

## Quick reference guide

### *Hammarby Rodd's web-based rowing log*

The web-based rowing log is available both on computer and smartphone/tablet. The functionality is somewhat limited if you do not use a computer. However, it is possible to use the computer interface from a mobile device. If you use a mobile device, at the bottom of the screen it says "Change platform: Desktop/Mobile". Select desktop.

The address is <http://hif.roseddel.dk>.

All active members have received a "member id" and a password for the system. If you haven't received your login details, email the administrator at [roddjournal@hammarbyrodd.se](mailto:roddjournal@hammarbyrodd.se).

Below are a number of things to remember when it comes to the rowing log. A more detailed user manual is also available if you need more information.

- You log in and out under "my profile"
- You can change your password under "my profile". NOTE, do not choose a password that is the same or similar to what you already have on other accounts. As the system is built, administrators can see all members' personal data, including passwords. Choose something simple, it's just a rowing log. It can be max 8 characters.
- You don't have to spend time filling in your profile, this information is not very useful to anyone else anyway. A tip is, however, to fill in your favorite boat and favorite destination (if you have one). This simplifies the registration later. Fill in your email address too, so you can reset the password if you forget it. Otherwise, contact the administrator to get a new one.
- Registration of rowing is done by one person. He/she registers the boat, destination, total distance and all rowers in the boat.
- When registering a rowing session, fill in all the details (destination, boat, rowers and total distance) and click on **end log**. If you press **create**, your kilometers will not be registered, and the boat is set up as busy (this means, according to the system, that you are out on the water). No one else can then register a rowing trip with the boat, as it is busy.
  - If you still press create, end the tour by searching your rowing session on the start page ("boats on the water") and press the tick or pen.
  - From mobile device the registration is done in two steps: first **create** and then **end log**.

- The start and end time doesn't have to be accurate; The date should be right, and then you can set an approximate time.
- If you row with someone who isn't in the club (or is not yet in the system), select "Gäst Guest" instead. You can select the same "person" in several seats.
- If you have an empty seat in the boat, for example if you row a quad with three rowers, then select "Tom Plats" as a rower.
- If you row in another club's boat, select "Other (boat class)". If you row a Hammarby boat that is not in the system, please inform the administrator.
- If the destination you have rowed to/on is not in the system, select "Other/XX".
- You can see the club's statistics by clicking "statistic" in the menu bar. You see your own statistics under "my profile"
- All members have the right to register a rowing session, and to see the lists that are available under the menu option "administration". You cannot change anything else than your own profile.
  - If you want to remove or afterwards change a rowing session, email [roddjournal@hammarbyrodd.se](mailto:roddjournal@hammarbyrodd.se).
  - The reason is that the system is structured in such a way that either everyone with a certain authorization can delete everyone's tours (incl. their own), or they cannot delete any at all. We have chosen to not let anyone delete any session.