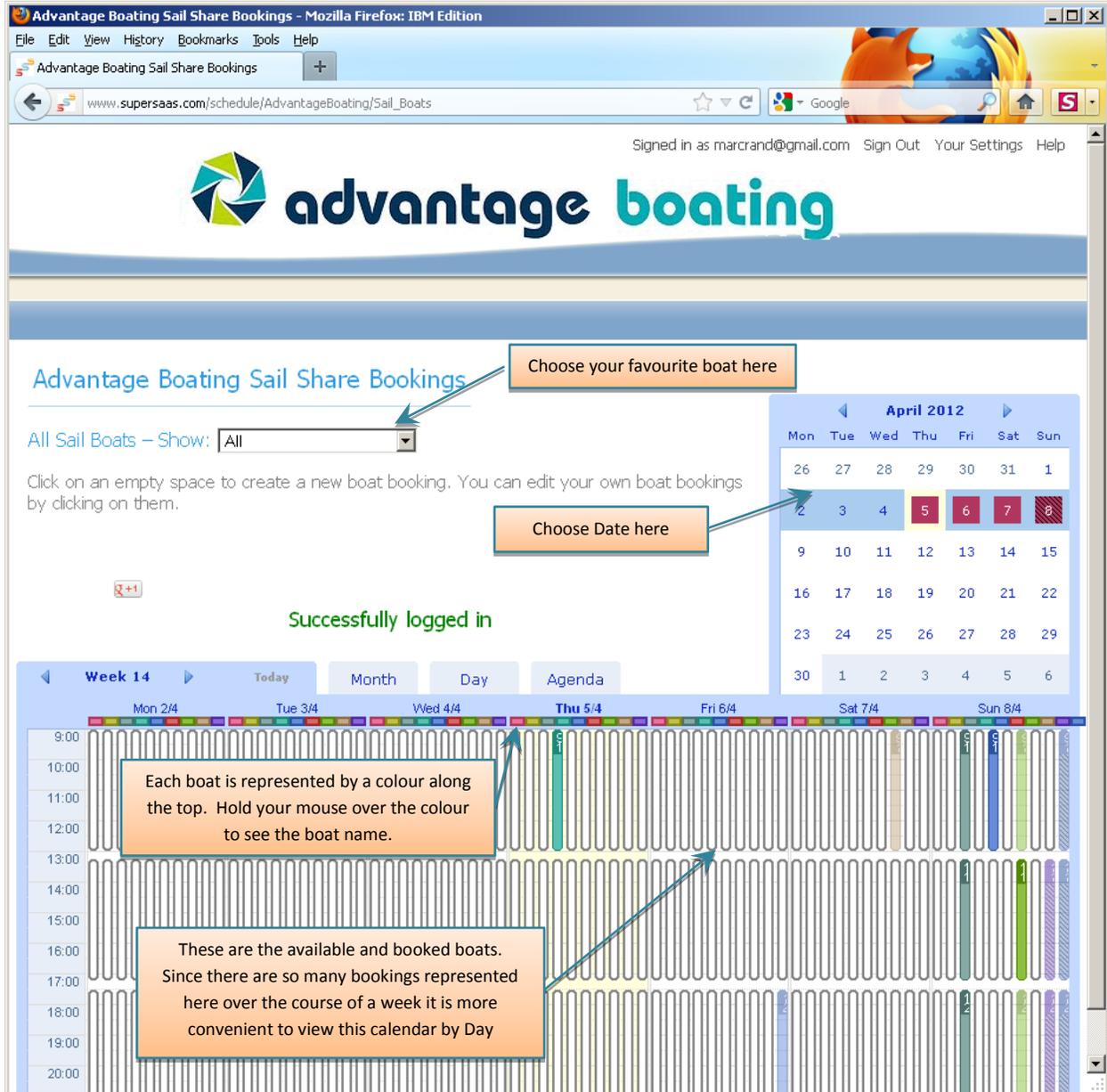
Password:

Keep me logged in
 Remember my e-mail
 Ask me every time

[Lost password?](#)

Main Screen

Upon logging in you should arrive at a screen like this.



The screenshot shows the Advantage Boating Sail Share Bookings main screen in a Mozilla Firefox browser. The page title is "Advantage Boating Sail Share Bookings" and the URL is "www.supersaas.com/schedule/AdvantageBoating/Sail_Boats". The user is signed in as "marcrand@gmail.com".

