

RBYC

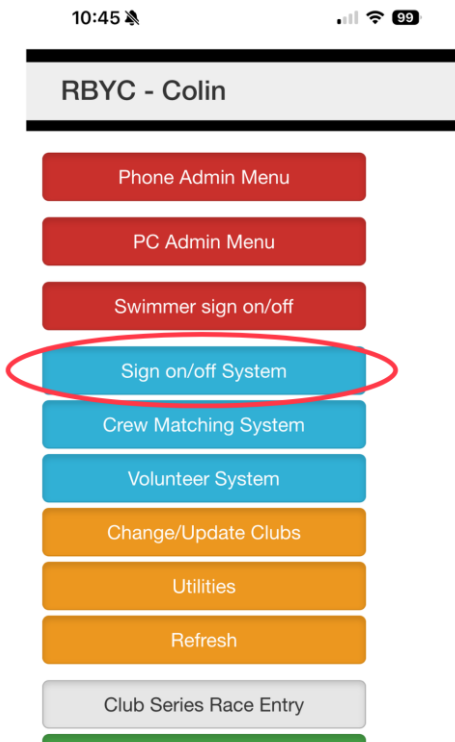
CREW SIGN-ON

QR CODE USER GUIDE

**How to create a QR code to sign a crew member onto
your boat**

ROYAL BRIGHTON YACHT CLUB

Open the sign-on system

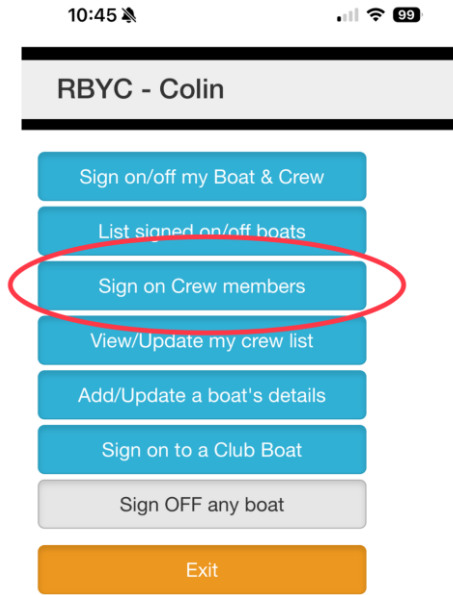


STEP 1

Open the sign-on system

From your RBYC menu, tap “Sign on/off System”.

Choose crew sign-on



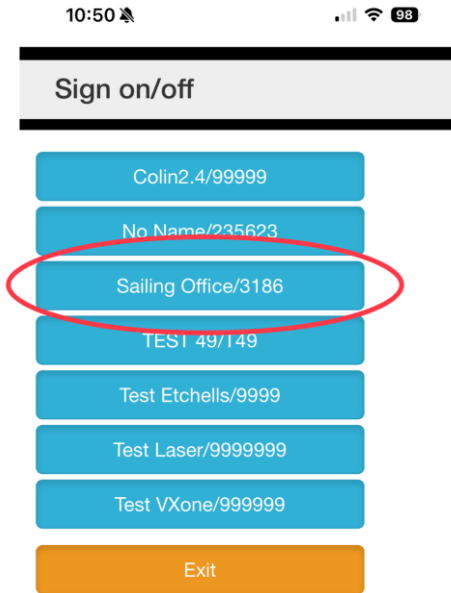
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STEP 2

Choose crew sign-on

Tap "Sign on Crew members".

Select your boat



10:50 98

Sign on/off

Colin2.4/99999

No Name/235623

Sailing Office/3186

TEST 49/149

Test Etchells/9999

Test Laser/9999999

Test VXone/999999

Exit

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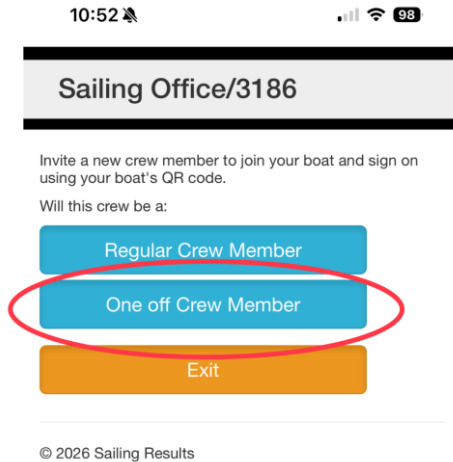
STEP 3

Select your boat

Choose the boat that the crew member will be sailing on.

Note: Check the boat name and sail number before continuing.

Choose the crew type



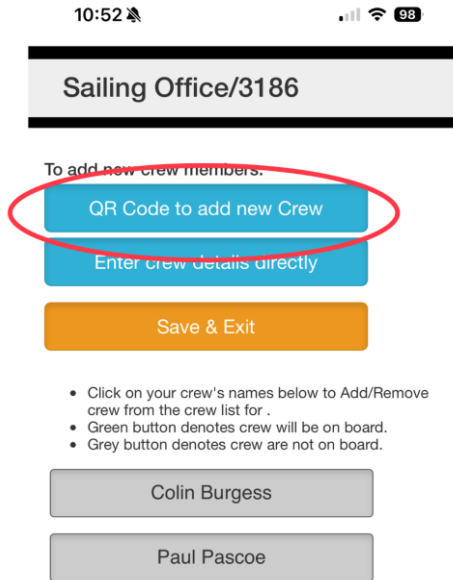
STEP 4

Choose the crew type

Tap “Regular Crew Member” or “One off Crew Member”, as appropriate.

Note: Use “One off Crew Member” for a guest or occasional crew member.

Generate the QR code



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STEP 5

Generate the QR code

Tap "QR Code to add new Crew".

Scan and confirm



STEP 6

Ask the crew member to scan

Show the QR code to the crew member. They should open their phone camera, point it at the code, follow the link and complete the sign-on details.

Note: Keep the QR code on your screen until the crew member confirms that sign-on is complete.

FINAL CHECK

Confirm the crew member appears on your crew list before leaving the page or going afloat.

- ✓ Correct boat selected
- ✓ Correct crew type selected
- ✓ Crew member completed the sign-on link
- ✓ Crew member appears on the crew list

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