



BRASS NEWS

Berkshire Rowing and Sculling Newsletter

May 2015

New Reservation Process!

With the season finally upon, we have a new reservation process.

You will no longer need to call the boathouse!
You will reserve the boat and date/time on the [SignUpGenius](#) website.

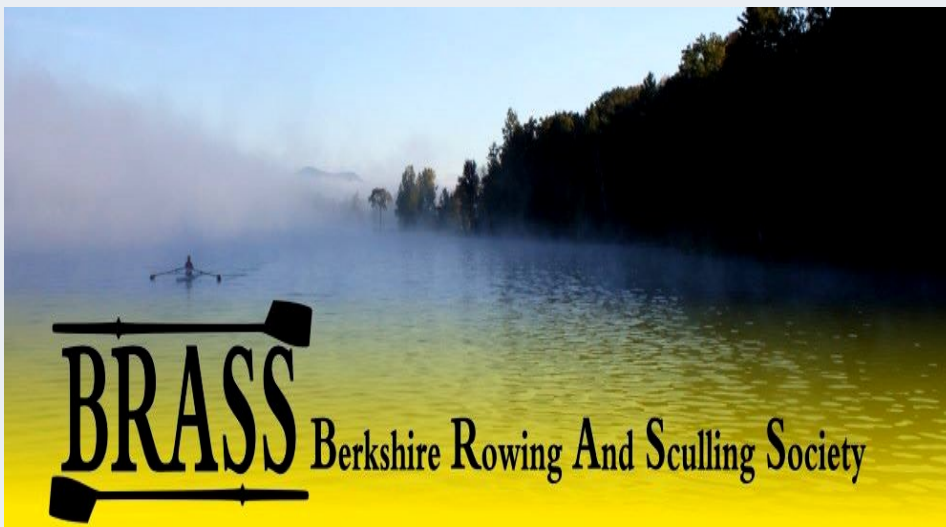


This newsletter is dedicated to showing you how to use the new reservation process.

On **June 6**, we would like to try to switch entirely to the new reservation process. If you are a member who does not have internet access can you let Lauren know. You may still of course use the phone reservation system.

In This Issue

- New Reservation Process



SignUpGenius

This online application will display in daily tabs availability of all BRASS boats along with their time slots. At the top of each daily tab will be notes, so please review. If a boat and/or time slot is not available it may be set aside for a club program.

In addition, you will be able to see who already has reserved the boat. You will only be able to change your own reservation. If the boat is already reserved, please do not call the boathouse to have someone change it. Please select another boat with date\time availability.

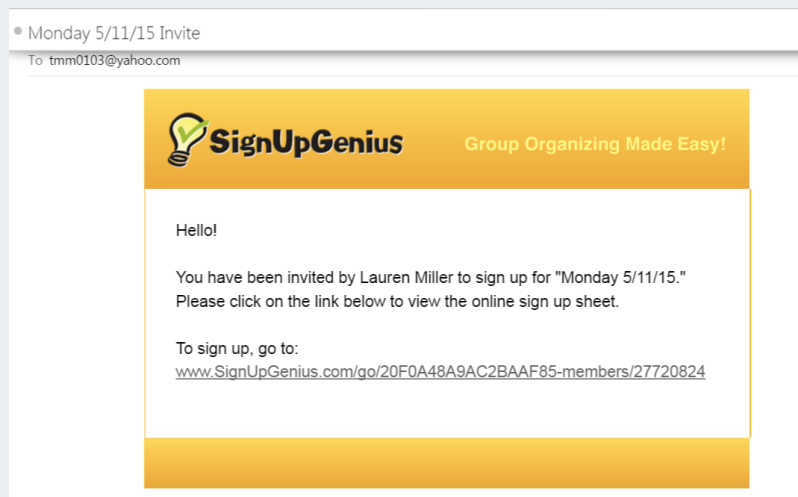
This should ease the process of reserving a boat. The reservations will be available weekly. If you do not see a date, then it has not been made available for rentals.

If you have any questions, please email Berkshirerowingandsculling@gmail.com. We will try to address them as soon as we can.

Important Note: The online reservations will take priority over the phone reservations. The phone reservations are only checked at the end of the day (4:00 pm). Thus, if there are 2 separate requests for the same boat, one is by phone and the other one is online, the online reservation will take precedence.

