

Dear fellow sailors,

As the evenings get nice and long and the days stay cold and colder, it is time to start sailing again. Just like previous years, every Tuesday from now (10<sup>th</sup> May) until end September, all active members of the Syvstjernen Sailing Club have the opportunity to hone their sailing skills as either crew or skipper. The crew evening are focussed on people who are new to sailing as well as those who are preparing for their skipper approval. I have put all the info in a FAQ format:

**Where and when?** Every Tuesday, we will meet up at 17h at the boats at Langelinie Lystbådehavn and depending on many conditions we will return to land between 20h and 21h.

**How are we grouped?** We aim at getting as much people on the water as possible. All boats could have up to 5 crew members and a skipper but we expect that when we get further in the season (when the initial spring popularity has died down a little) there will get a bit more room on board. We strive to put people together with similar experience level.

**What if it is bad weather?** We are real sailors so we will go out in rain, wind or even on windless warm days. The skipper decides however if it is safe or not to go out. Do make sure you wear the appropriate clothing.

**What if I am prone to seasickness?** Make sure your skipper is aware of any medical condition you might have before the start. Specifically for seasickness, please bring travel sickness pills with you and use them when in doubt. Alternatively your skipper will make sure you work your but off so you will not get the chance to feel seasick.

**How to sign up?** Both crew and skippers will have to sign up on the Klubmodul website. Please see the 'how-to-sign-up' manual on the attached page. You can sign up max. one week in advance. Sign up closes on Sunday evening so that lists can be made on Monday and everyone knows whether to bring their "wellies" and "sydvest" the next day.

**How do I know if I am assigned to a boat?** We will send out a mail on Monday with the distribution per boat. From that moment your skipper gets the responsibility and will keep you posted in case of any last minute changes or more specific info for your trip.

**What if we are too many?** It happens occasionally that not all crew can be assigned to the boats due to lack of boats or skippers. The "rolling guidelines" are

1. Dueligheds-class graduates 2016
2. People that have not made it to the list the week before

**What if we are too little?** As long as there is one skipper and two crew members, there will be a crew evening. We don't expect a crew evening to be cancelled due to low participation.

**What if our skipper falls ill last minute?** Either I try to find another skipper to take the boat you're on, out. Alternatively you will be divided over other boats based on above priority guideline. If you decide to show up anyway and hope there is a free spot you may do so but with the risk you might not get on board after all.

**What if I cannot make it?** Before Sunday evening, please un-subscribe from the crew evening by sending Dries a mail. This is essential. We hope to automate it soon in the klubmodul website. If you are forced to cancel on Monday or Tuesday, please let your skipper know as soon as possible.

### **Note for skippers-to-be:**

Sailors that are preparing for their skipper approval should use the crew evenings to practice their skipper skills prior to their approval sail. It will also help to get the required recommendations from the different skippers, needed for the approval. They will be assigned to a crew evening and will act as skipper under the guidance of 'real skipper'. It is recommended that you have ticked off all the 'skills' already before signing up for these sails. Please reach out to Dries if you qualify for being a skipper-to-be.

If you have any more questions, don't hesitate to reach out.

Looking forward seeing you on the water.

Dries

Dries' Email: [Dries.wellens@maersk.com](mailto:Dries.wellens@maersk.com)

Dries' Office phone: 3363 1673

Hristo's email : [Hristo.Petkov@maersk.com](mailto:Hristo.Petkov@maersk.com)

# The manual

Go to <http://www.seilklubbensyvstjernen.klubmodul.com/cms/eventOverview.aspx>

With your username and login, you will get following page:

The screenshot shows the website header for 'YACHT CLUB SYVSTJERNEN' with a navigation menu including Home, Boat Booking, Activities, Gallery, Membership, Safety, About, and a User menu. Below the header is a 'QUICKLINKS' section with a link to 'Crew evening'. The main content area features a 'CREW EVENING' event card with the following details:

Start date and time:	10.05.2016 kl. 17.00
End date and time:	10.05.2016 kl. 21.00
Place:	LLB
Start date for registration:	27.04.2016
End date for registration:	08.05.2016
Available places:	Number of registrations: 0 Total places available: 20
Price:	0 KR.

Below the event details is a 'BRIEF DESCRIPTION' section: 'Crew evening, please enroll as Either Skipper or Crew, and please tick the Dueligheidsclass 2016 if you are eligible.' To the right of the description are two buttons: 'SEE THE LIST OF PARTICIPANTS' and 'READ MORE & REGISTER'.

Click on 'Read more & Register'

The screenshot shows the registration form with the following sections:

- DESCRIPTION:** 'Crew evening, please enroll as either Skipper or Crew, and please tick the Dueligheidsclass 2016 if you are eligible. Priority will be given to Dueligheidsclass 2016 graduates, others as per availability. Signing up does not necessarily mean you are on the list. A confirmation email will be sent on Monday with the final list per boat. From that moment, the skipper of your boat takes over responsibility.'
- REGISTRATION:** 'You are about to register (Dries Wellens)'. It includes a summary table of event details and a 'PRICE' of 0,00 KR.
- Registration Fields:** Skipper (checkbox), Crew (checkbox), Dueligheids Class 2016 (checkbox), and a text area for an optional message.
- PAYMENT:** A checkbox to agree that the name appears on the event page, and another checkbox to accept the terms. A large green arrow points to a button labeled 'Betal her' (Pay here).

Then select if you're crew or skipper and if you have just obtained your 'Duelighedsbevis'. Don't forget to click on accepting the terms and list of participants. Finally click on Pay here. Note that the price will and should read 0,00 KR. Obviously no money will be credited from your card.

Finally you will get below receipt. Again I would like to remind that this does not necessarily mean that you will get a spot. Wait for the final confirmation where all boats will be mentioned with skipper and crew. From that moment on, your skipper is responsible.

**RECEIPT OF COMPLETED PAYMENT FOR .**

Dear Dries Wellens

Your payment is complete, and you are registered:

Event:	Crew evening
Start:	05.05.2015 kl. 17.00
Address:	LLB
End:	05.05.2015 kl. 21.00
Price:	<b>0,00 KR.</b>

Skipper:  Ikke valgt  
Crew:  Valgt  
Dueligheds Class 2015:  Valgt

Crew evening, please enroll as Either Skipper or Crew, and please tick the Duelighedsclass 2015 if you are eligible. Priority will be given to Duelighedsclass 2015 graduates, others as per availability.

Thank you for tilmelding

Best regards

Sejklubben Syvstjernen

 We've sent you a receipt on the above to your email.

To un-subscribe, please send a mail to [dries.wellens@maersk.com](mailto:dries.wellens@maersk.com) or in my absence to [Hristo.Petkov@maersk.com](mailto:Hristo.Petkov@maersk.com). We hope to get the functionality in the system soon so you can do this yourself.