



ONEC Boat Reservation System



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ACCESSING THE ONEC BOAT RESERVATION SYSTEM

The ONEC Boat Reservation System is accessible from the Rowing Reservation page on the ONEC Web site.



Figure 1: Logon page

1. Go to the Reservations page at: <http://www.onec.ca/rowing/rowreserve.html> .
2. Click the link to the **ONEC Boat Reservation System**.
The logon page appears.
3. Enter your **Logon name** and **Password**.
(These have been provided to you by the System Administrator.)
4. Click **Log In**.
The Control Panel page appears.

THE CONTROL PANEL — YOUR “HOMEPAGE”

The Control Panel is your “homepage” in the boat reservation system. It is the one page from which you can access all other pages and functions.

The information on the Control Panel page is tailored just for YOU... it shows only information for YOU.

ONEC BOAT RESERVATION SYSTEM

Welcome Back, Glenn Thursday, May 18, 2006
 Log Out | My Control Panel Help

> My Quick Links ?

- » Go to the Online Scheduler
- » View My Calendar
- » View Schedule & Resource Calendar
- » Change My Profile Information & Password
- » Manage My Email Preferences
- » Email Administrator
- » Log Out

> My Announcements ?

Announcements as of 05/18/2006

- Water Condition: YELLOW (12°C)

> My Reservations ?

Start Date	End Date	Resource	Start Time	End Time	Created	Modify	Delete
[-] [+]	[-] [+]	[-] [+]	[-] [+]	[-] [+]	[-] [+]		
05/19/2006	05/19/2006	1x : ONEC1	6:30pm	7:30pm	05/18/2006 @ 05:00:06 PM	Modify	Delete

> My Permissions ?

Resource	Location	Phone	Notes
1x : Alden 16	1x club boats		Open-water recreational (1x) - all weights
1x : ONEC1	1x club boats		Alden Star recreational (1x) - all weights
1x : ONEC2	1x club boats		Alden Star recreational (1x) - all weights
1x : T-6	1x club boats		Hudson T-6 touring/recreational (1x) - all weights
2x : Bower & Post	2x club boats		Elite racing mid-weight (2x)
2x : Renaissance	2x club boats		Sport-model racing lightweight (2x)
2x : Spika	2x club boats		Elite racing heavyweight (2x)
2x : T-7	2x club boats		Hudson T-7 touring/recreational 2x - all weights
4x : T-11	4x club boats		Hudson T-11 touring/recreational 4x

> My Invitations ?

Start Date	End Date	Resource	Start Time	End Time	Owner	Accept	Decline
You do not have any reservations scheduled.							

> My Reservation Participation ?

Start Date	End Date	Resource	Start Time	End Time	Owner	End Participation
You do not have any reservations scheduled.						

phpScheduleIt v1.1.3

Figure 2: Control Panel page

Getting to the Control Panel

No matter where you are in the reservation system, you can always get to the Control Panel by clicking one link.

In the upper left corner of any page is a link to “My Control Panel.” Click that link to return to the Control Panel.

What Is All This Information?

There is a lot of information on the Control Panel page. Here’s what it all means:

- > My Quick Links ?** Links to common tasks.
- > My Announcements** Important announcements made by the system administrator.
- > My Reservations** Reservations that you have made for yourself.
- > My Permissions** Boats that you are allowed to reserve.
- > My Invitations** Reservations that you have been invited to.
- > My Reservation Participation** Reservations you have chosen to participate in.
- ?** The Help information for the section.

Cleaning Up the Information on the Control Panel Page

You can easily clean up the information on the Control Panel page if you find it too cluttered.

To hide a section: Click on the header bar for the section.

To redisplay the section: Click on the header bar again.

Example,

To hide the list of boats you are allowed to reserve, click on the header bar  .

To redisplay the information, click on the header bar again.

CHANGING YOUR PASSWORD AND PROFILE INFORMATION

When you first starting using the reservation system, **we STRONGLY recommend that you change your password** and any other information in your account profile.