The Steps

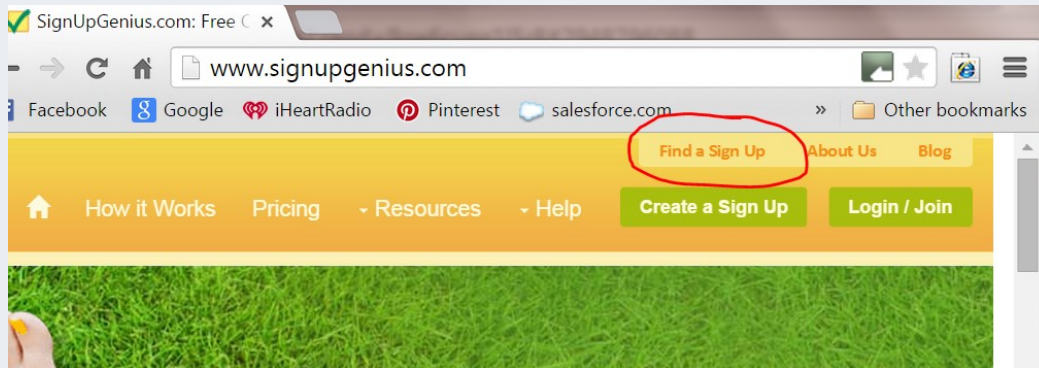
- a. 1. If you received a link in your email:
 - a) You would have received an email from Lauren Miller with a link.
 - b) Continue to Step 4.



2. If you did ***not*** receive the link:

a) You can go to www.signupgenius.com

b) In the upper right hand corner is an option 'Find a signup' , click on it.



c) Once you have clicked on it , the following options are available.

i) If you have created a Free account then you may use the 'Login to SignUpGenius' area

ii) If you have ***not*** created an account, in the 'Search by Email' area, place BRASS's email address:

1. berkshirerowingandsculling@gmail.com
2. Enter the random text as seen

Find A Signup

For privacy reasons, our sign ups are not publicly listed. To find a sign up, you can:

Receive an Email Invite	Search by Email	Login to SignUpGenius
<p>Sign up participants should receive an email invite from the sign up creator with a simple link to the page.</p> <p>If you did not receive an email, check your email spam folder to make sure it was not accidentally classified as junk. If you cannot find an email invite, contact the sign up creator or organization in charge of the event to request an email invite.</p>	<p>If you know the person that created the sign up, enter his/her email address below:</p> <input type="text" value="berkshirerowingandsculling"/> <p>Enter the random text below.</p> <div>A G T W C Y</div> <input type="text"/> <p>Search</p>	<p>SignUpGenius members can find links to all the sign ups they've been invited to on their 'My Account' page.</p> <p>If you have a SignUpGenius account, login to access your sign ups.</p> <p>Login Now</p>

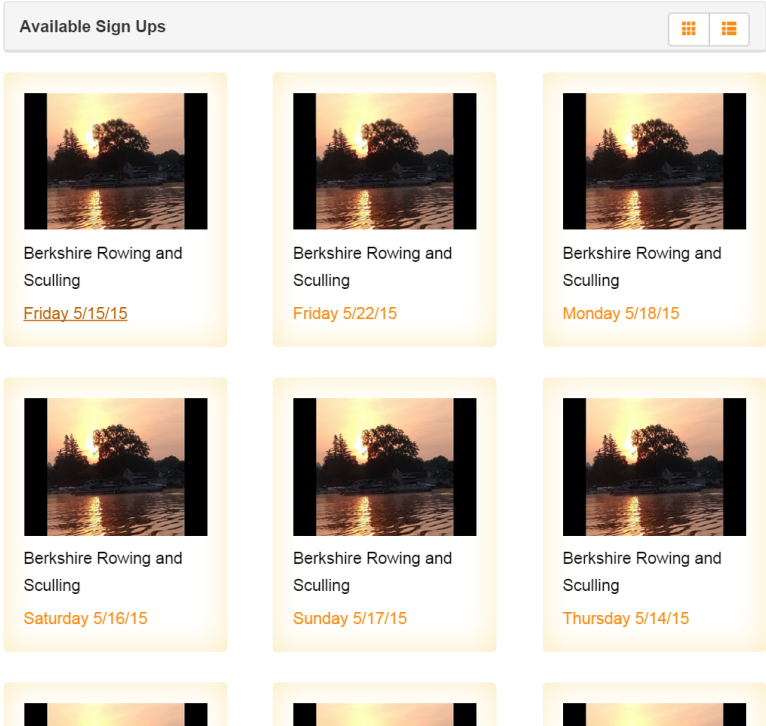
3. You will then see the available reservation dates.

*Note: In the top right corner are 2 viewing options:

- a) 1st option—Thumbnail
- b) 2nd option—List
 - i) You may click on the headers to sort.

