

2023 Signing up / Renewing WBC Teams 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.

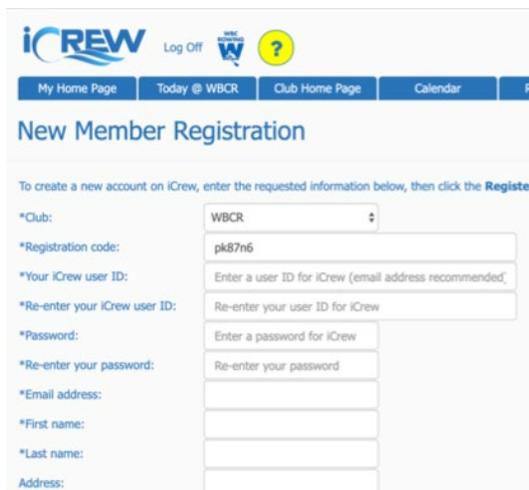
If you already have an iCrew profile, you can skip down to Section 2 below.

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, "Log Off", and a "WBCR" button with a question mark. Below the navigation bar, there are tabs for "My Home Page", "Today @ WBCR", "Club Home Page", and "Calendar". The main heading is "New Member Registration". Below the heading, 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: WBCR (dropdown menu)
- *Registration code: pk87n6
- *Your iCrew user ID: Enter a user ID for iCrew (email address recommended)
- *Re-enter your iCrew user ID: Re-enter your user ID for iCrew
- *Password: Enter a password for iCrew
- *Re-enter your password: Re-enter your password
- *Email address: [empty text box]
- *First name: [empty text box]
- *Last name: [empty text box]
- Address: [empty text box]

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 actively participating in a WBC program who hasn't previously registered with this software needs to register. Usually, these are people who aren't already members of WBC, such as when enrolling in a Learn to Row or Scull class or joining as a youth rower for the first time. Use your personal email address as your iCrew user ID.

Parents who are not rowers are NOT to 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.

Navigate to your personal home page. If you’re not sure how to do that, 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 rectangular box at the top and left of the page.
- On that page, select the blue tile labeled “Personal Home Page” icon, usually near the top of the list of blue tiles. This takes you to your personal iCrew homepage.
- You can make your personal homepage your “default” page when you log into iCrew if you select the check box that may appear on several pages.

Open your Personal Home page after logging on

Sign the liability waiver and swim verification forms:

- These two forms must be digitally signed each year by each rower. Rowers are blocked from signing up on iCrew for any water sessions until these forms are completed, so please follow these steps and “sign” the papers.
- On your personal iCrew home page, click the tile labeled “Your Documents” on the light blue tile about halfway down the stack of tiles on that page.
- In the Your Documents window, note the two blue rectangular tiles labeled the “Liability Waiver 2023” and “Swim Test Verification 2023”.
- If you have already signed these documents, the phrase “On File: Yes” will be listed above when the documents expire. If your paperwork is already signed, skip to the “Join your team(s)” section below.
- If “No” is after the phrase On File: you must read and sign the document. Click on the underlined document name, read it and follow the instructions on the bottom of the page to digitally sign the form. Entering your name in the box exactly how it is listed below the box is the equivalent of signing 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 Your Documents again to verify there are no

red NOs on the documents page. Then return to your personal homepage again.

Join your team(s):

- On your personal home page, click on the “Your Teams” icon (a few tiles above the “Your Documents” tile you just used)
- If you just registered on iCrew for the first time, you probably joined your team during the registration process by toggling into the appropriate team. Verify your correct team is listed in the Your Teams window. (Note: Joining most of the rowing teams listed will activate the pay buttons in the next step.)
- We urge every member to join the free “All WBC” team in addition to the other teams which have an additional cost associated with them. The “All WBC” team is used as a communications tool and is not an athletic team. You’ll get emails from the club that are intended for all members by joining this team.
- If the correct team doesn’t show in the Your Teams window, or you joined the wrong team by mistake, click on the underlined team link on the left side of the page of the page you want to join or leave. On the next page, click on the “Join” or “Leave” team tile, usually on the top of two rows of tiles towards the middle of the page. Check and click any confirmation window that may appear and you’ll be on or off that team.
- From your personal home page, click on “Your Teams” and verify the appropriate team(s) are displayed.

Pay to participate on your team:

You will be paying for the team that you placed into your profile, but not all teams have dues payable, such as the All WBC team. You have the option to pay via PayPal or check, but we discourage paying by check.

- From your iCrew personal home page, select the “Your 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 is the standard rate, however, you may be eligible for a discount based on the number of rowers in your family who participate or if you’re a club member taking a learn to scull class, as examples. There is an option on the next page to enter and pay the correct amount. Click on the yellow pay button.
- Ensure the payment amount is correct for your situation, then click the yellow PayPal pay button and you’ll be re-directed to your PayPal account. Follow any other instructions on the screens that appear depending on how you pay. Depending on your security settings, you may have to log in to iCrew after PayPal directs you back the vendor page (iCrew).

- We discourage paying by check, however you can mail one to our post office box: Williamsburg Boat Club, PO Box 6428, Williamsburg, VA 23188.

If you have any issues completing the initial iCrew registration, signing documents, joining your team or paying for the class, contact Alan Hochman at this link: 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 team session.