



MIRC Boat Booking System

User Guide
(June 2020)



The MIRC Boat Booking System - User Guide

This is a brief User Guide for those new to the Club or new to the MIRC boat booking system.

All members who book club boats **MUST** use the system. This includes Junior coaches, squad captains, crew leaders, and individual club members.

During the period of the COVID-19 pandemic, this applies to both bookings of private as well as club boats. Please refer to the current protocol governing use of the club.

The system that is called FitClub. It differs from our previous booking system in that it was developed specifically for Rowing Clubs.

The first thing you need to do is Sign Up...



Sign Up to FitClub

- Sign up with FitClub with this URL:

<https://www.fitclub.me/login>

- Use a personal email address. You will then be sent a link to the FitClub sign up form which looks like this.
- Fill it in, suggest you fill in all the calendar notification days (can be changed later), and Sign Up.



Sign Up

Step 1 of 2: Verify Email ✓

rhuggins@kentcollege.co.uk

Step 2 of 2: Basic Info

Password

Required field

Confirm Password

First Name

Required field

Last Name

Required field

Country of Residence

Required field

Calendar Notifications ?

Mo Tu We Th Fr Sa Su

@ 04:00 (UTC+01:00) Europe/L

I agree with the Terms of Use

Sign Up

🔍 Forgotten password?

🔑 Login



Join Maidstone Invicta RC

1. Once you have signed up, you can then join MIRC. You will be presented with a screen with these menu items:

Me
Availability
CALENDAR
Bills & Payments
Profile
Results
Third Parties
Logout
Groups
Clubs
Create a Club
Join a Club
Tools
Find a Coach

Click on Join a Club



2. Type in **Maidstone Invicta RC**. Those exact words. You must join that one and **NOT** Maidstone Invicta Rowing Club.

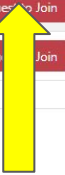
Join a Club

Club Name: Search 2 results

Club	Country	Actions
Maidstone Invicta RC	United Kingdom	Request to Join
Maidstone Invicta Rowing Club	United Kingdom	Request to Join



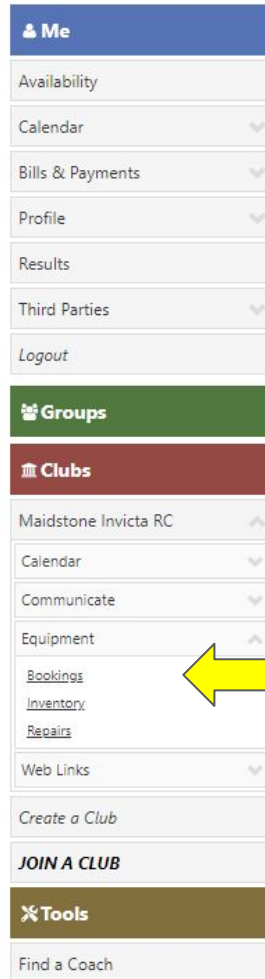
This is the correct one!



Request to join it.

3. Your request will then be approved by a club administrator. You will be notified when it is approved.

Booking a boat



- Once your sign up has been approved, the next time you log in, you will see that Maidstone Invicta RC is now under the 'Clubs' menu.
- To book a boat, click on 'Equipment'. If you know the boat you want to use then click on 'Bookings'.
- Let's try that first.




The Bookings Screen

- You will see all the boats booked in date and time order, which will help you know when you can book your preferred boat.
- To book a boat, click the little + sign in the top right corner

ROWING BOATS Other

2020-06-05

[Click here to book a boat](#) 

