



Instructions for the Royal St. John's Regatta Online Booking System

These instructions will explain how to use our online booking system. Booking a boat will be used as an example, but the process will be the same for booking the ergometer room, or the Technical Director.

If for some reason the online system is not working the telephone system will be used as back-up (576-8058).

Important Note: Crews must first register using our online registration and submit their waivers before they will be permitted to make a booking. Registration and waivers can be found on our website: www.stjohnsregatta.org. **Once registration and waivers are complete you will be sent an email with a user name and password for the online booking site.**

The various links provided by our bookings system are:

Regular Boats Bookings: <http://veribook.com/lp/RSJRC/Regular/>

Priority Boat Bookings: <http://veribook.com/lp/RSJRC/Priority/>

Ergometer Room Bookings: <http://veribook.com/lp/RSJRC/Rowing/>

Technical Director Bookings: <http://veribook.com/lp/RSJRC/Technical/>

The Ergometer room bookings will be every 15 minutes. The Boat and Technical Director bookings are every 35 minutes

Important Note: It is not possible to restrict how many booking are made. The current rule of **only** one morning and **only** one evening practice per crew per day still stands. If a crew does double book in the morning or evening they will be first given a warning, with subsequent infractions leading to increasing penalties of the number of days that their account will be locked. If this rule continues to be abused we will have to return to the telephone system.

There are two sections to these instructions;

Section 1. Booking a boat; and

Section 2. Making changes to a booking

Section 1: Booking a Boat:

Follow this link (same link as above): <http://veribook.com/lp/RSJRC/Regular/>

It will open the page for booking a boat (Fig 1). Follow the instructions on the page. Once you complete a booking you will get a notification message. To go back to the booking page and book another time click on the (Reload Page) link.

Fig 1: New Boat Booking

Regular Boat Bookings

(Reload Page)

1. Select a type of boat
2. Select one of the available dates and times
3. Complete the form
4. Click 'Send Request'
5. Sign-in using your crew's credentials

(Reload Page)

Select Type
Type: Any Type of Boat

Available Dates & Times

May 2015
Thursday, May 7, 2015
Selected time slot:
May 7, 2015 6:50 PM - 7:25 PM NDT

*Times are displayed in the following time zone:
Newfoundland Daylight Time

Add Booking Details
Coxswain Name: Jane Smith

I understand that each crew is permitted only 1 practice before 8:20AM and 1 practice after 5:05PM, and that crews that double book will first be given a warning, with subsequent infractions leading to increasing penalties of the number of days that their account will be locked.

Send request

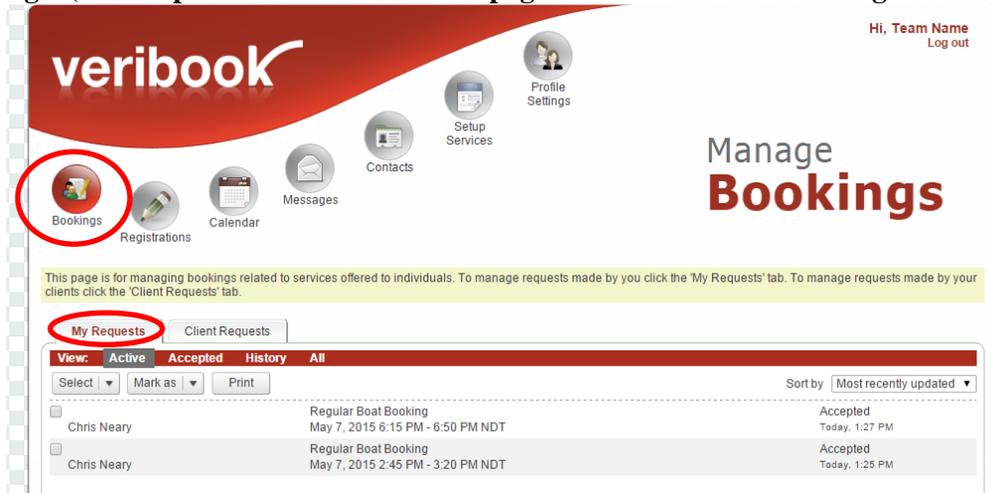
That's it! You will also receive an email confirming your booking. This email will also have a link that will be used for changing or cancelling the booking.

