Here are the instructions on how to close out your sail activities (this may be different if you are using your phone instead of doing this on a computer):

1. Log on to the Mountaineers Website then in the pop down menu under your name at the top to the webpage select **My Activities**.
2. In the filter section of the screen that displays, check the box next to **Show only activities that need to be closed**.
3. Click on the sail "activity" that you have completed.
4. Click on **Manage Roster** button at the bottom of the page.
5. If you want to add your helper/non student crew to the roster so they can get volunteer hours you can do this now by clicking on the **ADD PERSON TO ROSTER** button at the top of the screen.
6. Next, scroll down and Choose **Successful** in the Trip Result drop down menu. The Trip Result you choose will be entered as the Participant Result for all registered participants. If you need to cancel this activity, choose "Canceled" from the "Trip Results" drop down below. The registration status for all participants will be changed to "Canceled," and we will send them an email notifying them that the trip was canceled.
7. Enter the number of volunteer hours to assign to leaders and instructors.
8. You can ignore the Length, Length Units and/or Elevation Gain fields.
9. Click the "**Save**" button (just below the "Elevation Gain" field).
10. Correct individual records in the "Roster" section above as needed by clicking the "Edit or Cancel" link next to the person's name. If a student didn't show up, or contacted you at the last minute and couldn't make it, you will need to change the Participant Result, to "**No Show**" if they didn't contact you but didn't show up, or **Cancelled** if they where not able to make it but did contact you.
11. Click the "Close Activity" button at the bottom left of this screen.