Key features and callouts include:

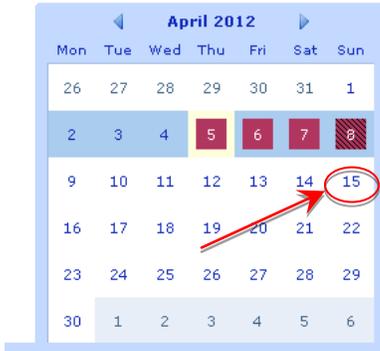
- Choose your favourite boat here:** A callout pointing to the "All Sail Boats - Show:" dropdown menu.
- Choose Date here:** A callout pointing to the "April 2012" calendar.
- Each boat is represented by a colour along the top. Hold your mouse over the colour to see the boat name.** A callout pointing to the color-coded headers of the booking grid.
- These are the available and booked boats. Since there are so many bookings represented here over the course of a week it is more convenient to view this calendar by Day** A callout pointing to the main booking grid.

The main content area displays "Advantage Boating Sail Share Bookings" and "All Sail Boats - Show: All". Below this is a message: "Click on an empty space to create a new boat booking. You can edit your own boat bookings by clicking on them." A "Successfully logged in" message is also visible.

The bottom section shows a weekly agenda view for "Week 14" (April 2-8, 2012). The agenda is organized by day (Mon 2/4, Tue 3/4, Wed 4/4, Thu 5/4, Fri 6/4, Sat 7/4, Sun 8/4) and time slots (9:00 to 20:00). The grid shows various colored bars representing boat bookings.

Booking your boat

- 1) Choose the date you want to book by clicking on the calendar. This will reduce the number of sail boat booking boxes in the calendar area and make things easier to read.



- 2) Click on the boat and time you want

Advantage Boating Sail Share Bookings

All Sail Boats – Show:

Click on an empty space to create a new boat booking. You can edit your own boat bookings by clicking on them.



Sun 15/4 Today

Month Week Agenda

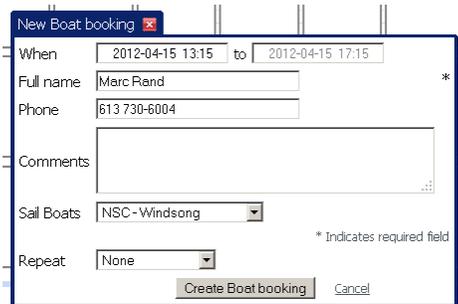
Sunday 15 April 2012

	BYC - Eeze (shark)	BYC - Triple Shot (T22)	BYC - The Diane	BYC - Celtic Lady	NSC - Windsong	NSC - Red Baron	NSC - Jolly Rodent	NSC - Six Pack	NSC - Pain Killer	NSC - Big Boat - Glayva
9:00										
10:00										
11:00										
12:00										
13:00										
14:00										
15:00										
16:00										
17:00										
18:00										
19:00										
20:00										
21:00										

NOTE: The names of the boats are along the top row. If the headings are too small because the time period is longer than a day, you can always roll over the headings and a small pop up will let you know what the boat name is.

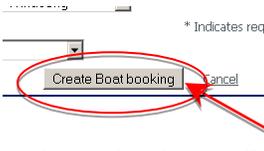


3) Enter your particulars here.

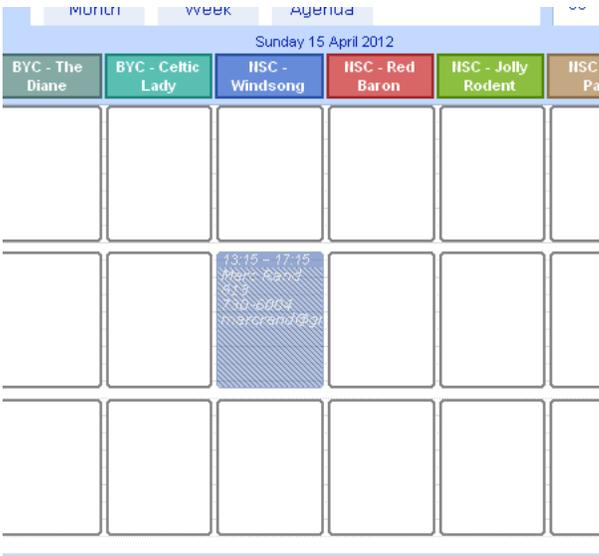


You should find that everything fills out automatically, if not, simply make the updates you need. You cannot change the “When” times they are the program default settings that only the office can change! Under the “Comments” section let us know if you’re looking for crew or any other notes you’d like to let us know about. Your name and contact information are important so that other members can reach you should you cancel.