Lauren miller

Available Sign Ups



Note: Sorting by earliest date places the day in chronological order.

Lauren miller

Available Sign Ups			
Title	Group	Earliest Date	Latest Date
Friday 5/15/15	Berkshire Rowing and Sculling	5/15/2015	5/15/2015
Saturday 5/16/15	Berkshire Rowing and Sculling	5/16/2015	5/16/2015
Sunday 5/17/15	Berkshire Rowing and Sculling	5/17/2015	5/17/2015
Monday 5/18/15	Berkshire Rowing and Sculling	5/18/2015	5/18/2015
Tuesday 5/19/15	Berkshire Rowing and Sculling	5/19/2015	5/19/2015
Wednesday 5/20/15	Berkshire Rowing and Sculling	5/20/2015	5/20/2015
Thursday 5/21/15	Berkshire Rowing and Sculling	5/21/2015	5/21/2015
Friday 5/22/15	Berkshire Rowing and Sculling	5/22/2015	5/22/2015
Saturday 5/23/15	Berkshire Rowing and Sculling	5/23/2015	5/23/2015
Sunday 5/24/15	Berkshire Rowing and Sculling	5/24/2015	5/24/2015
Monday 5/25/15	Berkshire Rowing and Sculling	5/25/2015	5/25/2015
Tuesday 5/26/15	Berkshire Rowing and Sculling	5/26/2015	5/26/2015

4. Select the date that you would like to reserve

5. The screen for the selected day will look like this.

- Select the boat and time slot (you can choose two (2) 30 minute increments to create 1 hour—they will need to be done individually).
- Click on the 'SignUp' button

Monday 5/18/15

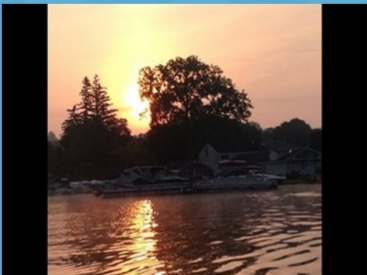
Tuesday 5/19/15

Wednesday 5/20/15

Thursday 5/21/15

Friday 5/22/15

Sa



Berkshire Rowing and Sculling

TUESDAY 5/19/15

This sign up is ONLY for current Berkshire Rowing members who have been cleared to row independently by a Berkshire Rowing Coach.

DATE: 05/19/2015 (Tue.)

CREATED BY: Lauren miller CONTACT

Boats available	Date (mm/dd/yyyy)	Time
Yellow Star	05/19/2015 (Tue)	6:00AM - 6:30AM EDT Sign Up
		6:30AM - 7:00AM EDT Sign Up
		7:00AM - 7:30AM EDT Sign Up
		7:30AM - 8:00AM EDT Sign Up
		8:00AM - 8:30AM EDT Sign Up

Submit and Sign Up

6. Fill in the requested information.

Click the 'Sign Up' button at bottom left corner to submit.

Berkshire Rowing and Sculling

TUESDAY 5/19/15

Sign Me Up For:

Date (mm/dd/yyyy - EDT)	Boats available	Qty	My Comment
05/19/2015 (Tue) 6:00am-6:30am	Yellow Star	1	this will be displayed for all to see
05/19/2015 (Tue) 6:30am-7:00am	Yellow Star	1	

PLEASE NOTE: This is a private sign up. Login or sign up using the same email where you received an invite from SignUpGenius.com.

☒ I'm a SignUpGenius member

☐ I do not have a SignUpGenius account

First Name *

Tina

Last Name *

McLaughlin

Email *

email@yahoo.com

Re-enter Email *

email@yahoo.com

☐ Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.

☐ Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

SIGN UP NOW!

Cancel


7. You will receive a message showing submission.

THANK YOU!


Your sign up has been added.

You signed up on the "Friday 5/15/15" page for Yellow Star on 05/15/2015 (Fri.) 6:00AM- 7:00 AM EDT


Add To Your Calendar!



Outlook



Mac iCal

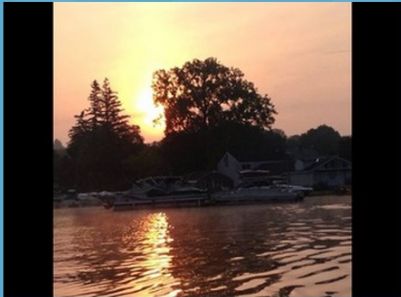


Google Calendar

RETURN TO SIGN UP

8. To choose another time slot. Click the 'Return to Sign Up' button at the bottom. (Repeat the process as needed.)

a) As you can see your reservation and comment (if added) is displayed.



