

# Using Zoho: HRRC's Online Boat Reservation System

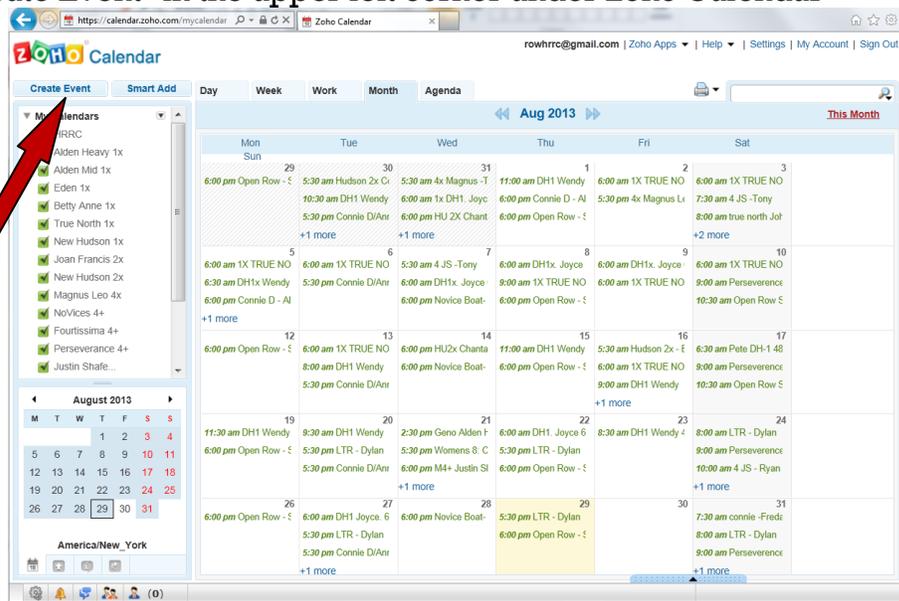
- 1.) Go to <http://www.zoho.com/calendar/>
- 2.) Enter the login name: rowhrrc and the password: that is mailed to you



**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. Note the day and time you want to reserve a boat and check for conflicts with other crews
2. Click "Create Event" in the upper left corner under Zoho Calendar



3. In the title box type two items, the name of the boat you're reserving and your name. See example below
4. In the calendar field, click on the boat name.
5. Enter a start date and time in the green day and time boxes.
6. Zoho defaults to a 30min time block so set the end time to the desired time (remember HRRC policy only allows 2hrs max per outing)
7. In the description block enter the crew going out (men's 8 or women's quad) and a telephone number you can be reached at
8. Click "Save" at the bottom of the screen
9. That's it! You need not do anything else! Please don't mess with preferences or settings.

### Example:

The screenshot shows the Zoho Calendar interface for creating an event. The browser address bar shows <https://calendar.zoho.com/mycalendar#>. The user is logged in as rowhrrc@gmail.com. The form is titled "Create Event" and includes the following fields:

- Title:** True North - Fay Hannon (with a "Private" checkbox)
- Calendar:** True North 1x (with an "All day" checkbox)
- Time:** 08/29/2013 09:00 am and 08/29/2013 10:00 am (with a time zone dropdown set to "America/New\_York")
- Repeats:** --none--
- Event Color:** A row of color selection boxes.
- Location:** An empty text input field.
- Reminder:** + Add Reminder
- Link (web url):** An empty text input field.
- Description:** Just me today - 555 538 8920

The right sidebar contains two sections:

- Associate:** A section for associating related items, showing several icons.
- Attendees:** A section for adding attendees, with options for "Groups" and "Individuals" (with a "Free/Busy" button). Below this is a text input field for "Enter email ids separated by comma."

Contact [coach@hrrc.net](mailto:coach@hrrc.net) for help.