Please edit your profile	
* Logon name (this will be your login)	glenncauley
* Email address	gcauley@company.ca
* First Name	Glenn
* Last Name	Cauley
* Phone	613-234-5678
Institution	
Position	ONEC Rowing Webmas
* Password (6 char min)	
* Re-Enter Password	

Figure 3: Profile Edit

1. Go to the Control Panel page.
2. Under **My Quick Links**, click **Change My Profile Information & Password**.
The Profile Edit page appears.
3. Type your new password into the **Password** and **Re-Enter Password** fields.
The new password must be a minimum of 6 characters.
4. Change any other information in your profile, such as logon name (to be easier to remember), preferred e-mail address, and telephone number.
5. Click **Edit Profile** to save the updates, or click **Cancel**.

What If I Forget My Password?

If you forget your password, you can request to reset it.

The new password will be sent to the e-mail address associated with your account.

Try to make the password easy to remember, and remember that the password is case-sensitive.

1. Go to the logon page.
2. Click **I Forgot My Password**, and then follow the instructions.
Enter the e-mail address associated with your account.
3. Click **Change Password**.

Your password is reset, and the new password is sent to the e-mail address associated with your account.

CHANGING YOUR E-MAIL PREFERENCES

By default, your profile is set up to e-mail you when you create a reservation, and also when any of your reservations is modified, deleted, or approved.

If you do not want to receive any e-mails for these events, you may turn e-mail notification off.



Manage My Email Preferences	
Email me when:	
Yes <input type="radio"/> No <input checked="" type="radio"/>	I place a reservation
Yes <input type="radio"/> No <input checked="" type="radio"/>	My reservation is modified
Yes <input type="radio"/> No <input checked="" type="radio"/>	My reservation is deleted
Yes <input type="radio"/> No <input checked="" type="radio"/>	My reservation is approved
I prefer: HTML <input checked="" type="radio"/> Plain text <input type="radio"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	
<input type="button" value="Cancel"/>	

Figure 4: Email Preferences

1. Go to the Control Panel page.
2. Under **My Quick Links**, click **Manage My Email Preferences**.
The Email Preferences page appears.
3. Select **Yes** or **No** for sending an e-mail notification for each action.
4. Click **Save**.

RESERVING A BOAT

The heart of the reservation system is the online scheduler, which allows you to quickly and easily do the following:

- See all the reservations made by other rowers.
- Go to the date for which you want to reserve a particular boat.
- Reserve a boat for a particular time period.

Once you reserve a boat, no-one except you (and the system administrator) may modify or delete the reservation.

Most boats have a maximum reservation period of 1½ hours, but rowers are encouraged to reserve a boat only for as long as they plan to row and not any more. This will allow others to reserve the boat.

