<u>Instructions for using the Harwich & Dovercourt MBC Racing Calendar</u>

In order to simplify racing management, we are instituting an interactive calendar via the club website so that Club Officers do not have to send email circulars to identify people interested in taking part on any particular day.

To use the calendar more easily there are a few steps that you need to complete to make your overall experience better.

Firstly, to save time form filling you will notice a new "Login" prompt on the heading of each page.

HARWICH & DOVERCOURT MODEL BOAT CLUB

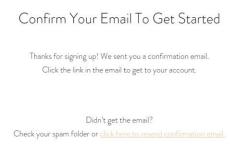
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Click on this:



Fill in your email address, create a password and sign up. You will receive a confirmation email that will require you to click to confirm before you can proceed.



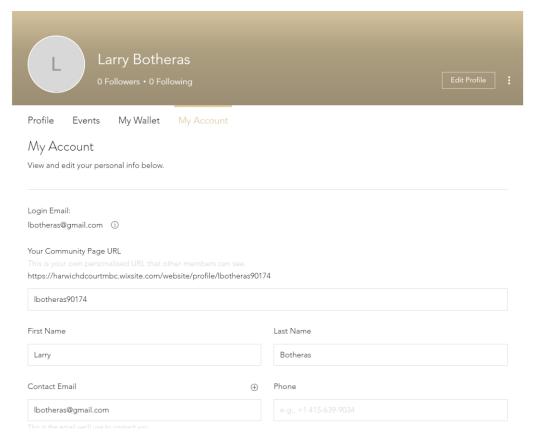
This is the confirmation email:

Hi there,

Thanks for signing up to https://harwichdcourtmbc.wixsite.com/website
To confirm your email confirm your e

If you have any questions, contact the site owner. Received this email by mistake? Just ignore it!

The next stage is to fill in your details:



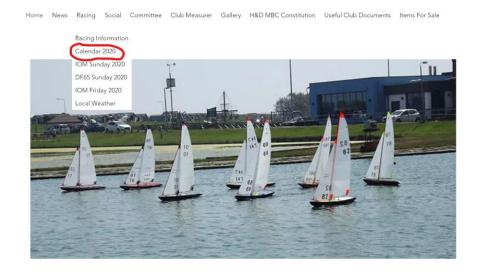
This will enable automated completion in the calendar.

Using the Calendar

If you intend sailing at a particular event, please go to the Calendar (within the Racing menu) from any page on the website.

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As you can also see above, you are logged into the site.

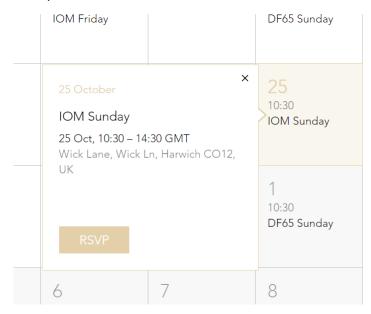
You can now see the calendar for any month:

Racing Calendar 2020

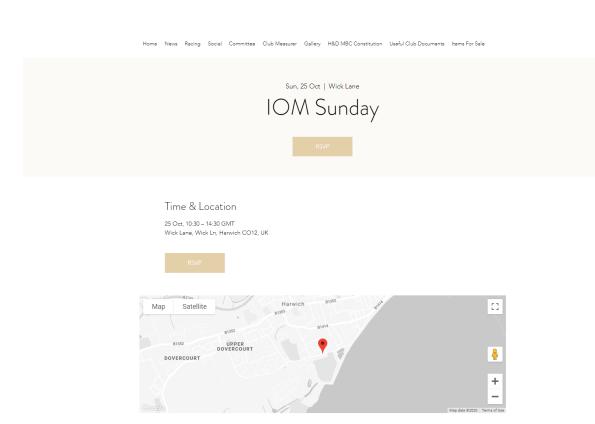
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2 10:30 IOM Friday	3	4 10:30 DF65 Sunday
5	6	7	8	9 10:30 IOM Friday	10	11 10:30 IOM Sunday
12	13	14	15	16 10:30 IOM Friday	17	18 10:30 DF65 Sunday
19	20	21	22	23 10:30 IOM Friday	24	25 10:30 IOM Sunday

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To add yourself to any of the events click on the date concerned:



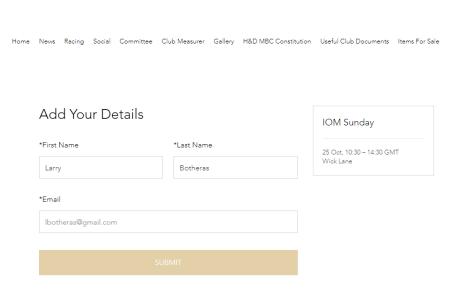
Next click the RSVP button:



Share This Event

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This gives you the details of the event with your details filled in:



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Click the submit button and you will be added to the list for the event.

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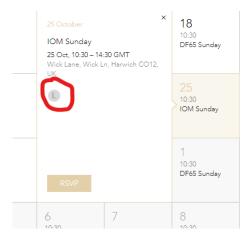
Thank you! See you soon.

An email with all the event info was sent to you. See all your RSVP'd events in your Members Area under "Events".

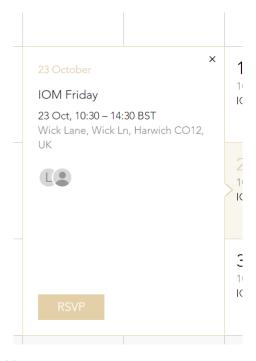


You can add the event to your personal calendar if you wish. I have not tried this.

If you go back to the Calendar and look at the event on the date you wanted to attend, you will now see an additional icon indicating that you will be attending:



If there are multiple people attending, you will see multiple icons, (in this case two) although you will not be able to see the identity of other attendees:



If you wish to remove yourself from the event, go back into the individual event and press the RSVP button again and follow the cancel RSVP link.

