

The Booker Gliding Duty Rota uses cloud software called TeamUp. You can use any web browser to make amendments. You do not need a user account in order to access the system, but **you do need a "secure" link** if you want to make changes. This link will be sent to you by email and you should save as a favourite on your web browser. If you need a link, or you cannot make bookings, please contact Chris Rowland via WhatsApp.

It is also possible to use a TeamUp App on your Apple and Android devices. App is in the iTunes store or Google Play.

To register the Booker Weekend Rota within the App you can register the same html link that you would use to access via a web browser. Info - [Apple](#) , [Android](#).

The [up to date rota](#) is also always available in read only form on the club web site.

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How to book your own dates on the rota - it is much easier than it looks.

A. Log in to the system using the secure link that you have been sent. Please save this link as a favourite, or keep the original email safe, and do not forward it. This secure link may only allow you to update certain entry types.

B. Entries can be made for any date in the future, usually we will need tug pilots daily. Volunteer for "In Charge" on Sunday and Monday. We also need a full/asst instructor and a BI instructor on Saturday, Sunday and sometimes Monday.

C. If there is already an entry (like an "N" for Needed or a different person name) for the slot you wish to book or change, then just click on the entry to update it and replace the existing **entry title** with your name (go to step E).

D. If the date is currently blank, or you wish to create a new slot, Click ONCE on the date you would like to instruct and select "Add Event".
If the "Add Event" button is missing you probably already touched something, click on the header area to add an entry.

E. In the "Enter the event title" field, (at the top of the event entry pop up box) Type your name and then select the "Calendar:" that reflects the capacity in which you are volunteering (eg Ass Cat).

F. If you want to add a note, put an asterisk next to your name and click on the "More" button to add a note.

G. Click Save.

H. Feel free to try it out and make new entries and delete them, it's very difficult to muck the system up, but please bear in mind that this is the "live" diary, and anything you enter will be visible to the public on the website.

I. The office will automatically receive an email when you close your session if you make any updates.

If you want to do more with the rota, TeamUp software has extensive help which you will find top right. you can print the rota, export it to PDF.