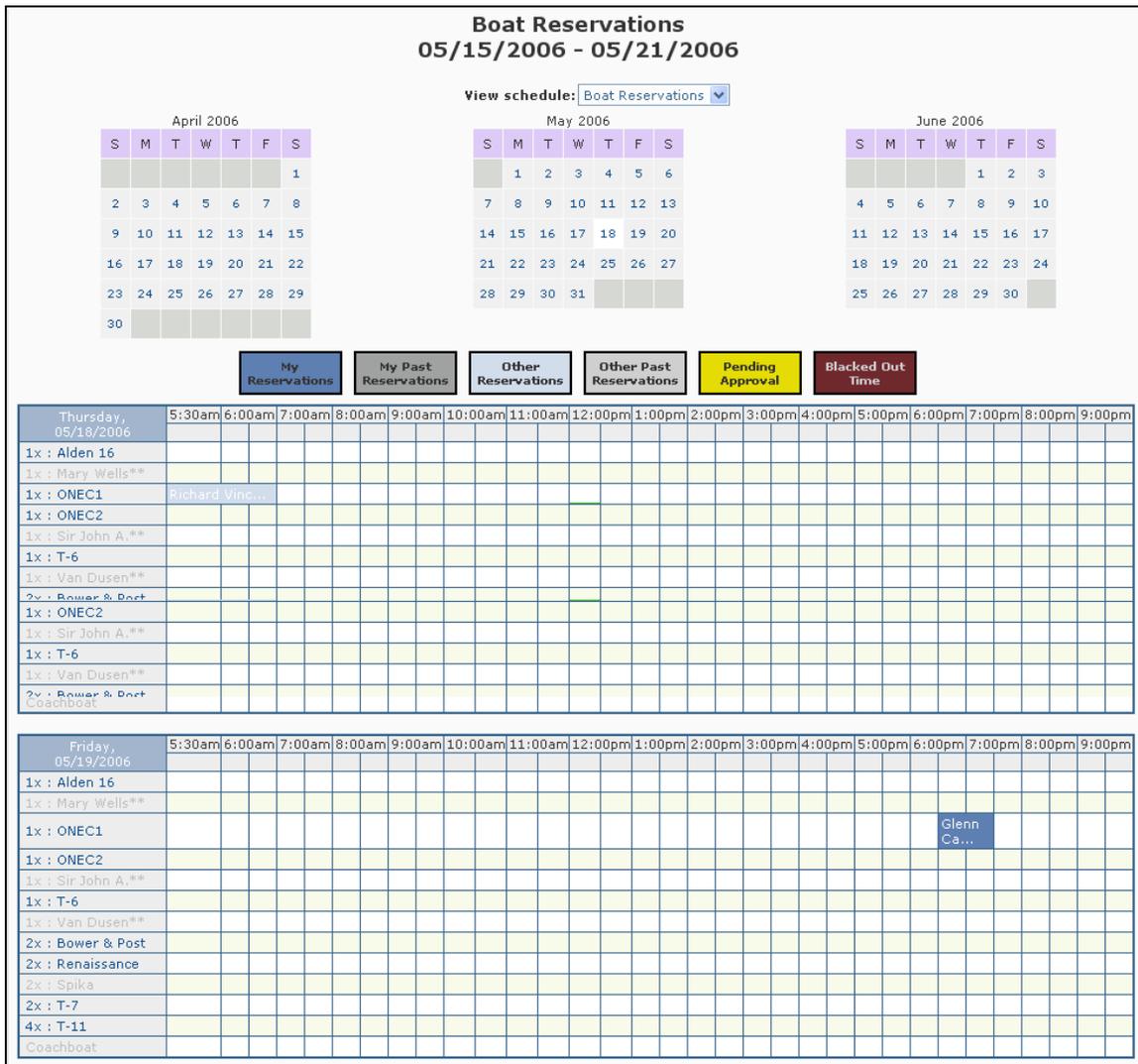


Figure 5: Online Scheduler

Making a Reservation

You may reserve a boat just for yourself, or you may make a reservation and invite other rowers to join you.

You may reserve only those boats for which you have permission, and only for open timeslots. You cannot reserve a boat dates prior to the current date.

Reserving a Boat

Perform the following steps to reserve a boat for yourself.

1. Go to the Control Panel page.
2. Under **My Quick Links**, click **Go to the Online Scheduler**.
The Online Scheduler page appears.
3. At the top of the page, use the **monthly calendars** to select the month/date for the reservation.



Figure 6: Selecting the reservation date
(example, selecting June 3, 2006)

The daily schedule for the selected day appears.

4. In the left column, locate the boat you want to reserve. Move the cursor to the right, and click in the time to start the reservation for the boat.

If the boat and time are both available, the square turns green and you are able to click it.

The screenshot shows a table with the following structure:

Saturday, 06/03/2006	5:30am	6:00am	7:00am	8:00am
(1x) Alden 16 (Red)			LTS . Group	
(1x) Alden 16 (Wht)			LTS . Group	
(1x) Hudson T-6			LTS . Group	
(1x) Mary Wells**				
(1x) ONEC1 (Estrella)			LTS . Group	
(1x) ONEC2 (Niagra)	Green square with cursor		LTS . Group	
(1x) Sir John A.**				
(1x) Van Dusen**				
(2x) Bower & Post	Gillian Will...			
(2x) Hudson T-7				

Figure 7: Selecting the boat and reservation start time
(example, reserving boat ONEC2 at 5:30AM on Saturday, June 3, 2006)

The Reservation Details – Basic page appears.

