

Signing up on iCrew

In order to officially sign up for any WBC program, you must first be registered in our rowing management software, named “iCrew”. You will need the code below the link to set up your profile if you are registering on iCrew for the first time. Fill out the entire form and remember to SAVE it.

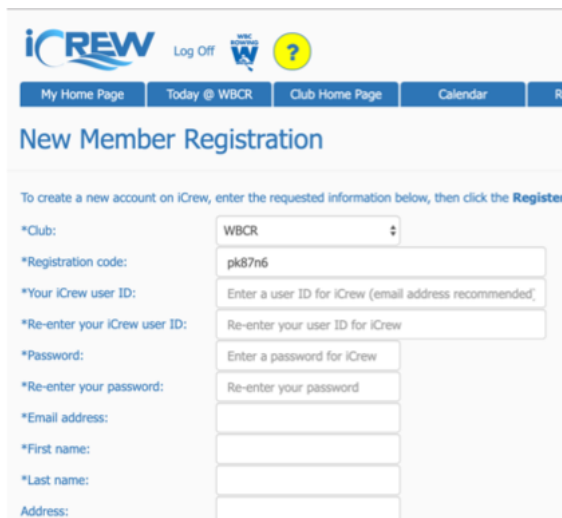
If you already have an iCrew profile, skip down to Section 2 below.

Section 1: Registering on iCrew for the first time:

Click on the following link, enter the registration code below the link, and start to fill out your New Member registration. Please save your work after entering the requested data and/or leaving a page.

<https://www.icrew.club/signup.php?crewOrg=WBCR>

Member Registration Code: pk87n6



The screenshot shows the iCrew website's "New Member Registration" page. At the top, there is a navigation bar with the iCrew logo, a "Log Off" button, and a "WBC" logo with a question mark. Below the navigation bar are several menu items: "My Home Page", "Today @ WBCR", "Club Home Page", "Calendar", and "R". The main heading is "New Member Registration". Below this, there is a instruction: "To create a new account on iCrew, enter the requested information below, then click the Register". The form fields are as follows:

- *Club: A dropdown menu with "WBCR" selected.
- *Registration code: A text input field containing "pk87n6".
- *Your iCrew user ID: A text input field with the placeholder "Enter a user ID for iCrew (email address recommended)".
- *Re-enter your iCrew user ID: A text input field with the placeholder "Re-enter your user ID for iCrew".
- *Password: A text input field with the placeholder "Enter a password for iCrew".
- *Re-enter your password: A text input field with the placeholder "Re-enter your password".
- *Email address: An empty text input field.
- *First name: An empty text input field.
- *Last name: An empty text input field.
- Address: An empty text input field.

iCrew has IOS and Android apps you can download, a website, and there is a link to the iCrew web site at the top of the WBC webpage. You can use the iCrew apps or website to register and use iCrew. WBC rowers use iCrew to sign up for practices and communicate with our coaches, who also use iCrew to assign rowers to boats, provide workout plans and communicate with rowers.

Who needs to register on iCrew?

Anyone participating in a WBC program who hasn't previously registered with this software. Usually, these are people who aren't already “members” of WBC. **Use your**

personal email address as your iCrew user ID. Parents who are not rowers will NOT create iCrew profiles.

Filling Out Your New iCrew Profile In Full

There are two pages in your new iCrew profile. Please make sure all relevant info is filled out on both pages.

- Required fields are marked with an asterisk.
- Toggle in as an adult rower or youth rower whichever applies.
- Typically you will toggle into HS Boys, HS Girls, Middle School, Masters, or another WBC program.
- Click the blue “Register” icon.

Most of the remaining fields are fairly straightforward, but not all. So just in case, here is a little extra information:

- Allergies or special needs: Please use this field to communicate any information your coaches or others should know for your safety in an emergency or to help you avoid problems.
- Family Name and Family Key: These are used to link rowing members of a family within iCrew’s database (which helps coaches and the admin team). Family Key is then a codeword/identifier that you all pick, one which is unique to your family. All members of your family should remember to use the same Family Name and Family Key. You only need to set this once.
- Tile Name: This is “nickname” you will be using to sign up for rowing sessions, and is used by coaches and other rowers to identify who will be attending practices. It is usually your first name and last name initial (or your preferred nickname).
- Save your work before leaving any iCrew page that you’ve edited in any way.

