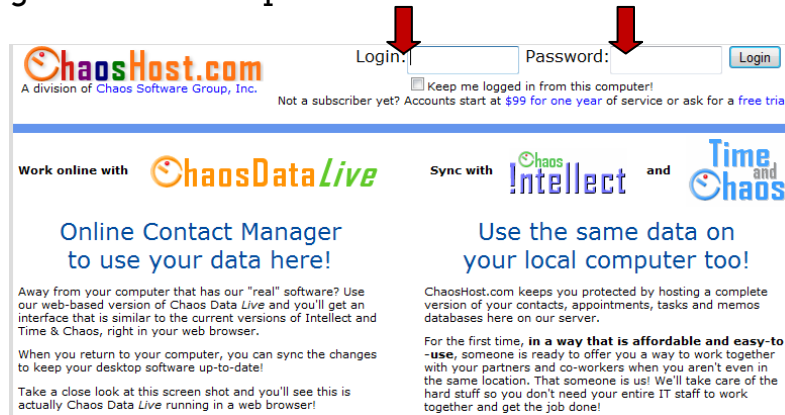


Using Chaoshost: HRRC's Online Boat Reservation System

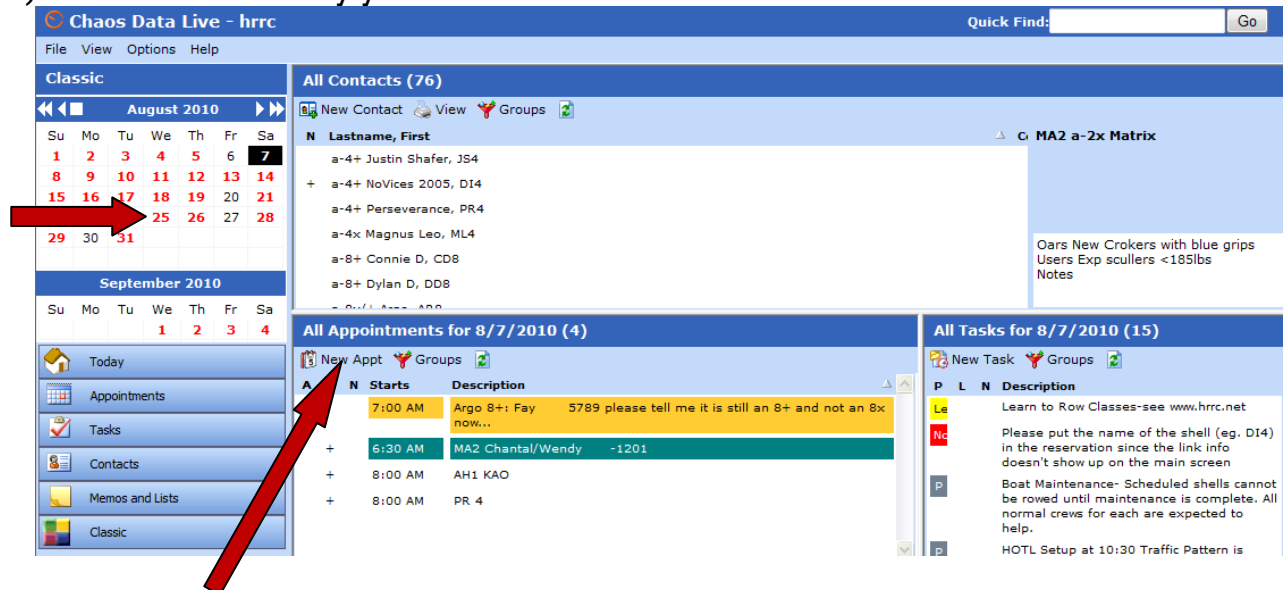
- 1.) Go to www.chaoshost.com.
- 2.) Enter the login name: hrrc & password: which will be emailed to you



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

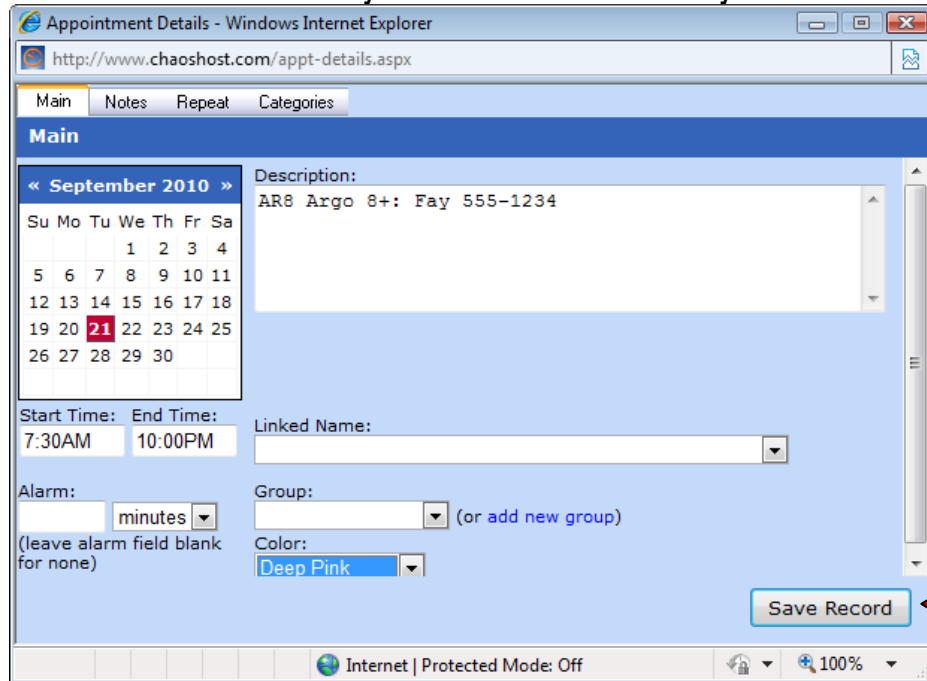
To reserve a boat:

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

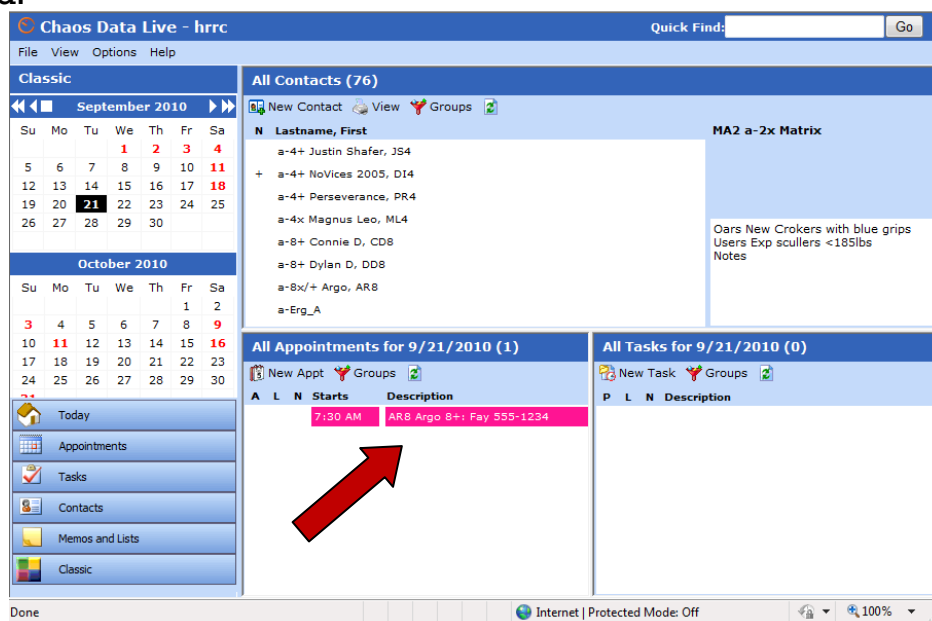


- 2.) Next, click on "New Appt" (bottom left box)
- 3.) A new window will open. There are a number of tabs, but the only one you need is the "Main" tab, and the window will pop up already open to "Main."
- 4.) Enter your "Start Time" in this format: 9:00 AM or 5:30 PM
- 5.) Enter your "End Time" in the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



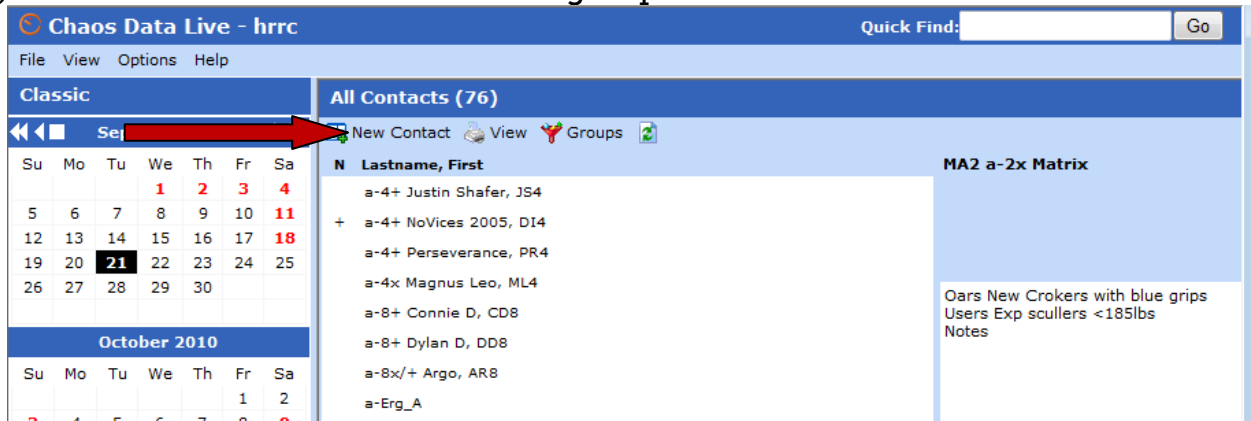
- 9.) You should now see your reservation listed in the box. Make sure you have the right date selected. *



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.