(1x) ONEC2 (Niagra)

Basic		Participants	
Location	1x club boats		
Phone			
Notes	Alden Star recreational (1x) - all weights		
Please select the starting and ending times:			
Start	06/03/2006	End	06/03/2006
	5:30am		6:00am
Minimum Reservation Length: 0 hours			
Maximum Reservation Length: 1 hours 30 minutes			
Will be reserved for:			
Name	Glenn Cauley		
Phone	613-521-2560		
Email	gcauley@travel-net.com		
Summary			
Save		Cancel	

Figure 8: Reservation Details

5. Set the **Start Time** and **End Time**.
6. Type notes into the **Summary** box (optional).
7. Click **Save**.

Reserving a Boat and Inviting Other Rowers

When you reserve a boat, you may invite other rowers to accompany you in the boat.

2x : Bower & Post

Basic		Participants	
All Users		Invite Users	
<ul style="list-style-type: none"> ., Clinic ., Touring admin, onecboat Akins, Bruce Albers, Christina Binette, Louise Boucher, Evelyn Clark, Mary course, LTS Cousins, Michelle 		<input type="button" value="»»»"/> Hold CTRL to select multiple <input type="button" value="«««"/>	Invited Users
		Boyd, John	
All Users		Remove Participants	
		<input type="button" value="»»»"/> Hold CTRL to select multiple <input type="button" value="«««"/>	Participating Users
Save		Cancel	

Figure 9: Reservation Details – Participants

1. Perform the steps to reserve a boat for yourself, but do not click **Save** yet.
2. In the *Reservation Details* page, click the **Participants** top tab.
3. In the **Invite Users – All Users** list, select the rower you want to invite, and then click the [>>> >>] button.
4. Click **Save**.

An invitation is sent to the selected rower via e-mail, and that user may accept or decline the invitation.

Why Can't I Reserve Some of the Boats?

You may initially find that some boats — such as racing shells and the coachboat — are unavailable to you for reservation.

If you wish to reserve boats that are unavailable to you, an ONEC Rowing coach (John Boyd, Andrew Surray, or Roger Meager) must first give approval. The coach will provide a list of qualified rowers to the System Administrator, who will then “activate” the appropriate boats for the appropriate rowers.

We will do our best to process the activations within a 72hr period. (This site is run by volunteers.)

*Please do not contact the System Administrator directly to make boats available to you.
All requests must be made to the aforementioned ONEC Rowing coaches.*

Changing Your Reservation

You can change any reservation that you have made; you cannot change a reservation made by someone else. When you change a reservation, you may change the time of the reservation, but not the date.

My Reservations								?
Start Date	End Date	Resource	Start Time	End Time	Created	Modify	Delete	
[-] [+]	[-] [+]	[-] [+]	[-] [+]	[-] [+]	[-] [+]			
05/31/2006	05/31/2006	2x : Spika	1:00pm	2:00pm	05/19/2006 @ 12:19:18 PM	Modify	Delete	

Figure 10: Changing your reservation

1. Go to the Control Panel page.
2. Review the information in the **My Reservations** section.
3. Click **Modify** for the reservation you want to change.
The reservation details page appears.
4. Change the reservation time, summary and/or participants.
5. Click **Save**.

Deleting a Reservation

You can delete any reservation that you have made. You cannot delete reservations made by someone else.

My Reservations ?							
Start Date	End Date	Resource	Start Time	End Time	Created	Modify	Delete
[-] [+]	[-] [+]	[-] [+]	[-] [+]	[-] [+]	[-] [+]		
05/31/2006	05/31/2006	2x : Spika	1:00pm	2:00pm	05/19/2006 @ 12:19:18 PM	Modify	Delete

Figure 11: Deleting a reservation

1. Go to the Control Panel page.
2. Review the information in the **My Reservations** section.
3. Click **Delete** for the reservation you want to delete.

The reservation details page appears

4. Click **Delete**.

GETTING HELP

If you require assistance with the ONEC Boat Reservation System, try doing the following in this order:

1. Read this instruction manual.
2. Use the online help in the reservation system.
You can get to the online help by clicking the **?** symbols that appear throughout the system.
3. If your question is not answered, then please contact the System Administrator by e-mail at:

onecboatadmin@hotmail.com

The System Administrator will attempt to respond to all inquiries within a 72hr period.
We appreciate your patience in this matter, as this reservation system is run by volunteers.