Berkshire Rowing and Sculling

FRIDAY 5/15/15

This sign up is ONLY for current Berkshire Rowing members who have been cleared to row independently by a Berkshire Rowing Coach.

DATE: 05/15/2015 (Fri.)

CREATED BY: Lauren miller

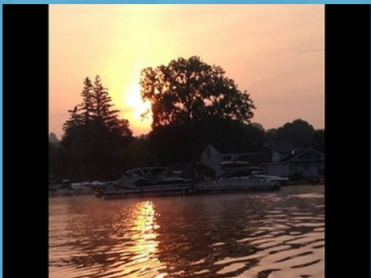
CONTACT

I need to change my sign up

Available Slot	Date (mm/dd/yyyy)	Time
Yellow Star	05/15/2015 (Fri)	6:00AM - 7:00AM EDT <div>✓ Tina McLaughlin This comment displays for all to see</div>
		7:15AM - 8:15AM EDT <div>Sign Up</div>
		8:30AM - 9:30AM EDT <div>Sign Up</div>
White Star	05/15/2015 (Fri)	6:00AM - 7:00AM EDT <div>Sign Up</div>
		7:15AM - 8:15AM EDT <div>Sign Up</div>

To Edit a Reservation

1. To Edit a reservation: Select the 'I need to change my sign up' button towards the top of the page.



Berkshire Rowing and Sculling

FRIDAY 5/15/15

This sign up is ONLY for current Berkshire Rowing members who have been cleared to row independently by a Berkshire Rowing Coach.

DATE: 05/15/2015 (Fri.)

CREATED BY: Lauren miller
CONTACT

[I need to change my sign up](#)

Available Slot	Date (mm/dd/yyyy)	Time
Yellow Star	05/15/2015 (Fri)	6:00AM - 7:00AM EDT ✓ Tina McLaughlin This comment displays for all to see
		7:15AM - 8:15AM EDT Sign Up
		8:30AM - 9:30AM EDT Sign Up
White Star	05/15/2015 (Fri)	6:00AM - 7:00AM EDT Sign Up

2. Choose the appropriate option.

FRIDAY 5/15/15

Need to make a change to something you signed up for on this sign up?

- ☐ I signed up as a SignUpGenius member
- ☐ I signed up without a SignUpGenius account
- ☐ Someone else signed me up on this sign up

Not what you wanted? [Return to Sign Up](#)

3. Fill in the information, click 'Send me an Email' button

FRIDAY 5/15/15

Need to make a change to something you signed up for on this sign up?

☐ I signed up as a SignUpGenius member

☐ I signed up without a SignUpGenius account

If you signed up without a SignUpGenius account, you have several options for editing your sign up. You can:

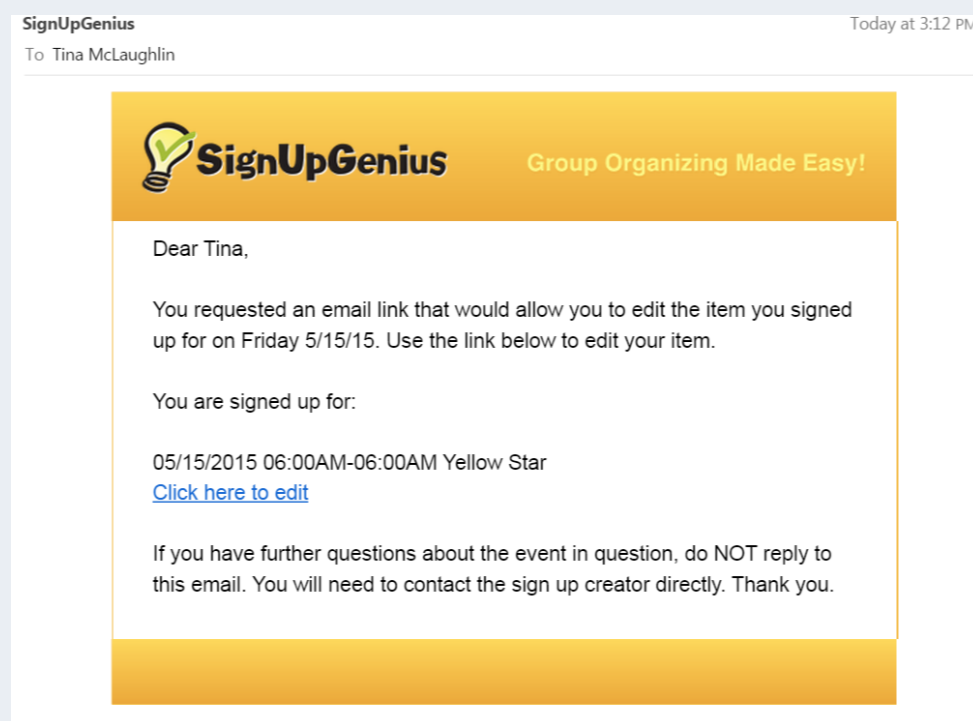
1. Contact the sign up creator and have him/her update your item for you.
2. Create an account at SignUpGenius using the same email address that you used when you signed up. You will then be able to login and edit your item.
3. Send yourself an email link that will allow you to edit your sign up item.

