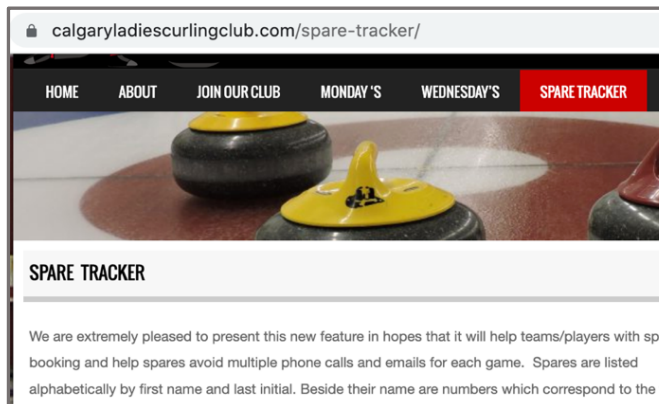


Spares: An easier way to manage bookings!

We have heard from teams and spares alike that scheduling a spare can take a fair bit of time and is often a frustrating process. Spares are also fielding multiple texts, emails and calls, even after they are booked.

A simple website feature, easily used with a phone, tablet or computer, offers a quick way to show teams when you are available to spare.

URL: calgaryladiescurlingclub.com/spare-tracker



		Mon 16 Jan AM	Mon 16 Jan PM	Wed 18 Jan	Mon 23 Jan AM	Mon
Barb L.	123	?	×	×	×	
Brenda P.	123	×	×	✓	×	
Debbie W.	12	×	✓	×	✓	
Donna G.	12	×	×	✓	×	
Donna M.	123	×	×	✓	×	
Erin W.	123S	×	×	×	×	
Eva J.	1	×	?	?	?	
Laurie S.	123S	?	✓	?	?	

← Draw date (AM or PM on Monday)

← Unavailable

← Spare first name, last initial

← Positions available to play: 1st, 2nd, 3rd, S for Skip

← Available

← Unknown

How spares can indicate availability

The Spare Tracker on the website is easily accessed on your phone, tablet or computer.

For spares to update the listing, the first step is to log in. At the bottom of the Spare Tracker is a Log in box where the password (provided to Spares via email) is typed.

Log in

Password:

Donna M.	123
Erin W.	123S
Eva J.	1

To make a correction or change to your name or the positions you would like to play, click on your name.

Edit spare

Editing Erin W. 123S.

Name:

Positions

- Lead
- Second
- Third
- Skip

An 'Edit spare' box will pop up and allow you to change your name spelling and check the boxes corresponding to the positions you would like to play. Then, click 'Save Changes'.

For each Draw, spares will have a green checkmark, indicating availability, a red X meaning they are either booked already or not available, or a question mark which simply means that the Spare has not yet indicated a status.

Spares who are Monday-only spares will have a red 'X' on all Wednesday draws. A Monday morning-only spare will have a red 'X' on Monday PM games plus Wednesday draws.

Edit availability

On Wed 22 Feb, Erin W. is:

- Available
- Unavailable
- ? Unknown

Edit availability

On Wed 22 Feb, Erin W. is:

- Available
- Unavailable
- ? Unknown

If a Team books you for a game, go to the Draw date and click on the row with your name. Change the status as needed.

Here, Unknown is changed by clicking Available and then Save is clicked. If there are dates when you are away or unavailable, go ahead and change the status on those dates to Unavailable.

We'll have help from a few 'spare co-ordinators' to make any needed corrections, help new Club Members learn about the site, and support for Spares.

We've kept this availability listing very simple and with little personal information for security reasons.

Spares will still need to add their booking, team, and draw information to personal calendars for reference.

Contacts for additional help: Erin (erin.waite@gmail.com) or Cheryl (cheryl@themcdonald.net)

If you cannot make changes yourself, please email draws for which you are booked to spare@calgaryladiescurlingclub.com and it will be updated for you.