Cape George Colony Pool Scheduling – How To

To comply with occupancy and contact tracing requirements, all monitors and swimmers will need to schedule their swim times no later than 5 p.m. the day before you intend to swim. We have opted to use an online scheduler called TeamUp.com as our scheduling tool. Like all software, it takes some getting used to and may not be perfect. However, the Cape George Pickleball players have proved that it does work and is easy for volunteers to administer.

Keep this document as a guide to how to sign up and to revisit the online link to the calendar.

Cut and paste the link below into your browser to take you to the current active calendar, showing days and times the pool is open, the volunteer Monitor for each open session, and who and how many swimmers have signed up.

Remember: A maximum of 5 people are allowed in the pool area at each session; only one person in each of the 3 lanes and two in the deep end (DE); the Monitor can be a swimmer.

Cut and paste this calendar link: https://teamup.com/ksb5cjsf1k7orfpdef into your browser. The Apple store and the Google store also have apps with the Team up calendar.

You will want to save this link to your computer desktop, a computer document file, or a phone or tablet home screen so you can get to it easily. You should not need a password, but if you do it is:

letsswimCG

The title of the calendar should be "Cape George Colony Pool." The weekly format is the easiest to use especially from a computer screen.

The calendar may not be on the correct day. Go to the week you would like to schedule and then click on the session time you'd like to schedule, such as:

November 9, 2020
10 am MWF, Monitor Marta K. lane 3 +4 swimmers

Go to the "Who" field below. Since Marta has already selected L3, add your name including last initial in any open lane (L1 or L2 in this example) or DE1 or DE2 for the deep end.

Remember to hit the SAVE in the upper right corner before exiting. It will prompt you to save "Single" for "this event only" or for future events. *Please choose "single" to give others an opportunity to swim and to avoid creating duplicate entries.*

The entry should now look something like this:

November 9, 2020
10 am MWF, Monitor <Marta K. lane 3 +4 swimmers (L1: You; L2: ___; L3: MartaK, etc.)

You are now scheduled and will be checked in by the Monitor at that scheduled time. Please remember to go back to the calendar and edit/delete your name if you can't make a scheduled time. With our current limited availability, it's only courteous to our neighbors and monitors.

11/13/2020_gs

Let's swim CG!
Questions? Marta krissovich@aol.com or Georgette gsemick@yahoo.com

<u>Tips and Troubleshooting</u>

1. The calendar may not come up with the current week. Be sure to go to the week you want to schedule before proceeding.
2. If you have had the calendar open on your computer or other device for a while, be sure to either refresh the browser (that little circle arrow) or close and reopen. That way you will see the most current schedule and openings.
3. If you hit SAVE and nothing happens, you may also get a "try again" message. This means that another user is trying to make a change to the same entry. You will need to close the entry you are working on and at least refresh the browser before you can try again. Annoying, for sure, but this is how the software avoids duplicate entries – first in.