4) Click “Create Boat booking”,



and your booking will appear as “Pending” indicated by hash marks like this:



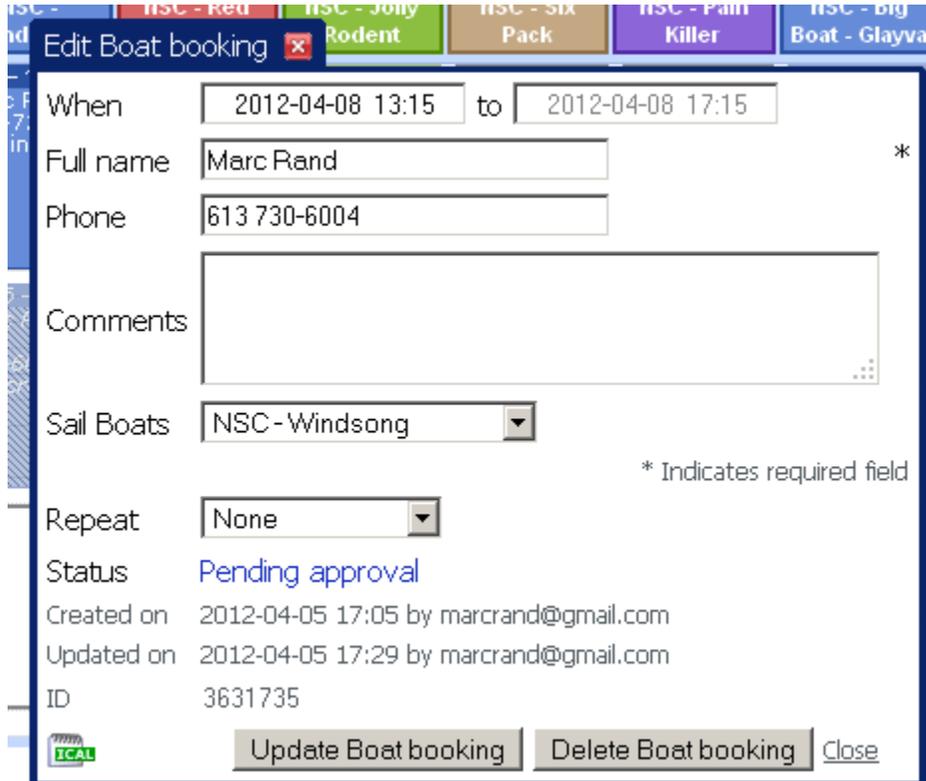
NOTE: The booking will stay in Pending Approval Mode until Advantage Boating approves the booking. Other Sail Share members will see your booking but they cannot modify it, or delete it or book the same slot as you have requested.

5) You will get an email once your booking is approved and the booking in the calendar will change from hash marks to a solid colour.

Changing a Booking

If you change your mind or made a mistake, changing the booking is easy.

- 1) Click on your booking and this screen should come up.



The screenshot shows the 'Edit Boat booking' form with the following fields and values:

- When: 2012-04-08 13:15 to 2012-04-08 17:15
- Full name: Marc Rand *
- Phone: 613 730-6004
- Comments: (empty text area)
- Sail Boats: NSC-Windsong
- Repeat: None
- Status: Pending approval
- Created on: 2012-04-05 17:05 by marcrand@gmail.com
- Updated on: 2012-04-05 17:29 by marcrand@gmail.com
- ID: 3631735

Buttons at the bottom: Update Boat booking, Delete Boat booking, Close. A note indicates '* Indicates required field'.

- 2) If you want to change times, or change boats it is easiest just to Delete the boat booking and start over, so in this case click on "Delete Boat booking", then start again.



This screenshot shows the bottom portion of the form, with the 'Delete Boat booking' button circled in red.

Buttons: Update Boat booking, Delete Boat booking, Close.

- 3) If you want to update your contact number or add comments, simply make the changes and click "Update Boat booking"



This screenshot shows the bottom portion of the form, with the 'Update Boat booking' button circled in red.

Buttons: Update Boat booking, Delete Boat booking, Close.

Note: You will get an email every time you make a booking, an adjustment to a booking or cancelling a booking.

