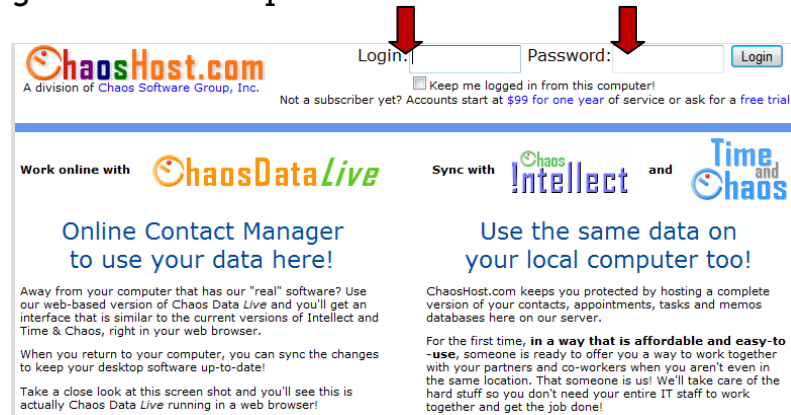


Using Chaoshost: HRRC's Online Boat Reservation System

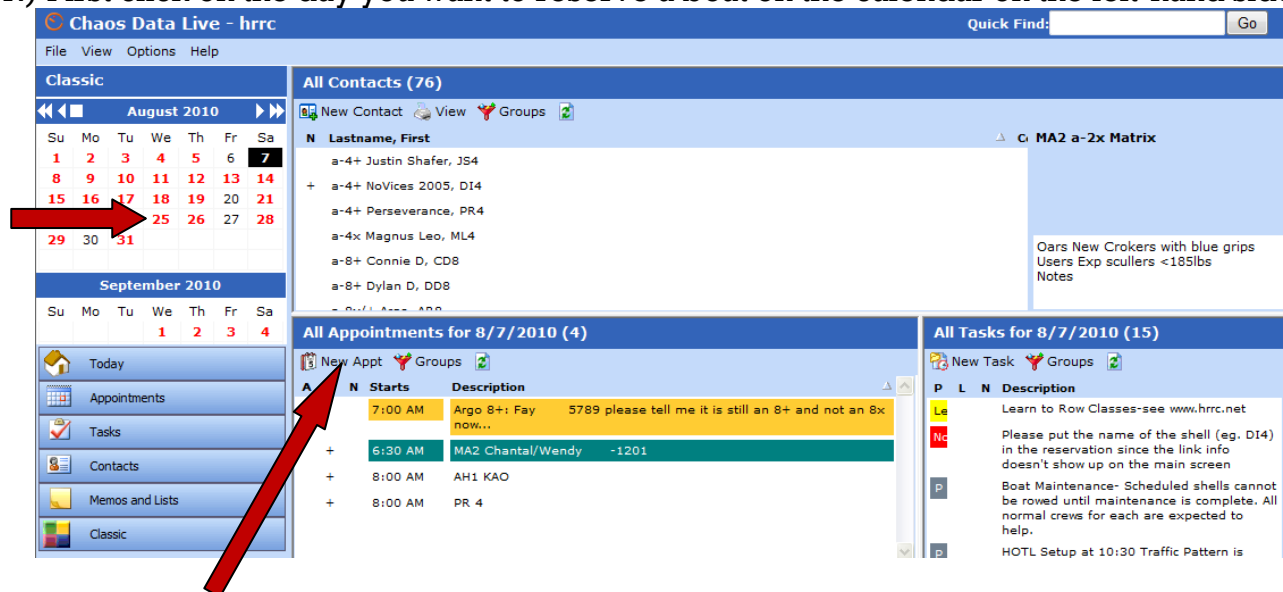
- 1.) Go to www.chaoshost.com.
- 2.) Enter the login name: hrrc & password: which will be emailed to you



There's a lot of information on here, but don't be overwhelmed. It's actually pretty simple to reserve a boat.

To reserve a boat:

- 1.) First click on the day you want to reserve a boat on the calendar on the left-hand side.



- 2.) Next, click on "New Appt" (bottom left box)
- 3.) A new window will open. There are a number of tabs, but the only one you need is the "Main" tab, and the window will pop up already open to "Main."
- 4.) Enter your "Start Time" in this format: 9:00 AM or 5:30 PM
- 5.) Enter your "End Time" in the same format

- 6.) Tab over to “Description” and enter the boat you want to reserve, followed by your name, and a phone number where you can be reached. (The 2 letter, one number code is listed in the top large box.) So for example, if you wanted to reserve the Alden Light, your “Description” section would look like this: AL1 – Jen Peirson 555-9030
- 7.) For fun, you can choose a “Color” to highlight your reservation, but this is not required.
- 8.) Next, click “Save Record” to save your reservation in the system.

Appointment Details - Windows Internet Explorer

http://www.chaoshost.com/appt-details.aspx

Main Notes Repeat Categories

Main

« September 2010 »

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Description:
AR8 Argo 8+: Fay 555-1234

Start Time: 7:30AM End Time: 10:00PM

Linked Name:

Alarm: minutes (leave alarm field blank for none)

Group: (or add new group)

Color: Deep Pink

Save Record

- 9.) You should now see your reservation listed in the box. Make sure you have the right date selected. *

Chaos Data Live - hrrc

Quick Find: Go

File View Options Help

Classic

« September 2010 »

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Today

Appointments

Tasks

Contacts

Memos and Lists

Classic

All Contacts (76)

New Contact View Groups

N Lastname, First

- a-4+ Justin Shafer, JS4
- a-4+ NoVices 2005, D14
- a-4+ Perseverance, PR4
- a-4x Magnus Leo, ML4
- a-8+ Connie D, CD8
- a-8+ Dylan D, DD8
- a-8x/+ Argo, AR8
- a-Erg_A

MA2 a-2x Matrix

Oars New Crokers with blue grips
Users Exp scullers <185lbs
Notes

All Appointments for 9/21/2010 (1)

New Appt Groups

A	L	N	Starts	Description
			7:30 AM	AR8 Argo 8+: Fay 555-1234

All Tasks for 9/21/2010 (0)

New Task Groups

P	L	N	Description
---	---	---	-------------

10) To delete an appointment double click and select the “Delete Record” button

To enter your contact information (optional):

1.) Click on “New Contact” on the large top box.



2.) Enter as little or as much information as you would like. (Don’t worry about the other tabs.)

3.) When you are finished, click “Save Record.” Your information is now stored for other members to access.

When you are finished with everything, click on “File” (top far left corner) and then select “Log Out.”

* If you need further information, there are instructions available online. Just click on “How to sign up for a shell-see Notes” in the bottom right box.