When	Boat	Booked For	Booked By	Notes	Status	Actions
Fri 05 Jun 00:00 - 24:00	2x DoR Psalm 18:16	Senior Women	Richard Huggins	test	Approved	
Fri 05 Jun 08:00 - 10:00	1x Emma Williams	MIRC Admin	MIRC Admin		Approved	
	1x Private - Maria Louise	Joe Bloggs	Joe Bloggs		Approved	
	2- DoR James Knight	Masters	Richard Huggins	Huggy & Clive	Approved	
Fri 05 Jun 10:00 - 12:00	1x Private - Albatross	Clive Harlow	Clive Harlow	Clive - own boat	Approved	
	1x Emma Williams	Clive Harlow	Clive Harlow	testing to see if I can book 2 at same time	Approved	
	1x Trainer Fischmeister	Joe Bloggs	Joe Bloggs		Approved	
	1x Kingfisher	Joe Bloggs	Joe Bloggs		Approved	
	2- 2x Anne Salmon	Senior Men	Joe Bloggs	Harry and Anne	Approved	
Fri 05 Jun 11:00 - 12:00	1x Trainer Archie Barnes	Joe Bloggs	Joe Bloggs		Approved	
Sat 06 Jun 08:00 - 10:00	1x Private - Albatross	Clive Harlow	Clive Harlow	Clive	Approved	
Sat 06 Jun 18:00 - 20:00	1x Private - Maria Louise	Joe Bloggs	Joe Bloggs		Approved	
Sun 07 Jun 08:00 - 10:00	1x Private - Albatross	Clive Harlow	Clive Harlow	Clive	Approved	
Mon 08 Jun 07:00 - 08:00	2x DoR Psalm 18:16	Joe Bloggs	Joe Bloggs		Approved	
Mon 08 Jun 08:00 - 10:00	1x Private - Maria Louise	Richard Huggins	Richard Huggins		Approved	
Mon 08 Jun 10:00 - 12:00	1x Star of Swadelands	MIRC Admin	MIRC Admin		Approved	
Thu 18 Jun 06:00 - 08:00	1x DoR Blitz	Joe Bloggs	Joe Bloggs		Approved	
Sat 27 Jun 00:00 - Sun 28 Jun 24:00	1x Emma Williams	Richard Huggins	Richard Huggins		Approved	



New booking

New Booking ×

Start All day

End

Boat

For

Notes

- Pick your date and time
- There is no default time setting, but do not go over 2 hours duration unless you are going to an event or have Director of Rowing approval. NB this is a 24 hour clock - so be careful not to book 12:00 to 02:00.
- You will only be allowed to book 2 weeks in advance.
- **During the COVID-19 pandemic, you must choose 2 hour slots starting on an even hour such as 8-10am, 10-12am etc. AND ensure there are no more than 6 booking during any 2 hour time period.**
- Select your boat. All club and private boats are on the system.
- Do not select a Private boat (marked) unless you have the permission of the owner.
- The 'For' field is to identify the Squad (this is not currently used.)
- All members **MUST** identify who is in the boat in the 'Notes' field.

The booking will immediately be shown on the Bookings Screen, and as you booked it, you have the option to cancel it.

Sat 06 Jun 08:00 - 10:00	1x Private - Albatross	Clive Harlow	Clive Harlow	Clive	Approved	
	2- 2x Sue Mobbs	Melania Trump	Melania Trump	Melania and Donald Trump	Approved	<input type="button" value="Cancel"/>



Booking a DoR approved boat

New Booking ×

Start 2020-06-07 00:00 All day

End 2020-06-07 24:00

Boat 2x DoR Psalm 18:16

For

Notes Melania Trump and Michelle Obama

Request

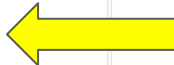
- Top club boats which need to be approved by the Director of Rowing are identified with 'DoR' in the inventory.
- When you request these boats, the DoR will be notified and will either approve or decline the request. You will be notified of the decision. If approved, the booking will show on the system.



Checking the Inventory

- Me
 - Availability
 - Calendar
 - Bills & Payments
 - Profile
 - Results
 - Third Parties
 - Logout
- Groups
- Clubs
 - Maidstone Invicta RC
 - Calendar
 - Communicate
 - Equipment
 - Bookings
 - Inventory
 - Repairs
 - Web Links
 - Create a Club
 - JOIN A CLUB
- Tools
 - Find a Coach

1. If you want to see what boat options there are, click on 'Inventory', and you will be presented with a screen showing all the boats at the club and their average crew weights.



2. The Boatmaster manages the Inventory. Boats are either classed as 'useable' or 'out of action'. If 'out of action', they won't appear on the Booking screen.