Section 2: Sign papers, join your team, pay:

Login to iCrew using your username and password (if you’re not already logged in to iCrew).

There are many options you can choose for what page shows up after you log on to iCrew, and different pages may have different tiles shown. To ensure everyone gets to the same page, please follow these steps:

- Click the WBC logo on the upper left corner of the page. This will take you to the WBC iCrew home page (not to be confused with the WBC website homepage).
- From the WBC iCrew homepage, click on the dark blue tab near the top of the page labeled “Dashboards”.
- On that page, select “Shortcuts” from the “Dashboard list” option box.

- On that page, select the blue tile labeled “Personal Home Page” icon. This takes you to your personal iCrew homepage.
- You can make this your “Default” page when you log into iCrew if you select the check box [Open your Personal Home page after logging on](#)

Sign the liability waiver and swim verification forms:

- On your personal iCrew home page, click the tile labeled “My Documents” inside the light blue box in the middle of the page.
- In the My Documents window, look for the “Liability Waiver 2021” and “Swim Test Verification” documents.
- If you have already signed these (WBC members), the word YES should be in blue print under the column labeled On File. Your paperwork is already signed.
- If the word NO is in red print, you must read and sign the document(s) next to the NO(s). Click on the underlined document name, read it and follow the instructions on the bottom of the page to digitally sign the form.
- *Note:* The swim test form is a verification form. As an adult, you have the option to actually perform the swim test in a pool or verify you can do the steps in the sequence listed on the form. As a youth rower, you and your parents need to verify that you can perform the swimming functions or else you will not be able to participate until you can.
- After reading and signing the two documents, go back to your personal homepage (click the icon with an arrow pointing left in the bottom left corner of the documents page). Then click on My Documents again to verify there are no red NOs on the documents page. Then return to your personal homepage again.

Join your Rowing team:

- Click on the “My Teams” icon (a few tiles above the “My Documents” tile you just used)
- If you just registered on iCrew, you probably joined your team during the registration process by toggling into the appropriate team. Verify your correct team is listed in the My Teams window.
- If the correct team doesn’t show in the My Teams window, click on the dark blue tile labeled “Join or leave teams...”
- Find the row with the team you’ll be in and click on the dark blue tile on the right that is labeled “Join Team”. The tile may or may not change colors or change to read “Leave Team”. Ignore all that. Return to your personal home page.
- From your personal home page, click on “My Teams” and verify the appropriate team is now listed under the dark blue tile labeled “Join or leave teams”.

Pay to participate on your team:

You will be paying for the team that you placed into your profile.

You have the option to pay via PayPal or check.

Pay by check:

- If you pay by check, make it payable to either “Williamsburg Boat Club” or “WBC”. You can send to check to either directly to our Treasurer:
- Sarah Stafford, 109 Adams Street, Williamsburg, VA 23187
- or to our post office box: Williamsburg Boat Club, PO Box 6428, Williamsburg, VA 23188

Pay by PayPal:

Note: you'll pay \$5 more for the convenience fee.

- From your iCrew personal home page, select the “My Payments” tile in the light blue tile column.
- The team fee item will be shown, with a yellow pay button and a due date in red type. The cost shown; however, you may be eligible for a discount based on the number of rowers in your family who participate. There is an option on the next page to pay the correct amount.
- You can pay by credit card or your existing PayPal account. Follow any other instructions on the screens that may appear depending on how you pay.

If you have any issues completing the initial iCrew registration or signing the two documents, joining your team or paying for the class, contact Alan Hochman comm.wbc@gmail.com.

Please note that all fees always need to be paid and all paperwork needs to be signed prior to the first day of active rowing in any session/season.