Section 2: Making Changes to a Practice Time:

So, you've make a booking and someone's work schedule dictates a change. Let's look at the steps involved.

There are two ways to change a booking. The first is to open www.veribook.com (fig 2) and view a list of your current bookings by selecting the 'Bookings' Option (first one on the left). You may need to login first. Providing your crew members with the Veribook login information is a good way for each member to check your practice schedule.

Fig 2 (Menu options on main Veribook page – To view and make changes to bookings select ‘Bookings’)



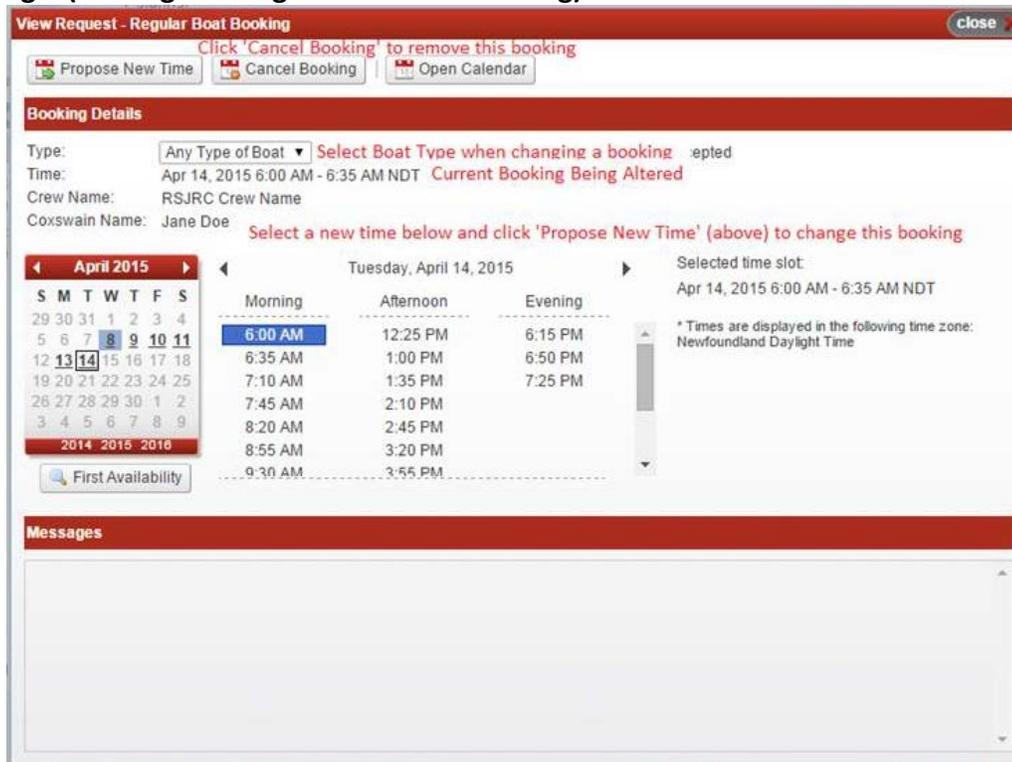
The 'Bookings' option displays each booking that has been created to date. Making sure that the "My Request" tab is selected, cancel or modify a time, by double clicking on an individual booking. This will open up a 'View Request' window, similar to the one used to create a new booking, except we now have the option at the top of the window to either propose a new time, or to cancel (Fig 3).

To cancel a booking, simply click the 'Cancel Booking' button.

To change the time, select the boat type, pick from the available times, and click the "Propose New Time" button.

You will receive a confirmation notice and a confirmation email stating your booking has been cancelled or changed.

Fig 3 (Making a Change to Selected Booking)



The second way to make a change is to click on the link that is provided in the original confirmation email. This will open the same 'View Request' window as Fig 3. Follow the same instructions above.