Boat ▲	Owner	Status	Shell Make	Shell Year	Shell Weight	Crew Weight
1x 100 Club	Maidstone Invicta RC	Useable				90
1x Alister Hill	Maidstone Invicta RC	Useable				70
1x Blue Boy	Maidstone Invicta RC	Useable				55
1x Cormorant	Maidstone Invicta RC	Useable				100
1x DoR Blitz	Maidstone Invicta RC	Useable				??
1x Emma Williams	Maidstone Invicta RC	Useable				55
1x Josephine	Maidstone Invicta RC	Useable				85
1x Juvabit	Maidstone Invicta RC	Useable				75
1x Kingfisher	Maidstone Invicta RC	Useable				85
1x Meminisse	Maidstone Invicta RC	Useable				75
1x Napoleon II	Maidstone Invicta RC	Useable				70
1x Oakwood Express	Maidstone Invicta RC	Out Of Action				55
1x Olim	Maidstone Invicta RC	Useable				90



Repairs

- Me
 - Availability
 - Calendar
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 - Profile
 - Results
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1. If a boat is damaged, the boat booker or coach MUST report the damage in the item marked 'Repairs'



2. Click the + sign in the top right hand corner, and enter details of the damage to the boat.

New Repair

Boat: 2- 2x Sue Mobbs

Repair Details: Clash with an oncoming sculler. Bent bowside rigger.

Report

3. The damage will then be shown on the Repair Log. The Boatmaster will be automatically advised, and will review the damage and update the boat status accordingly and give updates of repair status as well.

4 Boat Repairs [Download.csv](#)

Boat	Repair Details	Repair Status	Boat Status	Reported By	Reported At	Updated At
1x Blue Boy	Dodgy bow ball	Reported	Useable	Joe Bloggs	04 Jun 2020 18:13	05 Jun 2020 14:16
1x Oakwood Express	stuff	Parts Ordered	Out Of Action	MIRC Admin	03 Jun 2020 12:44	05 Jun 2020 14:17
1x Private - Albatross	noticed slight scuffing on the bow ball	Reported	Useable	Clive Harlow	03 Jun 2020 19:06	03 Jun 2020 19:06
2- 2x Sue Mobbs	Clash with an oncoming sculler. Bent bowside rigger.	Reported	Useable	Melania Trump	05 Jun 2020 14:35	05 Jun 2020 14:35



Communicate

- Me**
- Availability
- Calendar
- Bills & Payments
- Profile
- Results
- Third Parties
- Logout
- Groups**
- Clubs**
- MAIDSTONE INVICTA RC**
- Calendar
- COMMUNICATE**
- WALL**
- Equipment
- Web Links
- No web links setup
- Create a Club
- Join a Club
- Tools**
- Find a Coach



Key messages such as River Status, obstructions in the river etc. will be sent out to users of the system. They can be either as an email, or on a communication 'Wall' on the system or both.

1 Wall Message

Wall

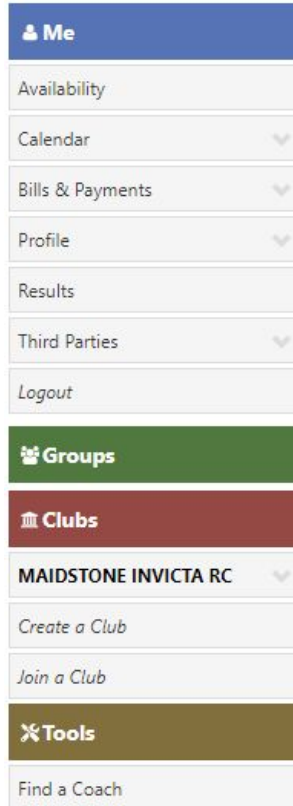
MIRC Boatmaster 05 Jun 2020 13:35

ALL rowers - please remember to report all damage that you find on boats, whether or not you caused it. You can do this using this link : Maidstone Invicta RC - Equipment - Repairs - click the Plus sign [+] and add your report.

You can also email the Boatmaster at mircboats@gmail.com. Please provide as many details as possible, including photos. Many thanks.



Other functions



The FitClub tool doesn't just do boat bookings and repair status. At time of writing, this is the main required use. However the tool also has the capability to:

- Provide an events calendar.
- Record individual training results.
- Develop squad training plans (known on the system as 'Groups').
- Build crew line ups.
- Provide a solution for subs and race fee billings. The Membership Secretary will be looking at this to see if it suits our purposes.

And Finally

If you have got this far, well done.

The system is very mobile friendly, so feel free to book boats on the fly.