Enter your email address:

☐ Someone else signed me up on this sign up

Not what you wanted? [Return to Sign Up](#)

4. Eventually you will receive an email. It should look similar to this. Click on the enclosed link.



5. It will open a window that looks like this.

Berkshire Rowing and Sculling

FRIDAY 5/15/15

Edit My Signup

Date (mm/dd/yyyy - EDT)	Available Slot	Qty	My Comment
05/15/2015 (Fri. 6:00AM - 7:00AM)	Yellow Star	1 ▼	This comment displays fo

PLEASE NOTE: This is a private sign up. Login or sign up using the same email where you received an invite from SignUpGenius.com.

☒ I'm a SignUpGenius member

☐ I do not have a SignUpGenius account

First Name *

Tina

Last Name *

McLaughlin

Email

tm****3@ya***.com

☐ Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.

☐ Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.

REVISE MY SIGN UP

Cancel

6. To remove this time slot, change the **Qty** column to 0 (zero), click the 'Revise My Signup' button

a) The page will refresh, showing your sign up has been updated and the reservation, in this case, was deleted.

Your sign up has been updated.


Berkshire Rowing and Sculling

FRIDAY 5/15/15

This sign up is ONLY for current Berkshire Rowing members who have been cleared to row independently by a Berkshire Rowing Coach.

DATE: 05/15/2015 (Fri.)

CREATED BY: Lauren miller CONTACT



Available Slot	Date (mm/dd/yyyy)	Time
Yellow Star	05/15/2015 (Fri)	6:00AM - 7:00AM EDT <div>Sign Up</div>
		7:15AM - 8:15AM EDT <div>Sign Up</div>
		8:30AM - 9:30AM EDT <div>Sign Up</div>
White Star	05/15/2015 (Fri)	6:00AM - 7:00AM EDT <div>Sign Up</div>
		7:15AM - 8:15AM EDT <div>Sign Up</div>
		8:30AM - 9:30AM EDT <div>Sign Up</div>

Miscellaneous

On the screens options may show for:

- 1. Sign up period has ended. The deadline is at 4pm on the previous day of the date.
- 2. Option to select a different week. The week may be available, but not available for reservations.
- 3.The date is not yet available for reservations.

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Create a Sign Up

Login / Join

Show More Sign Ups

Members Only Reservations Week Of 5/18/15

Members Only Boat Reservation Week of 5/25-5/31

Members Only Boat Reservations week of 6/1-6/7


Tuesday

Wednesday

Friday

Saturday

Sunday



Berkshire Rowing and Sculling

FRIDAY 5/15/15

This sign up is ONLY for current Berkshire Rowing members who have been cleared to row independently by a Berkshire Rowing Coach.

DATE: 05/15/2015 (Fri.)

CREATED BY: Lauren miller CONTACT


PLEASE NOTE: The sign up period for this event has ended and the sign up creator has locked all sign up slots from being modified. Contact the creator for more details.

Available Slot	Date (mm/dd/yyyy)	Time
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ATLANTIS

PARADISE ISLAND, BAHAMAS

ATLANTIS SPRING SALE!



UP TO 50% OFF NIGHTLY RATES. \$250 AIRFARE CREDIT +



Berkshire Rowing and Sculling

SATURDAY 5/23/15

This sign up is ONLY for current Berkshire Rowing members who have been cleared to row independently by a Berkshire Rowing Coach.

If the Boat is not listed- it is not available. If it is listed, but excludes hours here and there, it is not available during the excluded times.

CREATED BY: Lauren miller CONTACT

PLEASE NOTE: The sign up period for this event has not started. Contact the creator for details.

Contact Us

How to contact or find us

BRASS

PO Box 787
Pittsfield, Ma 01202

(413) 442-7769

Email:
berkshirerowingandsculling@gmail.com

Visit us on the web at
berkshirerowing.com



Berkshire Rowing and
Sculling Society - BRASS